



RECLAMATION MANUAL (RM) REVIEW REQUEST AND APPROVAL FORM



RM Release Series Number (ex. RCD 03-01):

RM Release Subject:

Originating Office:

Point of Contact (POC):

RLT Review:

New Release (30-Day)

New Temporary Manual Release (TRMR) (14-Day)

TRMR Conversion or Incorporation no revisions (14 Day)

TRMR Renewal (no revisions, no review)

Revision (30-Day)

TRMR Revision (14-Day)

Deletion (14-Day)

External Review:

Concurrent with the initial review

Not required (TRMR, Deletion, or no critical comments)

Concurrent with Fatal Flaw Review

After Fatal Flaw Review

Justification for not conducting External Review concurrently with Initial Review (not required for TRMR):

Fatal Flaw Review:

Received critical comments on initial review

Not required (TRMR, Deletion, or no critical comments)

Summary of new release, revisions, or reason for deletion:

For External Reviews, the summary information above will be used as a purpose statement attached to the beginning of the draft release. Include any other information here, if needed, for External Review purpose statement

Attachments (see Form Instructions for required attachments):

Development Team Members (names and email addresses):

Distribution List (see Form Instructions for distribution requirements):**Reviewed by Employee/Labor Relations (84-5800) (Only required if Fatal Flaw Review conducted)**

Requirement for union notification/request for comments met; union comments, as appropriate, forwarded to originating office.
No union referral required.

Signature:

Name and Title:

Approved by Management (temporary actings cannot approve RM actions)

My signature below indicates my approval of the Reclamation Manual action described in the *Summary of Action* section above. If more than one approving official, both must sign below.

Signature:

Name and Title:

Signature:

Name and Title:

Form Instructions

General Instructions:

Complete this electronic form in stages while following the RM process. Follow the DTS routing guidelines on the RM SharePoint Site. This form may be reviewed and resubmitted in DTS multiple times depending on the number of required reviews. It will only be signed once by the approving official at finalization (two signatures required for policies).

Required Attachments:

For New Releases, Revisions, External Reviews, and Deletions:

- Final clean Word draft version of release and related appendices

For Revisions:

- Tracked changes version of updated release and related appendices

For Fatal Flaw Reviews

- Tracked changes version of updated release and related appendices based on adjudication of comments from RLT review
- Clean version of updated release and related appendices based on adjudication of comments from RLT review
- Comment disposition matrix

Distribution Requirements:

1. Use the [Distribution List](#) resource available on the RM SharePoint Site to complete the "Distribution List" field.
2. Route this form and attachments in the Data Tracking System (DTS) by following requirements listed in RCD TRMR ### and guidelines provided on the RM SharePoint Site.
3. Upon completion of DTS routing and Approving Official's surname, distribute this form by email to all contacts listed in the "Distribution List" and "Development Team Members" fields. In the body of the email include the following statement:

This request is being distributed to RLT Members, Reclamation Manual Coordinators (RMCs), labor relations officers (LROs), area managers, and ethics counselors for awareness. The RMC for the originating office will initiate the specified review period using the RM Review Tracker Application (Tracker) upon distribution of this form. Please submit all comments through the Tracker by the end of the specified time period.

LROs will receive a notification from the Tracker. Each LRO is responsible for determining if the release impacts bargaining unit employees, forwarding the release determined to affect employees to the relevant unions for comment, and submitting consolidated comments pertaining to impacts on bargaining unit employees, union input, or negotiation invocation within the Tracker.

4. If a Fatal Flaw Review is required follow steps 2-3 again to distribute this form a second time.