



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

Division of Forestry

Code 230

OCT 19 1982

53 BIAM Supp. 1, Release 1

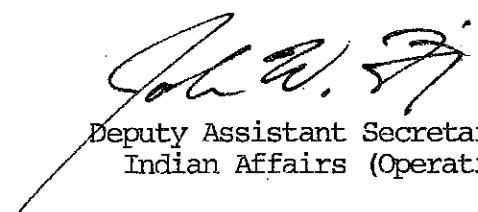
Memorandum

To: Holders of 53 BIAM

From: Deputy Assistant Secretary - Indian Affairs (Operations)

Subject: Forestry Manual, 53 BIAM Supplement 1

This release provides details on the general forestry program including annual reports. Two programs addressed in this release are Quality Control and the Forester Managerial Development Program.


Deputy Assistant Secretary -
Indian Affairs (Operations)

Filing Instructions:

(a) Remove superseded material:

53 IAM 1.0 Table of Contents (1/13/65)

(1 sheet)

53 IAM 1.1 - 1.6.2E, (1/13/65)

(4 sheets)

(b) Insert new material transmitted:

53 BIAM Supp. 1, 1.0 Table of Contents

(1 sheet)

53 BIAM Supp. 1, 1. - 3.6B

(10 sheets)

Illustrations 1 - 5

(14 sheets)

(c) Pen-and-ink changes:

From the Table of Contents for Supplements
to 53 BIAM under No. 1 General, delete
2nd line (To be issued later . . .)

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 - .2 Authority
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 - .4 Organization and Functions.
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Illustrations 1-5

GENERAL
General

1.1 Policy and Scope. See 53 BIAM 1.1

1.2 Authority. See 53 BIAM 1.2

1.3 Responsibility. See 53 BIAM 1.3

1.4 Organization and Functions. See 53 BIAM 1.4

1.5 Records, Reports, and Forms. See 53 BIAM 1.5. There are four reports, which, because they draw information from several forestry program activities, are mentioned in this supplement. These reports are primarily to obtain program and budget information for reporting to Congress. They are:

A. Area Annual Report (Illustration 1). Due in Central office on December 15 each year for the preceding fiscal year.

B. Agency Annual Report (Illustration 2). Due in Area Office at date to be set by Area Director to enable that office to meet December 15 deadline. Due each year for the preceding fiscal year.

C. Analysis of Obligations (Illustration 3). Due in Central office December 15 each year for the preceding fiscal year.

D. Report of Actual Timber Cut (Illustration 4). Due in Central office November 15 each year for the preceding fiscal year.

All other requirements and instructions for records, reports, and forms are contained in applicable manual supplements.

1. Certified Timber Sale Forester. The United States of America has long maintained an undeniable trust responsibility to all Federally recognized tribes. 25 U.S.C.A. § 406, § 407, § 413, § 466 and § 3101 et. seq. provide the significant legislative framework defining this "trust relationship" concerning forest product harvesting. This relationship is further defined in Federal Regulations, (e.g. 25 CFR §163) and shaped by judicial analysis such as found in Mitchell II.

The Federal Government is held to the highest standards of fiduciary responsibility in this area. To ensure that these standards are maintained, all requests for harvesting trust timber will be signed by an officer, certified to be in compliance with the statutes, regulations and procedures of the Federal Government in regards to the harvest of Indian trust forest products. This certification will be valid only when made by a Bureau or Tribal employee who has shown the necessary knowledge and understanding of the requirements of said harvest by successful completion of a Certified Timber Sale Forester/Forestry Technician "test" as administered by the Regional Timber Sale Forester. This test will be based upon the Statutes, Regulations, Manual Procedures, Timber Sale Standard Provisions, log scaling and grading procedures and other pertinent areas as determined by the Regional Timber Sale Forester. Successful completion of the test will result in certification and will include the award of a unique certification number. This number will be included with the certification signature. Requests lacking said certification will be returned to the originating office. Said certification should resemble the following:

"I (name of the Certified Timber Sale Forester/Forest Technician) do hereby attest that this proposal to harvest Indian forest products is in compliance with the statutes, regulations and procedures of the U. S. Government in regard to the harvest of Indian trust forest products".

Signed: _____ Dated: _____
Certified Timber Sale Forester/Forest Technician # _____

Initial certification is good for a period not to exceed three years from date of Certification. An individual may be de-certified for continued violation of relevant statutes, regulations or manual policies.

An individual that becomes certified will remain certified for a period not to exceed three years. If an individual submits an acceptable timber sale package within three years, their certification will be extended an additional three years. If no timber sale packages are submitted by a certified timber sale forester in the three year period they will remain certified under a Provisional Certification. If, during Provisional Certification, the individual submits an acceptable timber sale package, Provisional Certification will be lifted. This will provide for an additional three-year certification.

Whether an individual is a Certified Timber Sale Forester/Technician or Provisionally Certified, whenever a request for timber harvest is submitted, such request shall contain a signature and accompanying number. Any request that does not have a certification signature and associated number will automatically be returned to the originating office with no review. Submission of a certified timber sale package that requires minor editing will be returned with comments from the Regional Office staff for revision. If a request is submitted that the Regional Office staff determines is unacceptable, the Regional Timber Sale Officer will appoint three Certified Timber Sale Foresters to provide peer review of the timber sale request. If the peer group agrees with the Regional Office staff and determines the package to be unacceptable, the submitting individual will be placed in a probationary status. Actions the group may consider include, but are not limited to:

- a. Suspension of certification pending successful completion of a new exam.
- b. Suspension of certification for a designated period.

Individuals who lose their certification due to non-compliance during a probationary period will be required to take a more comprehensive test than the original and achieve a higher percentile in order to re-certify.

4. Review Period. All timber sales and permits subject to Regional Office approval will require a 30 day minimum review period. The review period may, in certain circumstances, be increased to 60 days, as determined on a case-by-case basis. No approvals will be granted prior to completion of a thorough review of all of the required documents. This includes approvals required by other applicable state or federal agencies.

The review period begins when the completed timber sale or permit package is received and stamped in at the Pacific Regional Office, Branch of Forestry. If incomplete or partial sale packages are received, the review period does not begin until a complete package or the final (last) portion of the package is received by the Regional Office.

Upon approval of the timber sale package a request for advertisement may be approved. Additional time as required by 25 CFR (163.15 should be allowed for advertisement of the sale prior to bid opening. After bid opening a minimum of an additional two weeks should be allowed for review and approval of an acceptable bidder for award of contract prior to development of a logging plan and commencement of harvest operations.

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PACIFIC REGIONAL OFFICE ADDENDUM

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1.3 Responsibility

The Superintendents are granted responsibilities for forestry in Chapters 1-11 of Part 53 (Forestry) of the Indian Affairs Manual. The Regional Forester (RF) and the Regional Timber Sales Officer (TSO) provide technical forestry services to Indian beneficiaries and assist in the management of the Indian trust within Agency's jurisdiction. These services are provided to Superintendents to more effectively meet their fiduciary responsibilities to tribes and Indian owners/beneficiaries within their agencies jurisdiction. It is not the intent of the Regional Forestry staff to divest these authorities from Superintendents within the Region. No additional tribes will receive forestry services directly from the Regional Office within the Agency Superintendents jurisdiction of Northern, Central or Southern California Agencies without concurrence of the Superintendent and the Regional Director. These locations will be clearly added to the list of tribes receiving forestry services from the Regional Office by issuance of additional addenda. If concurrence cannot be reached and the Regional Director requires the removal of forestry responsibilities from a Superintendent, a Directive to the appropriate Indian Affairs Manual will be developed making the appropriate changes to the individual Superintendent's authority. All self-governance tribes receive forestry services directly from the Regional Office and the Superintendents will not have forestry responsibilities for these tribes. Locations currently receiving forestry services from the RF and TSO within the Superintendents jurisdiction are as follows:

Palm Springs Agency	Central Cal. Agency	Northern Cal. Agency	Southern Cal. Agency
Agua Caliente	None	Big Lagoon Fort Bidwell	None

Although the RF and the TSO are inherently Regional staff positions, the Superintendents receiving forestry services under their authority are encouraged to work informally with these individuals to retain the services necessary to meet their obligations. The RF and the TSO will report to the Superintendents and will coordinate with appropriate Agency staff. The TSO has been delegated some disposition of forest products permit authority by the Regional Director under 53 IAM 4-H (Forestry Permits). This authority was provided to the TSO to expedite the issuance of low value permits.

The Palm Springs Agency is added for the Forestry Program Review schedule. This review will be primarily "self-assessment" performed by the RF and TSO. These reviews will be provided and reviewed with the Superintendents and corrective action plans will be developed and implemented with input from the Superintendent and appropriate Agency staff.

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PALM SPRINGS AGENCY AND SOUTHERN CAL. AGENCY ADDENDUM

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1.3 Responsibilities

The Superintendents are granted responsibilities for forestry in Chapters 0-11 of Part 53 (Forestry) of the Indian Affairs Manual. The Regional Forester (RF), Regional Timber Sales Officer (TSO), and the Forestry Interns (Interns) provide technical forestry services to Indian beneficiaries and assist in the management of the Indian land within the Pacific Region's jurisdiction. These services are provided to Superintendents to more effectively meet their fiduciary responsibilities to tribes and Indian owners/beneficiaries within their agency's jurisdiction. It is not the intent of the Regional Forestry staff to divest these authorities from Superintendents within the Region. No additional tribes will receive forestry services directly from the Regional Office within the Agency Superintendents jurisdictions without concurrence of the Superintendent and the Regional Director. These locations will be clearly added to the list of tribes receiving forestry services from the Regional Office by issuance of additional addenda. If concurrence cannot be reached and the Regional Director requires the removal of forestry responsibilities from a Superintendent, a Directive to the appropriate Indian Affairs Manual will be developed making the appropriate changes to the individual Superintendent's authority. All self-governance tribes receive forestry technical services directly from the Regional Office and the Superintendents will not have forestry responsibilities for these tribes. Locations currently receiving forestry services from the RF, TSO and Interns within the Superintendents jurisdiction are as follows:

Palm Springs Agency (PSA)	Southern California Agency (SCA)	Northern California Agency	Central California Agency
None, Shared Technical Assistance with SCA	None, Shared Technical Assistance with PSA	Big Lagoon	None

Although the RF, TSO and Interns are inherently Regional staff positions, the Superintendent(s) receiving forestry services under their authority are encouraged to work informally with these individuals to retain the services necessary to meet their obligations. The RF, TSO and Interns will report to the Superintendents and will coordinate with appropriate Agency staff. The TSO has been delegated some disposition of forest products permit authority by the Regional Director under 53 1AM 4-H (Forestry Permits). This authority was provided to the TSO to expedite the issuance of low value permits and can be provided as a service to Superintendents.

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1.3 Responsibility

Fund Transfers

The Regional Forestry Branch staff (RFS) may sign on the Superintendent/Program Manager block of the Federal Business Management System Entry Document (FED) for the transfer of funds for forestry related activities to Agencies and Tribal entities. The RFS will coordinate with the Superintendents for transfers involving the Agency or Tribes or Tribal organizations receiving forestry program (Part 53 IAM) support from the Superintendent. Superintendents are encouraged to sign on the "Superintendent/Program Manager" line for the further processing of the forestry branch transfer FED request in support of the transaction. The Superintendent may provide the RFS alternatives to processing the FED as developed by the forestry staff.

The RFS may sign FED transfer requests for Self Governance Tribes or Inter-Tribal Organizations receiving direct technical assistance from the RFS. The forestry staff will coordinate with the Regional Self-Governance Coordinator on forestry fund transfers involving Self-Governance Tribes. The Self-Governance Coordinator is encouraged to sign on the "Superintendent/Program Manager" line for the further processing of the forestry branch FED request in support of the transaction. The Self-Governance Coordinator may provide the RFS alternatives to processing the FED as developed by the forestry staff. The RFS will coordinate with the Superintendent that receives the primary benefit of work provided by an Inter-Tribal Organization and Superintendents are encouraged to sign and/or coordinate as described in the first paragraph of this section.

The official notification to Superintendents will be accomplished by FAX allowing for appropriate routing and confirmation while providing a record of transmittal to the Agency. The forestry staff will also provide the Superintendent, the Agency's forestry staff personnel an e-mail notification. A hard copy of the memorandum developed by the RFS for the processing of the FED will be provided to the Superintendents. Official notification to the Self-Governance Coordinator will be through Routing Slip and e-mail notification is encouraged.

Central Office or the Pacific Regional Budget staff may transfer funds directly to a Tribe or Agency office or the Pacific Region Budget staff may transfer funds as directed by the FED received from Central Office. Once the forestry related funds are in the appropriate accounting location for expenditure the Forestry Branch will develop a transfer notifications to appropriate Superintendents and/or Tribal entities as appropriate.

The RFS generally provides funds transfers with function area codes beginning with "A0N" but as forestry supports comprehensive resource management (25 USC § 3103(15) and 53 IAM 2-H § 2.5-PAA) there are many functional area codes that the RFS may process. If the Agency(ies) provide an "Individual Fund Authority" the RFS will also coordinate with delegated individual(s) and the Agency forestry staff (25 CFR 163.36 – A0N9C30 – Tribal forestry program financial support).

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FY 20 INDIVIDUAL FUND AUTHORITY Southern California Agency

AGENCY/OFFICE	COST CENTER (10 Digits)	FUNCTIONAL AREA (09 Digits)	BRANCH	NAME	TITLE	PHONE NO.	FAX NO.
Southern California Agency	AAJJ541010	ALL*	All Agency Programs*	Javin Moore	Superintendent	(951) 275.6624, Ext 222	(951) 276-6641
	AAJJ541010	A0A901010	Executive Direction	Javin Moore	Superintendent	(951) 275.6624, Ext 222	(951) 276-6641
	AAJJ541010	A0A912020	Administration				
	AAJJ543030	A0T902020	Self-Determination	*JoAnn Koda	Deputy Superintendent	(951) 275.6624, Ext 228	(951) 276-6641
	AAJJ543300	A0H901010	Social Services	*Elva Flores	Administrative Officer	(951) 275.6624, Ext 224	(951) 276-6641
	AAJJ543300	A0H913030	Social Services				
	AAJJ543200	A0T902020	Tribal Operations				
	AAJJ543100	A0H603030	Housing Improvement				
	AAJJ544200	A0R9C7070	Realty				
	AAJJ544600	A0N9A0505	Natural Resources				
	AAJJ544900	A0R9B1010	Probate Services				
	AAJJ54	A0R	Water Resources				
	AAJJ544600	A0R9D4040	Environment Quality Services				
Southern California Agency	AAJJ543030	A0T902020	Self-Determination	Sandy Yaguas	Self-Determination Officer	(951) 275.6624, Ext 236	(951) 276-6641
Southern California Agency	AAJJ543300	A0H901010	Social Services	Javin Moore	Acting Social Aservices Worker	(951) 275.6624, Ext 222	(951) 276-6641
Southern California Agency	AAJJ543300	A0H913030	Welfare Assistance	Javin Moore	Acting Social Services Worker	(951) 275.6624, Ext 222	(951) 276-6641
Southern California Agency	AAJJ543030	A0T902020	Tribal Operations	Javin Moore	Acting Tribal Operations Officer	(951) 275.6624, Ext 222	(951) 276-6641
Southern California Agency	AAJJ544200	A0R9C7070	Real Estae Services	Marie Blumhardt	Realty Officer	(951) 275.6624, Ext 242	(951) 276-6641
Southern California Agency	AAJJ544600	A0N9A0505	Natural Resources	Jo Ann Koda	Deputy Superintendent	(951) 275.6624, Ext 228	(951) 276-6641
Southern California Agency	AAJJ544900	A0R9B1010	Probate Services	Jo Ann Koda	Deputy Superintendent	(951) 275.6624, Ext 228	(951) 276-6641
Southern California Agency	AAJJ54	A0R	Forestry	Jo Ann Koda	Deputy Superintendent	(951) 275.6624, Ext 228	(951) 276-6641
Southern California Agency	AAJJ54	A0R9	Water Resources	Patrick Taber	Hydrologist	(951) 275.6624, Ext 256	(951) 276-6641
Southern California Agency	AAJJ544600	A0R9D4040	Environment Quality Services	Jo Ann Koda	Deputy Superintendent	(951) 275.6624, Ext 228	(951) 276-6641

Approved by Superintendent: **JAVIN MOORE**
Digitally signed by JAVIN MOORE
Date: 2019.09.12 13:12:49 -07'00'

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UNITED STATES GOVERNMENT

memorandum

DATE: July 10, 2018

REPLY TO

ATTN OF: Regional Forester, FED Requester (53 BIAM Sup. 1 § 1.3-PAA)

SUBJECT: FY «FY» Non-recurring «Functional_Area_Title» Transfer for the «Tribe_Name»

TO: Regional Director, Pacific Region

Superintendent, «Agency» Agency (with FED/*e-mail memo__)

Please make the following TRANSFER of Forestry Funds as a one-time only, non-recurring request as follows:

Fund	Functional Area Title	Tribal gov-gov Funds Center	Functional Area	Project Name/WBS	Funding
«Fund»	«Functional_Area_Title»	«Funds_Center_Fr om» «Fund_Center_Na me»	«FA_Budget_Program ».999900	«Project_Name» «WBS_Job_Code_If _none_leave_blank»	«Funding_amou nt»

These funds should be transferred to:

Fund	Functional Area Title	Tribal gov-gov Funds Center	Functional Area	Project Name/WBS	Funding
«Fund»	«Functional_Area_Title»	«Funds_Center_t o_Tribe_Code» «Tribe_Name»	«FA_Budget_Program ».999900	«Project_Name» «WBS_Job_Code_If _none_leave_blank»	«Funding_amou nt»

FED Matrix: «Issuing_Office» «Fund_Short» «FA_Budget_Activity» «Receiving_Org» «Funding_amount»
Forestry - «Tribe_Name»

Upload Matrix: «Issuing_Office» «Fund_Short» «FA_Budget_Activity» «Receiving_Org» «Funding_amount»
UPLOAD

Email to *pro_FBMS_Entry@bia.gov* title: FED: «Issuing_Office» «Fund_Short» «FA_Budget_Activity»
«Receiving_Org» «Funding_amount»

The fund transfer is based upon the «Functional_Area_Title» project proposal submitted by the
«Tribe_Name» **and approved by the Regional Office** as a one-time distribution.

