

Independent Special Recreation Permit Audit Schedule and Audit Process

The Bureau of Land Management's (BLM), Department of the Interior Strategic Performance Target is to "provide for and receive fair value in recreation." Conducting periodic independent audits (recommended every 5 years) of the commercial Special Recreation Permit (SRP) program is critical to ensure the BLM is meeting this goal. Periodic audits will help the BLM assure a fair, equitable, and consistent business environment for permittees, will assure that the American public receives fair market value from the commercial use of its public land, and will help the BLM determine if the Recreation Permit and Fee Handbook guidance is being applied appropriately.

The following is the BLM Independent SRP Audit Schedule and Audit Process for the years 2009 - 2014.

Independent SRP Audit Schedule	
Audit Fiscal Year (to be completed)	Audit States
2009	NM, ID
2010	WY, CA
2011	OR, ES
2012	NV, MT
2013	UT, CO
2014	AK, AZ

Bureau of Land Management (BLM) Independent SRP Audit Process

Audit Step	Timeline	Audit Step Description
Step 1: Contact National Fee Program Manager	Oct	The State Recreation Leads will contact the National Fee Program Manager to go over the auditing process.
Step 2: Contact Contracting Officer	Oct	The State Recreation Leads will contact the Contracting Officer with the Sub-activities that will be used to fund the audit. It is appropriate to spend Recreation Fee collections (1232) for this audit.
Step 3: Determine Audit Timeframe	Oct	Before working with the contractor, State Recreation Leads consider: timeframe during which audit will be conducted, use season targeted for audit, and develop a draft timeline/milestones document.
Step 4: Schedule Meeting with Contractor	Nov	Work with Tronconi Segarra & Associates, LLP to initiate contract and finalize audit timeline/process.
Step 5: Management Briefing	Dec	Notify Field Office (FO) and State Office (SO) management of audit through Deputy State Director or state management team briefing and formally notify FOs of audit through State Instruction Memorandum.
Step 6: Public Notification	Dec	Notify the general public, all permittees (for the audited use season), state licensing board and all outfitter/guide associations that BLM is conducting an audit in your state. This can be done through letters, newspapers, posting, etc. (Permittees should be contacted in writing.)
Step 7: Auditor Contacts Permittees	Jan	Auditor will contact each permittee, requesting information about their permit, their business and accounting practices, and copies of specific permit files. Auditor will provide due date for receipt of this information.
Step 8: Auditor Contacts FO	Jan	Auditor will contact each FO to request copies of permit files and will provide a due date for receipt of this information.
Step 9: State Lead Contact State Licensing Board	Jan	State Recreation Leads will request any use or compliance data for each permit from the state licensing board, state the purpose of the request and that the information will be shared with the auditor.
Step 10: Auditors Research Permittee Files	Jan-March	After receipt of BLM FO permit files and permittee information, auditor will begin audit for each permit. If BLM permit files or permittee files are incomplete, the auditor will contact the respective party to obtain remaining files. If the permittee is unable/unwilling to provide files, the auditor will contact the BLM Special Recreation Permit (SRP) audit project manager for assistance.
Step 11: Exit Interview	April	The auditor will schedule field visits with the administering FOs and permittees to perform an exit conference. BLM (FO and the SRP audit project manager) and the permittee should participate in the exit conference with the auditor. The conference may be in person or via telephone depending on permittee availability and location of the permittee.
Step 12: Draft Report	May	Auditor will send a draft audit report for each permit audited to BLM for review. State Recreation Leads should coordinate with administering field office on BLM comments on draft report and provide comments back to auditor. Auditor will incorporate any BLM comments and will finalize reports.
Step 13: Final Report and Management Briefing	June	Final reports for specific permits and general report will be sent to State Recreation Lead. Develop briefing for management summarizing audit findings. Present findings to management team, asking for their support in resolution of identified SRP program issues.
Step 14: Distribution of Final Report	June	Distribute copies of individual permit reports and general report to field offices with transmittal explaining general findings of audit and next steps in resolution of audit.

Step 15: Develop Action Plan	July	Develop Action Plan with assistance of FOs. Present draft Action Plan to management. Finalize Action Plan and send to field under an IM.
Step 16: External Communication	Aug	Send to each participating permittee and state licensing board in audit a certified letter stating that the audit has concluded, thanking them for their time, emphasizing BLM's commitment to the SRP program and fair value/fair return. Include individual permit report, general report, and action plan (which includes rectification measures).
Step 17: Implement Action Plan	Aug	Implementation of the action plan and elevate implementation.