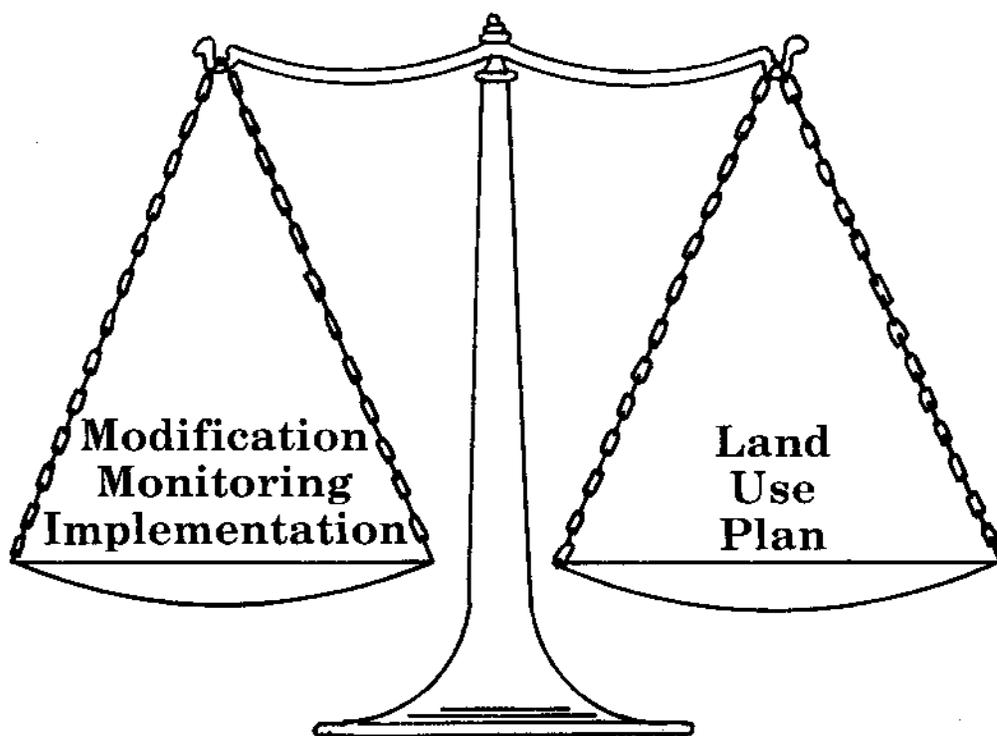
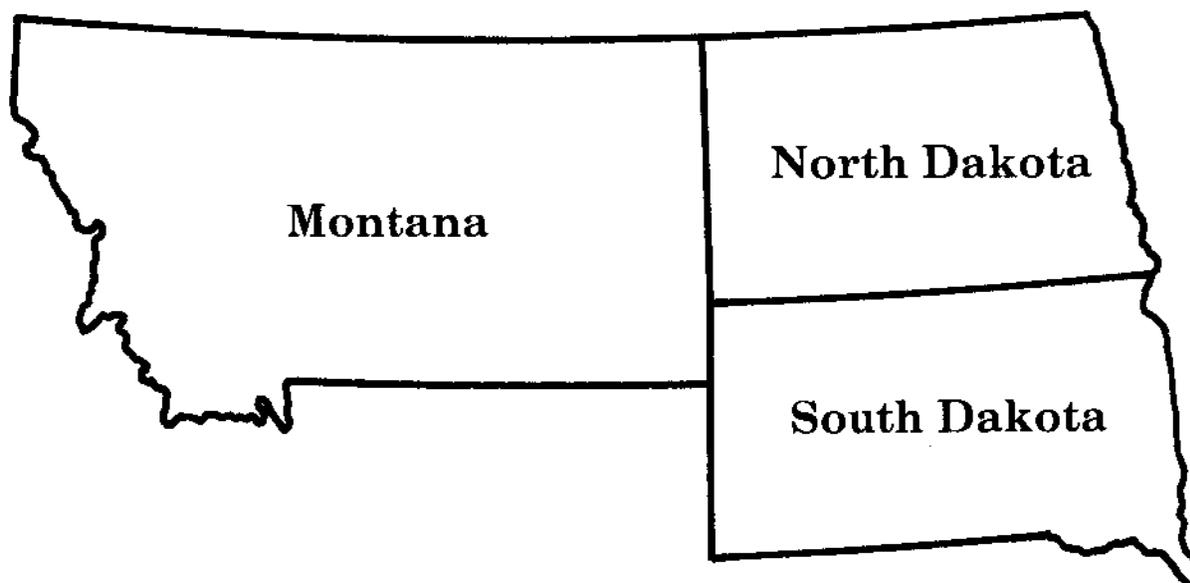


