

Reclamation Manual

Directives and Standards

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
Senior Executive Title

Date

cc: 84-52100 (KWheeler)

other copies as determined by the requesting office