Sample Memorandum Requesting Deviation from Reclamation Manual Directive and Standard

Mail code
3.1.3

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: Senior Executive that approved Directive and Standard

From: Senior Executive Requesting the Deviation

Subject: Request for a Deviation From Requirements in Reclamation Manual (RM) Directive and Standard (D&S), Insert Subject of D&S [Insert D&S Code (e.g., RCD 03-01)]

I am requesting a permanent deviation from the requirements in Paragraph insert specific paragraph reference of the subject D&S.

Include all information required by RM D&S, 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 D&S Code (e.g., RCD 03-01):

Approved □ Disapproved □

________________________________________________  ________________
Senior Executive Name that Approved D&S     Date
Senior Executive Title

cc: 84-52100 (SRizzi)

other copies as determined by the requesting office