



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release	1-1529
Date	5/2/88

Subject

1113 - OFFICIAL USE OF HORSES

1. Explanation of Material Transmitted: This release transmits the increase in the Daily Expense Allowance and the Government Liability for Bureau Employee-owned horses.
2. Reports Required: None.
3. Materials Superseded: Manual pages superseded by this release are listed under "REMOVE" below. Instruction Memorandum 88-305 is also superseded. No other directives are superseded.
4. Filing Instructions: File as directed below.

REMOVE: File as directed below.

.1 (Rel. 1-897)
.2 (Rel. 1-1076)
Illustration 1 (Rel. 1-897)

INSERT:

.1
.2
Illustration 1

(Total: 3 Sheets)

(Total: 3 Sheets)

Assistant Director, Management Services

.1 Sources of Obtaining Horses.

.11 Rental or Loan from Commercial or Private Sources. Use Agreement for Rental or Loan of Animals, Form 1510-44, and issue a purchase order, or pay from imprest fund for commercial rental or loan horses. Negotiate an equitable daily fee which covers all expenses, including depreciation, risk of loss, etc. (See BLM 1511, Illustration 27.)

.12 Use of Employee-Owned Horses.

A. Provisions of 43 U.S.C. 3150-2. "The Secretary of the Interior may require field employees of the Bureau of Land Management to furnish horses and miscellaneous equipment necessary for the performance of their official work and may provide at Government expense forage, care, and housing for such animals and equipment." This requirement is not used as a "condition of hire," nor is an employee expected to buy a horse for performance of the work. If an employee owns a horse and wishes to use it for official work, authorization may be granted if it is in the Government's best interests. Such use may be authorized, for example, for safety and efficiency, or because commercial rental horses capable or trained to do what is required, are not available.

B. Bureau Authorization. The Bureau is authorized by 43 U.S.C. 3150-2 to pay employee expenses incurred for forage, care and housing of a horse, including equipment (saddle, bridle, blankets, etc.) while it is actually used in connection with official duties. The statute does not permit payment of a fee for "hire" of the animal, nor does it authorize allowances for depreciation, insurance, or other costs.

C. Daily Expense Allowance. To avoid extensive paperwork in processing claims for reimbursement of allowable expenses and to establish uniformity across State lines, the Bureau has established a fixed daily rate of \$7.00. This rate represents the normal daily cost of forage, care, and housing of a horse and required gear when used under field conditions. This rate will be the basis for reimbursement for each day an employee's horse is used for official work, and will be paid to the employee when the horse is maintained by the employee. If the horse is maintained by the Government; i.e., in Government-furnished pasture or corrals or other facilities, including care and forage, then no reimbursement will be made for its use. The WO will periodically review and adjust the daily expense rate as necessary.

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→ D. Authorization Form. The Horse Use Authorization Form 1113-1 is used for authorizing the use of employee-owned horses for official Bureau field activities. The authorization form must indicate the maximum number of days the horse is requested for official work and must be approved by the SD or DM. (See Illustration 1.) All authorizations are to be reviewed at least once every 6 months to determine whether the authorization should be revised, revoked or extended, whichever is appropriate. ←

E. Reimbursement of Expenses.

1. Government-Furnished Care, Housing, and Forage. No Government funds shall be expended for care, housing, and forage of an employee-owned horse unless specifically authorized on Form 1113-1. Such expenditures, if authorized, are limited to the purchase of feed and housing (or pasture) for the actual days it is necessary to use the horse(s). When the work assignment is completed, the employee must promptly remove the horse from Government-furnished facilities.

2. Employee-Furnished Care, Housing, and Forage. When Form 1113-1 provides for the employee to furnish forage, care, and housing, the employee records the date the horse is used on official business and submits Claim for Reimbursement for Expenditures on Official Business, Form SF-1164, for approval of the DM (SD, if the horse is the DM's). Submit an SF-1164 monthly for reimbursement from imprest funds.

3. Limitations.

a. Form 1113-1 must specifically include a maximum number of days for which reimbursement will be made under that work authorization. Total employee claims may not exceed the amount determined by multiplying the maximum days authorized by the authorized daily rate.

b. Reimbursement will be made for the use of only one horse per day per employee, regardless of the number of animals taken to the jobsite.

c. When more than one horse is authorized for use and Government-furnished care, forage, and housing is provided, only such additional animals as are determined necessary by the authorizing official may be kept under these conditions. Horses determined excess to the needs of the job should be removed from Government facilities. The Government assumes no liability for loss or damage to excess animals due to any cause.

