



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. NM-2007-001  
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To: DMs, FMs, DSDs, Chief-OEA, and EEO Manager

From: Acting Deputy State Director, Business Resources

Subject: Memorandums of Understanding (MOU) Policy

This policy assigns responsibility for generating, numbering, filing, tracking, and canceling MOUs. The MOUs are documents that result from unfunded “handshake” cooperation between the Bureau of Land Management (BLM) and other Federal agencies, State/local governments, or the private sector for whom mutual benefit would be derived under specified terms.

Involvement for MOUs within BLM New Mexico, Oklahoma, Texas, and Kansas (NM/OK/TX/KS) is comprised by one of the following:

1. Supplements to Bureau-level MOUs generated by the Washington Office.
2. Statewide or State-level agreements.
3. Agreements generated by more than one District or Field Office within NM/OK/TX/KS.
4. Agreements generated by outside parties.

Specific guidance for generating MOUs is outlined in BLM Manual 1786, Memorandums of Understanding. The MOUs should not be confused with assistance agreements. An assistance agreement is a legal instrument which transfers Federal assistance (usually funds) to a State or local government or other recipient (see BLM Manual 1511). Assistance agreements should be reviewed and finalized by the Branch of Acquisition (NM 95400). In addition, a reimbursement agreement is an agreement between the BLM and another Federal agency in which BLM provides goods and/or services and receives authorization of payment. The authorization must be received prior to initiation of the project. Reimbursement agreements should be reviewed and issued by the Budget staff (NM 91100).

The State Director must sign all State-level MOUs or MOUs which involve more than one District and/or Field Office. District and Field Managers may sign MOUs within their jurisdictional area of responsibility. (See BLM NM Manual Supplement 1203, Delegation of Authority, for delegations.)

Authors of MOUs are reminded that all MOUs must be reviewed by the designated MOU coordinator prior to signature. (The MOU coordinator is designated as the local Records Manager. If an office does not have a designated Records Manager, the Administrative Officer or the District/Field Manager must appoint an MOU coordinator.) The MOUs signed by the State Director shall be reviewed by Tamara Yingling, State Records Management Analyst, (NM 95300) prior to signature.

Employees generating MOUs must:

1. Follow guidance for creating an MOU outlined within BLM Manual 1786, Memorandums of Understanding.
2. Include a definite duration or review timeframe within the MOU.
3. Submit a draft MOU for review by the MOU coordinator prior to signature by any party.
4. Request an MOU number from the appropriate organizational level coordinator.
5. Create an original MOU for each involved party.
6. Ensure all involved parties sign and date each original MOU.
7. Return one signed and numbered original to each signing party. The original signed MOU for BLM will be provided to the MOU coordinator for numbering and retention.
8. Provide an electronic version of the MOU to the MOU coordinator for posting to the BLM Intranet. District/Field Office MOU coordinators may send electronic versions of MOUs to the State Records Management Analyst for posting to the BLM Intranet.
9. Inform the appropriate MOU coordinator when an MOU should be cancelled or revised.

The MOU coordinator shall:

1. Review all MOUs for format and consistency in accordance with BLM Manual 1786, Memorandums of Understanding.
2. Number all MOUs once signed by all parties.

3. Maintain a numeric historical log for tracking of all MOUs. (The effective date of the MOU will be the last signature date. For an example of an MOU log, you may access the New Mexico State Office's (NMSO) Records website or contact the State Records Management Analyst.)
4. Retain an original, numbered MOU along with pertinent supporting documents in a historical file. Each MOU should have its own historical file. The historical file is considered a permanent file in accordance with BLM Records Disposition Schedule 16, Item 16a.
5. Review historical MOU files with the specialist at least every 5 years to determine if the MOU is still in effect.

The State-level MOU index for active MOUs may be viewed from the NMSO Records website at [http://web.nm.blm.gov/records/mou/MOU\\_Log\\_active.htm](http://web.nm.blm.gov/records/mou/MOU_Log_active.htm)

Questions pertaining to MOUs may be directed to Tamara Yingling, State Records Management Analyst, at (505) 438-7428. Questions pertaining to this policy may be referred to Eileen G. Vigil, State Records Administrator, at (505) 438-7636.

Authenticated by:  
Tamara Yingling  
State Records Management Analyst

Signed by:  
Robert A. Casias

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