The digital version of documents associated with this project can be found as follows: *Sacramento Common Drive*
G:\NR-FORESTRY\FORESTRY\BIA Programs Disk\Indian
Rules\Policies\Indian_Affairs_Manual\IAM_Part_13_Indian_Self_Determination\Sample 638 Docs\Standard Transfer
Template.doc

This transfer document should also state that these funds are available until «Obligate_by_Date». If these
funds have not been obligated by this date, they are subject to being withdrawn by the Regional Office.

If you have any questions concerning this request, please feel free to contact Gerald Jones, Regional
Forester at extension 6076. Thank you.

Attachment

- FED Received (Highlight/Retain Front Page, Version 1, Specific Project Award Guidance __)
- FSR (Print Acc. Group, Provide Sums for Group and Subgroup, Highlight Specific Line(s) __)
- FED (Check Accounting Line Items __, Appropriate Law __ Program Responsibilities-Folder __)

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Date			
ROUTING AND TRANSMITTAL SLIP			10/1/2019
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1	Self-Governance Coordinator, Pacific Region		
2			
3			
4			
5			
<input type="checkbox"/>	Action	<input type="checkbox"/>	File
<input type="checkbox"/>	Approval	<input type="checkbox"/>	For Clearance
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Correction
<input type="checkbox"/>	Circulate	<input type="checkbox"/>	For Your Information
<input type="checkbox"/>	Comment	<input type="checkbox"/>	Investigate
<input checked="" type="checkbox"/>	Coordination	<input type="checkbox"/>	Justify
		<input checked="" type="checkbox"/>	Signature
		<input type="checkbox"/>	Verify
<p>REMARKS</p> <p>Self-Governance Tribes receive forestry technical assistance from the Regional forestry staff (53 BIAM Supp. 1 § 1.3-PAA). In accordance with this policy, it is requested that you provide a signature on the attached forestry fund transfer request in the "Superintendent/Program Manager" line. The identified transfer of \$_____ for the _____ Tribe is attached. Supporting documentation is filed in accordance with the attached memorandum for the identified Self-Governance Tribe.</p> <p>DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions</p>			
FROM: (Name, org. symbol, Agency/Post)		Room No. -Bldg.	
Regional Forestry Staff (i.e. Regional Forester)		W 2822	
		Phone No.	
		978-6076	
5041-102		OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206	

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USDI BUREAU OF INDIAN AFFAIRS
PACIFIC REGIONAL OFFICE
2800 COTTAGE STREET
SACRAMENTO, CA 95825

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Superintendent	Gerald Jones (Reg. Forester)
Authorized Forestry Funding Official	
Agency Forester Tech. Support (AON9C30)	
COMPANY:	DATE:
Southern, Northern, Central California, Palm Springs Agency	/ / 20
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
Agency Fax #	
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
Agency Phone Number	(916) 978-6076 Fax (916) 978-6099
RE:	YOUR REFERENCE NUMBER:
Requested Superintendent Support of Fund Transfer Request	Office # (916) 978-6076

☒ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☒ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Superintendents are delegated forestry program manager responsibilities in Chapters 1-11 of Part 53 "Forestry" of the Indian Affairs Manual (IAM) by the Director, BIA. Superintendents are encouraged to sign for the "Superintendent/Program Manager" on the Federal Business Management System Entry Document (FED - 53 BIAM Supplement 1 § 1.3-PAA).

Attached is a memorandum date ____/____/20____ regarding a forestry fund transfer in the amount of \$_____ for _____
(Agency or Tribal entity)
developed by the Regional forestry staff. The memorandum includes file location for all of the supporting documentation associated with the forestry project including the FED.

Please notify the Regional forestry staff regarding the Agency's actions regarding this matter. A Forestry contact form has been attached to facilitate any notification the Agency prefers.

Thanks, Gerald Jones, Regional Forester, BIA Pacific Region (916) 978-6076, Fax (916) 978-6099.

2800 COTTAGE WAY, SACRAMENTO, CALIFORNIA 95825

INDIAN AFFAIRS

ADDENDUM TRANSMITTAL SHEET

(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER BIAM Supp. 1 § 1.3-SCA/PSA	53	SUBJECT	ISSUANCE OFFICE RELEASE NUMBER 1
FOR FURTHER INFORMATION (ISSUANCE OFFICES) Southern Cal. Agency and the Palm Springs Agency		Indian Forestry Unit Responsibilities	DATE 6/15/2021

EXPLANTATION OF MATERIAL TRANSMITTED:

This is a partnership addendum made between the Southern California Agency and the Palm Springs Agency to share an Agency Indian Forestry Unit technical service provider to be stationed at the Riverside, California Office. The proximity of the position in addition to the technical skills required, will specifically be better aligned to meet the Superintendent's delegated resource management responsibilities.

This is a Replacement of Previously Issued Addendum # _____ Updates 53 IAM Supp. 1 § 1.3-PAA (pg 4) _____, Issued 10/4/2019

Ensure Handbooks/Supplements are updated to include this new guidance



JAVIN MOORE
2021.06.15
13:55:41 -07'00'

Superintendent, Southern California Agency

OLLIE
BEYAL

Digitally signed by
OLLIE BEYAL
Date: 2021.06.15
14:45:01 -07'00'

Superintendent, Palm Springs Agency

[illegible]

INDIAN AFFAIRS
ADDENDUM TRANSMITTAL SHEET
(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 BIAM Supp. 1 § 1.3-PAA and associated Illustrations 11-14	SUBJECT	ISSUANCE OFFICE RELEASE NUMBER #5
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Pacific Regional Office	Responsibilities	DATE 10/4/19

EXPLANTATION OF MATERIAL TRANSMITTED

This updated release recognizes that the Northern California Agency is retaining the Tribal forestry program financial support, for Professional Forester (GS-0460) support for the Fort Bidwell Tribe (25 CFR § 163.36). The release also supports Regional forestry staffs coordination efforts with Superintendents and the Self-Governance Coordinator, Pacific Region on forestry program management fund transfers.

This is a Replacement of Previously Issued Addendum # _____ 5 _____, Issued _____

Ensure Handbooks/Supplements are updated to include this new guidance



Regional Director

[illegible]

INDIAN AFFAIRS

ADDENDUM TRANSMITTAL SHEET

(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 BIAM Supp 1 § 1.3-PAA	SUBJECT Addendum Replacement	ISSUANCE OFFICE RELEASE NUMBER 4
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Pacific Region		DATE MAY 23 2017

EXPLANTATION OF MATERIAL TRANSMITTED

This addendum is to provide the Superintendent, Northern California Agency direct Regional additional Regional technical assistance for the Fort Bidwell Reservation's Tribal Forestry Program Financial Support (25 CFR 163.36) half funded position.

This is a Replacement of Previously Issued Addendum # 3, Issued Sept. 20, 2016

Ensure Handbooks/Supplements are updated to include this new guidance


Regional Director

[illegible]

CLEARANCE RECORD (Within the Pacific Region)	1. Type of Document	2. Identification Number (USE FIRE 3 LETTER DESIGNATOR WITH HANDBOOK SECTION)			
Issuance Office: Pacific Regional Office	Addendum Replacement	53 BIAM Supp 1 § 1.3-PAA			
3. SUBJECT/TITLE					
Forestry Responsibilities					
4. SUMMARY OF DOCUMENT CONTENTS (If a revision, given rationale for change) The Central California Agency has seen its forestry/natural resource staff reduced over the years. The Agency has restructured its organization to establish a Forestry Resources Officer to assist it in meeting its natural resource management obligations to Indian beneficiaries and their assets within its jurisdiction. The Pacific Regional Office supports the efforts of the Central California Agency and removes its direct forestry technical service role and provides supporting services to its forestry staff and to the Superintendent.					
5. ORIGINATOR					
ORGANIZATION		NAME AND TITLE		TELEPHONE NUMBER	DATE
Pacific Region		Gerald Jones, Regional Forester		916-978-6076	20-Sep-16
ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	PRINT NAME	SIGNATURE	DATE	INTERNAL CLEARANCE SURNAME DATE
Trust	Reg. Div. of Nat. Res. Forestry Branch, Reg. For.	Gerald Jones	[Signature]	20-Sep-16	J. Bickel 9/20/16
Trust	Reg. Div. of Nat. Res. Acting Div. Chief	Dale Morris	[Signature]	9/20/16	
Trust	Regional Trust Deputy Director	Kevin Bearquiver	[Signature]	9/20/16	
7. APPROVAL/AUTHORIZATION					
SIGNATURE		TITLE		DATE SIGNED	
[Signature] Acting		Regional Director		September 20, 2016	

[illegible]

INDIAN AFFAIRS

ADDENDUM TRANSMITTAL SHEET

(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 IAM Supplement 1 (1.3-PAA) Page (1.3)4	SUBJECT Forestry Responsibility	ISSUANCE OFFICE RELEASE NUMBER #2 (Remove and Replace Page (1.3)4)
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Regional Branch of Forestry and Wildland Fire Management		DATE Sept. 12, 2013

EXPLANTATION OF MATERIAL TRANSMITTED

This addendum provides a replacement page 1.3(4) to a previously issued Regional Addendum regarding forestry responsibilities. This addendum provides for forestry technical services for the Fort Bidwell Tribe, and the Sycuan Tribe to be provided by the Northern California Agency Office and the Southern California Agency Office respectively. Please remove the previous page 1.3(4) from 53 BIAM Supplement 1 Page 1.3(4) and replace it with the updated page. In addition, please retain the related documents concerning this update.

This is a **Replacement Page** of Previously Issued Addendum # 1.3 Responsibility Page (1.3)4, Issued May 5, 2009

Ensure Handbooks/Supplements are updated to include this new guidance


Regional Director

CLEARANCE RECORD (Within the Pacific Region)		1. Type of Document Addendum to Bureau of Indian Affairs Supplement		2. Identification Number (USE FIRE 3 LETTER DESIGNATOR WITH HANDBOOK SECTION) 53 BIAM Supplement 1, 1.3 PAA		
Issuance Office: Pacific Regional Office						
3. SUBJECT/TITLE The administration of forestry services provided by the Assistant Regional Forester and the Regional Timber Sales Officer to Tribes and Indian beneficiaries within Agency Superintendent's jurisdiction. Addendum to Section 1.3 regarding line officer responsibilities.						
4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change) The Assistant Regional Forester and the Regional Timber Sales Officer provide forestry services to tribes within Agency Superintendent's jurisdiction. The Indian Affairs Manual provides direction on what portions of the forestry programs are under the Agency Superintendent's authority and responsibility. The Regional forestry services are provided to the Superintendents at the discretion of the Superintendents. Primarily these services are provided to effectively manage the limited forestry funds in the Region. The issuance of this addendum is to actively engage Superintendents in the implementation of forestry programs within their jurisdiction. In addition, this addendum should ensure that Superintendents are made aware of their administrative authorities and responsibilities for the forestry program.						
1						
ORGANIZATION		NAME AND TITLE		TELEPHONE NUMBER	DATE	
Pacific Regional Office		Gerald Jones, Asst. Regional Forester		(916) 978-6076	21-Apr-09	
ROUTING SYMBOL CODE	ORGANIZATION AND TITLE	PRINT NAME	SIGNATURE	DATE	INTERNAL CLEARANCE	
					SURNAME	DATE
TRUST	Reg. Div. of Nat. Res. Acting Div. Chief	Ron RECKER	<i>Ronald T. Recker</i>	5/1/09	<i>De Jones</i>	4/21/09
TRUST	Regional Trust Deputy Director	Amy L. Dutschke	<i>Amy L. Dutschke</i>	5/5/09		
7. APPROVAL/AUTHORIZATION						
SIGNATURE 	TITLE Regional Director	DATE SIGNED 5/5/09				

INDIAN AFFAIRS
ADDENDUM TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 IAM Supplement 1 (1.3-PAA)	SUBJECT Responsibility	ISSUANCE OFFICE RELEASE NUMBER #1
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Regional Branch of Forestry and Wildland Fire Management		DATE May 5, 2009

EXPLANATION OF MATERIAL TRANSMITTED

In the past the Central California Agency has received forestry services from the Assistant Regional Forester (ARF) and the Regional Timber Sales Officer (TSO) services via an agreement with the Regional Office. This addendum supercedes that agreement. Additionally, the Northern, Southern and Palm Springs Agencies have received these services without an agreement. It has not been made clear to the Superintendents what there authorities and responsibilities are for the forestry program when location under the Superintendent's jurisdiction receive technical forestry services from the ARF and TSO. Having these services provided by Regional staff is provided primarily due to the lack of funding available at the Agencies. It is not the intent of the Regional Office to divest the authorities listed in Part 53 (Forestry) of the Indian Affairs Manual intended to be under the authority of the Superintendent.

This is a Replacement of Previously Issued Addendum # _____ NEW (Replaces CCA/PRO Agreement) _____, Issued _____ (Agreement 12/6/99)

Ensure Handbooks/Supplements are updated to include this new guidance



Regional Director

INDIAN AFFAIRS

ADDENDUM TRANSMITTAL SHEET

(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 Supp. 1 § 1.5-PAA and Illustrations 6-10	SUBJECT	ISSUANCE OFFICE RELEASE NUMBER 1
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Pacific Regional Office	U.S. Government-State of California Exempt License Plates Partnership	DATE 4/3/2015

EXPLANATION OF MATERIAL TRANSMITTED

This is a policy to support the issuance of California Exempt License Plates for Tribal forestry vehicles that are utilized in accordance with Indian Self-Determination (25 USC 450 et. seq.). This policy also supports the Governor's Executive Order B-10-11 that utilizes State and Federal laws to support partnerships with California Tribal Entities. The policy is supported by State Law to promote Cross jurisdictional natural "forest" resource management (CA-FGC-16000) while promoting Indian Self-Sufficiency (CA-GC-11019.8). California has significant federal land holdings and the issuance of these State Exempt plate will facilitate natural resource management in support of the Presidential Executive Order 13175.

This is a Replacement of Previously Issued Addendum # _____, Issued _____, N/A - NEW _____, N/A

Ensure Handbooks/Supplements are updated to include this new guidance


Regional Director, Pacific Region

INDIAN FOREST MANAGEMENT HANDBOOK

PACIFIC REGION ADDENDUM

Supplement 1
Chapter 1

General Forestry Policies
General

Page 1.5(A)

1.5 Records, Reports, and Forms

This policy establishes a set of illustrations (**Forms**) that provides confirmation to the California Department of Motor Vehicles that Tribal owned vehicles that are utilized to manage Bureau of Indian Affairs' (U.S. Government) forestry programs qualify for exempt California license plates. Tribes and Tribal Organizations that manage forestry programs in accordance with its Indian Self-Determination (25 USC §§ 450 et. seq.) program(s) are eligible to receive exempt U.S. Government Plates and qualify under the first category indicated on the California "Exempt License Plate Request" **Form** as a "U.S. Government" qualifying vehicle.


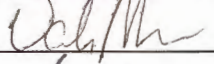
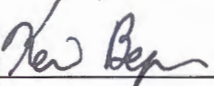
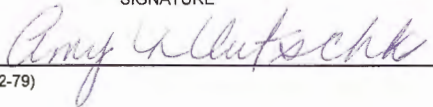
The policy provides that the tribe leases the equipment to the Bureau of Indian Affairs for its forestry program in support of its Indian Self Determination efforts (25 USC §§ 450 et. seq.). The Indian Self-Determination award should clearly identify the equipment receiving the California exempt license plate and clearly identify the lease amount (i.e. \$1 or greater) required for the BIA to lease the equipment.

All federal government agencies are directed to support Indian Self-Determination (25 USC § § 450 et. seq. /EO 13175 and 59 F.R. 3109(b)) which authorizes the use of "U.S. Government" exempt license plates. Natural resources are defined as forest resources in accordance with the National Indian Forest Resources Management Act (25 USC § 3103(7)). Responsible natural (forest) resource management has been long found to be a way to ameliorate climate. Climate change not only affects natural resources but Tribal heritage as well. California has been a leader in attempting to ameliorate climate but this is a natural resource management concept that "transcends political boundaries" this effort must promote Tribal management (CA-FGC § 16000).

This Regional Guidance is being provided in support of a Tribal natural resource management partnership with the State of California, providing for Indian Self-Sufficiency (CA GC § 11019.8) and Indian Self-Determination. A significant portion of the State of California's Natural Resources are managed by federal government agencies. The State of California realizes that the management of Natural Resources is of utmost importance to Tribal entities in California and this transcends political boundaries.

The Governor's and the President's Executive Orders (EO B-10-11 and EO 13175) promote partnerships that enhance Tribal Sovereignty and Government to Government interactions. This Regional guidance utilizes authorities provided by State and Federal laws to enhance Tribal natural resource management programs. The enhancement of these programs benefits Tribal heritage, aboriginal natural resource assets, economic self-sufficiency and California as a whole.

