

U. S. DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs

LAND OPERATIONS

REPORTS HANDBOOK

55 BIAH Supplement 5

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REPORTS

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1.1 Highlights of Annual Achievements

- A. Due Date. Each Agency will prepare and submit to the Area Office a Land Operations report for the preceding calendar year. Local teachers always should be given copies and their use explained. Agency reports should emphasize program highlights and avoid voluminous repetition of previously reported materials. The Agency report should include a one to two page narrative on its activities and plans; a list of employees by title and location; and one to three success stories. These stories should include costs, increase in income to Indians, production increases, etc., along with appropriate photographs.

To avoid peak loads at the National Cartographic Laboratory staggered dates are established as deadlines for Areas to submit their Agency reports to the Central Office.

March-1 Anadarko, Muskogee, Phoenix,
and Navajo

April 1 Portland, Billings, and
Albuquerque

May 1 Aberdeen, Sacramento, Cherokee,
Minneapolis, Juneau, and Seminole

Agency reports should be signed by the Agency Land Operations Officer and the Superintendent.

Area Offices will submit to the Central Office, by the above dates, one copy of each Agency report for their area. These will be transmitted by letter, signed by the Area Director.

- B. Cover. A standard cover will be provided for all reports other than those printed. This cover provides for fastening with Acco binders at the top of pages three-eighths (3/8) of an inch from the upper edge of the pages.
- C. Table of Contents. A table of contents shall be placed immediately after the fly leaf. The pages following shall

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be numbered consecutively 1 to _____. Important features of the report may be underlined in the table of contents to focus attention of the reader.

D. Narrative.

- (1) Style. The annual narrative report should be an important text in teaching conservation to adults and children alike. It should, therefore, be simple, concise, factual and carry a punch. Use short simple sentences. Test the draft with several non-technical readers to tell whether your presentation is clear and conveys your intentions to the reader.

- (2) Cartographic. Photographs may be placed at appropriate places in the text, and descriptions on the photographic sheet may be an integral part of the narrative or reference made to them on adjacent pages. They may also be placed at the end of the section but the former is preferable. Do not put them in appendix. High quality photographs telling a real story are indispensable in making a good report. Repeat pictures are particularly effective; but care should be taken to be certain they are taken from the same spot, the same angle, the same time of day, and the same season, if possible. Background or other identifying landmarks must have a prominent and unmistakable place in the picture, or alterations in the subject area will destroy the effectiveness of later pictures as repeats to show improvement. A series of pictures showing program of a feature extending over several years can be telescoped by edge bindings fastening 5 x 7 prints to the full sheet containing the first picture and the description.

Each reporting unit will prepare the number of mounting sheets, 8" x 10½" that they need. These can be duplicated in the agency or area office. The second manifold or carbon copies are not desirable. If many copies are needed a stencil can be cut and

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mimeographed sheets be used. Exactly six and one-half inches should be left blank at the top for the dry mounting of a photograph. The photograph number or numbers of pictures to be mounted shall be typed in the center of the blank space of the page. When more than one picture is desired on a page to tell a story the pictures will be mounted as "foldouts." In most cases, "foldouts" should consist of no more than three pictures per page.

Send typed or mimeographed sheets to the Land Operations Cartographic Section, Concho, Oklahoma, well in advance of your reporting date and the pictures will be dry mounted by heat process that will assure you of high quality prints direct from the original negatives. In the future, prints will not be trimmed but will be mounted with a one-fourth inch white border. Any newspaper clippings, charts, line drawings, etc., to make your annual narrative report more complete will be photographed by the Laboratory and will be reproduced on light weight photographic paper, size 8" x 10 $\frac{1}{2}$ ".

- E. Statistical. A concise relevant statistical table showing progress over a five-year period in certain practices is very helpful particularly for practices you wish to highlight.
- F. Appendix. Supporting materials such as copies of current stipulations, important new agreements, press releases, maps, charts and other materials not of regular page size should be placed in the Appendix.

1.2 Relating to Soil and Moisture Conservation.

- A. Individual Cooperative Agreements. Some type of cooperative agreement is desirable for all work on trust allotted and tribal land. It is important to secure from allottees and tribal councils prior guarantees that improvements will be maintained and that improved practices will be continued in effect. The Indians themselves are the ones most vitally affected by good land use. The land is their basic resource.

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It is better to help them to use it properly and conserve it than it is to have to help them in other ways after their resource is lost. Leased Indian allotments should be protected by conservation plans and by agreements with the lessees and lessors, and ordinarily contributions toward the cost of conservation operations on such leased lands should be secured from both parties.

B. Annual Estimate, Form 5-5508 (formerly 5-300). See Exhibit 1.

- (1) Submission of Estimate. This report is an estimate of expenditures based on the advice of allotment for each fiscal year and should show only current year expected accomplishments and costs. The Area Office shall consolidate all Forms 5-5508 (formerly 5-300) for the area before sending them to the Central Office. A copy of Form 5-5508 (formerly 5-300) for each agency or reservation shall be forwarded to the Central Office, together with agency and area consolidated forms. Form 5-5508 (formerly 5-300) must be signed by the superintendent or his representatives. It is the responsibility of the superintendent to provide for the interests of the tribe and all branches. As evidence of this, the form showing the proposed practices should be signed by the tribal officers and branch heads if they concur. Failure to show signatures will be interpreted as lack of concurrence in the program, unless evidence to the contrary is shown. Only the original Form 5-5508 (formerly 5-300) for each agency need to be signed but all copies should indicate all signatures.
- (2) Date Due. Form 5-5508 (formerly 5-300) is due immediately following the Advice of Allotment for the current fiscal year.
- (3) Number of Copies. Copies should be prepared to provide the following: Original for the Central Office; one copy for the Area Office; such copies as are needed by agencies and work units.

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- (4) Approval. All programs, projects, and budgets are subject to review and approval by the Commissioner.
- (5) Other Use of Form 5-5508 (formerly 5-300). Form 5-5508 (formerly 5-300) for individual farms may be used by the land planner and attached to the individual farm or range land unit plan. Used in this way, it will summarize the activities and practices to be undertaken and show the amounts of soil conservation and other funds to be used. Used consistently in this way, it may materially aid in compiling the annual statistical report at the end of the fiscal year.

Form 5-5508 (formerly 5-300) is used for showing long range planning, such as the 20-year development program of soil and moisture conservation. Such planning should be developed with maximum participation of the Indian people and designed on the premise that attaining the objectives rests primarily upon the Indian people themselves.

- (6) Definitions of 36 Reportable Activities and Practices. The following subsections correspond to item numbers on Report Forms 5-5508 (formerly 5-300) and 5-5509 (formerly 5-302).

A. Land Use Investigations and Planning.

1. Educational Meetings. Educational meetings are those assemblies or field trips, conducted in whole or in part for the presentation of information related to farm, home and community development. The assemblies may be arranged entirely by Branch of Land Operations personnel

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or jointly with other personnel within or without the service. Normally the audience will be composed of Indian and non-Indian users of Indian lands. Educational meetings include informational meetings, instructional meetings, group conferences and group planning. The cooperators make a definite contribution to these meetings; credit should be given for cooperators' attendance and cost incurred by them. Meetings for increasing the knowledge and ability of technicians should be charged against the activities and/or practices, that are applicable based on the subjects discussed at the meetings.

2. Land Use Plans. (See 55 BIAM Supplement No. 2-1.2B.) A plan of conservation operations is basically the formalization of the intent of the owner or land operator to follow a program of resources conservation on his farm or ranch. This plan should consider the social, economic and natural resources of the cooperators. Report all the time and expenses of Land Operations personnel, owners and land operators spent in the preparation of these plans. Do not include any of the expenses of surveys, or land classification under this item.
3. Land Classification. (See 55 BIAM Supplement No. 2 - 1.1D.) Land Classification is basic to resource planning; it entails the sciences of soils, range management, engineering, agronomy, economics and other related sciences. Three types of land classification are used in the Branch of Land Operations; these are Land Capability Classification, Range Site Classification, and Land Classification for Irrigation. Report under this item costs chargeable to soil and moisture functions that are incurred in the analysis of available facts

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and to prepare charts, tables, maps and other needed land classification information. The cumulative acreage reported under land classification will normally exceed the program area acreage. Extreme care should be taken to avoid reporting the same acreage more than once under the same type of land classification. When it is necessary to reclassify acres reported to land classification, the cumulative figures are reduced by the amount needing reclassification and footnotes explaining the changes are placed on the form.

4. Surveys. Surveys are divided into three kinds - soil, range and others. Soil and range survey figures should reflect the annual and total to date progress of completed surveys that meet Bureau standards for planning and use and the annual cost of surveys. Other surveys include annual progress and cost of miscellaneous and supplementary types of surveys.

In certain reporting units it will be necessary to remap acres reported to soil and range surveys. When this condition occurs the total to date figure is reduced by the amount needing remapping and all new surveys are then chargeable to soil and range surveys when completed.

In some reporting units it will be necessary to make adjustments for acreages included in the present figures. Usually these inclusions represent duplicate acres erroneously reported to this item. When this condition occurs the total to date figure is reduced by the amount of the duplicated acres.

