



# United States Department of the Interior

## BUREAU OF INDIAN AFFAIRS

Southwest Regional Office  
1001 Indian School Road, N.W.  
Albuquerque, NM 87104



### Regional Policy Memorandum

**Bureau of Indian Affairs  
Southwest Region  
Office of the Regional Director**

**Number: RPM-SW-TRUS-01**

**Effective: MAR 15 2012**

**Expires: MAR 15 2013**

**Title: Agriculture and Range Policy – Guidance on Performing Indian Affairs-Performance Management System (IA-PMS) Measures.**

#### 1. Purpose

To provide guidance on the uniform and proper documentation of accomplishment of IA-PMS measures 2041, 2042, and 2043.

#### 2. Scope

Agency Superintendents are directed to ensure proper documentation of accomplishment of IA-PMS measures:

- 2041 – Percent of grazing permits that are monitored annually for adherence to permit provisions, including permittee compliance with requirements described in conservation plan;
- 2042 – Percent of active agricultural and grazing leases monitored annually for adherence to lease provisions, including compliance with responsibilities described in conservation plans; and
- 2043 – Percent of range units assessed during the reporting year for level of utilization and/or rangeland condition or trend.

This policy applies to 638-contracted programs if reporting requirements for IA-PMS are written into Annual Funding Agreements.

#### 3. Policy

This policy communicates the establishment of sound monitoring activities of agricultural and grazing leases and permits; and monitoring activities on rangeland to determine percent utilization,

range condition, and/or range trend. Monitoring resource conditions will provide needed data to base land management decisions on. Form 5-5526 *Stocking Rate on Indian Lands in Range Units* will be used to record the authorized stocking rate in range units. Form 5-5527 *Stock Counting Record* will be used to document livestock counts. Range condition will be assessed using the similarity index approach, evaluation of range utilization will be based upon stubble height measurements of key forage species, and range trend will be assessed by evaluating soil surface condition, plant vigor, plant residues, abundance of seedlings and young plants, and plant composition. The double sampling or harvesting methods may be used to determine annual production. Record keeping shall be in accordance to 16 BIAM (2003) 4500 Series Natural Resources.

#### 4. Roles and Responsibilities

- A. **Superintendents** will ensure accurate reporting of IA-PMS measures.
- B. **Natural Resource Managers** will update Form 5-5526 *Stocking Rate on Indian Lands in Range Units* and provide staff with incentives, guidance and direction in performing all tasks associated with accomplishment of IA-PMS measures.
- C. **Regional Rangeland Management Specialist** will provide technical guidance, data collection forms, and training in field activities associated with accomplishing IA-PMS measures; and conduct periodic program reviews to ensure accomplishments and supporting documentation are properly recorded and filed.
- D. **Agency staff** will perform all tasks associated with accomplishing IA-PMS measures.

#### 5. Approval

  
\_\_\_\_\_  
William T. Walker  
Southwest Regional Director

15 May 2012  
\_\_\_\_\_  
Date

**STOCKING RATE ON INDIAN LANDS  
IN RANGE UNITS**

RESERVATION \_\_\_\_\_

RATIO CATTLE TO \_\_\_\_\_

HORSES \_\_\_\_\_

RECOMMENDED BY \_\_\_\_\_

AGENCY \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_

SHEEP AND GOATS \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
REGIONAL DIRECTOR

Range Unit Number or Sub-Unit Designation	AREA OF RANGE IN ACRES (Do not show fractions)			TOTAL ACRES OF USEABLE RANGE	SEASON OF USE		SURFACE ACRES PER COW MONTH	STOCKING RATE	
	Tribal	Allotted	Gov't Owned		FROM	TO		COW MONTH	COW UNIT
1	2	3	4	6	7	8*	9	10	11
<b>TOTAL</b>									

\* Show to nearest tenth only (3 days equals one tenth)

## INSTRUCTIONS FOR FORM 5-5526

The maximum stocking rate prescribed by the approval hereof shall not be increased without the prior approval of the Regional Director upon a showing that an increase may be made without risking range deterioration. Such a showing must be in the form of adequate utilization checks or range condition studies by range units which shall be made a matter of record. Decreases in maximum allowable stocking for conservation purposes, and adjustments in use during a permit period which do not result in the prescribed maximum stocking rate for the unit or reservation being exceeded, shall not require approval by the Regional Director until the end of the current permit period, at which time the approval of a revised maximum stocking rate will be required as the basis for allocation and advertisement of grazing privileges for the new permit period.