H-1617-1

Implementation, Monitoring, and Modification of Land Use Plans



Bureau of Land Management
Montana State Office Handbook

FOREWORD

The Bureau of Land Management in Montana, South Dakota, and North Dakota has completed a number of Resource Management Plans (RMPs) and has others in process. Most of the public lands in the three-state area will be covered by RMPs. However, some Resource Area's management direction will be provided by Management Framework Plans (MFPs).

The Bureau of Land Management has expended considerable amounts of fiscal and human resources developing Land Use Plans (LUPs) for management directions and cannot afford to allow them to become outdated and nonfunctional simply because they are not implemented, monitored, or modified when necessary. Therefore it is necessary to initiate a process that will put these LUPs to work, determine their effectiveness in achieving stated objectives, and assure their continued usefulness for decisionmaking through necessary adjustments or modification.

The "Implementation, Monitoring, and Modification of Land Use Plans Handbook" is intended to provide guidance for implementing, monitoring, and modifying LUPs in Montana, South Dakota, and North Dakota. This guidance applies to MFPs, RMPs, and associated plan amendments.

This handbook is divided into three sections: (1) Plan Implementation and Tracking, (2) Plan Monitoring and Evaluation, and (3) Plan Modification. Illustrations have also been added to aid in understanding and initiating the process. The use of this handbook is intended to be flexible, however certain steps in the process are mandatory by all District Offices and are so labeled. The Modification section is taken directly from BLM Manual 1617 and should be followed precisely when modifying any LUP. As better and more effective ways are identified and field tested, necessary revisions will be made to the handbook.

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I. Plan Implementation and Tracking.

A. Purpose.

This section provides a guide for land use plan implementation in Montana, North Dakota, and South Dakota. This process includes identifying, classifying, categorizing, and prioritizing land use decisions; identifying implementation procedures; tying these decisions to the budget system; identifying monitoring requirements; and monitoring whether those decisions have been implemented.

B. Concept.

Land use decisions define how BLM will manage renewable and nonrenewable resources on public lands. Because most planning decisions are not accomplished in 1 year, it is necessary to control and document actions taken throughout the life of the plan.

C. Procedures.

Implementation of land use decisions (see Illustration 1 for examples of plan decisions—use only as an example) requires the following specific steps (see Illustration 2, page 1).

1. Identification. Identify all decisions in the Land Use Plan and record each under "Plan Decision" on page 1 of Illustration 2. These decisions should be further separated by Program Element. **This step is mandatory for all District Offices.**

2. Classification. Classify decisions into one of the following and record on page 1 of Illustration 2:

*Class 1** — Those plan decisions that require action. These are BLM initiated actions that must be implemented after plan approval in order to conform with plan decisions.

*Class 2** — Those plan decisions that do not require immediate action but have been identified for implementation. These are BLM initiated actions for which management will be setting priorities.

*Class 1 and Class 2 could be combined into one class because Step 4 (Prioritization) should identify those decisions that should be implemented first.

Class 3 — Those plan decisions that require action only when an activity is initiated externally. For these actions, management will be determining activities which conform with plan decisions and decide how to respond. If Class 1 and 2 are combined, this will become Class 2.

3. Categorization. Categorize decisions into one of the following and record on page 1 of Illustration 2:

Resource Condition Objectives — These are objectives that are set to reflect the desired affect BLM would like to see as a result of their combined management activities and resource decisions.

EXAMPLES:

1. Reduce erosion of soils in the Big Hole River Watershed.
2. Improve air quality adjacent to Yellowstone Park.
3. Increase Absarokee Mountain elk herd to 3,000 consistent with state goals.

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Land Use Allocations — These are allocations of land uses made that provide for a mix of allowable, limited, or excluded resource uses, and the terms and conditions of such use based on either Resource Condition Objectives, or other program or multiple use goals.

EXAMPLES:

1. No clear-cutting of timber in Resource Area.
2. No surface disturbing activities during times of high soil moisture in the Big Hole River watershed.
3. Recreational use shall have priority in the Yellowstone River corridor.
4. Livestock grazing shall be allowed on all public lands in the Resource Area.