Often it is necessary to make revisions to the surveys or collect additional information on acres that have been reported to soil and range

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surveys. Usually this collection of supplementary information does not constitute remapping and represents a maintenance charge against soil and range surveys. This charge should be made to the item "Other Surveys."

All adjustments made in present figures shown on Form 5-5509 (formerly 5-302) should be explained and a record made as a footnote on the bottom of the form.

Soil Surveys. (See 55 BIAM Supplement No. 2 - 1.1A). This item includes both Soil Inventories and Surveys. They show physical land facts such as soil, slope and erosion in a degree of detail that is adequate for use and management planning of the resource.

This item should include only those acres on which a survey adequate for planning has been completed and the survey is usable and available for planning. The total to date acreage figure should include all acceptable surveys that have been done by our staff and by other agencies. Annual acreage figures that include surveys made by other agencies should be footnoted to show acres made by our staff and those by other agencies. Cost figures should include only Bureau costs.

Range Surveys. (See 55 BIAM Supplement No. 2 - 1.1B). This item includes both Range Inventories and Surveys. They show site and condition information in a degree of detail that is adequate for use and management planning.

Include under this item only those inventories or surveys that meet Bureau standards. The total to date acreage figure should include all acceptable surveys that have been done by our staff or by other agencies. Annual acreage figures that include surveys made by other agencies should be footnoted to show acres made by our staff and those by other agencies. Cost figures should include only Bureau costs.

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Other Surveys. This item includes any inventory or survey other than soil or range surveys, performed by SMC or assisted by SMC to insure proper management of the Indian people's physical resources. Supplementary surveys to add information to existing soil or range surveys should be charged to this item.

B. Application of Measures.

5. Brush Control, Clearing and Suppression. The control, clearing and suppression of unpalatable, low value woody vegetation that competes with and suppresses valuable forage species and farm crops will contribute materially to better land use and management. Railing, dragging, disking, chipping, rolling, cabling, mowing, grubbing, cutting, undercutting, controlled burning, chemicals, or other means of stimulating grass and farm crops and of suppressing thick stands of sagebrush, chaparral, oak brush, rabbit brush, mesquite, palmetto palm, sea myrtle and other woody plants which furnish little or no palatable forage which provide at best only poor protection against erosion, constitute serious fire hazards, use inordinate amounts of water, impede movement of livestock, tear wool from sheep, suppress growth of grass, reduce crop production, interfere with tillage operations, and otherwise constitute an undesirable ground cover should be included.
6. Contouring. Contour or "level" farming around the hills to fit the curvature of the land aids in erosion control, conserves moisture and reduces the necessary power required in field operations. Its effectiveness and fuller utilization depends upon technical assistance available for establishing proper contour lines.

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Contouring includes plowing, tilling, furrowing, corrugations for cross-slope irrigation, all cross-slope farming on or near the contour, or seeding crops or planting vines, cane, or orchard crops on the contour. It also includes range pitting, contour furrowing, ridging, ripping or scraping operations on range lands. Report in one figure acres of farm land tilled and acres of range land treated on the contour. Report total acres on which practice was in effect during reporting season.

7. Cover Crops, Green Manuring. Cover crops are grown for soil protection and can be turned under or cut off with tops left on the surface for conditioning between crops. They consist of close growing crops, grasses or legumes. Cover crops may furnish pasture in addition to soil protection. Nurse crops and sorghums grown for soil protection either as a growing crop, or for stubble cover as subsequent seedbed for planting grass, may be considered cover crops. According to the species of the plant and the time of the year, the cover crop may be a winter annual, a summer annual, a biennial, or in some cases a perennial. Permanent sod cover in orchards should be reported under item 18, seeding and sodding.

8. Cropping Systems.

- a. Rotations. An orderly system of cropping where one crop succeeds another in a series. The length of the rotation is determined by the land use capability class for each particular area. Generally, rotations on crop lands vary between three and seven years. It would be advantageous if the period of the lease on Indian lands could

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be made to coincide with the approved length of the rotation or a multiple thereof. When estimated costs to the Branch of Land Operations (SMC) and cooperator are properly recorded for contouring, cover crops, crop residues, crop and stand improvement, rough tillage, seeding, and sodding, etc., no estimated cost should be shown for rotations on cropland, inasmuch as the above are the elements which constitute a rotation. Estimated costs to the cooperators should be reported for range and pasture lands which have been properly managed in accordance with the provisions of a prepared and accepted land use system incorporating rotated usage, deferred grazing, proper numbers and distribution of livestock. Acreage under a rotation system of cropping should be reported for total area under rotations approved in the stipulations or plan of conservation operations.

9. Deep Plowing. This includes those farm operations which destroy or fracture deep plowsoles or other inhibiting layers and which provide for greater water penetration, absorption, mixing of soils, improvement of soil tilth, and drainage. More water stored in the soil means less runoff and soil losses. Care should be taken by the Soil Conservationist to insure that this practice is not simply a "mining operation" to increase production for a short period without providing some means for permanent correction of these inhibiting factors. Report deep plowing only when it represents a specific effort to correct a known condition.
10. Dune Control. Report here the acres that have been stabilized and protected against blowing sand that has been arrested by mechanical or vegetative means, and "tied down" permanently.

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Costs for this item will be reported under the appropriate item such as fencing, tree planting, etc.

11. Fencing. All fences, new, rebuilt or relocated on land where soil and moisture conservation work is being done, or built as the result of a plan of conservation operations shall be reported under this item. This includes fencing to improve quality of livestock water and to protect reservoirs and charcos by enclosing desilting plots above charcos or ponds.
12. Fertilizers. This item includes only those applications of barnyard manure, compost, commercial fertilizers, or other minerals (except lime, gypsum, or sulphur alone, see item 19, Soil Amendments) in any form applied to the land to increase production of crops grown for improving plant-soil-air and moisture relationship, water-holding capacity, fertility-holding capacity and providing adequate cover on lands subject to erosion. Nitrogen fertilizers applied to decay organic matter and improve the carbon-nitrogen ration may be credited under this item.
13. Gully Control. Report here the miles of gullies brought under control by diversions, dikes, seeding, etc. Costs for this item should be reflected in the practice which affords "gully control."
14. Pest Control. Control of rodents and insects as a soil conservation activity is the control of any pest which makes land susceptible to erosion.
15. Tree Planting. This item includes all trees, shrubs, vines, or other rooted perennial woody

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plants used in afforestation, reforestation, woodlots, windbreaks, in terrace outlets, along streambanks, dikes, dams or other places needing protection against wind or water erosion and for wildlife, fruit, posts, lumber, and other conservation purposes. Include nursery costs of tree protection, purchase price, or other costs of growing, collection, purchasing, and transporting planting stock to the place it is to be planted. Include all costs of preparation of the site for planting and all planting costs.

16. Residue Management. Includes cultural operations designed to combine tillage with crop residues or other vegetative debris for the protection of the soil surface from excessive removal by wind or water erosion, preserve moisture and to improve soil structure. This activity includes but is not limited to trashy cultivation, undercutting, sub-surface tillage, stubbling, loose mulching, etc.

17. Rough Tillage. Rough tillage without crop residues or debris is a condition in which the soil itself and the soil only is left by the tillage operations for soil protection against wind erosion and is to be reported under this item. This item includes all tillage operations that leave the soil surface in a rough, uneven, cloddy, ridged, furrowed, basined, or cupped condition designed to check movement of soil or detain and hold snow and rainfall where it falls.

18. Seeding and Sodding. This item includes all seeding, planting, or sodding of close-growing, sod forming, erosion resistant soil building legumes, grasses, or other forage plants in pasture establishment, range revegetation, orchards, and turnrows that occupy the soil for two or more years in sold plantings.

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Include costs of seed collection, grown or purchased under this item, together with all costs of seedbed preparation and seeding or planting. This item also includes disking, harrowing, culti-packing, and all operations for the purpose of relieving sod-bound conditions, or those operations concerned with the preparation of a seedbed in an established sod, discouraging undesirable species, and introducing by overseeding desirable species of legumes and grass.

19. Soil Amendments. This item includes the application of lime to correct soil acidity and of gypsum, sulphur, or sulphuric acid alone in any form to correct alkalinity, to improve structure and to increase productivity and vegetative cover. The function of the technician is to determine by soil tests the lands to be treated and recommended types and amounts of amendments to apply.
20. Strip Cropping. Strip cropping is where one or more inter-tilled row crops or fallow are protected by two or more strips of erosion resistant crops. Strips are located on the contour to protect soils from water erosion, or, are located more or less at right angles to prevailing winds to protect soils from wind erosion. Width of strips is controlled by steepness of a slope, character of soil, cropping system, and character of rainfall and wind. This item also includes strips or bands of close-growing erosion resisting legumes and grasses seeded or sodded on the contour on steep or long gentle slopes in cultivated fields; semi-permanent strips in a strip cropping system; grassed areas which occupy the part of terraced fields ordinarily occupied by point rows.

