



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. WY-2013-040  
Expires: 9/30/2014

To: District Managers

From: Deputy State Director, Division of Minerals and Lands

Subject: Wyoming Coal Lease-by-Application (LBA) Processing Responsibilities

**Program Area:** Coal Leasing Program

**Purpose:** The purpose of this instructional memorandum (IM) is to summarize the steps and identify responsibilities for processing Federal coal LBAs filed in Wyoming.

**Policy/Action:** The Wyoming Coal LBA procedure is intended to be followed by all Bureau of Land Management (BLM) Wyoming employees when processing a Federal coal tract LBA in Wyoming. The objective of this policy is to ensure consistency, efficiency, and thoroughness in processing coal LBAs.

**Timeframe:** This IM is effective upon receipt and will remain in effect until further notice.

**Budget Impact:** None

**Background:** Since 2005, the BLM Wyoming coal program has processed numerous LBAs. During that time, the management structure of BLM Wyoming changed from a 2-Tier to a 3-Tier structure, shifting responsibilities for many processing steps, including environmental approvals, from the State Office to the District and/or Field Office levels. In addition, the coal program staff has prepared responses to numerous legal challenges and Freedom of Information Act requests.

In late 2011, Wyoming coal program staff working in the Powder River Coal Region met to discuss the BLM leasing process during the previous six year period. As a result of this meeting, changes in delegation of authority, and other recent experiences; the BLM Wyoming coal program is implementing changes and clarifications to the LBA processing procedure.

The processing of LBAs can be divided into eight steps;

1. Review and Adjudicate Application,
2. Powder River Regional Coal Team Review (only for LBAs in the Powder River Coal Region),

3. Establish an LBA Team, Establish a Cost Recovery Account, and Determine a Study Area,
4. Prepare the National Environmental Policy Act document,
5. Develop Tract Delineation,
6. Determine Fair Market Value and Maximum Economic Recovery,
7. Offer the Tract for Lease Sale, and
8. Lease Issuance.

A general summary of the steps for a LBA process for Wyoming is presented in Attachment 1. Included is an identification of the BLM Wyoming office with lead responsibility for each step of the process. Also addressed are the major interactions of other BLM offices with the lead office.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This process was developed in coordination with BLM Wyoming staff from the State Office, High Plains District Office, and High Desert District Office, Rock Springs Field Office, Kemmerer Field Office, and Rawlins Field Office.

**Contact:** All questions regarding this memorandum should be directed to Brenda Vosika Neuman, 307-775-6179 or Kathy Muller Ogle, 307-775-6206.

Signed by:  
Larry Claypool  
Deputy State Director,  
Minerals and Lands

Authenticated by:  
Sherry Dixon  
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1 Attachment

1 – Major Steps and Associated Responsibilities for Federal Coal Lease by Applications in Wyoming (8 pp)

Distribution

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