

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CLEARANCE SHEET

Manual Release
Handbook
Instruction Memorandum
Information Bulletin
Regulation
Other – Memorandum of Understanding

INSTRUCTIONS TO ORIGINATING OFFICE

Attach to copies of documents being submitted for clearance. List **all** reviewing officials by office code and office title. For Bureauwide Directives, list (873) - Directives and Information Services, both before and after signing official.

Brief Description of Issuance (*include Subject-Code Number and Heading*)

Subject Code: 1786

Subject: BLM MOU Control Number
Title of MOU

DD: As Needed

SIGN ALL DOCUMENTS IN BLACK INK

ROUTING (Begin with Originator)			NON- CON- CUR- RENCE (T)	COMMENTS
TO	SURNAME OR INITIAL	DATE		
Originator/Program Lead				
Records Manager/MOU Coordinator (for numbering and initiating case file)				
Branch Chief				
DSD				
State Director				
Originator/Program Lead (Forwarding signed and electronic document)				
Records Manager/MOU Coordinator (for filing original in case file)				
Originator/Program Lead (for distribution to agencies/cooperator)				