This program is similar to the issuance of California free fishing licenses and provides similar partnership support.

CLEARANCE RECORD (Within the Pacific Region)		1. Type of Document <div style="text-align: center;">Regional Addendum with Illustrations</div>		2. Identification Number (USE FIRE 3 LETTER DESIGNATOR WITH HANDBOOK SECTION) 53 Supp. 1 § 1.5-PAA and Illustrations 6-10									
Issuance Office: Pacific Regional Office													
3. SUBJECT/TITLE <div style="text-align: center;">U.S. Government-State of California Exempt License Plates Partnership</div>													
4. SUMMARY OF DOCUMENT CONTENTS (If a revision, given rationale for change) <p>Tribes and Tribal Organization retain the authority to acquire and utilize U.S. Government equipment and retain U.S. Government License Plates (25 USC § 450j(f), 25 CFR § 900.(85-107), 41 CFR § 102-36.75, and 59 FR § 22951(e)). The National Indian Forest Resources Management Act (25 USC Chapter 33) recognizes the importance of Tribal Natural Resource Management (25 USC § 3103(7)). Similarly the State of California recognizes <u>"More than any other issue confronting the State of California and California Indian tribes, the regulation of natural resources, especially fish, transcends political boundaries"</u> (CA-FGC § 16000(c)). With water quantity and quality continuing to be such an important issue for fisheries in the State, responsible natural resource management across "political boundaries" in the State is of increased importance. In addition, this statute provides "Jurisdiction over the protection and development of natural resources, especially the fish resource, is of great importance to both the State of California and California Indian tribes. <u>To California Indian tribes, control over their minerals, lands, water, wildlife, and other resources is crucial to their economic self-sufficiency and the preservation of their heritage."</u> ((CA-FGC § 16000(a & b)). The State of California has an "economic self-sufficiency" law that provides <u>"All state agencies ... are encouraged and authorized to cooperate with federally recognized California Indian tribes on matters of economic development and improvement for the tribes. All state agencies are directed to take any "steps that may reasonably be expected to assist tribes to become economically self-sufficient."</u>"(CA-GC § 11019.8). The California Department of Fish and Wildlife currently partner with the BIA in California on Indian Fishing Licenses in compliance with these California State laws (FG371 (REV. 11/17/14)). The Pacific Region wishes to provide the California Department of Motor Vehicle similar documentation to promote the protection and improvement of natural resources across political boundaries promoting the Tribes economic self-sufficiency. The Governor's Executive Order B-10-11 provides that State and Federal Laws work together to meet mutually beneficial goals to promote Tribal Partnerships with the State while promoting Tribal Sovereignty. Federal Government Agencies and Departments are similarly directed by the President through Executive Order 13175 to promote economic self-sufficiency through Indian self-determination (25 USC §§ 450 et. seq., 25 CFR Part 900. and FR § 22951(e)). The BIA's policies regarding the issuance of US Government Plates can be burdensome for the Tribe and the State of California has much more expertise in the Tracking and issuance of exempt license plates than does the BIA in California. The BIA wishes to take full advantage of these partnership opportunities with Tribes, Tribal Organizations, and the Department of Motor Vehicles by providing the information that they would need for the issuance of a California Exempt "U.S. Government" license plate for the protection and improvement of Natural Resources, promoting Indian Self-Sufficiency.</p>													
5. ORIGINATOR													
ORGANIZATION		NAME AND TITLE		TELEPHONE NUMBER	DATE								
Pacific Regional Office		Gerald Jones, Regional Forester		(916) 978-6076	4/2/2015								
ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	PRINT NAME	SIGNATURE	DATE	INTERNAL CLEARANCE								
T.S. Forestry/ Nat. Res.	Branch of Forestry, Regional Forester	Gerald Jones		4/2/2015	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>SURNAME</td> <td>DATE</td> </tr> <tr> <td>TSO</td> <td>4/2/2015</td> </tr> <tr> <td>Intern(s)</td> <td></td> </tr> <tr> <td>Intern(s)</td> <td></td> </tr> </table>	SURNAME	DATE	TSO	4/2/2015	Intern(s)		Intern(s)	
SURNAME	DATE												
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Intern(s)													
Intern(s)													
T.S. / Nat. Res.	Division of Natural Resources, Acting Chief	Dale Morris		4/3/15									
Trust Services	Pacific Region, Deputy Regional Director of Trust Services	Kevin Bearquiver		4/3/15									
7. APPROVAL/AUTHORIZATION													
SIGNATURE		TITLE		DATE SIGNED									
		Regional Director		4/3/2015									

GENERAL
Quality Control

2. QUALITY CONTROL

2.1 Policy and Scope. A system has been developed to provide for the internal review of the Bureau's forestry program. It is the Program Review System. This review system provides the evaluation and adjustment phases of the Bureau's forestry program. Reviews identify when and why actions achieve or do not achieve objectives and what changes in direction, proposals, standards, policies, funding, or staffing may be needed. The review process is essential as it provides management a means for evaluating program performance. Areas and Agencies are encouraged to use the review system to improve operations. Opportunities include review of existing policy, direction, methods, procedures, inter-unit communication and coordination, and organizational effectiveness.

This quality control system uses the following two control methods: (1) reviews and (2) visits. Visits are included here because past and continued use is often confused with reviews.

2.2 Definitions

A. Program review system. A system whereby internal reviews are periodically used to evaluate and adjust the forestry program.

B. Visits. A part of quality control but not a review. Primarily visits are to provide technical service or support for programs and activities.

C. Pework. This is an important part of any review. It involves the assembling of background material such as budgets, organization charts, goals and objectives, maps, land use plans, etc., to be used by the review team.

D. Action Plan. This is a plan, devised by the line officer of the unit being reviewed, to implement the recommendations of the review team. It is usually devised with the cooperation of the review team leader.

E. Observer. A person who is present at review team meetings with team leader's permission. The observer may not participate in the review process. The observer's usual purpose is to gain ideas and information so that they may participate as members in future reviews.

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2.3 Reviews.

A. Program Review. A program review is a review and evaluation of functions or activities for which the Forestry Division has staff advisory responsibility to a line official. Program reviews concern program direction, quality and quantity of accomplishments, and therefore, they must be coordinated with all line officers having responsibilities related to the subject matter. The team leader usually is the ranking supervisory forester or a primary staff assistant. A program is defined as a group of closely related functions or activities assigned to a single staff officer. Most programs are defined by traditional budget functions or categories (forestry, natural resources) and encompass all the components and elements grouped together under these headings.

B. Activity Review. An activity review is a review and evaluation of one or more activities related to a program on one or more forest management units. The activity review relates to a specific element within a single program. An activity review is narrow in scope and more technical in character than a program review. It is concerned with processes, procedures, methods, and standards (quality) of accomplishment. An activity review is coordinated with all staff personnel having responsibilities related to the subject matter. A multi-activity review of related activities may be conducted, or a review may be conducted of the same activity on several forest management units. Team leader and team member assignments are based on knowledge of subject matter. Activity is defined as the smallest yet complete part of a program (examples: forest development, forest protection, timber sale administration, tribal enterprise development, and formal staff training).

C. Staff visits. Staff visits are made by the Chief Forester, or his staff to establish and maintain communications, or to get acquainted with people, programs, situations, and land areas. Visits are to provide technical service, support for programs and activities. Staff visits generally emphasize technical assistance and training related to maintaining or establishing approved programs, procedures, systems, criteria, and standards. Visits may be requested by line or staff officers at any level, but require: (1) mutual agreement of the concerned staff officer and the line officer to be visited; or (2) approval of a line officer at the higher level organizational unit. The Chief Forester or forestry staff visits will be planned and scheduled in advance of the actual visit. The visiting staff officer will notify the line officer to be visited concerning dates, and purpose of the visit. Upon completion, staff visits will be documented by the visiting staff officer in memorandum form to the supervising line officer, through the ranking forester, such a report may include general impressions and recommendations. Follow-up action or direction will be issued by the line officer.

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2.4 Direction.

A. Reviews and Staff Visits. Reviews and staff visits are part of the Bureau's review system to inspect and evaluate the Bureau's forestry program.

(1) Reviews are used to evaluate: management objectives, program effectiveness and direction, policies, standards, procedures and accomplishments.

(2) The review system will be used to identify opportunities to improve overall efficiency, effectiveness and performance.

(3) Visits will be employed to inspect and evaluate programs, people, and on-the-ground conditions, exchange information and provide assistance, maintain communication and coordination with field units, check compliance with existing internal regulations, policies, standards and procedures (fire preparedness, check scales, forest development projects); and determine the need for formal reviews.

B. Scheduling. All reviews and visits will be on an "as needed" basis as determined by the line officer in charge of the specific organizational entity or higher level line officer.

C. Management Reviews. All reviews will include an evaluation of the following:

- (1) Program formulation and accomplishment.
- (2) Sensitivity and responsiveness to the needs and demands of tribal members.
- (3) Responsiveness to Central office and Area office direction.
- (4) Effectiveness of the unit's safety program.
- (5) Internal and external operating relationships, communications, and coordination.
- (6) EEO and civil rights performance and opportunities.

D. Travel. The unit being reviewed and the home unit of the review team member will arrange for the travel of each team member. Visitors, observers, and non-team members' travel will be covered by their home unit. Travel for approved reviews may be covered by a combination of agency, area and central office funds.

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2.5 Responsibilities.

A. Deputy Assistant Secretary / Indian Affairs (Operations).
Responsible for reviews of Central Office activities and Area Office programs.

B. Area Director. Responsible for Area Office activity reviews and Agency program and activity reviews.

C. Combined Responsibilities. The following responsibilities are incumbent on both of the above officials.

(1) Approve review proposals and subsequent actions which change the type and scope of the review.

(2) Approve review plans and any subsequent changes in review objectives.

(3) Participate in initial review team visits with line officer of the unit to be reviewed.

(4) Participate in the closeout meeting (see 2.7F) conducted by the review team.

(5) Participate in any follow-up meetings.

(6) Insure that all reviews adhere to the following steps:

(a) A review plan will be completed ten days prior to the time a review team arrives at the unit being reviewed.

(b) A review will be conducted following policies and procedures addressed in this supplement.

(c) A discussion of the review will be held with the line officer and pertinent staff of the unit being reviewed prior to the review team's departure from the unit being reviewed.

(d) A final report will be prepared and distributed within thirty days after the review team's departure from the unit.

(e) An evaluation of the alternative actions contained in the review report will be submitted ten days prior to implementation of the action plan.

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(f) An action plan will address the issues and be agreed to by the affected line officer.

(7) All reviews will follow a systematic problem solving sequence.

(8) Review teams may be interdisciplinary (and include personnel from organizational units not under the review including tribal members).

D. Staff. Forestry staff and program officers are responsible for proposing reviews based on need and for advising line officers on the effects of proposed alternatives contained in review reports. Staff members serve as team leaders for program reviews or participate as members of teams.

E. Staff Specialists. Forestry staff specialists will propose reviews to their appropriate program and line officers based on field observations, service visits, and evaluations of management systems and processes. When requested, staff specialists will serve as review team members, evaluate review findings and suggest or evaluate proposed alternatives.

F. Review Team Leader.

(1) Initiate review team visit with line officer of unit to be reviewed.

(2) Conduct reviews in an efficient and positive manner.

(3) Follow policy and procedures.

(4) Use systematic problem solving techniques.

(5) Conduct a closeout meeting with the line officer and selected staff of the reviewed unit.

(6) Coordinate the preparation and review of the draft review report.

(7) Prepare a final review report.

(8) Distribute the final review report to all units at the reviewing level affected by proposed alternative actions and complete the reviewing unit's evaluation of proposed alternatives.

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(9) Insure that the reviewing and reviewed unit's evaluation of alternatives are in the hands of line officers ten days in advance of the action planning session.

(10) Advise the reviewing line officer of the need for additional coordination to complete the review on schedule.

(11) Participate in the action planning sessions (See 2.7E) and follow up to the degree directed by the line officer.

(12) Prepare review related correspondence, final report, action plan, and associated documents.

(13) Prepare required case folder file and record material.

G. Transfer of Responsibility. The team leader is responsible for insuring that completed evaluations of the review from both the reviewed and reviewing units are in the hands of the concerned line officers ten days in advance of the action-planning session. Responsibility for the review shifts back to the reviewing line officer when the team leader has transmitted copies of evaluations of alternatives to line officers of both the reviewed and reviewing units. The team leader may still be involved to various degrees at the option of either line officer.

2.6 Planning and Organization Reviews.

A. Scheduling Reviews. Reviews and visits will be scheduled on an "as needed" basis rather than at fixed intervals. Review proposals shall include:

- (1) Type of review or visit proposed.
- (2) Unit(s) and/or geographic area involved.
- (3) Reason(s) review or visit is needed and tentative objectives.
- (4) Expected benefits or consequences of not making or making the review.
- (5) Suggested timing (review or visits that can be conducted entirely indoors should be scheduled during the winter to avoid impacting field time).
- (6) Length of time since the last review.

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B. Review Plan. A detailed review plan should be prepared as soon as practical after a review team leader has been assigned. Tribal participation should be sought in preparing the plan. Only after the review plan receives approval does the review become certain.

Review plans must be approved by the responsible forest officer and line officer in charge ten days prior to the review team's arrival on the unit to be reviewed. Detailed preparations, appointments and final travel arrangements should not be made until after the review plan is approved. The review plan will contain the following:

(1) Name and Type of Review.

(2) Objectives. The direction and effectiveness of a review depends on understanding review objectives. Objectives are best established on a face-to-face basis while meeting with the respective line officers, but they may be established through correspondence between the person planning the review and the line officer of the unit to be reviewed.

(3) Approach. The approach, including the type and degree of sampling, should be determined by the objectives and scope of the review. The approach should specify the types of people and organizations, both in-service and out, that need to be contacted. (Note: No contacts with people outside the Bureau should be made until the review plan is approved, unless the request is from outside the agency.)

(4) Proposed Team Members. Final team member assignment shall be made prior to the approval of the review plan. People from the unit to be reviewed will not be team members, even though they participate heavily in the review. Team members will be selected in a fashion that provides broad perspectives, always request tribal input and at least one tribal member. Interdisciplinary people and people from all organizational levels, other than the unit being reviewed, should be considered for team membership. Beneficial results of a review are usually directly related to the number of points of view represented on the review team. Serving as a team member can be a rewarding experience, and it offers an opportunity for development. Inter-unit perspectives offer an exchange of information that may lead toward improved performance, techniques, and procedures. Observers from other units are encouraged for the learning experience; participation in actual review is limited without prior approval of team leader.

(5) Dates, Specific Agenda, and Itineraries. Dates for conducting the review and availability of team members and participants on the reviewed unit need to be considered simultaneously. The timing of the review should be adjusted rather than do without an essential skill or individual.

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(6) Pework. Reviews can be improved if both the reviewed unit and the review team members are knowledgeable about background information prior to the review. Study of background information prior to the review can insure that time spent on the site is more productive. Information on budgets, organizations, goals and objectives, accomplishments, land use and functional plans, maps, descriptions, special situations, recent reports and trends, and current examples of completed work can be prepared in advance. Content and due dates for prework packages should be established by the team leader in consultation with the reviewed unit.

(7) Cost/Benefit Relationships. The review plan will contain estimates of the costs to make the review. Cost estimates should include time required to complete the review process. Knowledge of on-the-ground conditions is necessary for the review teams to understand problems, opportunities, and quality of performance in resource programs and activities. These on-the-ground observations are time consuming; they should be conducted with the fact-finding phase and objective(s) of the review (Section 2.8A). Appointments with non-Bureau people should not be scheduled until after the review planning process is completed and the review is signed by the respective line or staff officer.

2.7 On-site Activities. Create a positive atmosphere that is essential to a productive review. The first meeting of both the team and members of the units to be reviewed often determines the atmosphere of the review. Time should be allowed during the first day of the review to develop a clear understanding of the objectives, the approach, the role of the review team and of each individual participating in the review, the process, steps and the anticipated time frames. Reviews must follow a systematic problem-solving sequence. The review system follows this sequence: (1) fact-finding, (2) situation statement development, (3) issue (opportunity/problem) identification, (4) alternative development, (5) evaluation of alternatives and (6) action planning. The decision and followup steps of the systematic problem-solving process are carried out during the action planning phase of the review. One of the tasks of the review team is to present its review in a manner that will facilitate decision making and action planning. Team members will produce a draft review which is later reviewed and corrected and will constitute the final review document.

2.8 Guidelines for Conducting Reviews. Successful reviews depend on the satisfactory completion of the following systematic steps.

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A. Fact Finding. Review teams should identify the underlying origin of problems and prime reasons for success. Reviews may follow either or both of the following: (1) Office settings. Office settings are usually more efficient when the objective of a review is to evaluate management situations, conditions, and decisions; the team's time may be spent conducting interviews, listening to presentations, reviewing written records, reports, and correspondence, and in team deliberations. (2) Field settings. Field settings are appropriate when the objective of the review is to evaluate quality and standards of work or unusual field conditions and impacts; on-site observations are necessary and can be a most efficient means of achieving correct understanding. Travel time is rarely productive and should be kept to a minimum. An experienced review team can understand field situations with a minimum of travel to and from the field.

B. Situation Statement Development. Upon completion of the fact-finding step, the team should develop situation statements for each objective. Situation statements should be based on factual data and specific observations resulting from the fact-finding phase of the review. Opinions or subjective judgments should not be included in situation statements. The review team and unit being reviewed should agree on facts collected and conditions observed prior to the close-out meeting. Subjective statements result in disagreement and debate. These can place the unit being reviewed in a defensive posture during the issue identification and alternative development phases of the review.

