**Memorandum**

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| To: | Ryan Dahlke, P.E.Preconstruction Engineer |

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| --- | --- |
| From: | [Name], P.E.[Choose proper title] Engineer |

|  |  |
| --- | --- |
| Date: | Date Submitted to Engineer |

|  |  |
| --- | --- |
| Subject: | [Project Number] |
|  | [Project Name] |
|  | UPN [UPN] |
|  | Work Type [Work Type] |

The Scope of Work Report for this project was released on Choose a date.

Attached are approvals and concurrence from (*list the names of the signatures received and who they are for, if applicable, in the order they are attached for the master file copy. If approval is assumed because no signature and/or comments were received within the review and comment period, list those at the end)*

Comments were received from (List those sending comments).

(List comments and resulting decisions made due to the comments.)

With your approval we will take all action requested and proceed with the design accordingly.

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| --- | --- | --- | --- |
| Approved |  | Date |  |
|  | Ryan Dahlke, PE |  |  |
|  | Preconstruction Engineer |  |  |

Distribution:

|  |  |
| --- | --- |
| [Choose District Administrator] District Administrator | Rob Stapley, Rail, Transit, & Planning Division Administrator |
| Damian Krings, Highways Engineer | Tom Martin, Environmental Services Bureau Chief |
| Andy Cullison, Bridge Engineer | Jeff Jackson, Geotechnical and Pavement Bureau Chief |
| Gabe Priebe, Traffic and Safety Engineer | Joe Green, Construction Bureau – VA Engineer |
| Jason Gilliam, Right-of-Way Bureau Chief | Jon Swartz, Maintenance Administrator |
|  | [Choose a name], FHWA - Operations Engineer (PODI) |

cc:

|  |
| --- |
| [EPSProjectManager], EPS Project Manager |
| MDT Headquarters Milestone Report Distribution <mdthqmilestonereport@mt.gov> |
| [Choose a District Distribution] |  |
| [Choose a Maintenance Chief] |  |

Optional (remove if not used)

|  |
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| Vacant, Eng. Manager, Bridge Management System *[if there are structures on the project]* |
| Andy White, Secondary Roads Engineer *[project is on or crosses a secondary route]* |
| Jeremy Terry, Road Design Engineer *[Road involvement]* |
| Shelby Clark, Bicycle/Pedestrian Coordinator *[omit if is obviously no bike/ped involvement]* |
| County Officials *[secondary program, any route that is county maintained, or involves a county agreement]* |
| Tribal Government Officials *[on or adjacent to a reservation]* |
| City/Municipal Officials *[projects within city/urban limits:* [*MDT Urban Maps | Montana Department of Transportation (MDT) (mt.gov)*](https://www.mdt.mt.gov/travinfo/maps/urban-maps.aspx)*]* |
| STREET, JOHN THOMAS A CIV USAF AFGSC 341 CES/CEMD, Malmstrom Air Force Base <john\_thomas.street@us.af.mil> [USAF access routes: [*\\state\mdt\prd\GreatFalls\GTF\ALL\_STAFF\T\_and\_E\_Routes*](file:///%5C%5Cstate%5Cmdt%5Cprd%5CGreatFalls%5CGTF%5CALL_STAFF%5CT_and_E_Routes)*]* |