Management Actions — These are specific actions that will be taken in order to achieve Resource Condition Objectives, provide for Land Use Allocations, or meet program or multiple use goals.

EXAMPLES:

1. Add special stipulations in oil and gas leases and timber permits in the Big Hole River watershed.
2. Designate Slick Butte ACEC.
3. Develop Habitat Management Plan for Absarokee Mountain area to direct improvement of elk habitat.

Other decisions may be made in the plan, but they are not "resource management decisions, per se. These may include support actions needed to support the other decisions, implementation sequences, monitoring standards, etc.

4. Prioritization. Prioritize decisions and record on page 1 of Illustration 2. Keep in mind that implementation is dependent upon available funds and workmonths.

5. Identification of Procedures for Implementation. Identify procedures necessary for implementation and record on page 1 of Illustration 2.

6. Identification of Operational Requirements. Identify operational requirements (budget, workmonths, support, PIPR, etc.) required to implement plan decisions and record on page 1 of Illustration 2.

Illustration 1 provides a visual understanding of Implementation Steps II, V, and VI.

7. Monitoring Requirements. Identify monitoring types, frequency, intervals, etc., needed to assess whether the objectives of the decision are being met and record on page 1 of Illustration 2. These requirements are likely to vary according to the sensitivity of the affected resource, the type of decision and monitoring objectives. When establishing monitoring timeframes, keep in mind the budget cycle. Results of monitoring may have an effect on AWP development.

8. Tracking. Record the date the decision was implemented on page 2 of Illustration 2. This step is the bridge between implementation and monitoring, and records whether the decision has been implemented. Also, reference which land use plan decision(s) are being implemented by this action and record on page 2 of Illustration 2. **This step is mandatory for all District Offices.** For example, the implementation of one AMP might come from the decision made to write 10 AMPs.

9. Review. Review the implementation list annually, prior to preparing the AWP. This list will be revised as necessary to reflect progress and enable budgeting for the upcoming fiscal year.

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II. Plan Monitoring and Evaluation.

A. Purpose.

This section provides a guide for Land Use Plan monitoring and evaluation in Montana, North Dakota, and South Dakota.

B. Concept.

Monitoring and evaluation are integral parts of the planning process. The Bureau of Land Management cannot afford to spend millions of dollars developing land use plans for management directions that become outdated and nonfunctional *simply because they are not monitored or maintained.*

Monitoring allows the Area or District Manager to evaluate the continuing effectiveness of the decisions in the plan. It also provides the information needed to chart the progress being made toward reaching the plan's stated goal and objectives. The manager can then judge the continued utility of the plan's decisions and prescriptions to determine amendment or revision needs. Monitoring land use plans provides the following benefits:

1. Determine if a multiple-use prescription is fulfilling the purpose for which it was designed.
2. Determine if predictions of effects and impacts from management actions were accurate as a basis for appropriate management action.
3. Reveal unanticipated and/or unpredictable effects including off-site impacts.
4. Determine if mitigation measures are satisfactory and are as effective as predicted.
5. Determine if any established threshold levels have been met or exceeded.
6. Provide for continuing evaluation of consistency with plans or programs of federal, state, and local government or Indian Tribes.
7. Provide for continuing comparison of plan benefits versus costs (social, economic, and environmental).
8. Determine if new data and/or information have affected the plan, its conclusions, or estimation of effects.
9. Determine the rate and degree to which the plan is being implemented in terms of both the decisions that can be implemented without activity planning and those that require activity planning.

Monitoring and evaluation is a three-tiered process.

Tier 1 — Are decisions being implemented? (This bridge from implementation to monitoring should have already been tracked through the implementation process.)

Tier 2 — If implemented, are actions successful in meeting the plan's objectives?

Tier 3 — Does the decision or plan require modification?

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C. Procedures.

This process requires the following specific steps (see Illustration 2, page 2, "Plan Implementation, Monitoring, and Evaluation Worksheet"):

1. Monitoring Expectations/Objectives. Identify the objectives or expectations of the decisions being monitored and record on page 2 of Illustration 2.

Task-type decisions would have *progress* and/or completion as a short-term objective (e.g., construct drift fence). The long-term objective might be to improve livestock movement. Prescriptive management decisions might have compliance expectations, while decisions affecting resource change; e.g., "Vegetative conditions will be improved from fair to good," might identify monitoring expectations.