C. Issue Identification. Specific issues (opportunities/problems) should be developed for each situation statement. Development of issues should be a team effort and concerned people on the reviewed unit should be involved in their identification. Issues should be specific. It is better to have several specific issues for each situation statement than one broad issue. Precise issue identification facilitates the development and evaluation of alternatives and the implementation of the action-planning phase.

D. Alternative Development. Alternatives for issue resolution should be developed in a manner that will offer the line officer a full set of options which will insure a productive action-planning session. Alternatives should not be discarded prematurely; concerns about costs, skills and available time are line officer prerogatives and prejudging a line officer's acceptance of alternatives may lead to partial solutions or may limit constructive change. Special effort should be made to capture points that will require follow-up or evaluation. Frequently, information with regard to costs, skills available, time requirements,

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etc., will be useful when alternatives are to be evaluated. If such information is recorded, much of the draft report can be assembled immediately following such a meeting. Alternatives may be added, deleted or modified between the time the draft report is left with the reviewed unit and the completion of the final review. Rarely will one organizational level have all the information necessary to produce the best solution. The team leader is responsible for coordinating the development of all review alternatives prior to issuance of the final review document.

E. Evaluation of Alternatives and Action Planning. The line officer should carefully evaluate the alternatives which are presented in the review. The line officer will select the alternatives which will best obtain the objectives, and will then set in motion a series of action steps which are designed to place these written alternatives into action.

F. Closeout of Field Portion of the Review. The purpose of the closeout meeting is to resolve last minute questions of fact or observations, clean up possible inaccuracies or misconceptions, and establish agreement of findings. The review team leader and the line officer of the unit being reviewed should discuss the nature, timing and sequence of the remaining actions necessary to complete the review. As a minimum, the draft report used during the closeout session must contain:

- (1) A list of proposed commendations.
- (2) Situation statements covering the general subjects of the review. At least one situation statement will be developed for each objective contained in the approved review plan.
- (3) A listing of the specific issues (opportunities/problems) relating to each situation described.
- (4) Those preliminary alternative recommendations that the team has agreed are realistic for each issue identified.

The purpose of the final review report is to present a fully coordinated documentation of findings and to present the final set of issues and alternatives for subsequent staff evaluation and line officer action planning. The report should contain all the information the line officers will need to relate the issues and alternatives developed to the situations described.

2.9 Review Format. The following format will be used for the final review:

GENERAL
Quality Control

A. Introduction. Should cover the type of review; units or geographical areas reviewed; review team names and titles, dates of the review, elapsed time since last similar review, and a brief description of how the review was conducted, principal participants, and major locations visited.

B. Summary of Review. The purpose of the summary is to provide a brief overview of the review, its objectives, and the principal findings for those people who do not have the time to read the entire report.

C. Commendations. State notable accomplishments by the unit(s) or by individual(s). This section should be coordinated closely with the line officer prior to drafting to avoid the possibility of contradictory management actions.

D. Situation Statement, Issues, and Alternatives. This section is the main body of the report. The arrangement should facilitate discussion during the action-planning session.

E. Appendix. Normally this section of the report will include copies of the review plan, a list of people contacted and places visited, organization charts, copies of forms, reports, and other material pertinent to the review.

2.10 Guidelines for Review Writing. Situation statements should describe the issues and present background information in enough detail so Bureau readers can get an understanding of the issues. Situation statements should be written so that the specific opportunities or issues can be separately identified by the reader. Issues identified should be as specific as possible. A common problem both in conducting the review and later in the preparation of the written review is that review teams try to deal with issues that are too broad and general. Alternatives become difficult to develop and evaluate when they relate to broad, general issues. It is much better to identify and deal with a number of specific issues rather than try to deal with an all inclusive statement.

2.11 Evaluation of Alternatives. Team leaders may find it necessary and desirable to call a meeting so staff specialists from two levels can interact on alternatives and their evaluations. Evaluation of alternatives should include:

A. Advantages/Disadvantages. Analytical comparison of relative advantages and disadvantages for each alternative.

GENERAL
Quality Control

B. Policy. Comments on the conformity and effects of the alternative upon existing policy, the need for new policy, or the effects of no change.

C. Skills and Technical Knowledge. Comments on the availability of skills and technical knowledge.

D. Cost Implications. How will each alternative affect the present and future budget.

E. Cost/Benefit. Cost effectiveness relationships or estimates of the degree (and possibility) of savings, improved performance/efficiency, etc., that will be necessary to offset the implementation cost of each alternative.

2.12 Action Plan. Action plan meetings will be scheduled no later than thirty days after the final review has been distributed to the reviewed unit but within ten days after each concerned line officer has received both the reviewed and reviewing unit's final evaluations of all alternatives. The review team leader is responsible for completing the final report and insuring that the evaluation of alternatives is in accordance with the above specified time periods.

2.13 Review File. Files will be maintained for each review at a central location. Case folders of reviews will include: review correspondence, the review plan, the final review document, the action plan (including evaluations of alternatives), post-review correspondence and letters relating to follow-up actions and certification(s) of completion. Case folders should be retained in an "open" status until the review action plan is certified as accomplished by both the reviewed and reviewing units. Once all actions are certified as complete, case folders should be moved to a "closed" file.

2.6A. Scheduling Reviews

A. The Pacific Regional Office (PRO), view site visits and reviews as an opportunity to evaluate ourselves and evaluate tribal and agency run forestry programs. The PRO Forestry Staff assists in the management forestry programs “remotely” and it is difficult to become intimately familiar with issues that may be critical site specific issues to these programs.

- (1) *Site Visits* can be arranged informally and may be requested by the PRO, Agency or tribes (2.3C).
- (2) *Activity Reviews* focus narrow in scope may be arranged formally upon request by the PRO. Tribes and the Agencies may request an Activity Review for specific timber sales, forest development programs etc (2.3B).
- (3) *Program Reviews* on an “as needed” basis at least once every three years. The PRO has adopted the current guidance and review process currently utilized by the Office of the Special Trustee’s, Branch of Trust Review and Audit (OST). The “fact finding” portion of the review comes with a review and guide has been included as part of the (PRO Addendum 2.8A). The adoption of OST fact finding method serves two purposes. (1) Helps prepare tribes and agencies for upcoming OST Reviews (2) Standardizes the Review Process.

FORESTRY

The regulations found in 25 CFR Part 163 - General Forestry Regulations are applicable to all Indian forestlands. The regulations proscribe that the Secretary will undertake management activities to meet the following objectives:

1. The development, maintenance and enhancement of Indian forest land in a perpetually productive state.
2. The regulation of Indian forest land through the development and implementation of forest management plans, in consultation with the tribes, that support tribal objectives.
3. The regulation of Indian forest land in a manner that ensures the sustained yield and continuous productivity of the forest.
4. The development of Indian forest land that promotes self-sustaining communities through value added industries.
5. The retention of the Indian forest land in its natural state when so desired by the tribe.
6. The protection of Indian forest land by regulating water run-off and minimizing soil erosion.
7. The maintenance and improvement of timber harvesting, grazing, wildlife, fisheries, recreation, aesthetic, cultural and traditional values.

The regulations stipulate that the Secretary will perform the forest management activities either directly, or through contract or cooperative agreement with the tribes.

Forest land management encompasses:

Program administration and executive direction.

- Development of policy and procedures, program oversight and evaluation.
- Legal assistance and handling of legal matters.
- Budget, finance and personnel management.
- Development of data bases and reports

Development, preparation and necessary revision of forest inventory and management plans.

- Aerial photography, mapping, field inventories and re-inventories.
- Growth studies, inventory analysis and annual harvest calculations.
- Environmental assessment and forest history.

Forest land development including:

- Forestation and thinning.
- Tree improvement.
- Silvicultural activities.

Protection against wildfires.

- Acquisition and maintenance of fire fighting equipment and detection systems.
- Construction of fire breaks.
- Cooperative wildfire management agreements.
- Prescribed burning.

Protection against insects and disease.

Assessment of damage caused by trespass, infestation or fire.

Administration and supervision of timber sale contracts, free and paid use permits and other types of harvest sales.

- Cruising, product marketing, appraisal, silvicultural prescription and harvest supervision.
- Forest marketing assistance and advice to tribes.
- Environment, historical and archeological review's.
- Advertising, executing and supervising contracts.
- Marking and scaling of timber.
- Collecting and recording and distributing receipts

Financial assistance for Native Americans enrolled in postsecondary forestry related classes.

Participation and implementation of tribal integrated resource plans.

Improvement and maintenance of forest road systems.

Research into improving management of Indian forest lands.

The regulations (and good business practices) require the development of a forest management plan. This plan must be consistent with the integrated resource plan (if any) and when completed will be reviewed and approved by the Secretary. It maps the strategies to achieve forestry objectives. The plan is the high level document governing all forest management activities.

The plan establishes the program's funding and staffing requirements. It also establishes the criteria used to evaluate program performance. The plan is revised as needed.

The approved plan will contain

- A statement describing the manner in which the policies of the tribe *or* the Secretary will be applied.
- A harvest schedule for specified period into the future - updated annually.

- An analysis of the short and long term effects of the plan.
- A definite plan of silvicultural management.

Harvesting Restrictions

No trees will be harvested until a forest management plan has been prepared. [163.11 (c)] Harvesting on commercial forest land requires provision for reforestation - natural or artificial - with acceptable trees species. Clear cutting of large areas is permitted only when land will be used for purposes other than forest land or, when it is silviculturally appropriate and conforms with objectives.

Sale of Forest Products

With the consent of the beneficial owners, Indian Enterprises may contract to purchase forest products at stumpage rates authorized by the Secretary. Performance bonds mayor may not be required.

All forest product sales must be appraised and sold at stumpages not less than those established by the Secretary. However, with the approval of the Secretary individual Indian owners may sell or transfer forest products to tribal enterprises after being informed of the appraised value of the transaction.

Open market sales may be made by consent of the Secretary and tribal resolution or approval of recognized tribal government. Sales require the consent of the appropriate tribal representative and/or the approval by the majority interest on individually owned land. Sales from lands located off reservation must have the consent of the Secretary and the approval of the majority Indian interest of the beneficial Indian owners. [163. 14(a)]

The Secretary with or without the consent of the owners may sell forest products from lands not designated for retention in its natural state when, in the Secretary's opinion, such action is necessary to prevent the loss of value due to fire, infestation, disease or other catastrophes.

When the value of a sale is expected to exceed \$15,000, a report by a forestry officer that sets forth all pertinent information is required to be submitted to the approving official.

Advertisement of Sales

With the exception of formal agreements with tribal forest enterprises, all sales will be made only after advertising. The official who will approve the instrument of sale must approve the advertisement. Sales can be by sealed bid or public auction or a combination of both.

The advertisement may limit sales to Indian forest enterprises, members of the tribe, or may grant forest enterprises and/or members the right to meet the highest bid of a non-member.

Where the estimated value of the sale does not exceed \$15,000 advertisement may be by posters and circular letters. Where the estimated value exceeds \$15,000 the advertisement for sale must also be made in one edition of a new spa per of general circulation in the locality where the products are located.

Sales estimated not to exceed \$50,000 in stumpage value must run for not less than 15 days. Sales between \$50,000 and \$250,000 must run for not less than 30 days. Sales in excess of \$250,000 must run at least 60 days.

In an emergency or when there is no practical advantage in advertising for the proscribed period, the approving officer may reduce the advertising period required.

If no sale is made as a result of advertising, the approving officer may within one year sell the products at the same terms and conditions as advertised. The price paid must be the greater of the advertised price or the appraised value at the time of sale.

Sales Without Advertisement

Part 163.16 provides for sales without advertisement in some situations and establishes procedures to document the negotiated transactions and certify the reasonability of the price accepted. Such sales require the consent of the beneficial owner (tribe or majority Indian interest) and the approval of the Secretary and are permissible when:

- Forest products are cut in conjunction with a right of way.
- Granting an authorized occupancy. (see if defined)
- Forest products are purchased by a Tribal forest enterprise.
- It is impractical to secure competition by formal advertising.
- Forest products must be cut to protect the forest from injury.
- Otherwise specifically authorized by law.

Documentation must indicate a finding and determination that the sale corresponds to one of the above exceptions permitting negotiated sales procedures. Documentation must also include a statement of the extent of competition solicited or the finding that competition was impracticable. The records must indicate the factors on which the award was based and support the reasonability of the price accepted.

Deposit Required With Bid

A deposit is required with each bid in the amounts indicated below.

Where the appraised stumpage value is less than \$100,000, the deposit is

- Ten percent of the appraised value but not less than \$1,000 or
- The lesser of \$1,000 or full value.

Where the appraised stumpage is greater than \$100,000 but less than \$250,000, the deposit is

- The greater of \$10,000 or
- Five percent of the appraised stumpage.

Where the appraised stumpage is greater than \$250,000 the deposit is

- The greater of \$12,500 or
- Three percent of the appraised value.

Deposits must be by certified check, cashier's check, bank draft, postal money order or irrevocable letter of credit or cash. Deposit are made payable as specified in the advertisement.

Upon acceptance of the bids, the deposit of the highest bidder is retained for forfeiture and distribution to the beneficial owners if the successful bidder fails to:

- Furnish a performance bond within the required time period
- Execute the contract or
- Perform the contract.

Forfeiture of a deposit does not limit or protect the contractor from further claims for damages available under applicable law or the terms of the contract.

Acceptance and Rejection of Bids

The highest bid received in accordance to the advertisement will be accepted unless the approving official rejects it for one of the following reasons

- The high bidder is consider unqualified to fulfill the contract
- There are reasonable grounds to consider it is in the best interest of the Indians to reject the bid.

If the bid is rejected, the approving official must state his reasons in writing.

If he rejects the high bid, the approving official can reject all bids or accept the offer of another bidder. The bidder must have made a written request at bid opening asking that their bid and deposit be held pending bid acceptance.

The authorizing official has the discretion to waive minor technical defects in advertising and proposals.

Contract Forms

All sales with an appraised stumpage value exceeding \$15,000 require the use of the contract forms approved by the Secretary unless he has approved a special form for the sale. [Sample ??]

Unless otherwise directed, the contract for all sales of forest products from individually owned Indian land will require remittance to the Superintendent made payable to the Bureau of Indian Affairs.

Contracts may be extended, modified, assigned or terminated by mutual agreement of the parties and the approval of the approving officer.

All contracts must be approved by the Secretary to be valid. [163.20]

Contracts for the sale of forest products from tribally owned land must be signed by tribal representatives. Also, an affidavit by tribal representatives is required to be included with the contract indicating the sale was approved by the resolution or authority of the governing body.

Contracts for the sale of forest products from individual land(s) require the signature of the beneficial owner(s) or the Secretary acting under a power of attorney from the owner(s). When approval by a majority of owners is obtained, the Secretary may execute the sale on behalf of all owners to fulfill responsibilities to the beneficiaries of the trust.

Performance Bonds

Performance bonds are required in all forest product sales. However, the approving officer may waive the performance bonds in connection with tribal forest enterprises and in timber cutting permits. [see 163.26]

The performance bond is a percentage of the estimated stumpage value. When the estimated stumpage value is

- Less than \$15,000 the performance bond rate is at least 20 percent. Greater than \$15,000 but less than \$150,000, the bond rate is at least fifteen percent but not less than \$3,000.
- Greater than \$150,000 but less than \$350,000 the bond rate is at least ten percent but not less than \$22,500.
- Greater than \$350,000 the bond rate is at least five percent but not less than \$35,000.

Surety bonds must be in a form acceptable to the approving officer and may include

- A corporate surety bond
- A cash bond designating the approving officer to act as trustee.
- Negotiable U.S. Government securities supported by an appropriate trust instrument.
- An irrevocable letter of credit.

Payments

Unless an exemption is made for tribal forest enterprises, all payments for forest products are required to be made prior to cutting or removal.

The Secretary may, upon the request of the tribe, direct the purchaser of forest products from tribally owned land to make advance payments or direct deposits (less forest management deductions) into tribal accounts. These accounts can be: (1) an escrow account for bid and advance deposits from which direct disbursements are made to the tribe and the forest management account or (2) a tribal account for receiving advance payments, installment payments, payments from Indian tribal forest enterprises and/or disbursements from advance deposit accounts or escrow accounts.

The accounts must allow the Secretary to determine, through written verification, that all required deposits, payments and disbursements have been made.

The contract must state the terms and conditions for payments made under lump sum sales (predetermined volume).

Unless exempted by the Secretary, all sales (except lump sum) require an advance payment of not less than 25% of the stumpage value, calculated at the bid price, within 30 days from the date of approval and prior to cutting begins. The contract may stipulate additional advance payment amounts but the sum of the bid deposit and the advance payments cannot exceed 50% of the bid stumpage value.

As the timber is cut and scaled, the advance payments shall be credited to the owners based on the value determined in the scaling.

Advance payments may be required on sales from tribal land

Advance payments are not refundable.

Duration of timber contracts

Unless otherwise authorized by the Secretary, the contractor can have up to five years from the effective date of the contract to complete harvesting the estimated volume of timber purchased

Forest Management Deduction [163.25]

A percentage of the gross proceeds paid by the purchaser is withheld from the payment to the landowner. This deduction begins when the gross proceeds equal or exceed \$5001 and is used in managing the forest lands. The deduction is calculated as the lesser of 10% of the gross proceeds or the actual percentage rate in effect on November 28, 1990.

Upon the request of the tribe, the Secretary may increase, decrease or waive the deduction requirement [163.25(e)]

The forest management deduction may be used for forest management activities only when a written expenditure plan is prepared by the tribe annually and approved by the Secretary. Amounts that are not incorporated into an approved expenditure plan by the end of the next fiscal year are collected into the general funds of the U.S. Treasury. Once the amounts have been incorporated into an expenditure plan they are available until expended.

