

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

November 9, 2000

In Reply Refer To:
4130 (220)P

EMS TRANSMISSION 11/15/2000
Instruction Memorandum No. 2001-031
Expires: 09/30/2002

To: All SD=s (except AK and ESO)

From: Assistant Director, Renewable Resources and Planning

Subject: Application Process for Livestock Grazing Permit/Lease Renewal

Program Area: Grazing Administration - Applications for Permit Renewal

Purpose: This Instruction Memorandum (IM) issues a new administrative process that will document the receipt of an application for the renewal of the 10-year livestock grazing permits/leases. The 43 CFR 4110.1 (d) states "Applicants shall submit an application and any other relevant information requested by the authorized officer in order to determine that all qualifications have been met." This new policy requires that the present permittee or leasee file an application to renew the permit or lease four months before the existing permit expires.

If the BLM is unable to complete the required procedures to renew permits/leases as outlined in IM WO-99-039 before the expiration date of the permit/lease, under the Administrative Procedures Act (APA, see 5 U.S.C. ' 558 (c)) a properly filed timely and sufficient application to renew the permit/lease will ensure that the previous permit will not expire until the application for the renewal has been fully processed.

Policy/Action: This policy applies to renewal of existing permits and leases. It does not apply to permit/lease transfers or for new permit applications.

Permittees/leasees must file a timely and sufficient "Application for Grazing Permit/Lease Renewal" with the authorized officer four months prior to the permit/lease expiration date. All States must send an application for permit/lease renewal to permittees/leasees 6 months before their permit/lease will expire. This provides for a 60-day notice period preceding the four month application deadline.

The National Science and Technology Center is developing the automated process which will be included in the Rangeland Administration System (RAS) which will replace the Grazing Authorization and Billing System (GABS) during the third quarter of Fiscal Year 2001.

In the interim; (1) secure a rubber stamp which prints "Application for Permit/Lease Renewal" in red ink, (2) print a copy of the existing permit from GABS, (3) stamp the copy of the permit; and (4) mail the stamped Application for Permit/Lease Renewal (and instructions for its completion, Attachment 1) to the permittee/leasee six months before the expiration of the permit/lease.

Time Frame: This IM is effective upon receipt. All States will implement these procedures immediately for permits expiring May 1, 2001, and beyond.

Budget Impact: The effect on the budget of this IM is negligible.

Manual/Handbook Sections Affected: Handbook H-4130-Grazing Administration is affected by this policy.

Coordination: All Field Offices were provided an opportunity to review and comment on the draft policy in September 2000.

Contact: If you have any questions regarding this policy, please contact John Fend at 202-452-0379 or Ken Visser at 202-452-7743, Rangeland, Soil, Water, and Air Group.

Signed by:
Henri R. Bisson
Assistant Director
Renewable Resources and Planning

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment
1 - Example Instruction Letter (2 pp)

DATE: xx/xx/200x

Application for Livestock Grazing Term/Lease Permit Renewal

Internal

Dear BLM Grazing Permittee or Lessee:

BLM has implemented a new procedure that requires you to apply to renew your term grazing permit/lease 4 months before your current permit will expire. This application is being sent to you at this time because your permit expires within the next 6 months. BLM's administrative process for permit renewal requires the field office to review each permit for compliance with the Standards and Guidelines for Rangeland Health and to complete the NEPA process. BLM has discovered that in some cases it could take one year or more to process the renewal application in conformance with applicable law and regulation. While the field office is managing its workload to ensure permits are processed in a timely manner, occasionally more time is needed

Under the provisions of the Administrative Procedure Act (5 U.S.C. ' 558 (c)), you are allowed to continue to graze under the terms and conditions of your current permit *so long as* you have made timely and sufficient application to renew your permit before its expiration date. Permit terms and conditions that must be listed to insure a sufficient application shall include but are not limited to: the kind and number of livestock, the period(s) of use, the allotment(s) to be used, and the amount of use, in animal unit months (AUM-s). Your failure to return this application for permit/lease renewal may result in BLM being unable to issue you an authorization to graze livestock in the event that the permit renewal process has not been completed before your current permit expires.

Requirements for Renewal - Instructions:

- (1) Please review this application closely. It describes the terms and conditions of your grazing use applicable for your allotment(s) as authorized by your existing term permit or lease.

Draft

- (2) You should now apply to renew your permit. Please sign, date and return this application together with any changes you believe are necessary (if any), to the _____ field office within 30 days.

Internal

Questions about these matters should be addressed to [\(fill in contact\)](#)

Sincerely,
Example
Field Office Manager

Enclosure: Permit/lease Renewal Application

Only