

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 06/30/2008)

The following is a template of an approval memorandum for minor revisions to a Reclamation Manual release. The highlights indicate information that must be customized for each specific release.

Originating mail code
RIM-1.10

MEMORANDUM

To: Director, Office of Program and Policy Services
Attention: 84-52000(Kerstiens)

From: **Senior Executive Name**
Title

Subject: Approval of Minor Revision to Reclamation Manual (RM) **Policy /Directives and Standards**

Today I have authorized minor revisions to RM **Policy/Directives and Standards, Subject of Reclamation Manual Release, XXX Pxx / XXX xx-xx** (RM Release No. xxx).

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 7.B. of Temporary Reclamation Manual Release, *Managing the Reclamation Manual*, RCD TRMR-15. Please insert the attached edited and approved version into the RM.

Attachment

cc: **issuing office**
(w/att)