

Reclamation Manual

Directives and Standards

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

Mail code

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Reclamation Leadership Team

From: **Approving Official (Senior Executive/Senior Level)**

Subject: 2-Week Review of External 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 external comment disposition and revised draft of the subject Reclamation Manual release (attached). **Include any information you believe is helpful to the reviewer (e.g., information on substantive changes if this is a major revision).**

The draft release was posted for external review on **(insert date)**, for the required 30-day review period. The external 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](#):

- External comment disposition matrix
- Draft release reflecting external 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**

Your organization's consolidated fatal flaw comments must be submitted on the attached Excel external fatal flaw comment disposition matrix via email by you, or by your deputy, assistant, or

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RM coordinator with a copy to you, to (insert name of person to receive comments) at (insert e-mail), 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 external comment disposition matrix, and Excel version of external fatal flaw comment disposition matrix (Appendix I))

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

- RLT Executive Assistants (ibr9wrodrltsec@usbr.gov)
- RM Coordinators (bor-drodrmtcoord@usbr.gov)
- Individuals identified above that worked on comment disposition

(Revised 09/01/2020)