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21. Weed Control. Operations for the specific purpose of killing or suppressing noxious or other harmful weeds, but does not include operations and cultivations normal to weed control on cropland. Policies and procedures in this field will be guided by actions and findings of the Interdepartmental Weed Committee. Monetary returns resulting from weed control generally amount to more than the cost of treatment. Noxious weeds on idle lands that act as a source of reinfestation to adjacent lands under conservation plans or to other lands under an effective weed control program by an organized weed control district, may be controlled by SMC resources. Records of acreage and costs of all areas surveyed and treatment measures applied shall be maintained. Costs shall reflect expenditures on all areas surveyed and treatment measures applied shall be maintained. Costs shall reflect expenditures on all treatments applied for the primary purpose of weed control.
22. Wildlife Stocking. Stocking and planting of fish, beaver, quail, pheasants, antelope, and other forms of wildlife for conservation or as an integral part of a land use plan for conservation and optimum use of soil and moisture resources are included here. (See 55 BIAM 1.7B and 1.7C)
23. Bank Protection. This item includes revetments (smooth coverings parallel to the bank and covering continuously entire sections needing protection) and jetties which jut out or project irregularly and at intervals from a streambank to direct current away from the bank and thus reduce the velocity of water in critical areas to allow the establishment of permanent vegetation or natural healing. This also includes use of car bodies, auto tires, tree plantings, rock, and other permanent methods of protection.

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24. Canals and Ditches. Canals and ditches include gradient furrows and herringbone arrangements, for intercepting, diverting, conveying and spreading of flood waters and are reported under this item. The construction of small open ditches or covered tile, poles, boxes for drawing off surface water from seepy, waterlogged and alkali areas to promote the best utilization of land is permissible. Irrigation canals and major drainage ditches are not to be constructed by soil and moisture or included under this item except as a contribution by the land user or other Bureau branch as a part of a plan. Field laterals and irrigation ditches should be reported under Item 35.
25. Conduits and Drops. Include under this item all conduits, drops, chutes, flumes, overshots, pipes, siphons, troughs, drop inlets and turnouts and other mechanical structures for conveying flood and irrigation water down steep slopes, over, around, or under points or areas without causing erosion. This item also includes checks which are barriers lower than the sides of streamcourses made of logs, brush, straw, rock, woven wire and combinations of these and other materials to stabilize bottoms of water-courses.
26. Detentions. Detentions are dams constructed for the purpose of slowing up runoff during peak flows. They are provided with fixed outlets so that a constant and gradual drainout can be had. They are particularly effective on drainages having heavy flash runoff.
27. Dikes. This item includes banks, walls, barriers or fills of earth and various other materials for deflecting, guiding, controlling or checking waters.

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28. Diversions. A diversion is any dam, gully plug, or thank-you ma'am for raising water out of a defined course in order that it may be diverted over a spreading area, into a reservoir, or into a canal or other channel. Includes attached wing-like fills that deflect, guide, or control diverted water. Includes structures ranging from as small as a cubic yard to divert water out of a small gully or from a trail or road to major structures on large watercourses. Experience has shown that diversions secure gully control, retard flash flows, and utilize runoff water more effectively than checks. Diversions are also less expensive to construct and require less maintenance. Includes major repair of structures mentioned in definition.
29. Drainage. Report only the acres of drainage resulting from the application of the practices listed as canals and ditches #24, upland water wasteways #33, and water developments #34. Costs are reflected under such appropriate item headings.
30. Leveling. Include any degree of planned leveling requiring staking and supervision. Soil conservation funds are not to be used for leveling but rather for determining the land to be leveled, establishing grade stakes, supervising the operations, and assisting operator to get the services of proper equipment.
31. Ponds. Include ponds, charcos, dugouts, lakes, retention dams, etc., for the purpose of retaining water. Supplying storage water for livestock, irrigation, fish, other wildlife and recreation are some of their justifications. Such structures are recommended when they make definite contribution to a better land management and utilization program. Repair of structures to be included in this item.

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32. Terraces. All standard type and interception terraces and their repair are to be included under this item. Carefully planned, adequate outlets, sufficiently protected by sodding, riprapping, etc., are essential to the proper functioning of any terrace system.
33. Waterways. All runoff waterways either in new locations or old which are aligned, shaped, graded, designed and paved or covered so as to conduct runoff water without erosion to lower elevations; make wasteways, terrace outlets, shaped and graded gullies, swales and depressions, fertilized and seeded or sodded to an erosion resistant adapted cover of permanent vegetation or otherwise protected from eroding by paving with brush mats, rock, wire, asphalt, cement or other erosion resistant cover to conduct runoff water from uplands, terrace systems, interception dikes, etc., to a lower elevation in a broad, shallow, non-erosive current. This practice will be reported in acres. To adjust past cumulative figures (miles at 35,000 sq. yds.), use conversion factor of 7.23 miles per acre.
34. Water Developments. Water developments include repair, construction, improvement of springs, wells, cisterns, galleries, storage tanks, paved catchments and developments for irrigation systems with the necessary pipes, troughs, windmills, pumps, engines and motors. Ponds, charcos, retention dams and earth tanks shall be reported under (31) Ponds only. Technical assistance, labor and materials involved in the development of works for the collection and retention of surface runoff water in ponds, charcos and earthen tanks for livestock use may be considered a proper soil and moisture conservation function but the development of wells, springs, cisterns, and paved catchments, are primarily considered as range improvements or developments which are outside it.

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All such developments on land where soil conservation work is being done as part of a complete plan of conservation operations should be reported here to show cooperation, since they are necessary in such a plan. The Government should not nor should Indians be encouraged to make expenditures on livestock water developments unless the forage of the range to be served can support a sufficient number of livestock to justify the expenditures; or if operation and maintenance will be more than the Indians can afford for water as one of the many expenses of livestock production. Sometimes a cheaper type of development with cheaper operation and maintenance than the Indians are accustomed to may suffice, viz, a catchment basin instead of a well.

35. Water Distribution. Distribution Systems include sprinkler systems; pressure pipe in irrigation systems; head, supply and secondary field ditches for the proper distribution and utilization of irrigation water.
 36. Water Spreading. The area over which flood waters from diversions and/or other spreading works is spread. A result of the action of other practices for which costs have been reported.
- C. Operation and Maintenance. (See 55 BIAM Supplement No. 4 - 1.4). Technical assistance and guidance will be provided by the Branch of Land Operations. Those items as related to on-site benefits are the principal responsibilities of the land user. Structure maintenance should be financed by him in direct proportion to benefit received. This item includes performance evaluations and utilization checks by SMC technicians. Repair of major structures should be reported under the applicable practice. For example, repairing a detention would be listed as a yardage figure without counting the work as a new structure.

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- D. Supervisory Costs. Report under this item all costs that are not considered technical assistance and justifiably chargeable to one of the 36 reportable practices. This would include all necessary other assigned duties not directly related to the SMC program. Proper reporting under this item will provide a much more accurate cost figure for planning purposes for each of the 36 reporting practices.
- C. Annual Statistical Report, Form 5-5509 (formerly 5-302) See Exhibit 2
- (1) Submission of Report. A Form 5-5509 (formerly 5-302) shall be prepared for each reservation or agency upon which work was done for the fiscal year being reported upon. All SMC funds allotted to each program plus a pro rata share of funds utilized in the Area Office are to be accounted for under the activities listed in this report. Central Office expenditures will no longer be included in costs of practices. This report should be prepared very carefully. It is the official statement of accomplishments and costs. As such it provides the basic data at the agency, area, and national levels for permanent records on accomplishments. It serves the basis for program analysis, unit costs, degree and extent of cooperation. The agency conservationist shall submit a 5509 to the area office. The area office shall consolidate all Forms 5509 before sending them to the Central Office. A copy of Form 5509 for agency or reservation area shall be forwarded to the Central Office together with agency and area consolidated forms.
 - (2) Date Due. Form 5-5509 (formerly 5-302) must be received in the Central Office not later than July 20. Earlier receipt of the report is most helpful to the Central Office. The material in this report must be available by August 1 as source material for developing the Commissioner's annual report to the Secretary and preparing reports in connection with submission of the budget. One late report delays summation and analysis of all reports.

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(3) Number of Copies. Area Office, 1; Central Office, 1.

D. Status of Cooperation with Soil Conservation Districts.

(1) Submission of Report. This report should include three major tables showing: (a) cooperations by agreement; (b) informal cooperation; and (c) no cooperation. Sub-headings for each table should be as follows:

State	No. of Agencies	No. of Reservations	No. of Indian Farms & Ranches		
			No. of SCD's	Units	Acres

If other information pertinent to cooperation with SCD's is available it should be included as a narrative statement for inclusion in the report.

(2) Date Due. This report is due on January 15 of each year.

1.3 Relating to the Development, Operation and Maintenance of Irrigation Facilities.

A. General. Only those forms and reports designed primarily for the use of the Irrigation activity will be discussed herein. Fiscal, accounting, and budgetary reports relating to irrigation activities as required by the Branch of Financial Management and discussed elsewhere in the Manual must be prepared and submitted to comply with the requirements of that Branch.

It shall be the responsibility of the Area Land Operations

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Officer of each Area Office to see that the various irrigation reports required herein are prepared and submitted to the Central Office in the prescribed manner and on or before the due date.

