



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program
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Memorandum

To: Regional Director, BIA Navajo Region
Associate Deputy State Director, BLM New Mexico State Office

From: Assistant Program Director for Onshore Compliance and Asset Management
Deborah Sibbe Schuler

Subject: Communication Protocol for the Farmington Federal Indian Minerals Office

This memorandum documents agreed-upon procedures intended to ensure regular and open communication between the Director of the Farmington Federal Indian Minerals Office (FIMO), and the Executive Management Group (EMG) of the Indian Minerals Steering Committee. The EMG consists of the regional executives of the three parent agencies—the Minerals Management Service (MMS), the Bureau of Indian Affairs (BIA), and the Bureau of Land Management (BLM).

Procedures

1. The EMG will schedule and conduct a conference call with the Director, FIMO, every first Friday of the month. The Director will briefly present any significant actions that have occurred or issues that have been resolved during the previous month. The Director will also highlight anticipated activities for the coming month. Each regional executive will discuss any issues with the Director's report or other areas of concern that need to be resolved.
2. The Director will provide courtesy documentation of key decisions, such as leases that have been approved or submitted to headquarters for approval, to the appropriate agency executive on a regular basis.
3. The Director will notify the executives well in advance (to the extent possible) of planned public or constituent meetings. If another member of the EMG requires the assistance of the Director, they will contact the Director. If the Director will have to adjust priorities, allocate resources, or conduct travel, the Director will contact the immediate supervisor. If the immediate supervisor does not agree with the task, the supervisor will contact the requesting EMG member.

4. The Director will report any requests for services or inquiries for information which need to be addressed by the appropriate agency executive with enough information for that followup to occur.

cc: Director, FIMO (Kevin Gambrell)
Manager, Indian Compliance and Asset Management, ONCAM (Theresa Walsh Bayani)