Template Memorandum Approving Minor Revisions

Mail code
3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Director, Policy and Administration
   Attention: 84-52100 (SRizzi)

From: Approving Official (Senior Executive/Senior Level)


Today I have authorized the following minor revisions to the subject Reclamation Manual (RM) release.

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 5.C. of RM Directive and Standard, Reclamation Manual Release Procedures (RCD 03-01). Please insert the attached edited and approved version into the RM.

If you have any questions regarding this minor revision, please contact (insert name of person to receive questions) at (insert phone number).

Attachment (track change version of release and appendices showing minor revisions)

cc: 84-52100 (MBudel)

Other cc’s of memorandum and attachments to be sent at the discretion of author.

(Revised 12/2/2019)