- B. Annual Irrigation Crop Census. Cropping information is required for each irrigation project (Act of August 1, 1914; 38 Stat. 583). Where two or more separate irrigation projects or systems are under the jurisdiction of an independent project or agency, cropping information is required for each separate project. Such crop information is incorporated in and made a part of the information and data reflected in Report 50-01, Form 5-5507 (formerly 5-210).
- C. Narrative and Progress Reports. A semi-annual Narrative and Progress Report, covering irrigation activities of the preceding six-month period, is required for all irrigation projects. The report shall be prepared at the project or agency level and forwarded in duplicate to the Area Office having jurisdiction over the project on or before the 15th day of January and July. The Area Office shall review the reports and forward one copy of each report to the Central Office together with any comments believed necessary on or before the 30th day of January or July.

In regard to the actual narrative portion of this report, thought must be given to exclusion of the ordinary and usual features of day-to-day management. Routine maintenance work and details of normal operations, such as number of employees on annual or sick leave, names and location of individual ditches cleaned or minor structures repaired, itemized repairs, etc., are unnecessary and superfluous in this report. Material of such a nature is to be included only if and as specified by Area Offices for their use. Emphasis should be placed on the unusual and special features that arise or may

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REPORTS

be foreseen. Brevity without sacrificing clear accounting of important matters should be the goal of the writer. In most instances clear and simple graphs and well organized tables showing comparison and progress are preferable to long narratives. A simple tabulation on Form No. 5-5504 (formerly 5-167A), Exhibit No. 4, 55 BIAM Supplement No. 5 - 1.7, should be used to report accomplishments by items and quantities of work. Information shown thus need not be repeated in the narrative. The report should be prepared in the following manner and should be supported by necessary graphs and tabular statistical data:

- (1) Brief statement of the general condition of the project.
- (2) Weather Conditions. Include precipitation, and maximum minimum and mean temperatures; also normal temperatures and long time average precipitation figures for the period covered. A simple table shall be used to present this information.
- (3) Water Supply and Measurement. Include source of water supply, available water supply, and acre feet of water delivered from various sources of supply such as reservoirs, direct stream flow, and pumps. Report on water measurement work also.
- (4) Farm Activities and Market Conditions. Include estimate of acres irrigated, type of crops under cultivation, general condition of crops, sales, and market conditions. Crop values should be compared to previous year.
- (5) Operation and Maintenance Activities
Irrigation. Include general statements of repairs to and replacement of structures, cleaning and repairs of canals and laterals, acreage assessable, delinquent assessments, success in obtaining collections, and other similar information designed to show the efficiency of operations.

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Power. Include electrical energy produced, purchased and sold; distribution of energy by classes of services; transformer and line losses; power revenues collected; number of customers served; and all similar information designed to show the status of the plant conditions and efficiency of the system.

(6) Construction Activities.

Irrigation. Include number of miles and size of canals, laterals and drains constructed; number, size and type of structures constructed; number of acres subjugated; additional acres brought under irrigation facilities; project buildings constructed; and the present status and progress made in the work programmed for the fiscal year.

Power. Include construction, extension and rehabilitation of transmission lines and distribution systems; construction of generating plants, substations and project buildings; installation of power equipment; additional customers served; and the present status and progress made in the work programmed for the fiscal year.

(7) Surveys, Investigations and Designs. Include type and location of surveys and investigations, preparation of detailed plans and specifications, progress of land classification surveys, study of water supplies and water rights, soil sampling and analyses, drainage studies, hydro-power studies, and the present status and progress made in work programmed for the fiscal year.

(8) Miscellaneous Activities. Include meetings and conferences, negotiations in progress, and matters of a miscellaneous nature that should be brought to the attention of the Area and Central Offices. Include plans and proposals for future meetings of special importance.

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- (9) Personnel. The Narrative and Progress reports shall include information on the number of positions paid under each type of funds received and expended by the project as follows:

	<u>Construction</u>		<u>Operation & Maintenance</u>	
	<u>Irrigation</u>	<u>Power</u>	<u>Irrigation</u>	<u>Power</u>
No. of Classified Positions	_____	_____	_____	_____
No. of WAE & Temp Positions	_____	_____	_____	_____
Total	_____	_____	_____	_____
No. of Indians Employed	_____	_____	_____	_____

The final report for each fiscal year shall also include a list of classified positions on each project showing the title, the grade, and the name of the incumbent.

- D. Program of Work. (Sample forms Nos. 5-5503 (formerly 5-167), and 5-5504 (formerly 5-167A) to be used are shown at the end of this section and are designated Exhibits 3 and 4). Programs of Work not only serve the primary purpose of management and control of project activities, but also serve as the connecting link between the Long Range Program and the annual budget estimate and as the connecting link between the engineering and fiscal aspects of the program. It shall be prepared at the project or agency level immediately upon receipt of advice of allotment and shall be forwarded in triplicate to the Area Office for review and approval. After approval the original will be returned to the project or agency, and one copy will be submitted to the Central Office for information and records.

The work programmed for the current fiscal year, in general, should conform with the work proposed in the budget estimate upon which the funds were justified and appropriated.

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With regard to irrigation construction funds, amounts actually appropriated and allotted for construction purposes for certain projects are at times considerably less than the budget estimates submitted. Because of the reduction in the budget estimates it may be necessary for affected projects and agencies to eliminate various features of work and possibly entire units of projects where there are two or more separate units, in order to operate within the available funds. The program should not, however, include units of projects or features of work not originally included in the budget estimate under which the funds were requested.

The amounts to be programmed for the current fiscal year, under construction funds, operation and maintenance collection funds, and power revenues, will include the current year allotments plus any unobligated prior year balances and shall be set out separately on Form 5-5503 (formerly 5-167). The amounts to be programmed under Treasury operation and maintenance funds will include only the current year allotments.

Irrigation and Power activities logically break down into two main types of programs; that is, construction or capital improvement, and operation and maintenance. Construction, and operation and maintenance programs are further broken down by features of work.

The breakdown under features of work for both operation and maintenance and construction should set forth not only the feature of work with estimated cost, but should also include a concise statement describing the work. This statement may be placed immediately under the feature of work or may be placed on a separate sheet of plain white paper following Form 5-5503 (formerly 5-167).

- E. Project Data Sheets. Project Data Sheets, Form 5-5501 (formerly 5-162a) See Exhibit 5, will be completed for all projects for which irrigation construction is requested in the budget year and

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Form 5-5502 (formerly 5-162b) (See Exhibit 6) will be completed for all projects for which rehabilitation and betterment funds are requested in the budget year. These forms are to support the narrative justification for budget year project programs.

Budget year Work Estimate shall be prepared at the project or agency level and submitted to the Area Office. This Work Estimate shall be prepared and submitted in accordance with instructions issued by the Central Office in the call for the Fiscal Year Program Development (PPB).

1.4 Relating to the Conservation and Utilization of Range Resources.

A. Grazing Records and Forms -

1. Records - One standard report is required: the "Annual Range Management Report," Report 55-20, Form 5-5505 (formerly 5-205 A, B, and C. (See Exhibit 7) The report is prepared for each reservation, and consolidated by agency, state, area, and Bureau. Instructions for completion are found on the report forms.

1.5 Relating to Use of Outdoor Recreation, and Wildlife Resources.

- A. Agency Annual Outdoor Recreation and Wildlife Reports - One standard report is required: "The Agency Annual Report - Outdoor Recreation and Wildlife." Report No. 55-25 (formerly 55-25F), Form 5-5506 (formerly 5-206). (See Exhibit 8) Instruction for completion are found on the report forms.

1.6 Facilitating Programs.

- A. Photographic Unit. A photographic laboratory is maintained at Concho, Oklahoma. All film of Land Operations personnel must be sent to Concho for developing and numbering. Each activity will be expected to bear their proportionate share of the cost of maintaining the laboratory. Films will be developed and one contact print returned to the sender. SMC funds have been allotted to Concho to cover expenses of photographic work submitted in an amount equal to one-half of one percent, of the SMC appropriation. Each area is entitled to free services equal to one-half of one percent of their SMC allotment. If total work submitted by an Area exceeds this amount the Area will transfer sufficient funds to Concho to cover the additional cost. Films of good quality which are sharp, of good composition, showing well any phase of

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conservation work, will be numbered and retained. The pictures worthy of a number will have the number on the first print returned to you. Any prints needed at any later time can be secured by sending a request stating number and size of prints wanted.

Regardless of the size of your camera, it is requested that all photographs for reports be approximately 5 x 7 inches. All prints made at Concho will be 5 x 7 inches, unless a stated size enlargement for special purposes is requested. Films of inferior quality or which for some other reason are not suitable for permanent record will be returned to you unnumbered for local use; however, such films may be resubmitted for prints.

It is suggested that the description which is sent in with the negatives be complete. In some cases, the description is of little value to one who did not take the picture. In other cases there is none at all.

Some pictures taken by area soil conservation personnel do not give a location. Location should always be given. When giving a description, please keep in mind what your description would mean to someone who knew nothing about the subject. Our greatest use of pictures is for such people.