Forest management deductions can not be used to cover costs that are paid from appropriated funds for fire suppression, insect eradication or other trust responsibilities of the Secretary. [163.25(g)]

The tribe is required to submit a report to the Secretary annually, 120 days after the end of the fiscal year, detailing the actual expenditures of the forest management expenditure plan. The Secretary has the right to inspect tribal records to validate the report.

Permits

Permits are used when there is no formal contract to remove forest products. Harvesting under permit is used when the estimated value to be harvested by anyone individual is less than \$5,000 for free permits and not greater than \$25,000 in the case of paid permits. The permit can stipulate that forest products harvested under free permits cannot be sold or exchanged for other goods and services

The permit must be in a form approved by the Secretary. Permits can only be issued with the written consent of the landowner or the Secretary. To be valid the Secretary must approve the permit to harvest. Minimum stumpage rate is determined at the time consent to issue the permit is granted. Payment and bonding requirements will be stipulated in the permit

The Secretary may issue a special Allotment Timber Harvest permit to an Indian having sole beneficial interest in an allotment. The permit will have provision for forest management deductions and unless waived require the owner to post bond. The Indian landowner is required to provide evidence that he has arranged a bona fide sale of his forest products

With the consent of the beneficial owners and the Secretary, Indians may harvest designated types of forest products from Indian land without a permit and without charge. The products must be for the Indian's personal use and cannot be sold or exchanged for other goods.

Fire Management

The Secretary is authorized to maintain facilities, equipment and staff to meet normal wildfire needs and extinguish forest and range fires on Indian land. The Secretary may enter into reciprocal agreements with other agencies for mutual support and aid

The Secretary is authorized to conduct wildfire prevention programs to reduce the number of man-made fires.

The Secretary is authorized to expend funds for emergency rehabilitation measures to stabilize the soil and watershed damaged by wildfire.

The Secretary after consultation with the landowners may use fire as a management tool.

Trespass

CFR 25 part 163.29 covers trespass. Trespassers are subject to criminal and civil actions brought by the United States or the tribe for the acts of trespass and are liable for civil penalties and damages to the enforcement agencies and the to the beneficial Indian landowner. Cases of trespass may be brought in Federal or tribal court.

Civil penalties for trespass include but are not limited to:

- Treble damages.
- Payment of costs associated with damage to Indian Forests.
- Payment of costs associated with enforcement of trespass regulations.
- Interest calculated at statutory rates.

Insect and Disease Control

The Secretary is authorized to protect and preserve Indian forest lands from insects and disease and shall consult with the owners and tribal officials on the appropriate control actions.

Forest Development

Forest development funds will be used to re-establish, maintain and/or improve growth of commercial timber species and control stocking levels on commercial forest land. Forest development activities will be planned and executed using benefit-cost analysis as one component for establishing priorities

FORESTRY	Reviewed by:	Date:
Organization:	Period Ended:	

OBJECTIVES

A. a.

B. b.

C. c.

PROCEDURES

		Objective	Not Applicable	Not Done	Done by
General					
1.	Review the Forestry procedures documented in the prior year's work papers.				
2.	Obtain a copy of the approved forest management plan (FMP) (if not previously obtained). Ensure that the FMP contains:				
		Yes	No		
	A statement defining the objectives sought and describing the manner in which the policies of the Indian land owner and Secretary would be applied to the forest.	_____	_____		
	A plan of silvicultural management?	_____	_____		
	An analysis of the short-term and long-term effects of the FMP?	_____	_____		
	An analysis of action which includes a harvest schedule for a specified period of time.	_____	_____		
	Evidence that applicable regulatory agency environmental reports were utilized when preparing the draft NEPA document in the FMP.	_____	_____		
	Evidence that asset strategies and alternatives in the FMP's NEPA document are reviewed with the Timber Committee or Tribal Council.	_____	_____		
	Evidence that ideas from land owners are solicited and documented in regards to business alternatives within the NEPA document of the proposed FMP.	_____	_____		
	Evidence that the Tribe was given all support documentation for the preferred alternative to the FMP.	_____	_____		
	Evidence that the Tribe provided with a documented economic analysis on proposed alternatives of the FMP.	_____	_____		
	Does the FMP assess protection measures against insects and disease.	_____	_____		
	Approval by the Secretary.	_____	_____		
	Approval by the Tribe (Tribal Resolution)	_____	_____		

TRUST EXAMINATION - QUESTIONNAIRE
Forestry

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

General

1 Do you have a current inventory of the Forest Resource? YES _____ NO _____ NA _____

2 Does the inventory include sufficient data to determine area, volume, rate of growth, condition, and makeup of the resource? YES _____ NO _____ NA _____

3 Were up-to-date type maps, aerial photographs, and other information available? YES _____ NO _____ NA _____

4 Do you review current aerial photos or maps to help assess special resource concerns on proposed harvest stands? YES _____ NO _____ NA _____

5 Do you inspect forest stands to determine optimal financial maturity? YES _____ NO _____ NA _____

6 Do you conduct random sampling, both measurements and bore samples, in the forest stand? YES _____ NO _____ NA _____

Timber Pre-sales

7 Was(Were) the sale(s) based upon an approved forest management plan? YES _____ NO _____ NA _____

8 Do you secure ownership information on land areas approved for harvest and verify it through the Agency Ownership Distribution System? YES _____ NO _____ NA _____

9 Do you reconcile agency internal ownership records with the Title Status Reports (TSR's) produced from the Land Title Records Office? YES _____ NO _____ NA _____

FORESTRY	Reviewed by:	Date:
Organization:	Period Ended:	

PROCEDURES

- | | Objective | Not Applicable | Not Done | Done by |
|--|-----------|----------------|----------|---------|
| 3. Determine when the FMP expires. | | | | |
| 4. Determine when the resource was last inventoried? | | | | |
| 5. Determine how many tribal and/or individual requests for timber sales/permits were pending during the past year. | | | | |
| 6. Determine how many timber sales/permits were approved/disapproved during the past year. | | | | |
| 7. What is the current annual allowable cut in board feet. | | | | |
| 8. How much timber was harvested during the past year?
Is there a certified silviculturist on the agency's staff? | | | | |
| 9. Is the Forestry staff trained and licensed to carry out silvicultural prescriptions? | | | | |

Timber Sale/Permit Administration

10. Observe whether or not a system is in place to track the status of sales and permits.

How many Free use permits are currently active? _____

How many S.A.T.C.P.s are currently active? _____

How many Paid Permits are currently active? _____

How many Timber Sales are currently active? _____

Did any timber sales extend beyond 5 years? _____

PACIFIC REGION ADDENDUM

2.8B

Part:53
Chapter: 1.

FORESTRY POLICIES, AUTHORITIES, AND RESPONSIBILITIES

Illustration
Page 4

FORESTRY	Reviewed by:	Date:
Organization:	Period Ended:	

PROCEDURES

11. Verify that the stumpage value of products received under any free use cutting permit did not exceed \$5,000?
12. Verify that the stumpage value of products received under any paid permit did not exceed \$25,000?
- Tribal Forest Enterprises**
13. Determine if there was a Tribal Forest Products enterprise operating?
14. Determine if the enterprises purchased all of the annual allowable cut?
15. Determine if the enterprises competed as bidders for Tribal Timber Sales?
16. Determine if contract provisions for the enterprise were similar to the utilization
17. Determine if Forest Management Deductions were taken from enterprise contract payments?
- Forest Management Deductions (FMD's)**
18. Ensure that FMD's were withheld on all permits, sales, and trespass payments for sale administration and forest regeneration as required by 25 CFR 163.25.
19. Ask to see the budget and use plan (plan) for the expenditure of these funds in accordance with 25 CFR 163.25.
- Ensure the plan received line officer review and approval of the plan?

Objective	Not Applicable	Not Done	Done by

JAN 06 2000

FORESTRY	Reviewed by:	Date:
Organization:	Period Ended:	

PROCEDURES

	Objective	Not Applicable	Not Done	Done by
Ensure that the expenditure of the FMD's has been tracked in accordance with the plan.				
Forest Trespass				
20. Determine if a tracking system is in place for forest trespass.				
21. Determine if any enforcement action has been taken against trespassers.				
23. Determine if staff establish boundaries for timber sales to help prevent trespass issues.				
24. Determine if boundary issues arise, whether or not BLM is consulted to determine if a Cadastral Survey is needed?				
Forest Development				
25. Secure a copy of the forest development action plan, Ensure that the Plan includes:				
	Yes	No		
A budget process.				
An annual planning and accomplishment report.				
A cost/benefit analysis.				
26. Ensure that silvicultural prescriptions were prepared for each project.				

JAN 06 2000

TRUST EXAMINATION - QUESTIONNAIRE
Wildland Fire

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

- 1 Were any of the funds received for wildland fire management (pre-suppression and/or suppression activities) reprogrammed for use in a program other than wildland fire management? YES _____ NO _____ NA _____
- 2 Do you retain responsibility for initial attack? YES _____ NO _____ NA _____
- 3 Did you prepare or participate in the formulation of an Initial Attack Analysis (IAA) or Alternative Analysis (AA) for determining the most efficient funding level (MEL)? YES _____ NO _____ NA _____
- 4 Did you prepare or participate in the preparation of a Mobilization Plan? YES _____ NO _____ NA _____
- 5 Do you have an approved planning document (natural resource plan, forest plan, interdisciplinary resource management plan, etc.) that addresses wildland fire management? YES _____ NO _____ NA _____
- 6 Do you follow the National Wildfire Coordination Group Standards for training, red card qualifications, fire line handbook, etc.? YES _____ NO _____ NA _____
- 7 Do you participate in local zone and/or area level coordination activities with wildland fire community partners? YES _____ NO _____ NA _____
- 8 Were you provided feedback from the local zone and/or area level coordination meetings by the BIA or other federal/non-federal entity? YES _____ NO _____ NA _____
- 9 Has all firefighting equipment been inventoried, inspected, and deemed in good working condition? YES _____ NO _____ NA _____

JAN 06 2006

TRUST EXAMINATION - QUESTIONNAIRE

Forestry

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

- 10 Do you secure a Tribal Resolution for a stand harvest on Tribally owned land prior to advertisement of the timber sale? YES _____ NO _____ NA _____
- 11 If owners on an approved forest stand for harvest cannot be notified, do you secure consent on behalf of the owners by the line officer? YES _____ NO _____ NA _____
- 12 Do you ensure that an appraisal is prepared and submitted with each Timber Sale Contact? YES _____ NO _____ NA _____
- 13 Do you survey and properly mark the sale boundaries? YES _____ NO _____ NA _____
- 14 Do you perform a stand exam in advance of the sale(s)? YES _____ NO _____ NA _____
- 15 Do you prepare a silvicultural prescription for all sales? YES _____ NO _____ NA _____
- 16 Do you ensure that the sale layout is based upon the prescription? YES _____ NO _____ NA _____
- 17 Do you ensure that the prescription includes mitigation measures or procedures from a current environmental analysis (EA) or previous EAs that addressed the same timber type? YES _____ NO _____ NA _____
- 18 Do you ensure that an EA or categorical exclusion review is completed and clearances obtained (archaeological, endangered species, etc.) before implementing the sale? YES _____ NO _____ NA _____
- 19 Do you ensure that any Findings of No Significant Impact (FONSI) are reviewed and signed off on by the appropriate official? YES _____ NO _____ NA _____

JAN 06 2006

TRUST EXAMINATION - QUESTIONNAIRE
Forestry

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

29 Do you prepare a Bill for Collection for all funds received for deposit on Timber Sale Contracts? YES _____ NO _____ NA _____

30 Do you coordinate logging plans with the buyer on all Timber Sale Contracts? YES _____ NO _____ NA _____

Timber Sale/Permit Administration

31 Do you ensure that any person issued a free use permit is Indian? YES _____ NO _____ NA _____

32 Do you conduct compliance examinations of the permit and sales areas? YES _____ NO _____ NA _____

33 Do you keep formal documentation of the inspections? YES _____ NO _____ NA _____

34 In the event that the inspection reveals non-compliance with the permit or contract did you take actions to resolve the issue? YES _____ NO _____ NA _____

35 Are truck tickets recorded sequentially in a truck ticket book? YES _____ NO _____ NA _____

36 Are sample frequency cards obtained by scalers on timber sale contracts, if applicable? YES _____ NO _____ NA _____

37 Do you ensure that the scaler ensures sample frequency cards have not been tampered with prior to submitting them to the weigh master, if applicable? YES _____ NO _____ NA _____

JAN 06

TRUST EXAMINATION - QUESTIONNAIRE

Forestry

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

38 Are all weight tickets for timber sales kept in a secure location? YES _____ NO _____ NA _____

39 Do you ensure that the scaler collects all truck tickets, weigh tickets, and scale sample frequency cards from the weigh master? YES _____ NO _____ NA _____

40 Do you verify that all truck tickets (TT#s) have been accounted for? YES _____ NO _____ NA _____

41 In case of discrepancy, in recording the sequence of truck tickets (TT's), do you investigate immediately the cause of the discrepancy? YES _____ NO _____ NA _____

42 Do you enter species volume calculations entered into the Report of Timber Cut (ROTC)? YES _____ NO _____ NA _____

43 Do you ensure that the Accounting Tech use the index rate specified in the Timber Sales Contract to determine the value of the timber cut? YES _____ NO _____ NA _____

44 Do you periodically review current market prices on Timber Sale Contracts? YES _____ NO _____ NA _____

45 Do you prepare quarterly price adjustment sheets on Timber Sales Contracts and forward them to the authorizing official for his/her review? YES _____ NO _____ NA _____

43 Do you verify ownership records prior to distribution of stumpage payments on Timber Sales Contracts? YES _____ NO _____ NA _____

JAN 06 2003

TRUST EXAMINATION - QUESTIONNAIRE
Forestry

AGENCY or TRIBE _____ DATE _____

ANSWERED BY: _____ TITLE: _____

44 Do you review all Journal Vouchers for accuracy and completeness? YES _____ NO _____ NA _____

45 Do you conduct follow-up site inspections to ensure that corrective actions have been performed, on violations of Timber Sale Contracts? YES _____ NO _____ NA _____

46 Do you obtain statements of completion from buyers on completed Timber Sale Contracts? YES _____ NO _____ NA _____

47 Do you prepare sales closing requests upon completion of a Timber Sale Contract? YES _____ NO _____ NA _____

48 Do you prepare notices to release performance bonds upon satisfactory completion of a Timber Sale Contract? YES _____ NO _____ NA _____

49 Do you send the notice of close of sale and the returned bond or letter of credit to the buyer, upon completion of a Timber Sale Contract? YES _____ NO _____ NA _____

50 If the timber cut operations need to be canceled because of non-compliance, do you submit the request to the Superintendent for review? YES _____ NO _____ NA _____

51 Are damage fees assessed, if needed, to parties on Timber Sale Contracts? YES _____ NO _____ NA _____

JAN 06 2006

TRANSACTION CHECKLIST

FORESTRY	Prepared by:	Date:
Organization:	Reviewed by:	Date:

- A. What is the transaction file number or other identifier?
- B. Give a brief description of the transaction.
- C. Is there language contained in the sale file that ensures that practical methods of harvest based on sound economic silvicultural and other forest management principals including sustained yield management have been prescribed? [25 CFR 163.11(c)]
Yes_____ No_____
- D. Does the transaction file contain the following items:
1. An approved timber sale contract on a form approved by the Secretary? [163.19(a)]
Yes_____ No_____
 2. A silvicultural prescription? [25 CFR 163.11(a)]
Yes_____ No_____
 3. Evidence of compliance with the National Environmental Policy Act of 1969, applicable Council on Environmental Quality Regulations, and tribal laws and regulations? (25 CFR 163.34)
Yes_____ No_____
 4. For areas approved for clear cutting during the funding year, documentation that the area to be cut was being devoted to a more beneficial use than timber harvest or that clear cutting was silviculturally the best prescription for that area? [25 CFR 163.12(b)]
Yes_____ No_____ NA_____(not approved for clear cutting)
 5. Evidence advance deposits were collected? (25 CFR 163.23) Yes_____ No_____ NA_____(only in the case of lump sum, tribally owned, or otherwise authorized by the Secretary)
 6. Evidence that the payment received by the Secretary on behalf of a tribe or individual Indian was deposited into a trust account within twenty-four hours, or no later than the close of business on the next business day following the receipt of funds at a location with a designated federal depository? (25 CFR 115.708)
Yes_____ No_____ NA_____(direct pay or not a designated depository)
 7. Evidence forest management deductions were collected? (25 CFR 163.25)
Yes_____ No_____ NA_____[only if waived or modified by the Secretary under 25 CFR 163.25(e)]
 8. Consent forms from the landowner(s) obtained prior to issuance of any sale? [25 CFR 163.14(a)]
Yes_____ No_____ NA_____(only in cases where the Tribe owns the land and is signatory to the contract)

TRANSACTION CHECKLIST

FORESTRY Special Allotment Timber Cutting Permits	Prepared by:	Date:
Organization:	Reviewed by:	Date:

Special Allotment Timber Cutting Permits

A. What is the transaction file number or other identifier?

B. Give a brief description of the transaction.

Is there language contained in the permit file that ensures that practical methods of harvest based on sound economic silvicultural and other forest management principals have been prescribed? [25 CFR 163.11(c)]

