

# Reclamation Manual

## Directives and Standards

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1. The following memorandum is an example of substantial completion concurrence documentation. The items in **BOLD** must be changed and project specific. Remove **BOLD** information before distribution.

To: Director, Dam Safety and Infrastructure  
Attention: 86-67200

From: Regional Director

Subject: Substantial Completion of **XYZ** Asset

In accordance with Reclamation Manual Directive and Standard, *Completion of a Construction Activity*, (FAC 01-05), I have concurred that the criteria for the substantial completion of **XYZ** Capital Asset, per the respective project management plan, has been met. As of **effective date** the capital asset can be placed in service (**operated, occupied, used**) and will be operated and maintained by **responsible operating office or ABC Irrigation District**.

Additional details regarding the construction activity are provided below:

- A. **project type** (e.g., basic, standard, complex, or complex with Office of Management and Budget business case);
- B. **capital asset name, location, and name of authorized project where the capital asset is located;**
- C. **program number** (the 8 digits after “R” in the WBS) **and additional accounting data as required by the regional finance office;**
- D. **PM name, title, duty station, and office mail code;**
- E. **list of specification numbers used in construction activity;**
- F. **the Reclamation office having jurisdiction over the capital asset following completion of the construction activity;**
- G. **the date of the completion inspection;**
- H. **summary of the completion criteria being concurred;**
- I. **description of any significant deficiencies that impact the future function of the capital asset;**
- J. **name of the concurring official with delegated authority to sign; and**

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**K. date of concurrence.**

Attachment

cc: Director, Technical Service Center  
Regional and area office codes needing to be aware of transfer (w/att to each)  
Regional Finance Office  
Mission Support Organization  
Dam Safety and Infrastructure, Asset Management Division