

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:
1786 (OR-958) P

April 12, 2004

EMS TRANSMISSION 04/13/04
Instruction Memorandum No. OR-2004-063
Expires: 9/30/2005

To: All Oregon/Washington Employees
From: State Director, Oregon/Washington
Subject: Processing Memorandums of Understanding

Program Area: Memorandum of Understanding

Purpose: To update and reissue procedures for preparing a Memorandum of Understanding (MOU).

Policy/Action: The procedures outlined in Attachment 1 are to be used when preparing an MOU for signature.

The Bureau of Land Management (BLM) Oregon/Washington (OR/WA) Intranet Information Mall has been updated to provide information on completion of MOUs and/or agreements (<http://web.or.blm.gov/records/Library-Records%20program/agreemou.htm>). A [checklist](#) for processing an MOU and an [example](#) of contents required in an MOU are included on this site, and as an attachment to this directive. The MOUs that will be listed on this site at this time are those initiated from the Oregon State Office requiring State Director's signature.

An MOU will be numbered by the State Office Records Administration Team and signed by the State Director when it includes two or more District Offices. If an MOU only pertains to one District, it will be numbered by the District's Records Manager and signed by the District Manager. The original of an MOU will be maintained in the central filing area arranged by the MOU Control Number of the office having signatory authority. MOUs are classified as Permanent records which are annotated in the General Records Schedule/BLM Combined Records Schedule 16a approved by the Archivist of the United States. The electronic copy that is posted on the BLM OR/WA Intranet will be treated as a Temporary record.

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Form 1220-1, Clearance Sheet, is required as the routing sheet. This form is available on the OR/WA Intranet Information Mall at <http://web.or.blm.gov/records/forms/f-index.htm>.

Timeframe: Effective upon receipt.

Budget Impact: None.

Background: This policy establishes statewide minimum requirements and provides general guidance. Additional

guidance and examples on completion of an MOU are found in the Manual Supplement 1786, Memorandums of Understanding available on the Internet at <http://www.blm.gov/nhp/efoia/wo/manual/1786.pdf>.

Manual/Handbook Sections Affected: Manual Supplement 1786, Memorandums of Understanding.

Coordination: Sherrie Reid, OR/WA Records Administrator, Cindy Fredrickson, Oregon State Office Records Manager.

Contact: If you have any questions regarding the process for MOUs, please contact Cindy Fredrickson at 503-808-6450. If you have any questions regarding the implementation of this Instruction Memorandum, or any questions regarding the Records program, please contact Sherrie Reid, Chief, Realty Records Section, at 503-808-6655.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Judy Ellen Nelson
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

3 Attachments

- 1 – [Checklist for Processing MOUs and Agreements](#) (3 pp)
- 2 – [Clearance Sheet for routing MOU with BLM for Surname and Signature](#) (1 pp)
- 3 – [Example Contents of an MOU](#) (3 pp)

Distribution

WO-560 (Room 750, LS) - 1

Example Contents of an MOU

BLM Subject Function Code Example: 1786

FS File Code Example: 1580

BLM MOU Control Number Example: MOU-BLM-OR933-0301

FS MOU Control Number Example: NFS-00-MU-11060000-013

MEMORANDUM OF UNDERSTANDING

AMONG:

List of Cooperators without Acronyms

CONCERNING:

Brief Summary of Subject of Agreement

Example: Curatorial Services for Bryophytes and Fungi collected from Federal Lands in the Pacific Northwest

Paragraph explaining who the entities are and how they will be referred to throughout the document (use of acronyms).

I. PURPOSE

This paragraph provides a brief description of the purpose of the Memorandum of Understanding (MOU).

II. OBJECTIVE

This paragraph identifies the reasons for entering into an MOU: e.g., mutual interests and benefits, tasks to be accomplished by each party and their respective management, etc. NOTE: These tasks are related to management, protection, development, and use of the public lands and the National Forests for natural resource issues.

III. AUTHORITY

This is a listing of the regulations and policies and legal citations for entering in the type of MOU being written. These can be found at the following web site: <http://www.blm.gov/nhp/efoia/wo/fy98/ib98-100.html>.

Attachment 3-1

Page ____ of ____ (Total Number of Pages in MOU)

BLM MOU Control Number

FS MOU Control Number

(If more pages are required for text and signatures, include agreement numbers at the top right of the page as shown above.)

IV. PROCEDURE

This paragraph describes specific procedures agreed upon jointly and individually by the participants. This can also be direction to the participants to complete a work plan designating authorized representatives to monitor the progress of

AGENCY OR COOPERATOR NAME

AGENCY OR COOPERATOR NAME

(Make enough blocks for all agencies or cooperators to sign after verifying correct titles of the signers.)

Attachment 3-3