Yes_____ No_____

D. Does the transaction file contain the following items:

1. Evidence the permit has been issued to the sole beneficial Indian owner? [25 CFR 163.26(d)]

Yes_____ No_____

2. Permit form approved by the Secretary? [25 CFR 163.26(a)]

Yes_____ No_____

3. Evidence of permit approval by the Secretary or delegated authority? [25 CFR 163.26(a)]

Yes_____ No_____

4. Performance bond, if applicable? [25 CFR 163.26 9(a) and (d)]

Yes_____ No_____ NA_____

5. Provisions for payment? [25 CFR 163.26 9(a)]

Yes_____ No_____

6. Evidence forest management deductions were collected? (25 CFR 163.25)

Yes_____ No_____ NA_____ [only if waived or modified by the Secretary under 25 CFR 163.25(e)]

7. Evidence of compliance with the National Environmental Policy Act of 1969, applicable Council on Environmental Quality Regulations, and tribal laws and regulations? (25 CFR 163.34)

Yes_____ No_____

8. Evidence of bona fide sales agreement? [25 CFR 163.26(d)]

Yes_____ No_____

9. Evidence that the payment received by the Secretary on behalf of a tribe or individual Indian was deposited into a trust account within twenty-four hours, or no later than the close of business on the next business day following the receipt of funds at a location with a designated federal depository? (25 CFR 115.708)

Yes_____ No_____ NA_____ (direct pay or not a designated depository)

TRANSACTION CHECKLIST

FORESTRY	Prepared by:	Date:
Organization:	Reviewed by:	Date:

9. For Advertised Sales:
NA _____ (go to 10.)
- a. Method of Advertisement (check one) [25 CFR 163.15(a)]
- _____ Stumpage values <\$15,000 advertised by posters and circular letters
- _____ Stumpage values >\$15,000 advertised in at least one local newspaper
- b. Length of Advertisement (check one) [25 CFR 163.15(a)]
- _____ Stumpage values <\$50,000 advertised not less than 15 days
- _____ Stumpage values >\$50,000 and <\$250,000 advertised not less than 30 days.
- _____ Stumpage values >\$250,000 advertised not less than 60 days
10. For Negotiated Sales:
- a. Is there a written determination and finding that the transaction is a type allowing use of negotiation procedures? [25 CFR 163.16(b)(1)]
Yes _____ No _____
- b. Is there a statement regarding the extent of solicitation and competition or a statement of the facts upon which a finding of the impracticability of securing competition was based? [25 CFR 163.16(b)(2)]
Yes _____ No _____
- c. Is there a statement of the factors on which the award is based including a determination as to the reasonability of the price accepted? [25 CFR 163.16(b)(3)]
Yes _____ No _____
11. Was a performance bond collected? (25 CFR 163.21)
Yes _____ (Check a value below.) No _____ NA _____ [not applicable for tribal forest enterprises (25 CFR 163.13)]
- _____ 20% of estimated stumpage value for sales valued <\$15,000.
- _____ 15% of estimated stumpage value (or at least \$22,500) for sales valued >\$15,000 and <\$150,000
- _____ 10% of estimated stumpage value (or at least \$22,500) for sales valued >\$150,000 and <\$350,000.
- _____ 5% of estimated stumpage value (or at least \$35,000) for sales valued >\$350,000.
12. Evidence of a forest officer's report? [25 CFR 163.14(c)(1) and (2)]
Yes _____ No _____ NA _____ (sale less than \$15,000)
13. Evidence of an appraisal? [25 CFR 163.14(e)]
Yes _____ No _____

TRANSACTION CHECKLIST

FORESTRY Free Use and Paid Permits	Prepared by:	Date:
Organization:	Reviewed by:	Date:

- a. Evidence of consent of the beneficial Indian owner(s)? (25 CFR 163.27)
Yes_____ No_____
 - b. Evidence of consent of the Secretary or delegated authority? (25 CFR 163.27)
Yes_____ No_____
 - c. Evidence the type of forest product to be harvested was designated? (25 CFR 163.27)
Yes_____ No_____
 - d. Evidence restricting the use of forest products to personal use and not sale or exchange for other goods or services? (25 CFR 163.27)
Yes_____ No_____
 - e. Evidence the permittee is Indian? (25 CFR 163.27)
Yes_____ No_____
 - f. Evidence of compliance with the National Environmental Policy Act of 1969, applicable Council on Environmental Quality Regulations, and tribal laws and regulations? (25 CFR 163.34)
Yes_____ No_____
3. For paid permits:
- a. Permit form approved by the Secretary? [25 CFR 163.26(a)]
Yes_____ No_____
 - b. Evidence of permit approval by the Secretary or delegated authority? [25 CFR 163.26(a)]
Yes_____ No_____
 - c. Written consent of the beneficial Indian owner(s)? [25 CFR 163.26(a)]
Yes_____ No_____
 - d. Evidence of permit stipulations addressing payment and bonding requirements, as appropriate? [25 CFR 163.26(a)]
Yes_____ No_____ NA_____(inappropriate)
 - e. Evidence of permit stipulation setting minimum stumpage rates at which forest products may be sold? [25 CFR 163.26(a)]
Yes_____ No_____
 - f. Evidence the stumpage value of forest products did not exceed \$25,000? [25 CFR 163.26(c)]
Yes_____ No_____
 - g. Evidence that the payment received by the Secretary on behalf of a tribe or individual Indian was deposited into a trust account within twenty-four hours, or no later than the close of business on the next business day following the receipt of funds at a location with a designated federal depository? (25 CFR 115.708)
Yes_____ No_____ NA_____(direct pay or not a designated depository)

TRANSACTION CHECKLIST

FORESTRY Free Use and Paid Permits	Prepared by:	Date:
Organization:	Reviewed by:	Date:

Free Use and Paid Permits

- A. What is the transaction file number or other identifier?
- B. Give a brief description of the transaction.
- C. Is there language contained in the permit file that ensures that practical methods of harvest based on sound economic silvicultural and other forest management principals have been prescribed? [25 CFR 163.11(c)]
Yes _____ No _____
- D. Does the transaction file contain the following items:
 1. For free use permits with permit:
NA _____ (go to 2.)
 - a. Permit form approved by the Secretary? [25 CFR 163.26(a)]
Yes _____ No _____

Evidence of permit approval by the Secretary or delegated authority? [25 CFR 163.26(a)]
Yes _____ No _____
 - c. Written consent of the beneficial Indian owner(s)? [25 CFR 163.26(a)]
Yes _____ No _____
 - d. Evidence of permit stipulations addressing payment and bonding requirements, as appropriate? [25 CFR 163.26(a)]
Yes _____ No _____ NA _____ (inappropriate)
 - e. Evidence that the permittee is either an individual Indian or an organized group of Indians? [25 CFR 163.26(b)]
Yes _____ No _____
 - f. Evidence the permit specifies the species and types of forest products to be removed? [25 CFR 163.26(b)]
Yes _____ No _____
 - g. Evidence the stumpage value of the forest products does not exceed \$5,000? [25 CFR 163.26(b)]
Yes _____ No _____
 - h. Evidence of compliance with the National Environmental Policy Act of 1969, applicable Council on Environmental Quality Regulations, and tribal laws and regulations? (25 CFR 163.34)
Yes _____ No _____
 2. For free use permits without permit:
NA _____ (go to 3.)

JAN 06 2006

PACIFIC REGION ADDENDUM

2.8B

Part:53

FORESTRY

Illustration

Chapter: 1.

POLICIES, AUTHORITIES, AND RESPONSIBILITIES

Page 18

TRANSACTION CHECKLIST

FORESTRY Free Use and Paid Permits	Prepared by:	Date:
Organization:	Reviewed by:	Date:

- h. Evidence forest management deductions were collected? (25 CFR 163.25)
 Yes____ No____ NA____ [only if waived or modified by the Secretary under 25 CFR 163.25(e)]
- i. Evidence of compliance with the National Environmental Policy Act of 1969, applicable Council on Environmental Quality Regulations, and tribal laws and regulations? (25 CFR 163.34)
 Yes____ No____

JAN 06 2008

GENERAL
Forester Managerial Development Program

3. FORESTER MANAGERIAL DEVELOPMENT PROGRAM

3.1 General

A. Definitions.

(1) Managerial Forester. A professional forester who plans, organizes, administers, supervises and otherwise contributes to goals attainment in a Bureau Forestry Program. The forester may or may not be a manager but a managerial forester normally functions at grade GS-12 or higher in a key forestry position.

(2) Key Forestry Positions shall be defined as the following:

- (a) Chief Forester
- (b) Area Forester
- (c) Area Office and Central Office Professional Forestry Staff
- (d) Reservation Forest Manager
- (e) Key Section Chief of large forestry program
- (f) Other key positions designated by management

B. Purpose. The policy of the BIA is to increase the number of broadly trained executive level forester managers. Employees who complete the training program should be highly qualified to function in key forestry roles, as defined above, thereby improving the quality of management on Indian forest lands.

C. Objectives. The objectives of the program are to:

- (1) Prepare professional foresters to perform at a high level of proficiency in key forestry positions, and to
- (2) Meet Bureau and tribal needs for well-managed forest resources.

D. Responsibilities.

(1) Central Office. The Central Office will establish policy, provide Bureauwide procedural guidance, and monitor activities of the programs. Specific assistance with coordination and technical matters may be provided if requested by the Area Office.

(2) Area. Responsibility for carrying out the operational aspects of the program will be at the Area level.

GENERAL

Forester Managerial Development Program

The Area Office will:

- (a) Conduct training needs assessment
- (b) Announce program
- (c) Screen and select candidates
- (d) Develop individualized training programs
- (e) Implement the program
- (f) Evaluate candidates

3.2 Procedures.

A. Implementation. Each Area Office will establish the program to meet its needs. Areas with small forestry activities may wish to develop cooperative efforts with Areas having larger programs. One or more Areas may wish to combine and regionalize their program.

B. Position Ceiling. From authorized position and employment ceilings, Area Offices will select currently vacant positions which are to be designated as training positions. Training locations will be determined by each initiating Area. The designation process will be a cooperative effort between the selecting official and the office of the Area Director.

C. Funding. Funding (including travel) will be provided by the Area forestry operating budget. Areas should plan for and make provisions to provide funding for the training program.

D. Recruitment and Selection. Each Area will handle recruitment and selection for its program.

E. Selection Process. Selection of candidates will be made by a committee which will include (a) the Area Forester of the Area representing the home duty station of the position, (b) the Forest Manager, if the home duty station is located at an Agency, and (c) a representative of the Area Personnel Office. A representative of the Division of Forestry, Central Office, or other appropriate offices, may serve on the Selection Committee as requested by the Area Director. This committee will also review and approve the Individual Development Plan (IDP).

F. Individual Development Plan (IDP). Each trainee will have an Individual Development Plan based on his previous experience, education, and identified developmental needs. See 44 BIAM 410.

GENERAL
Forester Managerial Development Program

G. Position Description. Use established position descriptions for the positions selected in 3.2B.

H. Supervision of Trainees. Trainees are to be placed under the supervision of a Forest Manager or other designated supervisor at the location to which they are assigned within the Area.

I. Length of Program. The length of the training period shall remain flexible and kept within a range of from six months to a maximum of two years and/or as the incumbent meets qualification standards for the target position.

J. Varied Forestry Experience. The intent of the program is to provide the trainee with broad exposure in varied forest types, conditions, and program operations. In the event that this exposure involves a tour of duty in more than one area, a Memorandum of Agreement should be developed which:

- (1) Designates a single Area office to assume responsibility for coordinating and carrying out this experience
- (2) Details the pooling of funds in support of the program
- (3) Describes the training experiences which will be undertaken
- (4) Describes evaluation procedures
- (5) Designates supervision of trainees while in other Areas

Central Office forestry personnel may be called on for technical assistance in developing such agreements.

K. Entering Procedures. Currently functional positions in the Forestry operating program will be utilized for training purposes. Positions should normally be designated at least at the GS-11 or 12 level and advertised according to standard procedures. Content and duration of the training program will be reviewed with candidates and agreed to by the candidates prior to their acceptance of the position. During the preselection process the Individual Development Plan (IDP) will be outlined. After selection, the IDP will be worked out in detail and approved by the Area Director. A copy will be submitted to the Central Office, Division of Forestry as part of the Notice of Trainee Participation Report. (See 3.2B) A copy shall also be forwarded to Personnel for inclusion in the employee's OPF.

L. Evaluation of Trainees. Each trainee will be evaluated constantly with a formal evaluation every six months. Area offices will develop evaluation criteria. The evaluation process will be commensurate with and supplement requirements of the Civil Service Reform Act performance appraisal system. See 44 BIAM 430.

GENERAL

Forester Managerial Development Program

M. Evaluation of Program. Periodic program reviews will include a statement of the employee's progress based on an examination of evidence that the IDP has been prepared and that training has begun.

N. Program Completion. A Certificate of Completion of the Forest Managerial Development Program (form X-BIA-5348, see illustration 5) will be issued each trainee upon successful completion of the program. Completion of the program does not insure or guarantee promotion. Candidates will submit their applications for future promotion in accordance with Bureau promotional opportunity procedures so they may be considered along with all other applicants. When the employee completes scheduled training, the position will cease to be a training position.

O. Tribal Employee Participation. Tribal foresters may participate in the training program under authority of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376) as extended to tribes under P.L. 93-638, as described in 25 CFR Part 275.

P. Reporting. Two types of reports will be forwarded to the Central Office, Division of Forestry in order that accomplishments and activities of the program may be monitored.

(1) Notice of Trainee Participation. This report should be forwarded soon after (not later than three weeks) an employee has been selected by an area office to participate in the Forester Managerial Development Program. The report should contain the following:

- (a) Name of trainee.
- (b) Position number and location
- (c) Job title
- (d) A copy of the IDP (see 3.2F)
- (e) Estimated schedule for completion of training program

(2) Annual Report. One year after the date this subchapter is issued, each area office should submit the first Annual Report on the following:

- (a) Number and names of individuals participating
- (b) Number completing program
- (c) Number still in the program
- (d) Comments on the effectiveness of the program
- (e) Problems encountered and actions taken to solve them
- (f) Recommendations for changing the program

GENERAL
Forester Managerial Development Program

3.3 Desired Qualifications for Key Forestry Personnel. Desired qualification standards include demonstrated ability, technical competence, and experience in the following areas:

- A. Timber Sale Administration
- B. Presale Planning and Timber Appraisal
- C. Forest Management, Inventory, and Planning
- D. Forest Development
- E. Fire Management
- F. Administrative and Management Procedures
 - (1) Authorities
 - (2) Budget and Finance
 - (3) Personnel Management
 - (4) Effective supervisory and leadership skills
 - (5) Effective written and verbal communication skills
 - (6) Contracting procedures
 - (7) Safety
 - (8) Computer applications to management
 - (9) Management strategies (MPO etc.)
 - (10) BIA/tribal relationships
 - (11) Effective organizational development
 - (12) Program evaluation
 - (13) Problem identification and resolution
 - (14) General academic and technical competence

3.4 Assessing the Candidate's Training Needs. It is anticipated that applicants selected for training positions will have at least three to five years of professional forestry experience. As such, the incumbent will likely have developed a solid experience base in one or more of the following areas:

- A. Timber sales administration
- B. Presale planning and timber appraisal
- C. Forest management inventory and planning
- D. Forest development
- E. Fire suppression and management

However, the incumbent will probably not have a strong background in all the above areas. A deficiency is very likely in administrative and management procedures. Accordingly, the training program shall be designed to enlarge upon the incumbent's basic technical background while simultaneously instilling executive level refinements and job skills in accordance with recognized executive training schedules and as defined in section 3.3 above.

GENERAL
Forester Managerial Development Program

3.5 Program Design. An individual training program is designed around the candidate's specific needs and the curriculum in this supplement to achieve the qualification standards defined in section 3.3 above. The program plan should specify beginning and ending dates and should be designed to achieve desired standards. It is not required that the program be inter-area in design nor confined strictly to the suggested curriculum noted herein.

A. Training Curriculum for Administration and Management. The recommended curriculum may include the following general administrative and management subjects:

- (1) BIA statutes, policies, regulations, and administrative procedures
- (2) Budget and finance
- (3) Personnel management
- (4) Supervision, leadership skills, communication skills and conflict resolution
- (5) Contracting
- (6) Safety
- (7) Computer applications to management
- (8) Management by objectives and/or other management strategies
- (9) Academic knowledge and skills
 - (a) Report writing
 - (b) Reading
 - (c) Math
- (10) BIA/tribal relationships
 - (a) Cultural concerns
 - (b) Tribal governments
 - (c) Cultural resource management
 - (d) Tribal enterprises
 - (e) Tribal Forestry programs
- (11) Organizational development.

B. Training Curriculum for Technical Forestry. The recommended curriculum may include the following technical forestry subjects:

- (1) Core Forestry functions:
 - (a) Forest inventory and management planning
 - (b) Forest development
 - (c) Timber sales administration and other forest utilization
 - (d) Forest protection (fire management, insects and disease and trespass)
 - (e) Techniques of evaluating agency forestry programs
 - (f) Presale planning and timber appraisal

GENERAL

Forester Managerial Development Program

(2) Essential related functions:

- (a) Environmental and other value considerations
- (b) Integrated natural resources and land-use planning
- (c) New technology, computer applications and modeling approaches to forest management
- (d) The role and requirements of federal regulatory agencies, such as the EPA

3.6 Related Matters.

A. Each trainee will spend 30 days in an assignment to the Central Office in order to obtain exposure to that level of operations. Cost of this assignment will be paid by the Central Office.

B. Each area will identify local formal academic programs that may be utilized as a part of the training program. This arrangement may offer academic credit to the trainees.

