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Reply Refer To: 2400 (FS)/5400 (BLM)(WO-270) P

Date: AUG 04 2003

EMS TRANSMISSION

FS-Memorandum

BLM-Instruction Memorandum No. IM-2003-

To: Forest Service Regional Foresters and
Bureau of Land Management State Directors

Subject: Multi Agency Permit

In the spirit of customer service and the approach of landscape management the Forest Service and the Bureau of Land Management have formed a partnership to develop a single permit form for use by either Agency to sell special forest products. The intent is to improve customer service, while improving administrative efficiency. The new permit, Form FS-2400-1/BLM 5450-24 (see attached) will be used for the sale of firewood, greenery, mushrooms, and other special forest products. Statements in "General Conditions" cannot be edited. Additional conditions can be added in "Other Conditions" only. The Bureau of Land Management Form 5450-5 will continue to be used for sales of small amounts of raw timber (up to $2,499) and mineral material (up to $999).

This is a permit and may not to be used as a contract for Forest Service sales. For sales from lands administered by the Bureau of Land Management, this form is called a permit and is considered synonymous with a contract. Specific instructions for permit use within each Agency are attached. Some general conditions for the permits use include:

- Permit use – When there are special protection needs for aquatic resources, heritage resources, threatened and endangered species habitat, or significant resource protection measures, do not use this permit. Other resource considerations, such as soil and water conservation, cultural resource protection, and fish and wildlife concerns should be considered in developing the permit areas and in administration of the permit.
- Dollar values – For the Bureau of Land Management the maximum is $2,499. For the Forest Service the maximum permit value is $300, excluding associated charges.
- Accountability – Theft prevention and law enforcement involvement must be considered. Good documentation for the public, such as maps and load tags, will help alleviate trespass.
- Vendor sales – This permit may be used by vendors for either multi agency or non-multi agency sales.
- Debarment – Debarment does not apply when the permit is sold by the Forest Service or a Forest Service vendor, since Forest Service debarment regulations do not apply to permits. The Bureau of Land Management can add to "Other Conditions" a statement on debarment for permit

violations. This statement would be used only for Bureau of Land Management permit sales and not added for multi agency sales.

- Reporting – This permit will be reported using the Forest Service Timber Information Manager (TIM) process and the Bureau of Land Management's Collection Billing System (CBS) and Timber Sale Information System (TSIS) processes. For target accomplishment each Agency will take credit for the volume that they sold.

This permit may be used to sell products from both the National Forest System and lands administered by the Bureau of Land Management under Service First with the following conditions:

- All permittees must be US citizens for any timber products sold that can be converted to board or cubic feet, (i.e., firewood, post and poles, etc). Any non convertibles products sold, (i.e., boughs, Christmas trees, greenery, etc), can be sold to non US citizens. The value must not exceed $300, the minimum age for permittee must be 21, and permit violators will not be debarred.

- An Interagency Agreement must be completed between the Forest Supervisor and District Manager (see attached example, reviewed by the special forest products team and regional contracting officer).

- Harvesting should take place either from areas that have been reviewed, or from areas where concerns for other resource considerations, such as soil and water conservation, cultural resource protection, and fish and wildlife concerns, are non-existent.

- Multi agency permit fiscal accounting – There should be a clear understanding of how the cash will be distributed to each Agency. Receipts that each Agency receives must be distributed in proportion to the estimated harvest on each Agency's lands. Document the basis for receipt distribution. Each Agency would retain collected receipts and no transfer of funds between Agencies would be necessary.

It is the intent that when we share common boundaries and conditions for special forest products that we increase government efficiency and promote good land stewardship. This Form is part of that effort. Please consult your special forest products program manager with any questions. We also welcome any ideas or comments to help improve this process.

Kathleen B. Clarke
Director, Bureau of Land Management

Date: July 24, 2003

Dale N. Bosworth
Chief, Forest Service

Date: Aug 4, 2003