Reclamation Manual
Directives and Standards

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 5.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 ____________________________ Date __________________
Commissioner

cc: 84-52100 (KWheeler)

other copies as determined by the requesting office