GENERAL
Forester Managerial Development Program

3. FORESTER MANAGERIAL DEVELOPMENT PROGRAM

3.1 General

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Forester Managerial Development Program

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F. Individual Development Plan (IDP). Each trainee will have an Individual Development Plan based on his previous experience, education, and identified developmental needs. See 44 BIAM 410.

Form BIA - 5314

May 1970

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

Report No. 53-06

(Source: Report No. 53-04

Form No. 5-5313)

AREA
ANNUAL REPORT
BRANCH OF FORESTRY
CALENDAR YEAR 19__

AREA

PREPARED BY

APPROVED BY

(Title)

(Title)

TABLE OF CONTENTS

	Page
Timber Cutting Record	1, 2, 3, 4
Fire Suppression	5,
Timber Resource Data	12
Timber Stand Improvement and Reforestation	13

11

INSTRUCTIONS
AREA
ANNUAL REPORT
BRANCH OF FORESTRY

53 BIAM Supp. 1

Illustration 1

Page 2 of 10

The original of this report is due in the Central Office on or before February 1. The report should be approved by the officer in charge of the Area or his duly authorized representative.

Data should be compiled in accordance with key indicating page, table, line, and column of Agency Annual Report, Branch of Forestry and summarized by Area, State and Agency.

The fire suppression portion of the report has been revised to include information essential in satisfying various reporting needs. Vertical spacing between entries should be as follows:

1. Between the Area total entry and the State total entry — 6 spaces.
2. Between the last entry for an Agency of a particular State and the total entry for the next State — 4 spaces.
3. Between each entry for Agencies under a State — 2 spaces.

Sample:

Area Total

State Total

Agency

Agency

State Total

Form BIA 5314
May 1970

Page 1

53 BIAM Supp. 1
Illustration 1
Page 3 of 10

* To - Total, T - Tribal, A - Allotted, G - Government owned
 ** Reference to page, table, line and column of reports

TIMBER CUTTING RECORD (Continued)
Free Use and Cut in Trespass

Page 3

Area Office State Agency	Land Status	Indian Free Use			Cut in Trespass During Year						Collected During Year for Trespass
		Total		Value	Total		Indian		Non-Indian		
		M ft BM	Value		M ft BM	Value	M ft BM	Value			
									1-C-a-2	1-C-a-3	
	To	-4	-5	-4	-5	-4	-5	-4	-5	XXX	
	T	-6	-7	-6	-7	-6	-7	-6	-7	XXX	
	A	-8	-9	-8	-9	-8	-9	-8	-9	XXX	
	G										

53 B1AM Supp. 1
Illustration 1
Page 5 of 10

53 BIAM Supp. 1
Release 1,
10/19/82

Form BIA - 5314
May 1978

TIMBER CUTTING RECORD (Concluded)

Page 4

AREA OFFICE STATE AGENCY	TOTAL ALL SPECIES			SPECIES			SPECIES			SPECIES		
	Volume MBM	Receipts	Average Rate Per M	Volume MBM	Receipts	Average Rate Per M	Volume MBM	Receipts	Average Rate Per M	Volume MBM	Receipts	Average Rate Per M
	3-1	3-2	3-3	3-1	3-2	3-3	3-1	3-2	3-3	3-1	3-2	3-3
Total		\$			\$			\$			\$	

53 BIAM Supp. 1

Illustration 1

Page 6 of 10

Form BIA - 5314
May 1970

VIRE SUPPRESSION (Continued)

Page 11

Page 8 of 10

AREA REQUIRING PROTECTION - (Acres)

AREA OFFICE

STATE

AGENCY

FOREST LAND

NON-FOREST LAND

TOTAL

GRAND
TOTAL

Fed. & Gov't.
5-8a

State & Loc.
5-8b

Total

T & O
5-8c

Commercial
T & O
5-8d

Non-Commercial
T & O
5-8e

T & O
5-8f

S & P
5-8g

T & O
5-8h

S & P
5-8i

Total

T & O
5-8j

S & P
5-8k

Brushland
T & O
5-8l

S & P
5-8m

Grassland
T & O
5-8n

S & P
5-8o

Other
T & O
5-8p

S & P
5-8q

Form BIA - 5314
May 1970

TIMBER RESOURCE DATA

Data as of December 31, 19__

Page 12

AREA OFFICE STATE AGENCY	FOREST LAND AREA AND VOLUMES									
	ALL FOREST LANDS		COMMERCIAL FOREST LANDS		VIRGIN COMM. FOREST LANDS		CUTOVER COMM. FOREST LANDS		NON-COMMERCIAL FOREST LANDS	
	Area-Acres	M ft. BM	Area-Acres	M ft. BM	Area-Acres	M ft. BM	Area-Acres	M ft. BM	Area-Acres	M ft. BM
	10-A-a-2	10-A-a-3	10-A-b-2	10-A-b-3	10-A-c-2	10-A-c-3	10-A-d-2	10-A-d-3	10-A-e-2	10-A-e-3
TO T A O	-4	-5	-4	-5	-4	-5	-4	-5	-4	-5
	-6	-7	-6	-7	-6	-7	-6	-7	-6	-7
	-8	-9	-8	-9	-8	-9	-8	-9	-8	-9

*To - Total, T - Tribal, A - Allotted, G - Government owned
*Reference to page, table, line and column of reports

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Release 1,
10/19/82

Form BIA - 5314
May 1970

TIMBER STAND IMPROVEMENT AND REFORESTATION
ACCOMPLISHMENTS AND BACKLOG
BY ACREAGE

page 13

Area Office State Agency	Thinning and Release		Pruning		Planting		Seeding		Other	
	Accomplished C.Y. _____	Backlog end of C.Y. _____	Accomplished C.Y. _____	Backlog end of C.Y. _____	Accomplished C.Y. _____	Backlog end of C.Y. _____	Accomplished C.Y. _____	Backlog end of C.Y. _____	Accomplished C.Y. _____	Backlog end of C.Y. _____

Form BIA - 5313
May 1970

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

AGENCY ANNUAL REPORT
BRANCH OF FORESTRY
CALENDAR YEAR 19__

Report 53-04

Agency _____

Reservations:

TABLE OF CONTENTS:

PAGE NO.

Summary of All Timber Cut	1
Timber Cut Under Contract-by Unit	2
Timber Cut Under Contract-by Species	3
Timber Cut Other Than Under Contract	4
Annual Fire Report	5
Timber Resource Data	10
Timber Stand Improvement and Reforestation Accomplishments and Backlog by Acreage	11

Prepared by _____

(Title)

Approved by _____

(Title)

SUMMARY OF ALL TIMBER CUT

GPO 837-856-4

	TOTAL		TRIBAL		ALLOTTED		GOV'T. OWNED	
	Volume M. ft. BM	Value	Volume M. ft. BM	Value	Volume M. ft. BM	Value	Volume M. ft. BM	Value
1	2	3	4	5	6	7	8	9

A. GRAND TOTAL ALL CUTTING

a. Total								
b. Total Indian								
c. Total Non-Indian								

B. TOTAL SALES FOR CASH-CONTRACT & PERMIT

a. Total								
b. Total Indian								
c. Total Non-Indian								

C. TOTAL FREE USE BY INDIANS-WITH & WITHOUT PERMIT

a. Total								
----------	--	--	--	--	--	--	--	--

D. CUT IN TRESPASS

a. Total								
b. Total Indian								
c. Total Non-Indian								

E. AVERAGE STUMPAGE RATES

a. Total All Cutting	\$	Per M
b. Contract Sales	\$	Per M
c. Paid Permit Sales	\$	Per M
d. Free Use	\$	Per M
e. Trespass	\$	Per M

Receipts during year from trespass cutting \$

Reservation

Agency

Form BIA - 5313
May, 1970

TIMBER CUT UNDER CONTRACT - BY UNITS

All volumes to nearest thousand feet BM and values to nearest dollar

GPO 857-555-4

UNIT	PURCHASER	TOTAL		TRIBAL		ALLOTTED	
		Volume M. ft. BM	Receipts	Volume M. ft. BM	Receipts	Volume M. ft. BM	Receipts
1	2	3	4	5	6	7	8
a. Total							
b. Total Indian							
c. Total Non-Indian							
d. Indian							
e. Non-Indian							
Active contracts at end of year		Contracts approved during the year		Contracts completed during the year			
f. Number	Number	Number	Number				
g. Volume remaining to be cut	Estimated volume M ft BM	Volume cut, Total*					
h.	Estimated value	Value, Total*					

53 BIAW Supp. 1
Release 1, 10/19/82

*Total volume and value cut during life of contract

Reservation

Agency

State

TIMBER CUT UNDER CONTRACT - BY SPECIES

All volumes to nearest thousand feet board measure and values to nearest dollar.

GPO 857-604-4

SPECIES	TOTAL				SAVLOGS			OTHER PRODUCTS			
	Volume MDM (4 + 7)	Receipts (5 + 9)	Average Rate Per M.	Volume MDM	Receipts	Average Rate Per M.	Volume		Receipts	Average Rate Per M.	
							MDM (1)	Units (2)			
	1	2	3	4	5	6	7	8	9	10	
TOTAL		\$			\$				\$		

Supp. 1 Release 1,

(1) Convert to M. ft. board measure from "units" shown in column 8.
(2) Show unit of measure of sale as "cords", "lineal feet", "pieces", or "number", etc.

53 BIAW Supp. 1 Release 1,

53 BIAN S
10/19/82

Reservation

Agency

State

TIMBER CUT OTHER THAN UNDER CONTRACT

GPO 657-658-4

[illegible]

B. INDIAN FREE USE UNDER PERMIT & TOTAL

a. Total				
b. Tribal				
c. Allotted				
d. Gov				

C. INDIAN FEE USE WITHOUT PERMIT & TOTAL

a. Total				
b. Tribal				
c. Allotted				
d. Govt-owned				

D. KIND AND AMOUNT OF PRODUCTS SHOWN IN ABOVE TABLES

[illegible]

Reservation

Agency

state

1

Form BIA - 5313

ANNUAL FIRE REPORT

A. AREA IN ACRES REQUIRING PROTECTION BY BUREAU				Type of Land			
Land Status		Area		Forest		Non-Forest	
				Total	Com.	Non-Com.	Total
a. Total (b+c)							
b. State & Private							
c. Total (d+e+f)							
d. Tribal							
e. Allotted							
f. Government							
A-1 Indian and Government Lands not requiring protection				Acres.			

B. NUMBER AND CLASS OF FIRES BY CAUSE & AREA BURNED																								
1. Indian, Government or Lands Protected by BIA	GRAND TOTAL	Number by Size Class																						
		Total		A			B			C			D			E			F			G		
		1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP	1aG	SAP					
a. Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
b. Lightning																								
c. Equipment																								
d. Smoking																								
e. Recreation																								
f. Forest & Range Utilization																								
g. Land Occupancy																								
h. Incendary																								
i. Miscellaneous																								
11. Area burned by class to nearest acre.																								

53 BIA M Supp. 1
Illustration 2
Page 6 of 8 Pages

State

Agency

Reservation

TIMBER RESOURCE DATA

Form BIA - 5313

A. FOREST LAND AREA AND VOLUME OF TIMBER

FOREST LANDS CLASSIFICATION	TOTAL		TRIAL		ALLOTTED		GOVERNMENT OWNED	
	Acres	M ft. DM	Acres	M ft. DM	Acres	M ft. DM	Acres	M ft. DM
1		3	4	5	6	7	8	9
a. All forest lands								
b. All commercial forest lands								
c. Virgin commercial forest lands								
d. Cutover commercial forest lands								
e. Non-commercial forest lands								

B. PREDOMINANT SPECIES

FOREST LANDS CLASSIFICATION	SPECIES - VOLUME M ft. DM										TOTAL
(Enter Species Name)											
a. All forest lands											
b. Commercial forest lands											
c. Non-commercial forest lands											

C. FOREST INVENTORY

Data based on forest inventory	New inventory planned	Growth plots installed	Reassessment date
<input type="checkbox"/> Yes <input type="checkbox"/> No Date	<input type="checkbox"/> Yes <input type="checkbox"/> No Date	<input type="checkbox"/> Yes <input type="checkbox"/> No Date	

D. TIMBER MANAGEMENT PLAN

Prepared	Effective date	Date approved	Revision date	Annual allowable cut (For reservation summary only)
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Reservation

Agency

State

53 BIA Supp. 1
10/19/82

TIMBER STAND IMPROVEMENT AND REFORESTATION
ACCOMPLISHMENTS AND BACKLOG
BY ACREAGE

page 11

ACTIVITY	BACKLOG BEGINNING C.Y. (2)	ACCOMPLISHMENTS BY PROGRAM IDENTIFICATION*							ACREAGE ACCURRED DURING YEAR (11)	BACKLOG END OF C.Y. (12)
		1	2	3	4	5	6	7		
(1) Thinning & Release		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Pruning										
Planting										
Seeding										
Other**										

11

*/ PROGRAM IDENTIFICATION

1. 1800 Forestry (Do not include any program supervision)
2. Tribal
3. E.O.A. Job Corp Conservation Centers
4. E.O.A. Title 1-B (Work-Training), 1-C (Work-Study), V (Work-Experience)
5. A.C.P. (Agricultural Conservation Program)
6. Public Works
7. Other (Must have footnote identifying program)

**/ IDENTIFY BY FOOTNOTE

53 BIA Supp. 1 Release 1,
10/19/82
GPO 837-088

Reservation _____ Agency _____ State _____

Form BIA - 5316 (Rev. 9/1981) UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
(See instructions on separate sheet).

Report No. 53-05
Transmittal
Date: _____
Fiscal Year: _____

TRUST SERVICES - FORESTRY
ANALYSIS OF OBLIGATIONS

PROGRAM ACTIVITY	TOTAL FEDERAL FUNDS	INDIAN FUNDS			TOTAL INDIAN FUNDS
		TRIBAL APPROPRIATED	TRIBAL LOCAL	ALLOTTEES FEES FUNDS	
FORESTRY					
Forest Inventories and Plans					
Forest Development					
Forest Protection					
Timber Sales Administration					
Forest Product Permits					
Tribal Enterprises					
Sub-Total					
Unclassified Work for Others					
Indian Policy Groups					
Contract Monitoring					
Safety Conversions					
Formal Staff Training					
Sub-Total					
GRAND TOTAL FORESTRY					
Forestry Special Services to Timber Purchasers		X X X X	X X X X	X X X X	X X X X
Emergency Presuppression (8860)					
Fire Suppression		X X X X	X X X X	X X X X	X X X X
Emergency Rehabilitation		X X X X	X X X X	X X X X	X X X X
TOTAL EMERGENCY OR DISASTER		X X X X	X X X X	X X X X	X X X X
Funds Transferred Fr. Agriculture					
1954 Forest Pest Control		X X X X	X X X X	X X X X	X X X X
1955 White Pine Blister Rust		X X X X	X X X X	X X X X	X X X X

Identify amounts obligated (that are included in the face of the form) for the following items:

	TOTAL FUNDS		FEDERAL FUNDS			INDIAN FUNDS		
	FEDERAL	INDIAN	FORESTRY	FIRE SUPP.	EMERG. REHAB.	TRIBAL APPROP.	TRIBAL LOCAL	ALLOTTEE FEES
1. Purchased Equipment								
2. Total Contract Amount								
Amount in "Buy Indian" Contr.								

REMARKS: DISTRIBUTED CHARGES: Administrative Support \$ _____, Other \$ _____,
General Operations \$ _____.

FY _____ VOLUME AND VALUE OF TIMBER CUT 1/

FORESTRY PROGRAM OBLIGATIONS 2/

Volume (MBM): _____

Federal (Budget Activity 3300) \$ _____

Value (\$): _____

Tribal Total:\$ _____

Appro. \$ _____

Local \$ _____

Allottees Fees Obligated: \$ _____

Total Program Obligations \$ _____

	TRIBAL	ALLOTTED	TOTAL
Carry over of fees from FY _____	\$ _____		
Gross Administrative Fees: _____ earned FY _____	\$ _____		
(Includes \$ _____ in Trespass Fees)			
Total Administrative Fees Available	\$ _____		
Reduction by reason of fees earned exceeding total program obligations:	\$ _____		
Reduction by reason of investment of fees or authorization for use of fees in the Forestry Program:	\$ _____		
Carry over of Tribal fees for use in FY	\$ _____		
Actual amount of Federal fees earned:	\$ _____		

1/ Volume and value should include timber cut under contract, paid permit, and special allotment timber cutting permit; but not timber cut in trespass, or free use. For those agencies with timber harvest from FSA lands, identify the volume and value amounts in a footnote.

2/ Obligations are obtained from the face of this form from the Total FORESTRY line of the respective Federal, Tribal Appropriated, Tribal Local, and Allottees Fees Funds columns. If the obligations differ from the amount reported on the face of this form, briefly explain this in the "Remarks."

