

DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT

TRANSMITTAL SHEET

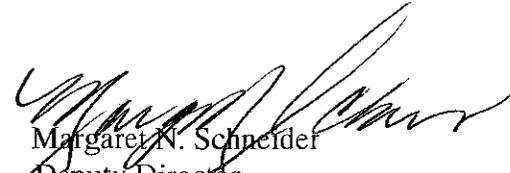
Release No. 1

FEB 28 2012

SUBJECT: Delegation
Part 205: General Delegations
Chapter 25: Memorandums of Understanding/Memorandums of Agreements

EXPLANATION OF MATERIAL TRANSMITTED:

This release implements policy and provides guidance to negotiate and execute unfunded Memorandums of Understanding /Memorandums of Agreements to the lowest level practicable and efficient operation within the Bureau of Safety and Environmental Enforcement (BSEE).


Margaret N. Schneider
Deputy Director

FILING INSTRUCTIONS:

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OPR: Office of Administration, Management Support Division

Date: **FEB 28 2012**

Department of the Interior
Bureau of Safety and Environmental Enforcement

Effective Date: FEB 28 2012

Release No.: 1

Series: Delegation Series

Part 205: General Delegations

Chapter 25: Memorandums of Understanding (MOUs)/Memorandums of Agreements (MOAs)

Originating Office: Management Support Division, Office of Administration

1. **Purpose.** This Manual Chapter implements policy and provides guidance to negotiate and execute unfunded MOUs/MOAs to the lowest level practicable and efficient operation within the Bureau of Safety and Environmental Enforcement (BSEE).

2. **Objective.** The objective of this chapter is to establish the procedures for preparing and entering into unfunded BSEE MOUs/MOAs.

3. **Definition.** MOUs/MOAs are always unfunded written agreements that facilitate the working relationship between two or more parties. Federal entities may enter into MOUs/MOAs with other Federal entities or with domestic public or private organizations or groups, or with a combination of both. The terms MOUs and MOAs are synonymous. The originating parties determine the desired term, and the term must be consistently used throughout the document.

4. **Responsibilities.**

A. The Director has the sole authority to enter into MOUs/MOAs which are *not* program-specific or made with foreign governments, foreign organizations, or foreign groups under this authority. The Director can also use his/her discretion in identifying certain other MOUs/MOAs that he/she desires to approve.

B. The Deputy Director may negotiate and execute MOUs/MOAs which are consistent with his/her respective Program responsibilities and authorities.

C. The Associate Director for Administration may negotiate and execute MOUs/MOAs which are consistent with his/her respective administrative responsibilities and authorities.

D. The Director/Deputy Director may redelegate authority to the Regional Directors to negotiate only those MOUs/MOAs which are consistent with their respective regional program responsibilities and authorities. This authority cannot be redelegated below the Regional Director level.

Date FEB 28 2012