2. Monitoring Results. Identify results of monitoring and record on page 2 of Illustration 2.

3. Further Monitoring Recommendations. Identify any additional monitoring recommendations and record on page 2 of Illustration 2.

4. Evaluation. Evaluation should assess how well plan decisions meet RMP goals, objectives, public demand, and consistency with other agency plans. This evaluation should result in one of the following modifications of the LUP:

- a. Maintenance.
- b. Amendment.
- c. Revision.

5. Accountability. Plan monitoring and evaluation for each fiscal year should be tied to the MBO system and individual PIPRs. Expected accomplishments and standards should be defined in each of these systems. Specific duty assignments are left to the discretion of the District or Resource Area Managers. It is recommended that the District Office Planning Coordinator be responsible for overall coordination for the Districts.

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III. Plan Modification.

A. Purpose.

This portion of the Planning Guide directs land use plan modification in Montana, North Dakota, and South Dakota. These requirements apply equally to RMPs and valid MFPs.

B. Concept.

The previous steps completed for "Plan Implementation" and "Plan Monitoring and Evaluation" should have resulted in a decision to maintain, amend, or revise the land use plan. There is some flexibility in developing a system for maintaining the plan. On the other hand, amendment and revision are described in the Bureau Manual 1617.

C. Procedures.

The following procedures, as described in Bureau Manual 1617, should be followed in modifying land use plans.

1. Maintenance. Plan maintenance is an important activity. The usefulness of a plan is extended through timely maintenance. Plan maintenance activities may post new information and refine the analysis. New data and minor changes may be posted to the plans to keep them current. Maintenance does not expand the scope or level of resource uses, or change uses or restrictions, from that prescribed in the approved plan. Maintenance cannot alter the decision, conditions, or terms as prescribed in the plan. The maintenance provisions apply to valid management framework plans (MFPs), RMPs, and associated plan amendments. (Also see 43 CFR 1610.5-4.)

Maintenance of the land use plan is the responsibility of the Resource Area and again should be tied to PIPRs. *Illustration 3 provides an example of a day-to-day documentation method that could be utilized.*

2. Amendment. A plan amendment is used to consider a proposal or action that is not in conformance with the plan, but warrants further consideration before the plan is revised. Proposals considered through an amendment can span the spectrum from modest changes, to changes of a substantial nature for a portion of the plan. Regulation provisions and requirements for making plan amendments apply equally to RMPs and MFPs. There are three categories of plan amendments. These categories provide appropriate variation in procedures for use in considering different kinds of proposals. The variations are based on the significance of environmental impacts and the role of resource management decisions in a program activity decision sequence. There are public participation, interagency coordination, and consistency requirements associated with each category of amendment. The nine prescribed RMP process actions (43 CFR 1610.4-1 and 4-9) are always used through the scope of information, analysis, and documentation procedures, and vary with the significance of the proposal. (See 43 CFR 1610.4-1 to 4-9.) The significance of the proposal determines any other data or analysis that may be appropriate.

A method of tracking plan amendments must also be provided for. *Illustration 4 is an example that could be utilized.*

a. Amendment Categories.

(1) General Aspects of Plan Amendments.

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(a) **Scope.** Regulation provisions and requirements for making a plan amendment apply equally to RMPs and valid MFPs.

(b) **Amendments Having Multiple Purposes.** When a single amendment is being prepared that addresses actions falling into two or more categories, procedures for the most rigorous category involved are used. An RMP is scheduled when the proposals significantly affect most of the decisions in the existing plan.

(c) **Coverage of MFP Amendments.** There are no restrictions on the geographic coverage of amendments. Portions of a resource area or several resource areas may be considered through an amendment.

(d) **Amending a Plan While the Plan is Under Revision.** When schedules permit, the proposal that would normally initiate an amendment should be considered as part of the plan revision. Circumstances may require an amendment to be considered while a plan is being revised. Preference Right Lease Applications for coal which have not been fully considered in the current plan may, for example, need to be considered through an amendment before an RMP in progress is finished. When an amendment is made concurrently with plan revision, the quality of analysis and documentation must permit the amendment to be endorsed and incorporated into the revision. Concurrent amendments should be avoided if possible.