Instructions to accompany analysis of obligations Form BIA - 5316 (Aug., 1975)

1. Prepare three (3) copies of this form for each Agency and/or Reservation Report (Agency, Area, Washington Office), and two (2) copies for Area Office Reports (Area Office, Washington Office).
2. All funds obligated in FY 1975 (FEDERAL-FORESTRY; FEDERAL-FIRE SUPPRESSION & EMERGENCY REHABILITATION; TRIBAL APPROPRIATED-FORESTRY; TRIBAL/LOCAL-FORESTRY; ALLOTTEES FUNDS-FORESTRY; FOREST PEST CONTROL, 1954; WHITE PINE BLISTER BUST, 1955) are combined on one page of the Analysis of Obligations Report for a Reservation and/or Agency, and Area.
3. Activities listed are the same as those identified by program activities in 42 BIAM. The Total Obligations on the face of the Analysis of Obligations should agree with the Total Program-Obligations-current year for Element 52 (excepting for the amount of Forestry Special Services to Timber Operators which is reported on a separate line in the report, and for other reimbursables, if any, which should be handled the same way by typing a line entry "Other Reimbursables" after Forestry Special Services to Timber Operators and identify in "Remarks" section of report) plus any Forestry Program Funds Obligated for associated work and identified under other Elements and Components in the Report on Status of Obligations (e.g. Environmental Quality Service, Code 4122, Real Property Management (cruises, land transactions), Code 4262; Resource Improvements (recreation and wildlife), Code 5731).
4. Prorate the distributed charges for Administrative Support (5296) and Other (5297), General Operations (5290), and any Forestry Program Funds Obligated for associated work to the five (5) major Federal Forestry Program Activities (Forest Inventories and Plans, Forest Development, Forest Protection, Timber Sales Administration, and Forest Product Permits) listed on the face of the Analysis of Obligations. Charges to Codes 5296, 5297, and 5290 are to be entered in the "Remarks" section in the spaces provided. Funds obligated for associated work should be identified by type of work and dollar amount in that section also.
5. Identify 8862 Emergency Rehabilitation obligations on the face of the form by fire name, if only one fire is involved, on the reverse of the form in the "Remarks" section if more than one fire is involved, with a breakout of the total obligations for each fire.
6. Two (2) items of information are requested on the back of the form. Obligations for Purchased Equipment and for services acquired or projects accomplished via contract, with a breakout of the amount under "Buy Indian" contracts. If no funds were obligated, write the word "None" in the space(s) provided.
7. Volume and value of timber cut, obligations, and fees information should be inserted on the reverse of the form in the spaces provided.
8. The format for reporting Administrative Fees is revised to show a breakdown of Tribal and Allotted fees earned. A line is added to report the FY carry over of fees for use in the next FY which will be available for use through the end of that year. Any balance remaining after that will then be transferred to miscellaneous receipts to the U.S. Treasury, and reported on the back of the Analysis of Obligations Report on the line "Actual amount of Federal fees earned" for that year.
9. Tribal and Allottees funds obligations are to be reported under the same general principles as described for Federal funds. These reports should include as obligations the fees amounts invested in the Forestry Program.

(Area)
(or Agency)

[illegible]

TOTALS

List value of products not convertible to board feet that are included in above amounts.

REMARKS

Total

B. Timber cut in Trespass

Fiscal Year 19

VOL. MBM	VALUE
----------	-------

Totals

C. Total Free-Use Cut:

VOL. MBM	VALUE
----------	-------

CERTIFICATE OF COMPLETION

This certifies that _____ has successfully completed the FORESTER MANAGERIAL DEVELOPMENT PROGRAM conducted by the Bureau of Indian Affairs from the period _____ to _____.

The above named individual is herewith recognized as a forester possessing demonstrated managerial skills and designates him/her as a highly qualified candidate if he/she should elect to apply for management level positions within the Division of Forestry, Bureau of Indian Affairs.

Assistant Secretary - Indian Affairs

INDIAN FOREST MANAGEMENT HANDBOOK

PACIFIC REGION ADDENDUM

Supplement 1	General Forestry Policies
Chapter 1	General



California Department of Motor Vehicles United States Government Exempt License Plate Application

The California Department of Motor Vehicles (DMV) is provided authority (CA-GC 11019.8(b)) to utilize any steps that may reasonably be expected to assist tribes to become economically self-sufficient. The Governor of California's Executive Order B -10-11 provides for the strengthening of tribal cooperation with the State sustaining effective partnerships, as well as government-to government relationships between the State and the California tribes and is supported by federal law. The Indian Self-Determination and Education Assistance Act (25 USC §§ 450 et. seq./EO 13175) (ISD) is a similar federal law that promotes Tribal economic self-sufficiency, government-to-government relationships and promotes partnerships that further these state goals.

Tribal entities that utilize this federal Tribal self-sufficiency statutory authority qualify for California State issued exempt license plates utilizing the "United States Government" issuance authority when managing Bureau of Indian Affairs (BIA) programs. The Tribe leases the vehicle to the BIA actively managing U. S. Government programs in compliance with the ISD promoting its self-sufficiency. (CA-GC 11019.8)

Tribes	Vehicle Identification	Year	Make	Vehicle Model
--------	------------------------	------	------	---------------

INDIAN FOREST MANAGEMENT HANDBOOK PACIFIC REGION ADDENDUM

Supplement 1 General Forestry Policies
Chapter 1 General



EXEMPT LICENSE PLATE REQUEST

Complete Section A, B, and sign Section C.

A. VEHICLE INFORMATION

LICENSE PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER	YEAR/MAKE

B. EXEMPT LICENSE PLATES CERTIFICATION

Check only one box to qualify for California exempt license plates.
(California Vehicle Code [CVC] Sections 4155, 9101, 9102, 9103, 9104, 9106).

Your agency is qualified for this exemption if your agency is the registered owner, legal owner, or lessee. Qualification is based on:

- ☒ **U.S. Government** ** Tribe (EO B-10-11/CA GC 11019.8 & 25 USC 450 et. seq.) -BIA/Lessee
PRINT NAME OF AGENCY
- ☐ **State Agency** _____
PRINT NAME OF AGENCY
- ☐ **County Agency** _____
PRINT NAME OF AGENCY
- ☐ **City Agency** _____
PRINT NAME OF AGENCY
- ☐ **American Red Cross**
- ☐ **Political Subdivision** _____
PRINT NAME OF AGENCY
(Any city, city and county, municipality, county tax or assessment district or other legally authorized local government entity with jurisdictional boundaries. **Does not apply to sovereign nations.**)
- ☐ **Joint Powers Agreement** _____
PRINT NAME OF AGENCIES
(Two or more public agencies authorized by their legislative or other governing bodies, may jointly exercise any power common to the contracting parties, even though one or more of the contracting agencies may be located outside this state. Must be registered with the Secretary of State.)
- ☐ **Public Fire Department** _____
PRINT NAME OF AGENCY
(Organized as a nonprofit corporation and used exclusively for fire fighting or rescue or exclusively as an ambulance.)
- ☐ **Voluntary Fire Department** _____
PRINT NAME OF AGENCY
(Registered with the County Clerk and located in an unincorporated area and used exclusively for fire fighting or rescue or exclusively for fire fighting or exclusively for ambulance.)
- ☐ **Civil Air Patrol** _____
PRINT NAME OF AGENCY
(Vehicle transferred by the U.S. Government, or any agency thereof, to the Civil Air Patrol may be issued exempt registration provided the use of the vehicle is restricted to defined activities of the Civil Air Patrol and the vehicle must be returned to the U.S. Government when no longer required or suited for use by the Civil Air Patrol.)
- ☐ **Federally-Recognized Indian Tribes** _____
PRINT INDIAN TRIBAL NAME
(Utilized under a mutual aid agreement with a state, county, city or other governmental municipality and used exclusively for fire protection and emergency response.)

C. APPLICANT'S SIGNATURE

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I further certify that the owner of this vehicle qualifies for exempt registration under one of the following sections of the CVC: 4155, 9101, 9102, 9103, 9104, 9106.

SIGNATURE X	DATE
EXECUTED AT CITY	STATE
PRINTED NAME OF PERSON SIGNING FOR AGENCY	DAYTIME TELEPHONE NUMBER ()
AGENCY ADDRESS STREET	CITY STATE ZIP CODE

INDIAN FOREST MANAGEMENT HANDBOOK

PACIFIC REGION ADDENDUM

Supplement 1 General Forestry Policies

Chapter 1 General

TRIBAL LETTERHEAD

Date

*Bureau of Indian Affairs
Southern California Agency
1451 Research Park Dr., Suite 100
Riverside, CA 95814*

*Bureau of Indian Affairs
Northern California Agency
364 Knollcrest Dr., Suite 105
Redding, CA 96002-0175*

*Bureau of Indian Affairs
Central California Agency
650 Capital Mall, Suite 8-5002
Sacramento, CA 95814*

*Bureau of Indian Affairs
Pacific Regional Office
800 Cottage Way
Sacramento, CA 95825*

RE: U.S. Government Confirmation for California Exempt License Plate Request

Dear: BIA Line Officer/Indian Self Determination Awarding Official/Specialist: Enclosed for your review and validation is a U.S. Government Confirmation for California Exempt License Plate Request Form (53 BIAM Supp. 1 § 1.5-PAA - Illustration 15)

Equipment Identification (VIN)

Year

Make

Model

This request will enhance the [Tribe's/Tribal Organization's](#) forestry (natural resources) program. Our current Contract No [XXXXXXXXXX](#) Fiscal Year(s) ([enter year\(s\) as applicable](#)), with an effective date of ([initial date](#)) through ([end date](#)) ([Contract Effective Date](#)). The request establishes the BIA as the lessee of Tribal owned equipment. Should you need any additional information or have questions regarding our applications, please contact our [XXXXXXX](#), [XXXXXXX](#), Tribal Administrator, at ([xxx](#)) [123-4567](#).

Sincerely,

(Name, Title)
(Tribe)

Enclosure:

- U.S. Government Confirmation for California Exempt License Plate Request Form

INDIAN FOREST MANAGEMENT HANDBOOK

PACIFIC REGION ADDENDUM

Supplement 1 General Forestry Policies

Chapter 1 General

BIA LETTERHEAD

Date

*Bureau of Indian Affairs
Southern California Agency
1451 Research Park Dr., Suite 100
Riverside, CA 95814*

*Bureau of Indian Affairs
Northern California Agency
364 Knollcrest Dr., Suite 105
Redding, CA 96002-0175*

*Bureau of Indian Affairs
Central California Agency
650 Capital Mall, Suite 8-5002
Sacramento, CA 95814*

*Bureau of Indian Affairs
Pacific Regional Office
800 Cottage Way
Sacramento, CA 95825*

RE: U.S. Government Confirmation for California Exempt License Plate Request

Dear Tribal Leader:

Enclosed is a validation of a U.S. Government Confirmation for California Exempt License Plate Request Form (53 BIAM Supp.1 § 1.5-PAA) and an Exempt License Plate Request form associated with the request of XX/XX/XXX.

Equipment Identification (VIN)

Year

Make

Model

This validation will enhance the [Tribe's/Tribal Organization's](#) forestry (natural resources) program. The validation establishes the BIA as the lessee for this equipment that is leased to BIA in accordance with Indian Self-Determination Contract No [XXXXXXXXXX](#) Fiscal Year(s) ([enter year\(s\) as applicable](#)), with an effective date of ([initial date](#)) through ([end date](#)) ([Contract Effective Date](#)). Should you need any additional information or have questions regarding our applications, please contact our [XXXXXXXX, XXXXXXXX](#), at ([xxx](#)) 123-4567.

Sincerely,

[BIA Line Officer](#)

Enclosure:

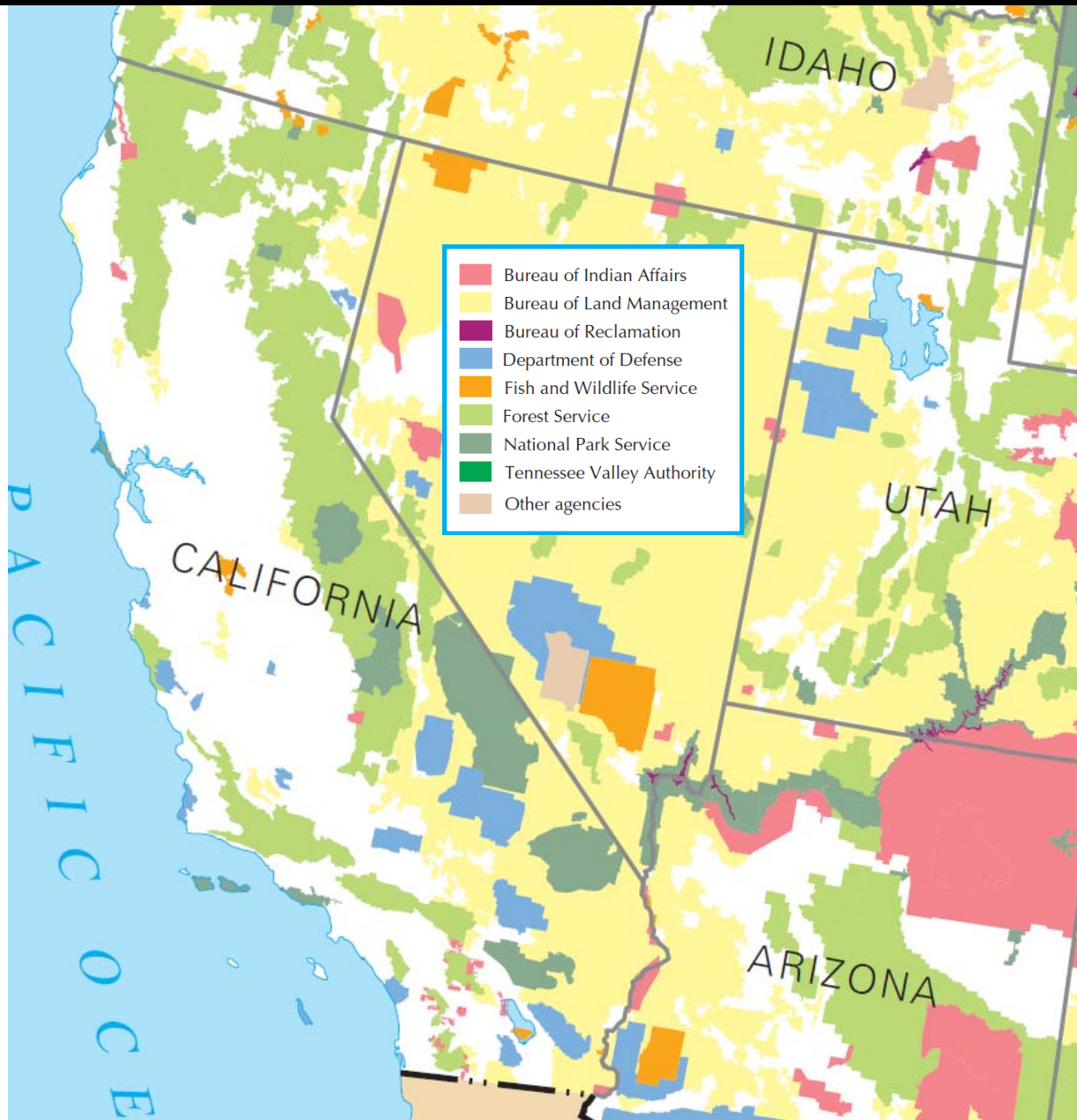
- U.S. Government Confirmation for California Exempt License Plate Request Form
- Exempt License Plate Request form

INDIAN FOREST MANAGEMENT HANDBOOK PACIFIC REGION ADDENDUM

Supplement: 1
Chapter 1

General "Forestry Policies"
General

Federally Managed Natural Resources Supported By Indian Self-Determination (25 USC §§ 450 et. seq.) Which Provides for "U.S. Government" Plate Authorization



UNITED STATES GOVERNMENT

memorandum

DATE: APR 3 2015

REPLY TO
ATTN OF: Regional Director, Pacific Region

SUBJECT: Transmittal of Regional Forestry Addendum Regarding Forms for California Exempt License Plates

TO: Superintendent, Northern California Agency
Superintendent, Central California Agency
Superintendent, Southern California Agency
Superintendent, Palm Springs Agency
Regional Director, Western Region

Attached is the transmittal of a Pacific Regional addendum to the Bureau of Indian Affairs'

Forestry Supplement (53 BIAM Supplement 1 § 1.5-PAA) with associated illustrations (6-10).

The addendum primarily concerns supporting forms for Tribal entities to receive exempt

California License plates in support of Tribal forest protection and improvement programs. This

will "free up" more fleet inventory space for BIA issuance of "U.S. Government" (federal)

license plates as well. We are hopeful that Tribal entities within the State will maximize the

benefit of these business practices to facilitate a State, Tribal and BIA partnership. If you have

any questions, please feel free to contact Gerald Jones, Regional Forester at (916) 978-6076, or

Dale Morris, Acting Chief, Regional Division of Natural Resources, at (916) 978-6050.

Attachments



INDIAN AFFAIRS

ADDENDUM TRANSMITTAL SHEET

(Used to Supersede Issuance Office Existing Addenda)

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 53 Supp. 1 § 1.5-PAA and Illustrations 6-10	SUBJECT	ISSUANCE OFFICE RELEASE NUMBER 1
FOR FURTHER INFORMATION (ISSUANCE OFFICE) Pacific Regional Office	U.S. Government-State of California Exempt Lisence Plates Partnership	DATE

EXPLANTATION OF MATERIAL TRANSMITTED

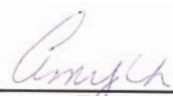
This is a policy to support the issuance of California Exempt Lisence Plates for Tribal forestry vehicles that are utilized in accordance with Indian Self-Determination (25 USC 450 et. seq.). This policy also supports the Governor's Executive Order B-10-11 that utilizes State and Federal laws to support partnerships with California Tribal Entities. The policy is supported by State Law to promote Cross jurisdictional natural "forest" resource managment (CA-FGC-16000) while promoting Indian Self-Sufficiency (CA-GC-11019.8). Calfiornia has significant federal land holdings and the issuance of these State Exempt plate will facilitate natural resource management in support of the Presidential Executive Order 13175.

This is a Replacement of Previously Issued Addendum # _____, Issued _____

N/A - NEW

N/A

Ensure Handbooks/Supplements are updated to include this new guidance



Regional Director, Pacific Region