

# Reclamation Manual

Directives and Standards

## TEMPORARY RELEASE

(Expires 07/07/2017)

### TRANSFER TO PLANT IN SERVICE<sup>1</sup>

In order to improve the process for transferring completed construction work to other structures and facilities in a timely manner and to ensure coordination and documentation of the date for such transfers, please complete your portion and route to the next office.

**1. Description.**

FUNCTIONAL AREA \_\_\_\_\_  
 FUNCTIONAL AREA NAME \_\_\_\_\_  
 WORK BREAKDOWN STRUCTURE (WBS) \_\_\_\_\_  
 WBS DESCRIPTION \_\_\_\_\_

**2. Status.**

This construction activity is substantially complete as of           (date of O&M Status memorandum)          

Project Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Administration Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**3. Follow-up Notification of Transfer to Completed Plant.**

Please sign below to indicate notification of the transfer and that you will take the necessary actions related to completed plant.

**ROUTING SLIP FOR FOLLOW-UP NOTIFICATION OF TRANSFER (as applicable):**

TO	SIGNATURE	DATE
Regional Repayment Office		
Regional Economist		
Regional Realty (Lands) Office		
Regional Engineer		
Real Property Inventory System		
Regional Financial Mgmt. Office (last)		

<sup>1</sup> The regions may modify this form to meet regional needs.