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 ____________________________ Commissioner

Date

cc:  84-52100 (SRizzi)

other copies as determined by the requesting office