

Reclamation Manual

Directives and Standards

Template Memorandum Requesting RLT Review of RM Release Deletion

Mail code

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Reclamation Leadership Team

From: Approving Official (Senior Executive/Senior Level)

Subject: Request for Review and Comment on Proposed Deletion of Reclamation Manual Policy/Directive and Standard, *Subject of Reclamation Manual Document* (Series Number: e.g., RCD 03-01) **(Due 2 Weeks From the Date of This Memorandum)**

The purpose of this memorandum is to request your review and comment on the proposed deletion of the subject Reclamation Manual Policy/Directive and Standard (PDF attached). We are proposing this release be deleted from the Reclamation Manual because (provide reasoning for deleting the release).

To facilitate the distribution of this request, copies have been provided to Reclamation Manual coordinators and labor relations officers (LROs). However, your organization's consolidated comments must be submitted 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 address of person to receive comments) **within 2 weeks of the date of this memorandum.**

Please be aware that in addition, 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 to the acting Reclamation LRO at sha-dro-hrlrrmcomments@usbr.gov. **Negative responses are required.** The acting Reclamation LRO will consolidate and submit comments on behalf of all LROs.

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

Attachments (PDF of release and appendices)

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

Reclamation Manual

Directives and Standards

- RLT Executive Assistants (ibr9wrodrltsec@usbr.gov)
- RM Coordinators (bor-drodrmcoord@usbr.gov)
- LROs (ibr8drodrmlro@usbr.gov)
- Ethics Counselors (ethics@usbr.gov)

(Revised 09/01/2020)