

# Reclamation Manual

Directives and Standards

***TEMPORARY RELEASE***

*(Expires 07/01/2017)*

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Following is an example of a transfer concurrence memorandum:

To: Director, Policy and Administration Attention: 84-57000

From: Regional Director

Subject: Transfer of XYZ Facility from Construction Status to Reclamation O&M Status (or to O&M Status by ABC Irrigation District) – Division (if appropriate) – Project, State

In accordance with Reclamation Manual FAC 01-05, I have concurred that criteria for substantial completion has been met and the XYZ Facility can be transferred from construction status to Reclamation O&M status (or to O&M status by ABC Irrigation District), and the subject asset can now be operated (occupied, used) as of effective (date). The official transfer inspection was conducted on (date), and a copy of the official inspection report with concurrence signatures is attached for your information.

Attachment

cc: Director, Technical Service Center Principal Designer  
Technical Service Center personnel who participated in inspection Regional Finance Office  
Regional and area office codes needing to be aware of transfer  
(w/att to each)