(2) **Category 1.** The proposal(s) considered through the amendment procedures does not, based on preliminary analysis, appear to involve significant environmental impact. EIS documentation is not required. If analysis during the amendment reveals significant environmental impacts, the proposal moves to Category 2. Category 1 amendments usually involve only one plan, but could involve more. The analysis and documentation completed in the amendment are combined as much as possible with any other Bureau analysis and documentation requirements associated with the proposal. Preplanning, scheduling, and budgeting are completed as necessary. Some minor amendments can be handled in ongoing programs without specific identification in program and AWP submission. Category 1 amendment procedures are as follows:

(a) Public and interagency coordination notices are published (43 CFR 1610.2(c) and 1610.3-1(d)).

(b) Identification of the issue and planning criteria are completed, as appropriate to focus the planning.

(c) Necessary data collection and analysis is completed.

(d) The proposed change in the plan and alternatives (including no change) is described in terms relatable to the existing plan.

(e) The beneficial and adverse consequences of the change and alternatives are analyzed using Bureau planning and environmental analysis procedures as necessary to fully understand the consequences of the proposed alternatives. This includes analyzing the impact of the proposal and alternatives on the existing plan.

(f) A preferred alternative is selected.

(g) Consistency review, including Governor's review, and modification of the preferred alternative, if necessary, is completed. (See 43 CFR 1610.3-2.)

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(h) The Area Manager makes a finding of no significant impact, if none is disclosed in the environmental assessment, and the District Manager recommends amendment to the State Director. The State Director reviews and makes the decision. Public notice of the amendment decision is published. This notice should clearly explain how the existing plan would be changed. (See 43 CFR 1610.5-5(a).)

(i) Protests are received for 30 days following the notice. (See 43 CFR 1610.5-2.)

(j) The amendment may be implemented after protests are resolved and at least 30 days after the public notice.

(3) *Category 2.* The proposal(s) considered through the amendment is known to have a significant environmental impact and an EIS is required. Situations in this category may involve two or more plans. Some instances, for example, major right-of-way proposals, could involve several plans. Separate EISs are not required for each plan. A single EIS covering all involved plans and the proposed action is permissible. Analysis and documentation of the amendment are combined as much as possible. Preplanning, scheduling, and budgeting are accomplished as required. Category 2 amendment procedures are as follows:

(a) Public and interagency coordination notices are published. These may be consolidated with the EIS scoping notice. (See 43 CFR 1610.2(c) and 1610.3-1(d).)

(b) Identification of the planning issue specific to the amendment proposal is completed.

(c) Planning criteria are developed, also specific to the amendment proposal.

(d) Notice of the availability of the proposed planning criteria is published. If issues are well known in advance, the proposed planning criteria may be drafted and included in the public notice, a. above, to save elapsed time. (See 43 CFR 1610.4-2.)

(e) Necessary information and data collection is completed.

(f) Analysis of the management situation necessary to understand the relevant data and to support subsequent planning actions is completed.

(g) Formulation of alternatives is completed. A description of the proposed change in the plan and alternatives to be analyzed in detail (including no change) in terms relatable to the existing plan is included.

(h) Estimation of effects of alternatives is completed using Bureau planning and environmental analysis procedures. This includes analyzing the impacts of the proposal and alternatives on the existing plan.

(i) A preferred alternative is selected and the District Manager recommends a preferred alternative to the State Director. The State Director reviews the results of the above actions. When approved, the results are published as a draft plan amendment and draft EIS for public review. (See 43 CFR 1610.2(e).) A consistency review by Federal agencies, State and local governments, and Indian Tribes is completed. (See 43 CFR 1610.3-1(e).)

(j) The District and Area Managers evaluate comments received and make any appropriate modifications. The District Manager then selects and recommends an amendment decision and forwards it to the State Director for review and approval.

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(k) When the recommendation of the District Manager is approved by the State Director, a proposed amendment and final EIS are prepared and published.

(l) The proposed amendment is submitted by the State Director to the Governor of the State(s) involved for a consistency review.

(m) Protests are received for 30 days following the filing of the final EIS. (See 43 CFR 1610.3-2(e).)

(n) An amendment may be approved by the State Director and implemented after any remaining inconsistencies and protests are resolved and no earlier than 30 days after filing the final EIS.

(4) *Category 3.* The proposal(s) considered through the amendment, if implemented, would have significant environmental impact. No implementing action is taken until after a subsequent decisionmaking process which involves EIS preparation. An EIS is required as part of the additional analysis and that EIS must analyze the impact of the plan amendment conclusion. One or more plans may be involved. After required preplanning, scheduling, and budgeting are completed, the following procedures are used to complete a Category 3 amendment:

(a) Public and interagency coordination notices are published. (See 43 CFR 1610.2(c) and 1610.3(d).)

