

**Minerals Management Service
Minerals Management Service Manual**

TRANSMITTAL SHEET

Release No. 324

SUBJECT: Administrative Series
Part: 301 Major Program Issues and Decisions
Chapter: 5 Partnership Policy Administrative

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes the policies, responsibilities, and procedures for MMS offices in the use of partnerships as they carry out the Bureau's mission and affiliated outreach work.

Acting Director

FILING INSTRUCTIONS:

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301 5 5

OPR: Office of the Associate Director for Administration and Budget

Minerals Management Service Minerals Management Service Manual

Effective Date: May 4, 2009

Series: Administrative Series

Part: 301 Major Program Issues and Decisions

Chapter: 5 Partnership Policy

Originating Office: Office of the Associate Director for Administration and Budget

5.1 Purpose. This chapter establishes the policies, responsibilities, and procedures for Minerals Management Service (MMS) offices in the use of partnerships as they carry out the Bureau's mission and affiliated outreach work.

5.2 Scope. This policy applies to all MMS activities.

5.3 Definitions. The following are definitions of terms as they are used in this chapter.

A. Partner. Partner is a generalized umbrella term used to refer individuals, teams, committees, organizations, and other entities interacting in a relationship with the MMS and/or its offices to achieve a common goal.

B. Partnership. Partnership refers to a voluntary and mutually beneficial collaborative relationship between the MMS and one or more partners. Partnerships shall be formal agreements. The written agreement documenting the partnership shall set forth the objectives of the partnership; the expected benefits to the MMS and/or the Department of the Interior (DOI); the policy concerning endorsements and advertising, and the responsibilities of each partner. Built on the partner's contributions directed toward a common purpose, partnerships bring resources to the relationship to accomplish objectives that, individually, neither party could achieve. A partnership may involve one partner utilizing another's unique abilities or it may be sharing of resources (money, time, knowledge, equipment, etc.) to accomplish short-term or long-term objectives agreed upon by all participating partners. Employees shall be authorized official time to work on the joint effort for which the partnership was established.

5.4 Authorities.

A. 301 DM 5, Partnership Policy

B. 505 DM 2, Procurement Contracts, Grants and Cooperative Agreements

C. 374 DM 6, Donation Guidelines

D. 374 MMSM 6, Donations

E. 5 CFR 2635, Standards of Ethical Conduct for Employees of the Executive Branch

F. Various sections in the Outer Continental Shelf Lands Act, including, 43 USC §1332 (4)(c), 1334 (a), 1345(e), 1352, 1346, 1334 (j)(2), 1337 (k)(2), and 1348 (c)

G. Various sections in the Federal Oil and Gas Royalty Management Act, including 30 USC §1732(a) and 1735

H. References found in the Partnership Legal Primer (Primer),
www.doi.gov/partnerships/partnership_legal_framework.html

5.5 Policy. It is the policy of the MMS to engage in partnerships in the execution of its mission where found to be appropriate. Appropriate partnerships have greater efficiency, improved effectiveness, intensified participation, increased equity, and greater public commitment and understanding of Department and MMS goals. Through meaningful partnerships, the MMS seeks to amass greater benefits and achieve its public purposes more effectively.

5.6 Objectives.

A. Conduct all partnerships in full compliance with applicable laws and other authorities, including all ethical standards, statutes, and regulations.

B. Engage in partnerships that accomplish the following:

(1) Contribute to a public purpose within the Department and MMS mission and goals.

(2) Augment the MMS's capacity to succeed in mission-related projects, products, and services.

(3) Enhance the public's understanding and perception of MMS mission and directives.

(4) Include diverse representation of the stakeholders, communities, and other representative parties involved.

(4) Utilize consensus building by focusing on mutually agreed upon goals.

(5) Share or leverage resources such as time, expertise, equipment, space, money, or other in kind services.

(6) Achieve mutually agreeable benefits.

(7) Maintain the integrity and impartiality of the Department, the MMS, its programs, and its employees.

5.7 Documentation

A. Maintain an official record of the relationship. The record will include the formal agreement establishing the partnership and may also include meeting notes or other documentation.

B. When formalizing or documenting partnership relationships, use the correct agreement instrument, in compliance with applicable laws, statutory authorities, and Department and MMS policies and guidelines.

5.8 Responsibilities

A. The Director is responsible for the following:

- (1) Ensuring compliance with this policy and all other applicable laws and regulations.
- (2) Leading the MMS's interagency coordination efforts in collaboration and partnering.
- (3) Allocating appropriate resources to ensure employees are appropriately trained in the development and maintenance of effective partnerships.

B. The Associate Director for Administration and Budget (ADAB) is responsible for the following:

- (1) Ensuring the development of tools, training, and procedures that enable the appropriate understanding and implementation of partnerships.
- (2) Updating and coordinating changes to this policy.
- (3) Ensuring that Administration and Budget employees are appropriately trained to evaluate, develop, and maintain effective partnerships.
- (4) Supporting collaboration and partnership efforts through the use and availability of resources, staff, time, and expertise.
- (5) Implementing activities and initiatives identified by the Department in the response to this initiative.
- (6) Communicating partnership successes and activities to appropriate levels.
- (7) Communicating the partnership proposal review to the MMS Director and appropriate Associate Directors.

C. The Associate Directors for Minerals Revenue Management (MRM), Offshore Energy and Minerals Management (OEMM), and Policy and Management Improvement (PMI), are responsible for the following:

- (1) Ensuring that their employees are appropriately trained to develop and maintain effective partnerships.

- (2) Supporting collaboration and partnership efforts through the use and availability of resources, staff, time, and expertise.
- (3) Ensuring timely responses to the ADAB for all data calls regarding partnerships and their activities.

D. The Chief, Procurement Division is responsible for the following:

- (1) Providing technical guidance to MMS offices in understanding and implementing partnerships.
- (2) Executing the partnership award program.
- (3) Ensuring that proper training has been conducted, the proper tools are available, and the proper procedures are followed for all responsible staff carrying out partnership responsibilities.

E. The Chief, Budget Division is responsible for reviewing partnership processes, if the proposed partnership will involve the use of appropriated Federal funds.

F. The Ethics Officer, Human Resources Division is responsible for the following:

- (1) Reviewing all available information pertaining to the proposed partnership.
- (2) Reviewing the rationale for the offering, using all available information.
- (3) Issuing an ethical opinion concerning the proposed partnership, addressing ethical guidelines, ensuring compliance with regulations, and avoiding the appearance of impropriety.

G. The MMS employees have responsibilities also. When Federal Agencies work in close coordination with private sector organizations, several criminal conflict of interest provisions must be considered. Partnership arrangements can result in conflicts concerning the requirements of appropriations law. Therefore, the MMS employees are prohibited from taking the following actions:

- (1) Endorsing the products or services of the partner organization in their official capacity.
- (2) Soliciting funds or donations for MMS programs from the partner organization without specific statutory authority to do so.
- (3) Accepting any compensation other than their Federal salary for official duty services provided to the partner organization (unless the compensation is from a Federal Agency).
- (4) Using appropriated funds to pay for the lobbying activities of a partner organization.
- (5) Controlling or assuming any responsibility for the fund raising activities of private individuals or organizations who are partners.

5.9 Reporting Requirements

The ADAB's office will coordinate departmental correspondence and data calls regarding partnership and partnering activities. The development of new partnerships will be provided to the ADAB office for use in formal requests of partnership activities.