

Reclamation Manual

Directives and Standards

Template Memorandum Approving Minor Revisions

Mail code

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Director, Policy and Programs
Attention: 84-52100 (MBudel)

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

Subject: Approval of Minor Revision to Reclamation Manual **Policy/Directive and Standard, Subject of Reclamation Manual Release, XXX P## / XXX ##-##** (Release No. **###**)

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 (KWhitford)

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

(Revised 04/29/2020)