

Communication Strategies between Permittees and Federal Agencies

Wyoming Department of
Agriculture Staff

Best Management Practices for Updating Agency Files



Your files at home



- keep the list updated
- review your file with your range specialist
- make copies of documents for your agency files

Keeping your agency file updated



Communication



What should be in your file?

- Past NEPA Analysis and Decisions
- Allotment Information
- Annual Operating Plans
- Billing Information
- History
- Unauthorized Use
- Range Improvements
- Monitoring plans
- Monitoring data
- Climatic records
- All letters/correspondence concerning the allotment
- Appropriate livestock records
- Drought contingency plans
- History of allotment

Sample Permittee Letter

Sample Permittee/Lessee Letter Requesting Acceptance of Monitoring Data

Date

From: Landowner
1010 Green Grass Road
Fat Cow, Wyoming 82228

To: BLM/USFS/OSLI
Attn: Mr./Ms. Range Conservationist
1010 Federal Ave.
Somewhere, WY 82828

Dear Mr./Ms. Range Con:

I would request that the enclosed rangeland monitoring data collected for the Happy Grass Allotment be accepted by your agency and placed in my file. This data was collected on month/day/year by _____ (name all persons present at data collection).

Please confirm with a letter that the data has been included in the _____ (agency name) official record and place a copy of the letter in my file also. If the data is not accepted, please return the data to me and provide a written explanation of the reasons for rejection.

Sincerely,

Landowner, Happy Grass Allotment

Enclosure: Rangeland Monitoring Data

Resources to assist with communication

- Wyoming Agriculture & Natural Resources Mediation Program
- (307) 777-8788 or email

lucy.pauley@wyo.gov