



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memorandum

SEP 18 2013

To: Assistant Secretary – Land and Minerals Management
Assistant Secretary – Indian Affairs
Solicitor, U.S. Department of the Interior

From: Rhea Suh 
Assistant Secretary for Policy, Management and Budget

Subject: Onshore Federal and Indian Energy and Mineral Lease Management Standard
Operating Procedures – Effective October 1, 2013

The Department of the Interior recognizes the need for strong coordination and communication between the bureaus and offices involved in onshore energy and mineral lease management, including leasing, production verification, and revenue collection. Enhanced focus within the Department will lead to greater efficiency and effectiveness, respond to recommendations from the Government Accountability Office and our own Inspector General, improve the way we do business, and ultimately benefit the American people and the Indian tribes and mineral owners that we serve.

The attached Onshore Federal and Indian Energy and Mineral Lease Management Standard Operating Procedures (SOP) update and replace the 1997 “Tripartite Memorandum of Understanding.” The SOP’s have been approved by the Directors of the Bureaus and Offices within your organizations as documented in the attached Concurrence Memorandum. Over the past three years, approximately 1500 comments were received and incorporated by subject-matter experts from across the Department. Much work has been done to create this revised version and I would like to express my gratitude to those within your organizations that dedicated time and resources to this valuable effort. To avoid any further delay to this long overdue update, the SOP will take effect on October 1, 2013.

I expect the SOP to be a living document that can be adjusted as needed to reflect the evolving needs of stakeholders. To accomplish this, I have asked the Office of Natural Resources Revenue (ONRR) to facilitate regular reviews and coordinate updates with the impacted organizations throughout the Department.

If you have any questions or concerns regarding the SOP, please contact Paul A. Mussenden, the Deputy Assistant Secretary for Natural Resources Revenue Management at 202-208-2842.

Attachments (2)

Onshore Federal and Indian Energy and Mineral Lease Management SOP
Bureau and Office Director Concurrence Memorandum