



Outlook

---

## New Centralized Process for Managing MOAs and MOUs

---

**From** Commissioner, DOT (DOT sponsored) <dot.commissioner@alaska.gov>

**Date** Wed 4/16/2025 9:13 PM

**To** Swindel, Jocelyn M (DOT) <jocelyn.swindel@alaska.gov>; DOT LEADERSHIP TEAM - Users <dot.leadership.team.users@alaska.gov>

**Cc** Anderson, Ryan (DOT) <ryan.anderson@alaska.gov>; Keith, Katherine M (DOT) <katherine.keith@alaska.gov>; Thomas, Jody K (DOT) <jody.thomas@alaska.gov>

Dear Leadership Team,

To streamline our process for managing Memoranda of Agreement (MOAs) and Memoranda of Understanding (MOUs), we are implementing a new centralized system.

Please carefully review and follow the updated procedures outlined below:

### New MOA/MOU Process

#### 1. Centralized SharePoint Site

- A dedicated SharePoint site has been created to store all MOAs and MOUs.
- This site includes:
  - A tracking log to assign unique contract or agreement numbers.
  - Templates for MOAs and MOUs to ensure consistency and compliance.
  - Resources and instructions for drafting and saving agreements.
- Link to the SharePoint site: [DOT&PF MOA/MOU Library](#)

#### 2. Assignment of Tracking Numbers

- All MOAs and MOUs **must** have a unique tracking number before being finalized or executed.
- Use the tracking log on the SharePoint site to generate and assign the appropriate number.

#### 3. Storage of Agreements

- Every MOA/MOU must be uploaded to the SharePoint site.
- Ensure the agreement is saved in the correct community folder with the assigned tracking number in the file name.

#### 4. Use of Templates

- You will find templates and previous examples of agreements within the MOA / MOU library.
- These templates are designed to meet department standards and requirements.

#### 5. Compliance

- It is mandatory for all staff to use this process for handling MOAs and MOUs.
- Agreements not stored in the SharePoint site or lacking a tracking number will be considered non-compliant.

### Need Assistance?

If you have questions about the process or need help navigating the SharePoint site, please contact [@Swindel, Jocelyn M \(DOT\)](#) or refer to the instructions available on the site.

This new process is designed to improve consistency, enhance transparency, and ensure better tracking of our agreements.

Thank you for your cooperation as we implement this system.

**Ryan Anderson, P.E.**  
Commissioner  
State of Alaska DOT&PF  
907-419-4111