The name of the person who took the picture should always be given. Quite frequently questions regarding a photograph arise years after it was taken. In case further information is needed, it is desirable that the person who took the photograph is known. It is often desirable to visit the scene of a photograph to take a "repeat" picture. In order that the "repeat" compare well with the original the time of day the original was taken should be given. "Repeats" taken at different time of day than the original may have shadows or highlights which obscure or distort important changes.

The Laboratory will make no enlargements of films which will not produce a good clear picture. The recommended size of enlargements is 11 x 14 inches. If larger pictures, such as 20 x 24 inches are desired, special justification will have to be submitted to the Area Office for approval. No 35 mm. film will be processed at Concho. It is not recommended that black and white pictures be taken on 35 mm. film.

LAND OPERATIONS
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Other photographic work obtainable from the Laboratory includes reproducing maps to scale, charts, line drawings, etc. You may also receive title lettering that is done on mounted enlargements used in displays and educational meetings, and copy drafting. The largest maps or photographs that can be printed without facilities measure overall 20X24 inches.

Personnel should plan on obtaining "repeat" pictures carefully considering the elements to be included. "Repeat" pictures should include "befores" as well as "afters." The Laboratory cannot make pictures for other branches and divisions, unless proper advance financial arrangements have been entered into with the approval of the Central Office.

In order to identify a negative, each photograph shall contain three elements as follows: First, the administrative unit symbol; second, the calendar year, 19 ____; third, the chronological number within the calendar year. Agency identification numbers will be sent to the areas from Concho as revisions are made.

1.7 Exhibits

5-5508
962

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

PRELIMINARY

Branch of Land Operations

REVISED

SOIL AND MOISTURE CONSERVATION

ANNUAL ESTIMATE

Report No. 55-31

AGENCY	AREA	PROJECT AREA SYMBOL	
NAME OF USE UNIT	RESERVATION	PROJECT AREA NAME	YEAR

TABLE 1. LAND USE UNITS & OPERATORS

	UNIT	KIND OF OPERATOR				TOTAL LAND USE UNITS	
		Indian		Non-Indian		Range	Farmland
		Range	Farmland	Range	Farmland		
LAND USE UNITS	No.						
	Acre						
ESTIMATED PLANS	No.						
	Acre						

TABLE 2. PROGRAM CONTRIBUTIONS & CONCURRENCES

AGENTS	VALUE OF CONTRIBUTION						CONCURRENCE SIGNATURE	
	Supervisory	Technical	Labor	Equipment	Materials	Total	Name	Title
SMC								
TRIBAL COUNCIL								
LAND OPERATOR	XXXXXXX	XXXXXXXX					XXXXXXXXXXXXXXXXXX	XXXXXX
TOTAL →							XXXXXXXXXXXXXXXXXX	XXXXXX

TABLE 3. CONSERVATION MEASURES PLANNED

PRACTICE	UNIT	CURRENT YEAR	NEXT YEAR	BUDGET YEAR*/	ESTIMATED COST		
					SMC	Cooperators	Total
1	2	3	4	5	6	7	8
LAND USE INVESTIGATIONS & PLANNING					\$	\$	\$
• Educational Meetings	No. Held				XXX	XXX	XXXXX
	Attendance						
• Land Use Plans	No.						
	Acre				XXX	XXX	XXXXX
• Land Classification	Acre						
(Soil	Acre						
• Surveys (Range	Acre						
(Other	Acre						
TOTAL →							

Note: If Budget Year (Col.5) is 1964, the Next Year (Col.4) is 1963, the Current Year (Col.3) is 1962.

TABLE 3. CONSERVATION MEASURES PLANNED (Continued)

PRACTICE	UNIT	CURRENT YEAR	NEXT YEAR	BUDGET YEAR*/	ESTIMATED COST		
					SMC	Cooperators	Total
1	2	3	4	5	6	7	8
B. APPLICATION OF MEASURES							
SOIL STABILIZATION & IMPROVEMENTS							
5. Brush Control	Acre						
6. Contouring	Acre						
7. Cover Crops	Acre						
8. Cropping Systems	Acre						
9. Deep Plowing	Acre						
10. Dune Control	Acre				XXX	XXX	XXXXX
11. Fencing	Mile						
12. Fertilizers	Ton						
	Acre				XXX	XXX	XXXXX
13. Gully Control	Mile				XXX	XXX	XXXXX
14. Pest Control	Acre						
15. Planting Trees, etc.	No.						
	Acre				XXX	XXX	XXXXX
16. Residue Management	Acre						
17. Rough Tillage	Acre						
18. Seeding & Sodding	Acre						
19. Soil Amendments	Acre						
20. Strip Cropping	Acre						
Weed Control	Acre						
Wildlife Stocking	Proj.						
Sub-total →							
WATER MANAGEMENT							
23. Bank Protection	Mile						
24. Canals & Ditches	Mile						
	Cu Yd				XXX	XXX	XXXXX
25. Conduits & Drops	No.						
26. Detentions	Cu Yd						
	No.				XXX	XXX	XXXXX
27. Dikes	Cu Yd						
	Mile				XXX	XXX	XXXXX
28. Diversions	Cu Yd						
	No.				XXX	XXX	XXXXX
29. Drainage	Acre				XXX	XXX	XXXXX
30. Levelling	Acre						
31. Ponds	Cu Yd						
	No.				XXX	XXX	XXXXX
	Ac Ft				XXX	XXX	XXXXX
32. Terraces	Mile						
33. Upland Water Wasteways	Acre						
34. Water Developments	No.						
35. Water Distribution	Acre						
36. Water Spreading	Acre				XXX	XXX	XXXXX
Sub-total →							
APPLICATION OF MEASURES TOTAL →							BIAM REISSUE
OPERATION & MAINTENANCE							FEBRUARY 1961
OPERATION & MAINTENANCE	No.				XXX	XXX	XXXXX
	Acre						
SUPERVISORY COSTS	XXXXXX					XXXXXXXX	
GRAND TOTAL →							

UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF INDIAN AFFAIRS

Branch of Land Operations
 SOIL AND MOISTURE CONSERVATION
 ANNUAL REPORT

GENCY	AREA	PROJECT AREA SYMBOL	
ARM OR USE UNIT	RESERVATION	PROJECT AREA NAME	YEAR

TABLE 1. LAND USE UNITS & OPERATORS

	UNIT	KIND OF OPERATOR				TOTAL LAND USE UNITS	
		Indian		Non-Indian		Range	Farmland
		Range	Farmland	Range	Farmland		
LAND USE UNITS	No. Acre						
ESTIMATED PLANS							
1. In Effect	No. Acre						
2. Satisfactory Compliance	No. Acre						

TABLE 2. PROGRAM CONTRIBUTIONS & CONCURRENCES

PARTICIPANTS	VALUE OF CONTRIBUTION						CONCURRENCE SIGNATURE	
	Supervisory	Technical	Labor	Equipment	Materials	Total	Name	Title
SMC								
TRIBAL COUNCIL	XXXXXXX	XXXXXX						
LAND OPERATOR	XXXXXXXX	XXXXXX					XXXXXXXXXXXX	XXXXXX
TOTAL →							XXXXXXXXXXXX	XXXXXX

TABLE 3. CONSERVATION MEASURES COMPLETED

PRACTICE	UNIT	COMPLETED THIS YEAR	COMPLETED TO DATE	REMAINING TO BE COMPLETED	ESTIMATED COST THIS YEAR		
					SMC	Cooperators	Total
1	2	3	4	5	6	7	8
LAND USE INVESTIGATIONS & PLANNING					\$	\$	\$
Educational Meetings	No. Held		XXXXX		XX	XX	XXXXX
	Attendance		XXXXX				
Land Use Plans	No.		XXXXX				
	Acre		XXXXX		XX	XX	XXXXX
Land Classification	Acre						
	(Soil)	Acre					
	(Range)	Acre					
Days	(Other)	Acre		XXXXX			
TOTAL →							

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Form 5-5509 (back) TABLE 3. CONSERVATION MEASURES COMPLETED (Continued)

