

Reclamation Manual

Directives and Standards

Sample Memorandum Requesting Deviation from Reclamation Manual Policy

Mail code

RIM-5.00

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: Commissioner

From: **Senior Executive Requesting the Deviation**

Subject: Request for a Deviation From Requirements in Reclamation Manual (RM) Policy,
Insert Subject of Policy [Insert Policy Code (e.g., RCD P03)]

I am requesting a permanent deviation from the requirements in Paragraph **insert specific paragraph reference** of the subject RM Policy.

Include all information required by RM Directive and Standard, *Request for Deviation From a Reclamation Manual Requirement and Approval or Disapproval of the Request* (RCD 03-03), specifically Paragraphs 5.B.(1)-(8).

If you have any questions regarding this request, please contact **name**, **organization**, at **phone number**.

Deviation from requirement in **Insert Policy Code** (e.g., RCD P03):

Approved Disapproved

Commissioner Name

Commissioner

Date

cc: 84-52100 (KKarlovits, SRizzi)

other copies as determined by the requesting office