



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

**JUN 21 2013**

Memorandum

To: Solicitor  
Special Trustee for American Indians  
Director, Bureau of Land Management  
Director, Bureau of Indian Affairs  
Director, Office of Natural Resources Revenue  
Director, Office of Surface Mining

From: Paul A. Mussenden   
Deputy Assistant Secretary for Natural Resources Revenue Management

Subject: Onshore Energy and Mineral Lease Management Standard Operating Procedures

As part of its Strategic Review, the Office of Natural Resources Revenue (ONRR) has been engaged in a number of efforts to enhance efficient and effective working relationships to achieve the Departmental goal of accurate energy and minerals accountability for onshore Federal and Indian leases. Part of these efforts involves the creation of Departmental policy to guide Interior bureaus and offices involved in onshore energy and minerals lease management and promote continued communication and collaboration.

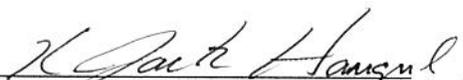
Specifically, subject matter experts from across the Department worked to update the December 1997 Tripartite Memorandum of Understanding (MOU). In December 2011, a working group of Bureau of Indian Affairs, Bureau of Land Management, ONRR, Office of Special Trustee, and Office of Indian Energy and Economic Development staff drafted an update to the MOU. There were no changes to Appendix G; the section that the Office of Surface Mining authored in 1997. Over 1,500 comments were returned in February 2012. The authors and bureau leads analyzed, conducted additional research, and prepared a response to each comment. This final version of the SOP reflects the updates, current practices, and more clearly defines how agreed-to information can be exchanged more effectively and efficiently.

Attached is the revised document, now referred to as the Onshore Energy and Mineral Lease Management Standard Operating Procedures (SOP). The revisions will improve the performance of interagency activities by eliminating procedural ambiguities, establishing clear responsibilities, and updating organizational references.

Before the Assistant Secretary for Policy, Management and Budget issues the final SOP, I want to make sure that you concur with the information contained in the document. Please affirm your concurrence with the attached SOP no later than July 19, 2013.

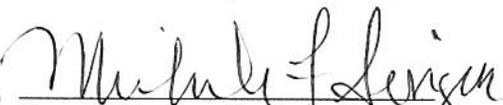
Thank you in advance for your attention to this matter; I look forward to continuing to work with you on the development of our department-wide policy. If you have questions or concerns, please contact my office at (202) 208-2842.

Please sign and date below to reflect your concurrence with the *Onshore Energy and Mineral Lease Management Standard Operating Procedures* (Attached)

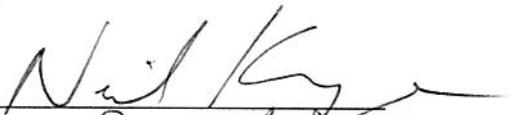
  
Solicitor Principal Deputy Solicitor

9/19/13  
Date

(SOL reviews for legal sufficiency - concurrence subject to attached edits)

Principal Deputy  
  
Special Trustee for American Indians

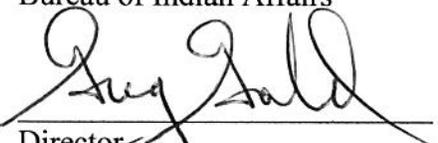
7/29/13  
Date

  
Director Principal Dep. Director  
Bureau of Land Management

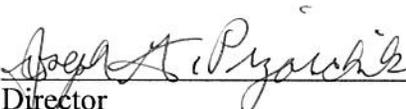
7/25/13  
Date

- See attached -  
Director  
Bureau of Indian Affairs

7/17/13  
Date

  
Director  
Office of Natural Resources Revenue

7/19/13  
Date

  
Director  
Office of Surface Mining

8-1-13  
Date

Thank you in advance for your attention to this matter; I look forward to continuing to work with you on the development of our department-wide policy. If you have questions or concerns, please contact my office at (202) 208-2842.

Please sign and date below to reflect your concurrence with the *Onshore Energy and Mineral Lease Management Standard Operating Procedures* (Attached)

\_\_\_\_\_  
Solicitor

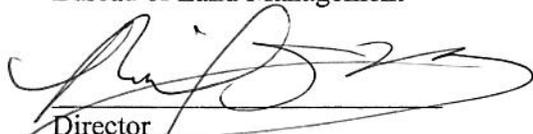
\_\_\_\_\_  
Date

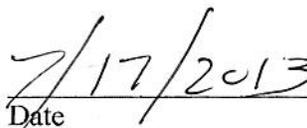
\_\_\_\_\_  
Special Trustee for American Indians

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Bureau of Land Management

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director  
Bureau of Indian Affairs

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Office of Natural Resources Revenue

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Office of Surface Mining

\_\_\_\_\_  
Date

\_\_\_\_\_