PRACTICE	UNIT	COMPLETED THIS YEAR	COMPLETED TO DATE	REMAINING TO BE COMPLETED	ESTIMATED COST THIS YEAR		
					SMC	Cooperators	Total
1	2	3	4	5	6	7	8
B. APPLICATION OF MEASURES					\$	\$	\$
SOIL STABILIZATION & IMPROVEMENT							
5. Brush Control	Acre						
6. Contouring	Acre		XXXXX				
7. Cover Crops	Acre		XXXXX				
8. Cropping Systems	Acre		XXXXX				
9. Deep Plowing	Acre		XXXXX				
10. Dune Control	Acre				XXXXX	XXXXX	XXXXX
11. Fencing	Mile						
12. Fertilizers	Ton		XXXXX				
	Acre		XXXXX		XXXXX	XXXXX	XXXXX
13. Gully Control	Mile		XXXXX		XXXXX	XXXXX	XXXXX
14. Pest Control	Acre		XXXXX				
15. Planting Trees, etc.	Number						
	Acre						
16. Residue Management	Acre		XXXXX		XXXXX	XXXXX	XXXXX
17. Rough Tillage	Acre		XXXXX				
18. Seeding & Sodding	Acre						
19. Soil Amendments	Acre		XXXXX				
20. Strip Cropping	Acre		XXXXX				
Weed Control	Acre		XXXXX				
Wildlife Stocking	Project						
Sub-total →							
WATER MANAGEMENT							
23. Bank Protection	Mile						
24. Canals & Ditches	Mile						
	Cu Yd				XXXXX	XXXXX	XXXXX
25. Conduits & Drops	Number						
	Cu Yd						
26. Detentions	Number				XXXXX	XXXXX	XXXXX
	Cu Yd						
27. Dikes	Cu Yd						
	Mile				XXXXX	XXXXX	XXXXX
28. Diversions	Cu Yd						
	Number				XXXXX	XXXXX	XXXXX
29. Drainage	Acre				XXXXX	XXXXX	XXXXX
30. Levelling	Acre						
	Cu Yd						
31. Ponds	Number				XXXXX	XXXXX	XXXXX
	Ac Ft				XXXXX	XXXXX	XXXXX
32. Terraces	Mile						
33. Upland Water Wasteways	Acre						
34. Water Developments	Number						
35. Water Distribution	Acre						
36. Water Spreading	Acre				XXXXX	XXXXX	XXXXX
Sub-total →							
APPLICATION OF MEASURES TOTAL →							
C. OPERATION & MAINTENANCE							
	Number		XXXXX		XXXXX	XXXXX	XXXXX
	Acre		XXXXX				
D. SUPERVISORY COSTS							
	XXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXX		XXXX	
GRAND TOTAL →							
	XXXX						

B. I. A. M. REISS
FEBRUARY 19

FORM 5-167 (now 5-5503)
REV. JAN. 1969

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
BRANCH OF LAND OPERATIONS

IRRIGATION PROGRAM OF WORK

UNIT NO.	PROJECT OR AGENCY	DATE	FISCAL YEAR
----------	-------------------	------	-------------

APPROPRIATION ANALYSIS

APPROPRIATION SYMBOL	ALLOTMENT SYMBOL AND PROJECT CODE	APPROPRIATION TITLE AND PROJECT TITLE	ALLOTMENT	
			ALLOCATION	TOTAL

SUBMITTED

SIGNATURE _____
TITLE _____
DATE _____

RECOMMENDED

AREA IRRIGATION ENGINEER _____ DATE _____

APPROVED

AREA DIRECTOR _____ DATE _____

See 55 BIAM Supp. 5 Rel. 2, 8/9/71

ORIGINAL

UNITED STATES DEPARTMENT OF INTERIOR
Bureau of Indian Affairs

REPORT 95 - 20

EXHIBIT 7

ANNUAL RANGE MANAGEMENT REPORT

Form 5-5505
Rev. Sept. 1967

JURISDICTION _____

CALENDAR YEAR _____

PREPARED BY _____

APPROVED _____

1. Grazing fee rates per A.U.M. (nearest cent) Complete for reservations only.

a. LAND OWNERSHIP	b. RECOMMENDED	c. ALLOCATED	e. ADVERTISED	
			f. Minimum	g. High
(1) Tribal				
(2) Allotted	X X			

2. Annual value and income-range in units (nearest thousand)

a. Cash Receipts	b. Allotted Use	c. Tribal Subsidy	d. Total	e. GROSS PRODUCTION	
				f. Indian	g. Non-Indian

3. Range not in units (nearest thousand)

a. USE CLASS	b. ACRES	c. AUMS	d. FORAGE VALUE	e. GROSS VALUE PRODUCTION
(1) Under BIA				
(2) Indian				
(3) Non-Indian				
(4) Not under BIA				

4. Number of landowner interests in units _____

5. Number, size and class of livestock operators

a. CLASS	b. TOTAL	c. 0-50	d. 51-100	e. 101-150	f. 151-200	g. 201-300	h. 301 +
(1) Indian-allotted							
(2) Indian competitive							
(3) Sub-total: Indian							
(4) Non-Indian		XX	XX	XX	XX	XX	XX
(5) Total		XX	XX	XX	XX	XX	XX

6. Percent Indian use a. In acres _____ b. In AUMS _____

7. a. Grazing permit period _____ b. No. permits _____

8. Positions-Range program and time distribution:

a. POSITIONS	b. NUMBER	PERCENT TIME DISTRIBUTION				
		c. Adm.	d. Tech.	e. Educ.	f. Rec.	g. Other
(1) Land Operations Officers						
(2) Range Conservationists						
(3) Range Technicians						
(4) Clerks						
(5) Wage board						
(6) Other						
(7) Tribal						

9. Expenditures: Fiscal Year _____ ending preceding June 30 (dollars)

a. ITEM	b. GRATUITY	c. TRIBAL
(1) Support of personnel		
(2) F. A. S.		
(3) Res. management		
(4) Plant management		
(5) Range management		
(6) Construction		
(7) Maintenance		
(8) Total		

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GENERAL. - Form 5-205 A, provides data on a reservation basis but tables B and 9 shall also be prepared for each Area Office to account for all positions and funds. Forms 5-205 B and 5-205 C, are prepared on a range unit basis with a summation of columns to provide a reservation total. PARTS B and C shall also be kept on a STATE basis where the reservation is in two or more States. All PARTS are to be typed in triplicate. AGENCY and ADBA SUMMARIES are required and shall be made on the same form as the reservation report. Two copies of the Reservation, Agency, and State reports are due in the Area Office January 15, with one copy of each, and one copy of the Area summary due in Washington February 1.

PART A

1. b(1): Rate recommended by tribal governing bodies by BIA, this will equal c(2) on reservations with both allotted and tribal land. c(1): Rate set by the tribal governing body for Indian allocated use of tribally controlled land. c(2): Rate set by BIA as reservation minimum for allotted lands. d(1) and d(2): Minimum rate set for advertised range. e: Median rate received for all units advertised. f: Highest rate received from advertisement.
 - a: Part c2a(h) + c2f(h). b: Part d1a(h) + d1b(h) + d1c(h) + d1d(h) + d1e(h) + d1f(h) + d1g(h) + d1h(h) + d1i(h) + d1j(h) + d1k(h) + d1l(h) + d1m(h) + d1n(h) + d1o(h) + d1p(h) + d1q(h) + d1r(h) + d1s(h) + d1t(h) + d1u(h) + d1v(h) + d1w(h) + d1x(h) + d1y(h) + d1z(h).
 - c: Gross value of production from Indian use. f: Gross value of production from non-Indian use. e and f values are the contribution from range in units to the total gross values shown in 50-1 report and run best be estimated by first establishing a value per cow unit or per AIM based on reservation average weaning weights and calf crop percentage.
3. (1) Under BIA means Indian trust and government owned range land not in range units but for which BIA is responsible. (2) Not under BIA includes Federal, State, and the range land used for grazing by Indians. Column d: multiply the respective line entries in column e by the rate shown in Part 1b1. Column e: Gross value of production by respective line items. e1, e2, and e3 represents the contribution from range not in units to total gross values shown in 50-1 report.
 4. Number of landowner (including) interests, of all land included in range units whether permits are issued or not.
 5. Size of operation is based on year-long animal units. Each separate owner of livestock in associations is to be counted.
 6. a: Part 1b1(e) + 1b1(f)(h). b: Part 1b1(e) + 1b1(f)(h).
 7. a: Period covered by grazing permits, not grazing season. b: Total number of permits in effect.
 8. Except for line (7), only positions funded through the range actively grazed by appropriation are considered. (7): Refers to positions funded by the tribe and engaged primarily in range work. b: Number of positions in each category.
 - c-g: Percentage of time spent by each position category in types of work listed.
 - 9: Administrative work connected with technical work, budgeting, annual reports, personnel, etc. d: Professional and technical work, e.g., inventory, utilization studies, management plans, and range improvements. e: Education and training of personnel, Indians, including educational meetings, tours, etc. f: Fish and wildlife work and other outdoor recreation. g: All other activities. Where B exceeds 5 percent, a statement should be attached explaining these other duties.
 - a(2): Includes Range Managers. a(3): Includes Range Aids. a(4): Includes Secretaries. a(6): Assistant Area Directors, etc.
 - (1): Includes personal services and all items to support thereof, e.g., vehicle, home or rental, office equipment and supplies, etc. (4), (6) and (7): Funds spent for range improvement from the range account. Appropriate at funds shown on the 50-1 reports are not to be shown here. (8): Fund activity allotment for the year less any amount not obligated.