(b) An identification of the planning issue, specific to the amendment proposal, is made.

(c) Planning criteria are developed, also specific to the amendment proposal.

(d) Notice of the availability of the proposed planning criteria is published. The proposed planning criteria may be drafted and included in the public notice (a.) if the issues are well known. (See 43 CFR 1610.4-2.)

(e) Necessary data collection is done.

(f) Analysis of the management situation necessary to understand the relevant data and to support subsequent planning actions is completed.

(g) Formulation of alternatives is completed. A description of the proposed change in the plan and alternatives to be analyzed in detail (including no action) in terms relatable to the existing plan is included.

(h) The beneficial and adverse consequences of the change and alternatives are analyzed using Bureau planning and environmental analysis procedures necessary to fully understand the consequences of the proposed alternatives. This includes analyzing the impact of the proposal and alternatives on the existing plan.

(i) A preferred alternative is selected.

(j) The Area Manager completes the preparation of the draft amendment and the District Manager recommends the amendment to the State Director. The State Director reviews and makes a proposed decision.

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(k) Consistency review, including Governor's review, and modification of the preferred alternative, if necessary, are completed. (See 43 CFR 1610.3-2.)

(l) The State Director makes a decision and publishes a notice of the amendment decision. This notice should clearly explain how the existing plan would be changed. (See 43 CFR 1610.5-5(a).)

(m) Protests are received for 30 days following the notice and resolved as appropriate. Implementation is deferred until completion of the subsequent program decisionmaking process which involves EIS preparation. (See 43 CFR 1610.5-2.)

3. Revision. A revision involves the preparation of a new RMP to replace the existing RMP. This will occur whenever maintenance and amendments are inadequate to keep the plan current with changing circumstances, resource conditions, or policies. Information developed through plan monitoring and evaluation activities specified in the plan is intended to help the manager determine the need for a plan revision. (See 43 CFR 1610.4-9 and BLM Manual Section 1616.9.) All the requirements for preparing and approving an original RMP are followed. (See 43 CFR 1610.5-6.)

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Examples of Decisions, Implementation Procedures, and Operational Implications

	BLM Initiated			Externally Initiated Class 3
	Class 1	Class 2	Class 3	
Kind of Decision	Those plan decisions that require action.	Those plan decisions that do not require action, but have been identified for implementation.	Those plan decisions that require action only when an activity is initiated externally.	
Example of Decision	Twelve hundred acres in the Pryor Mountains are closed to ORV use.	Enhance Bighorn Sheep habitat through the preparation and implementation of six Habitat Management Plans (HMPs).	Prohibit surface disturbing activities seasonally to protect elk calving on 1,200 acres.	
Procedures to Implement Definition	To identify the procedures and initiate actions to implement plan decisions.	To set priorities for BLM initiated actions identified for implementation in the plan and identify procedures necessary for implementation.	To anticipate and respond to externally initiated actions in order to remain in conformance with the plan decisions.	
Example of Implementation Procedures	Based on 43 CFR 8342.2(b) 1. Take action by marking designated areas and trails. 2. Make available Public Notices from <i>Federal Register</i> and local newspaper on designation. 3. Make informational materials available (maps). 4. Monitor use.	Prioritize the six HMPs: Prepare Implement	When an action is proposed: 1. Determine conformance with plan 2. Attach stipulations. 3. Assure compliance.	
Operational Implications Definition	Actual management and administrative actions needed to implement decisions as budget allows.	Actual management and administrative actions needed to implement the decisions as budget allows.	Actual management and administrative actions needed to respond to externally initiated proposals.	
Examples of Operational Implications	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.*	

NOTE: These are only examples and are not intended to be an accepted format.

*Although most of these actions occur unanticipated, some can be programmed for from past experiences such as Oil and Gas APDs.