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.2 Loss, Damage, or Injury.

.21 Employee Injury. An employee injured while using a horse when performing official work is covered by the Federal Employees Compensation Act.

.22 Loss of or Injury to Horse, Loss of or Damage to Gear.

A. Rental or Loan Animal. See terms and conditions on Form 1510-44.

B. Employee-Owned Horse. The Bureau does not pay any type of fee for use of an employee-owned horse (which would normally include profit, depreciation, maintenance, and risk). Instead, the Bureau reimburses the employee at the rate prescribed in .12C, which covers only the daily expenses for use of the animal and gear for official business; or provides the required maintenance and makes no expense reimbursement. A claim for the loss of or injury to the horse and gear, which occurs in connection with performance of official duties, and without fault or negligence of the employee may be submitted in accordance with 451 DM 3.

1. Employee Negligence. Employees are responsible for exercising care and good judgment in the use of their horses. If loss or injury occurs while the horse is used for official duties and the employee is found to have been negligent or has otherwise acted improperly, the employee is solely responsible.

2. Loss by Theft or Straying. Employees are responsible for taking all reasonable precautions against losses by theft or straying. If a horse is stolen or strays while maintenance is being provided by the Government, as set forth on Form 1113-1, and it is determined that the loss is due to no fault, negligence, or other misconduct on the part of the owner, a claim may be submitted in accordance with 451 DM 3. If the employee (owner) is responsible for maintaining the horse, as provided on Form 1113-1, the employee is responsible for such loss, regardless of the cause.

C. Liability - Filing Claim. At the time of issuance, all authorizations or agreements for use of horses must contain a statement of the estimated market value of the horse. The maximum amount for which the Government is liable for loss or damage is \$1,000.00 for a horse and \$400.00 for tack or gear. Claims for injury or damage must be accompanied by paid bills or receipts and will be reduced by the amount recoverable from insurance, if any. If the animal is lost or stolen and is later recovered, any amounts paid as the result of a claim having been filed must be promptly refunded to the Government.

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Horse Use Authorization

Form 1113-1
(March 1974)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Date

3/12/88

HORSE USE AUTHORIZATION

TO: (Employee's name)

James E. Homes

Title

Range Aid

1. *Work Requirements* - The programs described herein require use of a horse. Use of your own horse is authorized subject to BLM Manual section 1113, and the conditions of this authorization.

Management of wild horses on Pryor Mountain Range.

2. *Period of Use* - From 3/15/88 To 6/30/88
Maximum number of days for which reimbursement will be made 78

3. *Care, Forage, and Housing*

- Government-furnished, no reimbursement allowed
- Employee-furnished, reimbursement allowed \$ 7.00

4. Fair Market Value as of Date of Authorization \$350.00

5. Give description of horse

Roan Gelding, 15 1/2 hands high, white blaze on chest

Brand - Circle K Bar

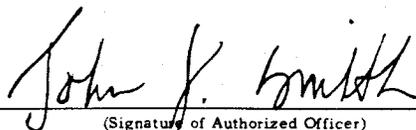
6. REIMBURSEMENT

(a) **LIMITATIONS** - Reimbursement, if authorized in Item 3 will be made for use of only one horse per day, regardless of number of animals taken to jobsite. No special or separate reimbursement will be made for tack and gear required in connection with use of an employee-owned horse. Costs for use of such equipment are included in rate specified in Item 3 above.

(b) **SUBMISSION OF CLAIMS FOR REIMBURSEMENT** - Requests for reimbursement shall be made at least once each month during periods of use on Form

SF-1164, *Claim for Reimbursement for Expenditures on Official Business*, and must be approved by the District Manager or by the State Director, if the claim is by the District Manager. The payment will be made from the District imprest fund, and shall be full compensation for all expenses incurred under this authorization at the time claim is filed.

7. **LOSS OR INJURY** - Responsibility for loss or injury will be determined in accordance with BLM Manual section 1113.


(Signature of Authorized Officer)

3/12/88
(Date)

EMPLOYEE'S COPY

DSC (D-800) COPY

DISTRICT COPY