PART B

1. Range unit or sub-unit number whether permits are issued or not.
2. Surname and initials, if an individual, or the association or corporation name of the permittee or user.
3. Insert the symbol designating class of use as follows: A--Indian allocated. Units allocated without competitive bidding to Indians and on which permits are issued. G--Indian competitive. Units permitted to Indians after competition. U--Indian unpermitted. Units used by Indians without permit but with general sanction of the tribe. Q--Big game use. Units reserved for big game grazing. N--Non-Indian. Units permitted to non-Indians. O--Not used. Usable units not permitted or used except in trespass. Units deferred as part of a management plan are considered used. Acreage for allotted land in non-used units is recorded in column 4b.
4. If desired, only total unit acreage for common use units need be entered.
 - a: Tribal land whether fees are paid or not. b: Allotted land on which fees are paid under permit. c: Allotted land used without charge by the owners. d: Unfenced allotted land for which the landowners will not authorize grazing. e: Submarginal and other Government owned land under BIA jurisdiction whether permitted to the tribe or not. f: Sum of a through e. g: Land included in on-and-off portion of grazing permits.
 5. a,b,c: Number of livestock grazed. d: Convert numbers of all classes of livestock grazed to animal unit months.
 6. a: Authorized AUWs including on-and-off. b: Authorized AUWs excluding on-and-off. For unpermitted Indian livestock, use the authorized AUW stocking figure from Form 5-532.

PART B is summarized by class of use groups described in Item 3 and also by total Indian use, line (e) which equals (a) + (b) + (c) + (d); and Grand Total line (h). Indian use may be separated from non-Indian and each listed on separate pages, or all classes of use may be recorded on the same page. Where there is common use by different classes of permittees or users and only the total acreage for the unit is shown, the summary acreage figures by class must be computed based on the percentage relationship to the AUWs authorized.

PART C

1. The unit number listed should coincide with unit listed on PART B so that all data for a given unit appears on the same line for both PARTS.
2. Annual grazing fees charged for various land ownerships.
3. Grazing fees delinquent as of December 31.
4. a: Receipts from authorized hay cutting on range units supplemental to grazing permit. b: Receipts from all livestock crossing permits issued on the reservation. When not identified with specific units, enter the amount on a separate summary line. c: Receipts from permit violations, e.g., overstocking, excess hay cutting. d: Receipts from liquidated damages for open lands in unit but not under grazing permit. e: Trespass collections include penalty, value of forage and damages, a: BIA grazing permit preparation fee. b: Any assessment, tax, or fee levied by tribes on range users. Does not include assessments made by associations on their members. c: Any assessment, tax, or fee levied by tribes on owners of grazing land.
5. PART C 1-4 to be summarized by class of use groups in the same manner as PART B. The entries for the units should be to the cent but round nearest dollar in the summary.

ANNUAL RANGE MANAGEMENT REPORT

JURISDICTION

YEAR

1 UNIT NO.	2 ANNUAL GRAZING FEES				3 DELINQUENT FEES	4 OTHER RECEIPTS						5 SPECIAL FEES		
	a Tribal	b Allotted	c Government	d Total		a Hay	b Crossing	c Permit V.	d L. Damage	e Trappass	f Total	g Prop.	h User Inv	i C. Diner Tax
(a) A														
(b) C														
(c) U	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(d) G	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(e) I														
(f) M														
(g) O	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(h) T														

Release 1, 12/2/70

ANNUAL RANGE MANAGEMENT REPORT

REPORT 55-20

YEAR

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JURISDICTION

1 UNIT NO.	2 PERMITTEE OR USER	4 ACRES OF RANGE (nearest acre)				5 NUMBER OF LIVESTOCK GRAZED	6 AUMS AUTHORIZED								
		3 a Tribal	b Allotted P.	c Allottee	d Liq. Damage		e Gov't.	f Total	g On & Off	h Cattle	i Horses	j Sheep and Goats	k AUMS	l Incl.	m Excl.
	(a) Indian Allotted														
	(b) Indian Competitive														
	(c) Indian Unpermitted														
	(d) Reserved for Game														
	(e) Total Indian														
	(f) Non-Indian														
	(g) Not Used														
	(h) Grand Total														

ANNUAL RANGE MANAGEMENT REPORT

REPORT 55-20

YEAR

JURISDICTION

1 UNIT NO.	2 ANNUAL GRAZING FEES		3 DELINQUENT FEES				4 OTHER RECEIPTS				5 SPECIAL FEES		
	a Tribal	b Allotted	c Government	d Total	a May	b Crossing	c Permit V.	d L. Damage	e Trespass	f Total	g Prep.	h User Tax	i Owner Tax
(a) A													
(b) C													
(c) U	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(d) G	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(e) I													
(f) H													
(g) O	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
(h) I													

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EXHIBIT 8

FORM 5-5506
Nov. 1969

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

REPORT No. 55-25

AGENCY ANNUAL REPORT

LAND OPERATIONS

OUTDOOR RECREATION AND WILDLIFE

CALENDAR YEAR 19__

State _____

Agency _____

Prepared by _____

(Title)

Reservations: _____

Approved by _____

(Title)

Area _____

Reviewed by _____

(Title)

Release 1, 12/2/70

**BIAM REISSUE
FEBRUARY 1984**

INSTRUCTIONS

RM 5-5506
v. 1-69

REPORT NO. 1-1

AGENCY ANNUAL REPORT
OUTDOOR RECREATION AND WILDLIFE

- General:**
1. Report is due in Triplicate before January 10, in the office of the Area Director. The original corrected report is due in the Central Office on January 20.
 2. All tables are to be broken down by States. Summary sheets shall be made for reservations lying in more than one State and for the Agency when more than one reservation is under the jurisdiction thereof.
 3. If a table is not applicable, that fact shall be so indicated. The abbreviation "N.A." may be used instead of typing out the words "Not Applicable." In the case "None" is applicable the space may be left blank.

Purpose:

1. The purpose of this report is to reflect current conditions of the use of the outdoor recreation resource of Indian lands and the economic benefits derived therefrom. Data put into the report even though they may be estimates should be to the best judgement of those providing the data. The staff of Sport Fisheries and Wildlife, National Park Service, Bureau of Outdoor Recreation, State Agencies, etc. should be called upon to assist in providing the methods and standard of estimating use. Often the above agencies use the data in this Bureau report for their own use and, therefore, welcome the opportunity of cooperation.

Specific Instructions:

Page 1. Table A - Line 1 - Column Number. This is to indicate for those reservations that have more than one O.R. management area which are not contiguous. Example is the Jintah and Ouray with two or three management area - separated by farming, non-Indian, etc. lands. Each O.R. management area may have different management problems. For most reservation, the number will be one and in this case it is not necessary to enter 1 in this column.

Table A - Column % G.P. Indicate % of land, water areas that are open for use by the General Public (G.P.). If reservation is closed to the G.P. show 0%.

Table B - First narrow Column is Number. Example there may be several water fowl areas on the area - the number would be shown with combined acreage shown in next column. Unit column showing Unit has two use areas where there could be duplication namely 1-a-b-c and 7-a-b-c. Example: There could be an area with total of 300,000 A. of which 100,000 is used by big game, 300,000 A. by small game and 5,000 A. by wild fowl. Therefore, it is obvious that if totaled the acreage would be greater than 300,000 A., therefore, no total should be shown.

G.P. (General Public) visitor days column. Total line B-1 should be sum of columns - User Fee Pd. + Free Use line 70 page 4. Total line B-3 should be sum of columns User Fee Pd. + Free Use lines 31 and 62 page 4. Total line B-9 and 10 should be sum of column User Fee Pd. + Free Use line 60 page 4. Total line B-11 should be sum of columns User Fees Pd. + Free Use lines 34 and 35 page 4.

Income from G.P. This column should reflect total paid to the Indian owners for the activity and not just the license or permit fee. Example: Fishing should not only indicate fee paid but also boat rental, bait costs, etc. for which the Indian owners were paid. It should include the package deal of \$350 for five days hunting.

Member Use Pays. This is an item which was not included in previous report forms. It is now required data for other reports. The same instructions that applied to the G.P. visitor days column should be applicable to this column.

Estimated Value. Judgement will have to be exercised in arriving at value of member use of his own recreation resource activity. This should include the subsistence use of the meat, hides, pelts, etc. of game and fish which were in a separate table in prior report forms. Total line 12, Table B of G.P. and Member Columns plus Table C and D will be used as total income from O.R. resources for reporting purposes.

Adjoining Areas - Line 8. Adjoining areas data is to reflect possible economic opportunities to the Indian lands. Example: Blackfeet Reservation and Glacier National Park (common boundary line). The Blackfeet Indians could capitalize by providing facilities on their land. The visitor day column indicates volume and should be obtained from the officer in charge of the area. Other examples are Ute Mountain Reservation and Mesa Verde National Park - Papago Reservation and Organ Pipe Cactus National Monument, Crow Reservation and Big Horn National Recreation Area, etc.

Table C. This table reflects income from facilities used as base to participate in O.R. Use areas Table B and Table H page 4. Judgement will have to be used as to whether total or per cent of line d - Motel complex is used for O.R. Motel complex should include service stations, cafes, supply stores, etc.

Tribal income should reflect total income, Amount paid out for salaries and wages, etc. will be shown in Table F in appropriate column. Individual Indian income reflects income from G.P. directly to the individual; it will not have been paid to the tribe and then to the individual. Example: Individual Indian could own and operate a

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F E B R U A R Y 1 9 8 4

INSTRUCTIONS

FCRM 5-5506
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Marina with income directly from G.P. to him, he paid the tribe a fee to operate the Marina this amount would be shown in Tribal Column. Extra lines have been provided for additional items. Please identify.

