

# Reclamation Manual

Directives and Standards

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## Sample Memorandum Requesting Deviation from Reclamation Manual Policy

Mail code

3.1.3

VIA ELECTRONIC MAIL ONLY

### MEMORANDUM

To: Commissioner

From: Senior Executive Requesting the Deviation

Subject: Request for a Deviation From Requirements in Reclamation Manual (RM) Policy,  
*Insert Subject of Policy* [Insert Policy Code (e.g., RCD P03)]

I am requesting a permanent deviation from the requirements in Paragraph *insert specific paragraph reference* of the subject RM Policy.

Include all information required by RM Directive and Standard, *Request for Deviation From a Reclamation Manual Requirement and Approval or Disapproval of the Request* (RCD 03-03), specifically Paragraphs 3.B.(1)-(8).

If you have any questions regarding this request, please contact *name*, *organization*, at *phone number*.

Deviation from requirement in *Insert Policy Code* (e.g., RCD P03):

Approved       Disapproved

\_\_\_\_\_  
*Commissioner Name*

Commissioner

\_\_\_\_\_  
Date

cc: 84-55000 (Disleman)

*other copies as determined by the requesting office*