

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
2930 (931) P

May 29, 2009

EMS TRANSMISSION : 06/01/09
Instruction Memorandum No. ID-2009-035
Expires: 09/30/2010

To: All Field Offices
Attention: Outdoor Recreation Planners

From: Deputy State Director, Division of Resources and Sciences

Subject: Audit of Idaho Commercial Special Recreation Permits (SRPs) **DD: 6/13/2009**

Program Area: Recreation Permits

Purpose: The purpose of this Instruction Memorandum (IM) is to provide information regarding an upcoming audit of commercial SRPs in Idaho. The Federal Land Policy and Management Act established a national policy requiring the Bureau of Land Management (BLM) to charge fees and assure a fair return to the public for the commercial use of public land. The Federal Lands Recreation Enhancement Act also gives the BLM authority to charge fees for SRPs. The planned audit is necessary for several reasons: 1) Periodic audits are one of the ways the BLM can assure a fair, equitable, and consistent business environment for permittees, 2) audits assure that the American public receives fair market value from the commercial use of its public land, 3) Idaho issues, administers and collects sizable fees through SRPs, and 4) this audit will help us determine if we are applying the SRP Handbook regulations appropriately.

Policy/Action: The Idaho State Office will be mailing a letter to all commercial permittees notifying them of the upcoming audit along with information that will be helpful in preparing for an audit, including information about record keeping, definitions of terms used, and step-by-step examples of how to calculate fees due the BLM.

Field Offices should provide a listing of one or two permits they request to be audited. Since each audit costs about \$2,000, we will focus our audits on permits with total receipts of \$2,000 and above. However, if there are concerns with suspected under reporting of the smaller permits, they may also be submitted for consideration.

If payment or other discrepancies are found, the BLM will ensure proper payment or permit compliance. Where results show that underpayment is the result of inaccurate BLM fee

calculations, the BLM will not attempt to retroactively collect fees from the permittee. However, steps should be taken immediately to correct how the fees are being calculated so that future fee calculations and collections will be accurate. Overpayments will be returned to the permittee immediately. The BLM will retroactively collect where underpayments result from permittee error; a payment schedule can be negotiated.

Timeframe: Field Offices should provide their listing of recommended permittee audits no later than June 13, 2009. The listing should be provided in the following format.

Name & Address of Permittee Type of Permitted Activity Total Annual Receipts

Background: Over the past several years, the BLM's Annual Work Plan has directed particular states to complete statewide audits (contract by a certified public accountant) of their commercial SRP programs. More recent direction requires each state to conduct statewide audits every 5 years. To facilitate this, WO-250 has obtained a national contract for the audits. This is the second year of the national contract which targets two states per year. Idaho is one of the states directed to complete an SRP audit in Fiscal Year (FY) 09. The WO-250 directed states to accomplish the audits with current base funding and Idaho's annual cost targets include funding to complete the required audit.

Manual/Handbook Sections affected: None

Coordination: Briefed Deputy State Director for Resources and Planning and distributed copies of the SRP audit briefing paper to all Idaho Leadership Team members.

Contact: If you have questions or concerns regarding this IM, contact Robin Fehlau, (208) 373-3825.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed by:
Susan Giannettino
Deputy State Director

Authenticated by:
Mikell Galloway
Administrative Specialist

Attachment

[Fee Information Sheets](#) (14 pp)