Table D. This table reflects sale of wild game and fish from reservation. Example: Red Lake Reservation - Indian Cooperative sells 650,000 lbs. of Walleyed Pike. The total income less 5% royalty paid to tribe (shown in Tribal Column) would be shown in Individual Column. Do not include any of (subsistence) values shown in Table B Estimated Column in this table.

Page 2. Table E. Again judgement should be used in completion of this table. Line 6-O.R. cottages attempts to delineate type or use Seasonal Res. (residence) could be for summer only or summer-fall- and access is not normally guaranteed whereas yearlong Res. access is provided by snow maintenance of roads or the cottage is in a climate that allows use anytime of year. The purpose is to try and define periods of use. Organization cottages includes youth groups, church groups, etc.

Lines 3-4-5 and 9 should be designated and have standard facilities available in order to be listed. The last two columns, N. and Potential, need careful judgement for data purposes. It should be limited to what could be accomplished in the next five years if funds were made available. Therefore, the number etc. should be given careful consideration. Also, it should be considered that space alone is not necessarily criteria for a facility; for example, campgrounds should be designated and have potable water available.

Page 3. Table G 2 Columns. Estimated yearlong and seasonal is an attempt to determine number of big game or areas for carrying capacity use for range management. B.S.F.W. biologist should be consulted regarding methods for establishment of data for this table.

Column available. Means either species of fish or wildlife are currently present on Indian land.

Page 4. Table H. Recreation use is reported in standard units of visitor - days. A visitor - day shall consist of an aggregate of 12 visitor - hours. A visitor - hour is defined as the presence of one or more persons for recreation purposes in a recreation area for continuous, intermittent or simultaneous periods of time aggregating one hour; e.g. one person for one hour, two persons for one-half hour each, n persons for 1/n hours each. Member Indian days use will be recorded with the same day and hour definitions as for the visitor - day.

Record reliability of recreation use data by code A, B or C as defined below:

- A - Based on Statistical sampling method.
- B - Estimate based on non-statistical sampling method.
- C - Estimate based primarily upon simple observations and comparisons.

The last line "Total J.P. Visitor Days is the total of columns "User Fee Pd." and "Free Use." Do not include column "Member Use Days in this total on last line.

DEFINITIONS

- N. = Number
- M = Miles
- A = Acres
- G.P. = General Public
- O.R. = Outdoor Recreation
- lbs. = pounds
- PH = Per hour
- BIA = Bureau of Indian Affairs
- FWS = Fish and Wildlife Service
- NPS = National Park Service
- BOR = Bureau Outdoor Recreation
- EDA = Economic Development Administration
- C.Y. = Calendar year.
- Res. = Residence
- O.T.U. = One time use and for normal use indicates number visitors that can be accommodated by facility. Example: one picnic site - table accommodates 6 persons - capacity is therefore 6. Thirty picnic sites located at the picnic grounds (? acres in area), therefore, would have O.T.U. capacity of 180 visitors.

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OUTDOOR RECREATION RESOURCE					
	Number	Acres	Miles	Shoreline M.	% G.P.
1 - Land Areas			XXX	XXX	
2 - Natural Lakes and Ponds			XXX		
3 - Reservoirs and Impoundments			XXX		
4 - Streams		XXX		XXX	

B. OUTDOOR RECREATION RESOURCE USE AREAS						
		Number and Unit	G.P. Visitor Days	Income From G.P.	Member use Days	Estimated Value
1 - Hunting	XXX	XXX		XXX		XXX
a. Big Game		A				
b. Small game		A				
c. Water fowl		A				
2 - Wild Areas		A				
3 - Hiking &/or Mtn. Climbing		M				
4 - Scenic		A				
5 - Historical		A				
6 - Archeological						
7 - Winter Sports	XXX	XXX	XXX	XXX	XXX	XXX
a. Skiing		A				
b. Snowmobiling		A				
c. Misc.		A				
8 - Adjoining Areas		XXX		XXX	XXX	XXX
9 - Cold water fishing	XXX	XXX		XXX	XXX	XXX
a. Lakes and Reservoirs		A				
b. Streams		M				
10 - Warm water fishing	XXX	XXX		XXX	XXX	XXX
a. Lakes and Reservoirs		A				
b. Streams		M				
11 - Boating	XXX	XXX		XXX	XXX	XXX
a. Lakes and Reservoirs		A				
b. Streams		M				
12 - Total	XXX	XXX	XXX		XXX	

C. O.R. INCOME FROM G.P.		
	Tribal \$	Individual \$
a. Boat Ramps		
b. Marinas		
c. O.R. Cottages		
Total Complex		
Total		

D. COMMERCIAL RESOURCE INCOME			
	Quantity	Tribal \$	Individual \$
a. Fish	lbs.		
b. Furs	N.		
c. Birds	N.		
d. Game	lbs.		
e. Hides	N.		
f.			
Total	XXX		

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OUTDOOR RECREATION FACILITIES

	EXISTING				POTENTIAL	
	N.	Unit	Capacity	% G.P. Use	N.	Unit
1 - Scenic Roads			M XXX			M
2 - Access Roads			M XXX			M
3 - Trails	XXX	XXX	XXX	XXX	XXX	XXX
a. Hiking			M XXX			M
b. Horse			M XXX			M
c. Combination			M XXX			M
4 - Campgrounds			A OTU			A
5 - Picnic areas			A OTU			A
6 - O.R. Cottages						
a. Seasonal-Res.			A OTU			A
b. Yearlong-Res.			A OTU			A
c. Hunting			A OTU			A
d. Fishing			A OTU			A
e. Organization			A OTU			A
7 - Ski Lifts			A PH			A
8 - Motel or rescrpt			A OTU		XX	XXX
9 - Scenic Points			A XXX			XXX
rinas		XXX	XXX			XXX
boat ramps		XXX	PH			XXX
Museums		XXX	XXX		XX	XXX
13 - Dude Ranches		XXX				XXX
14						
15						

F - ESTIMATED EXPENDITURES O.R.

	Technical		Assistance		Development		O & M	
	Man Years	Value	Man Yrs	Value	Man Yrs	Value	Man Yrs	Value
1 - Tribal								
2 - Individual Indian								
3 - BIA								
4 - FWS	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
a. Sport Fishery								
b. Wild life								
c.								
5 - NPS								
6 - BCR								
7 - EDA								
8 - STATE								
9								
10								

1 - FISH AND WILDLIFE RESOURCE

Species	Available		C.Y. Stocking N.	Type or Size	Pounds
	Yes	No			
1 - Fish					
a. Rainbow					
b. Cutthroat					
c. Eastern Brook					
d. Salmon					
e. Kokanee					
f. Bass					
g. Perch					
h. Catfish					
i. Walleyes					
j. White Fish					
k. Other					
Total	XXX	XXX		XXX	

2 - Wildlife

	Avail.		C.Y. Stocking			Estimated N-Yearlong on Area	Estimated N-Seasonal on Area	N. Removed C.Y.
	Yes	No	N.	Male	Female			
a. Antelope								
b. Buffalo								
c. Bear								
d. Deer								
e. Elk								
f. Moose								
g. Mountain Goat								
h. Big Horn Sheep								
i. Ducks								
j. Geese								
k. Pheasant								
l. Turkey								
m. Grouse								
n. Chukar								
o. Partridge								
p. Quail								
q. Dove								
r. Javalina								
s. Beaver								
t. Muskrat								
u. Mink								
v. Otter								
w.								
x.								
y.								
z.								

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RECREATION USE IN VISITOR DAYS

Recreation Activity	Visitor Days		Reliability Code	Member Use Days	Reliability Code
	User See Pg	Free Use			
11. Driving & Sightseeing					
12 Picnicking					
13 Scientific-Historical Study					
14 Spectator Sports Events					
15 Ceremonials, Museums, Dramas, Talks					
16 Other General Leisure					
10 General Leisure Subtotal			XXX		XXX
21 Bicycling					
22 Horseback Riding					
23 Golfing					
24 Other Games or Sports					
25 Other Active Pursuits					
20 Games and Sports Subtotal			XXX		XXX
31 Swimming					
32 Skiing, Water					
33 Skin & Scuba Diving					
34 Boating, Power					
Boating, Non-Power					
Other Water Activities					
Water Activities Subtotal			XXX		XXX
41 Camping, Tent					
42 Camping, Trailer					
43 Camping, Group					
44 Other Accommodation					
40 Personal Accommodation Subtotal			XXX		XXX
51 Snow Play					
52 Ice Skating					
53 Sledding or Tobogganing					
54 Skiing, Snow					
55 Other Winter Activities					
50 Winter Activities Subtotal			XXX		XXX
60 Fishing					
70 Hunting					
81 Hiking & Walking					
82 Mountain Climbing					
83 Wilderness Travel					
84 Off-Road Motoring					
85 Other Open Country Activities					
Open Country Activities Subtotal			XXX	BIAM REISSUE	XXX
COLUMN TOTAL			XXX	FEBRUARY 1984	XXX
Total G.P. Visitor Days			XXX	XXX	XXX