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Examples of Decisions, Implementation Procedures, and Operational Implications

	BLM Initiated		Externally Initiated Class 3
	Class 1	Class 2	
Kind of Decision	Those plan decisions that require action.	Those plan decisions that do not require action, but have been identified for implementation.	Those plan decisions that require action only when an activity is initiated externally.
Example of Decision	Prevent unauthorized actions in all WSAs which could impair the suitability of such areas for preservation as wilderness.	Continue to provide for public interpretation of the Pryor Mountain wild horses.	A total of 9,500 acres of forested land will be protected from cutting, except where needed for other resource values or concerns such as watershed, safety, or wildlife.
Procedures to Implement Definition	To identify the procedures and initiate actions to implement plan decisions.	To set priorities for BLM initiated actions identified for implementation in the plan and identify procedures necessary for implementation.	To anticipate and respond to externally initiated actions in order to remain in conformance with the plan decisions.
Example of Implementation Procedures	Patrol periodically. Sign boundaries.	Continue to coordinate efforts for wild horse interpretation with the NPS and FS. Place six boundary or roadside interpretive signs in the PMWHR.	When an action is proposed: 1. Determine conformance with plan 2. Attach stipulations 3. Assure compliance.
Operational Implications Definition	Actual management and administrative actions needed to implement the decisions as budget allows.	Actual management and administrative actions needed to implement the decisions as budget allows.	Actual management and administrative actions needed to respond to externally initiated proposals.
Examples of Operational Implications	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.*

* Although most of these actions occur unanticipated, some can be programmed for from past experiences such as Oil and Gas APDs.

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Examples of Decisions, Implementation Procedures, and Operational Implications

	BLM Initiated			Externally Initiated Class 3
	Class 1	Class 2	Class 3	
Kind of Decision	Those plan decisions that require action.	Those plan decisions that do not require action, but have been identified for implementation.	Those plan decisions that require action only when an activity is initiated externally.	
Example of Decision	Three areas containing 6,000 acres are designated as ACECs.	Install instream drop structures in eight streams to decrease sedimentation and improve water quality.	Seventy thousand acres will be considered "sensitive" to oil and gas leasing.	
Procedures to Implement Definition	To identify the procedures and initiate actions to implement plan decisions.	To set priorities for BLM initiated actions identified for implementation in the plan and identify procedures necessary for implementation.	To anticipate and respond to externally initiated actions in order to remain in conformance with the plan decisions.	
Example of Implementation Procedures	Based on FLPMA Section 102(a)(11) 1. Prioritize area for development of management plans 2. Prepare 3. Implement.	Prioritize the watershed projects. Prepare site specific EAs. Develop.	When lease application is received at State Office: 1. Route application to Resource Area 2. Resource Area will determine conformance 3. Attach appropriate stipulations 4. Assure compliance.	
Operational Implications Definition	Actual management and administrative actions needed to implement the decisions as budget allows.	Actual management and administrative actions needed to implement the decisions as budget allows.	Actual management and administrative actions needed to respond to externally initiated proposals.	
Examples of Operational Implications	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.	Budget, PIPRs, support, etc.*	

* Although most of these actions occur unanticipated, some can be programmed for from past experiences such as Oil and Gas APDs.

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Example of Plan Implementation Monitoring, and Evaluation Worksheet

(Program Element)

Plan Name _____ Resource Area _____ Decision or Page No. _____ of Land Use Plan _____

Plan Decision Class _____ Category _____ Priority _____						
Procedures to Implement		Personnel(W/M) Estimate _____ Change 1 _____ Change 2 _____	Support Needs	Procurement	Contract	Additional Total Dollars
Monitoring Requirements						

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Example of Plan Implementation Monitoring, and Evaluation Worksheet

Program Leader: _____

Area Manager: _____

Date Implemented: _____

Reference to LUP Decision(s): _____

Monitoring Expectations/Objectives: _____

Monitoring Results: _____

Further Monitoring Recommendations: _____

Evaluation: _____

- | | | | |
|--------------------------|-----------------------------|--------------------------|-----------------|
| | Objective | | Plan/Decision |
| <input type="checkbox"/> | Has been met | <input type="checkbox"/> | Needs Revision |
| <input type="checkbox"/> | Has not been met | <input type="checkbox"/> | Needs Amendment |
| <input type="checkbox"/> | Requires further monitoring | <input type="checkbox"/> | Maintain |

_____ Date	_____ Area Manager	_____ Date	_____ District Manager
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Example of Plan Maintenance Log

Plan Name	Resource Area	Change Number	Date	Page No.	Program	Changed By	Change	Rationale
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Example of Plan Amendment Worksheet

Plan Name _____ Resource Area _____

Type Amendment (Category 1, 2, 3) _____ Chapter _____ Page _____

DECISION CHANGED:

CHANGE:

RATIONALE FOR CHANGE:

Program Leader _____ Date _____

Area Manager _____ Date _____

District Manager _____ Date _____