

# Reclamation Manual

## Directives and Standards

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### Template Memorandum Requesting RLT Fatal Flaw Review of RLT Comment Disposition Matrix

#### Mail code

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Reclamation Leadership Team (only required to send to RLT members that submitted critical comments during RLT review)

From: Approving Official (Senior Executive/Senior Level)

Subject: 2-Week Review of Reclamation Leadership Team Comment Disposition and Revised Draft of Reclamation Manual Release, *Insert Subject of Release* (insert subject area code, e.g., RCD 03-01) (Due 2 Weeks From the Date of This Memorandum)

The purpose of this memorandum is to request your fatal flaw review of the Reclamation Leadership Team (RLT) comment disposition of critical comments received and the revised draft of the subject Reclamation Manual release (attached). Include any information that is helpful to the reviewer (e.g., information on substantive changes if this is a major revision).

The draft release was provided to the RLT for review in (insert date), for the required 45-day review period. The RLT comment disposition and revised draft were developed in coordination with the following individuals who are copied on this memorandum:

- Name, Organization
- Name, Organization

The following documents related to the disposition of comments for this release will also be made available on the [Reclamation Manual Intranet site](#):

- Original version of release distributed for RLT review
- RLT comment disposition matrix of critical comments
- Draft release reflecting RLT comments incorporated in track changes or, if the revisions are so extensive it makes the track change version difficult to comprehend, include another paragraph in this memorandum describing the substantive revisions made to the release

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Your organization's consolidated fatal flaw comments must be submitted on the attached Excel RLT fatal flaw comment disposition matrix via email by you, or by your deputy, assistant, or RM coordinator with a copy to you, to **(insert name of person to receive comments)** at **(insert email)**, within 2 weeks from the date of this memorandum.

If you have any concerns regarding the disposition of comments, please contact **(insert name of person to receive questions)** at **(insert phone number)**.

Attachments **(PDF of track change version of release and appendices, PDF of completed RLT comment disposition matrix, and Excel version of [RLT fatal flaw comment disposition matrix \(Appendix E\)](#))**

Copies of memorandum and attachments must be sent to the following:

- RLT Executive Assistants **of those RLT members that submitted critical comments**
- RM Coordinators ([bor-drodrncoord@usbr.gov](mailto:bor-drodrncoord@usbr.gov))
- **Individuals identified above that worked on comment disposition**

(Revised 09/01/2020)