

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
COLORADO STATE OFFICE  
2850 YOUNGFIELD STREET  
LAKEWOOD, COLORADO 80215-7079**

February 22, 2000

In Reply Refer To:  
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EMS Transmission 02/22/2000  
Instruction Memorandum No. CO-2000-017  
Expires: 09/30/2000

To: All Field Office Managers

From: Deputy State Director, Resource Services

Subject: Wild Horse and Burro Compliance Requirements

Several months ago, as per instruction memorandum CO-99-029, each field office identified a point of contact for the Wild Horse and Burro (WH&B) program. This memorandum serves to further refine the process for conducting and reporting compliance inspections.

There are basically three requirements for completing compliance as follows:

1. **Mandatory Phone Calls:** We are required to contact every adopter within six months of adoption to inquire about their animal(s). A physical inspection may be performed in lieu of a phone call. Each quarter, the Colorado State Office will send the field offices a report of animals adopted within the quarter. It will be the responsibility of the field office to determine which adopters are within their jurisdiction and make the appropriate contact. Phone calls are not a reportable workload measure.
- 2) **Random List of Adopters:** Each year, the Washington Office selects a random list of adopters within each state for which a physical compliance inspection is mandatory. The Colorado State Office will send this list to the field offices within the first quarter, so that field offices can conduct the inspections in their area of jurisdiction. It is likely that some offices will not have any mandatory inspections. Physical compliance inspections are a reportable workload measure and are tallied by the number of animals. If an adopter has four animals, and they are all checked, this counts for four units.

3) Compliance Inspections: The annual work plan identifies the total number of compliance inspections to be completed for each state. Each field office will have responsibility for completing a portion of these so that we meet our statewide target. This number would include any mandatory inspections identified above.

Upon completion of phone calls or physical inspections, copies of all forms should be forwarded within 30 days to the Colorado WH&B Program Leader for entry into the information system.

Any problems with animals or facilities should be reported to the Field Office Manager and the WH&B Program Leader immediately, so that corrective action can be taken and title eligibility can be temporarily suspended. It is the responsibility of each Field Office to update the Management Information System as workload measures are completed. half day training session will be scheduled in conjunction with our annual WH&B coordination meeting. This session will be held on the western slope in April. Representatives from field offices that have not attended prior training are encouraged to attend.

Field Offices will be notified of the training date in the near future. In the meantime, several lists will be sent that identify: 1) animals adopted this fiscal year through December 31, 1999; 2) animals overdue for a title more than two months; and 3) mandatory compliance inspections for this fiscal year. These are typical of the lists that will be sent on a quarterly basis.

If you have any questions or would like to discuss ways of achieving the requirements, please contact Fran Ackley at 719-269-8511.

Signed by  
Frank Salwerowicz  
Deputy State Director,  
Resource Services

Authenticated by  
Don Snow  
EMS Operator