- (1) This form should be prepared at least six months prior to the expiration of the existing permits. In these cases where a Permit Period is not clearly defined it shall be prepared at least every three years.
- (2) All Indian lands and government owned range land (under supervision of Bureau of Indian Affairs), usable for grazing but not a part of a farm or farm pasture shall be included within a range unit boundary although in some instances the Indian land presently is not included in the grazing permit.
- (3) Prepare in triplicate with maps and submit to Regional Director for approval
- (4) A map of all range units in triplicate must be prepared and be of a size large enough to specifically delineate the exact boundaries of each range unit.
- (5) The original is for the Agency records, the remaining copies are for Regional and Central Office files.
- (6) COLUMN 1. Should show the range unit number, and when applicable, the sub-unit designations (such as 1a, 1b, and 1c). Include units set aside exclusively for wildlife and so designate. After filling in the necessary figures on the sub-unit lines ( 1a, 1b, and 1c respectively) show total for each unit on separate line. Insert the word TOTAL in the left hand margin on this line or leave next line blank so that totals of each unit are identifiable.
- (7) Acres shown in columns 2 through 6 represent only range land in units. (See 25 CFR 166.10).
- (8) The figures in column 6 have no bearing in the computation of column 9 (surface acres per cow month).
- (9) Column 6 "Usable Range" acres should not include range land not used by livestock because of lack of adequate water facilities. Acres excluded from usable range are barren, waste, inaccessible and timber lands not used for grazing.
- (10) Under columns 7 when a sub-unit is used intermittently throughout the year show the different seasons of use and group by using brackets ( ) to indicate the total number of months used in column B and the surface acres per cow month in column 9.

(11) Column 9 is obtained by dividing column 10 into column 5. Show to nearest tenth acre.

(12) At the bottom of the page show the totals in columns 1, 2, 3, 4, 5, 10 and 11 by adding only the TOTAL line for each range unit. Column 1 is obtained by counting the number of range units on the reservation. (Do not include the sub-units).

**Paperwork Reduction Act Statement:** This information is collected to manage agriculture and grazing leases. The information is supplied by a respondent to obtain or retain a benefit, that is, a lease. It is estimated that responding to the request will take an average of 20 minutes to complete. This includes the amount of time it takes to understand directions, gather the information and fill out the form. If you wish to make comments on the form, please send them to the Information Collection Control Officer, Bureau of Indian Affairs, 1849 C Street NW, Mail Stop 4603 MIB, Washington, DC 20240. Note: comments, names and addresses of commentors are available for public review during regular business hours. If you wish us to withhold this information, you must state this prominently at the beginning of your comment. We will honor your request to the extent allowable by law. In compliance with the Paperwork Reduction Act of 1995, as amended, the collection has been reviewed by the Office of Management and Budget and assigned a number and expiration date. The number and expiration date are at the top right corner of the form. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless there is a valid OMB clearance number.

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN AFFAIRS  
STOCK COUNTING RECORD

\_\_\_\_\_ Reservation \_\_\_\_\_  
(Name of reservation) (State)

1. Range unit or area \_\_\_\_\_  
(Name, number or legal description)

2. Date counted \_\_\_\_\_ 3. Permittee \_\_\_\_\_

4. Kind of stock (Cattle, horses, sheep, goats, other) \_\_\_\_\_

5. Number of stock \_\_\_\_\_

6. Place where counted \_\_\_\_\_  
(describe accurately, use additional sheet if necessary. Show on attached map)

7. Brands and where located \_\_\_\_\_  
(Left-shoulder, left side, etc.)

8. Owner of the Branded Livestock \_\_\_\_\_

9. Observations and Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above stock were counted on the date indicated and that the above is a true and correct count.

\_\_\_\_\_  
Name Official title Date

\_\_\_\_\_  
Name Official title Date

**Paperwork Reduction Act Statement:** This form is covered by the Paperwork Reduction Act. It is used to establish the respective rights and responsibilities of the respondent and the Federal government. The information is provided by respondents to obtain or retain a benefit. In compliance with the Paperwork Reduction Act of 1995, as amended, the collection has been reviewed by the Office of Management and Budget and assigned a number and an expiration date. The number and expiration date are at the top right corner of the form. An agency may not sponsor or conduct, and a person is not required to respond to, a request for information collection unless it displays a currently valid OMB Control Number. The public reporting burden is estimated to average 20 minutes *per respondent*. This includes the time needed to understand the requirements, gather the information, complete the form, and submit it to the Department. Comments regarding the burden or other aspects of the form may be directed to the Indian Affairs Information Collection Clearance Officer, Office of Regulatory Affairs – Indian Affairs, 1849 C Street, NW, MS-4141, Washington, DC 20240.