



## RECLAMATION MANUAL (RM) REVIEW REQUEST FORM



**RM Release Series Number (ex. RCD 03-01):**

**RM Release Subject:**

**Originating Office:**

**Point of Contact (POC):**

**Type of Review Requested:**

New Release (45-Day)	Major Revision (45-Day)
New Release Fatal Flaw (14-Day)	Major Revision Fatal Flaw (14-Day)
New Release External Fatal Flaw (14-Day)	Major Revision External Fatal Flaw (14-Day)
New Temporary Manual Release (TRMR) (14-Day)	TRMR Major Revision (14-Day)
External Review (30-Day)	Deletion (14-Day)

**External Review**

Check here if requesting an External Review concurrent with a 45-day RLT Review.

POC email for submitting external comments:

**Fatal Flaw Review**

**External Fatal Flaw Review**

Date of RLT Review:

Date of External Review:

**Summary of new release, revisions, or reason for deletion:**

For External Reviews, the summary information above will be used as a purpose statement attached to the beginning of the draft release. Include any other information here, if needed, for External Review purpose statement



**Attachments (see Form Instructions for required attachments):**

**Development Team Members (names and email addresses):**

**Distribution List (see Form Instructions for distribution requirements):**

**Approving Official Signature:**



## RCD 03-01 APPENDIX E RECLAMATION MANUAL (RM) REVIEW REQUEST FORM



### Form Instructions

#### General Instructions:

This electronic form must be completed and submitted one time for each review step in the RM development process. Consequently, this form may be completed multiple times for one RM release depending on the type of release and order of reviews. If a concurrent 45-day RLT Review and 30-day External Review are requested, one form may be submitted to request both reviews.

#### Type of Review Requested:

To request a concurrent 45-day RLT Review with a 30-day External Review choose the appropriate RLT review from the radio buttons and then check the box for concurrent External Review.

#### Required Attachments:

For New Releases, Major Revisions, External Reviews, and Deletions:

- Final clean Word draft version of release and related appendices

For Major Revisions:

- Tracked changes version of updated release and related appendices

For Fatal Flaw Reviews and External Fatal Flaw Reviews

- Tracked changes version of updated release and related appendices based on adjudication of comments from either RLT review or external review
- Clean version of updated release and related appendices based on adjudication of comments from either RLT review or external review
- Comment disposition matrix

#### Distribution Requirements:

1. Use the [Distribution List](#) resource available on the RM SharePoint Site to complete the "Distribution List" field.
2. Route this form and attachments in the Data Tracking System (DTS) by following requirements listed in RCD 03-01 and guidelines provided on the RM SharePoint Site.
3. Upon completion of DTS routing and Approving Official's digital signature, distribute this form by email to all contacts listed in the "Distribution List" and "Development Team Members" fields. In the body of the email include the following statement:

*This request is being distributed to RLT Members, Reclamation Manual Coordinators (RMCs), labor relations officers (LROs), area managers (except Columbia-Pacific Northwest Region), and ethics counselors for awareness. The RMC for the originating office will initiate the specified review period using the RM Review Tracker Application (Tracker) upon distribution of this form. Please submit all comments through the Tracker by the end of the specified time period.*

*LROs will receive a notification from the Tracker Each LRO is responsible for determining if the release impacts bargaining unit employees, forwarding the release determined to affect employees to the relevant unions for comment, and submitting consolidated comments pertaining to impacts on bargaining unit employees, union input, or negotiation invocation within the Tracker.*