

# Reclamation Manual

Directive and Standards

United States Department of the Interior

BUREAU OF RECLAMATION  
P.O. Box 25007  
Denver, CO 80225-0007



IN REPLY REFER TO:

Mailcode  
File code

VIA ELECTRONIC MAIL ONLY

Memorandum

To: First Line Supervisor

From: Employee Name  
Employee Title

Subject: Remote Work Request

The purpose of this memorandum is to officially request your consideration for remote work. As required by Reclamation Manual Directive and Standard, *Remote Work* (HRM 11-04), below is the supporting information required for this request.

Memo must address:

- (1) Proposed location for remote work;
- (2) Benefits to Reclamation for allowing remote work; and,
- (3) Consequences to Reclamation if remote work is not approved.

I am voluntarily requesting a change in duty location as described above.