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H-4760-1 - CONDUCTING COMPLIANCE CHECKS FOR BLM'S WILD HORSE  
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# CONDUCTING COMPLIANCE CHECKS FOR BLM'S WILD HORSE AND BURRO ADOPTION PROGRAM



BLM Manual Handbook 4760-1



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# **CONDUCTING COMPLIANCE CHECKS FOR BLM'S WILD HORSE AND BURRO ADOPTION PROGRAM**

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BLM Manual Handbook 4760-1

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# CHAPTER I - INTRODUCTION

## A. Purpose.

The Bureau of Land Management (BLM) is charged with ensuring that adopted wild horses and burros receive proper care and are treated humanely by their adopters. This handbook provides detailed procedures for ensuring that adopters comply with the requirements of BLM's wild horse and burro adoption program. Through the compliance portion of the program, the BLM maintains contact with adopters and performs inspections to check on the welfare of untitled adopted animals. BLM's compliance procedures emphasize assistance

and education of adopters; however, aggressive action will be taken when fraud or animal abuse is involved.

## B. Organization.

The remainder of this handbook is divided into four chapters. Chapter II outlines compliance requirements. Chapter III contains general information about BLM compliance checks. Chapter IV provides detailed information about how to conduct a compliance inspection. Chapter V contains guidance on pursuing further actions and correcting violations.



# CHAPTER II - COMPLIANCE REQUIREMENTS

## A. Adopter's Responsibilities.

According to law, regulation, and BLM policy, anyone who adopts a wild horse or burro must comply with certain requirements pertaining to the care of the adopted animal. Adopters who successfully comply with all of these requirements are eligible to receive title to their adopted animal after 12 months.

**1. Adequate Facilities.** Anyone wishing to adopt a wild horse or burro must fill out an application for adoption. On the application, the adopter must provide information about the facility where they will keep their adopted animal. The information includes details about corral size; fence height; shelter size and height; construction materials used for the corral, fence, and shelter; availability of food and water; and number of horses to be kept at the facility.

**2. Humane Care.** When a wild horse or burro is adopted, the adopter signs a contract with BLM, known as a Private Maintenance and Care Agreement (PMACA), which contains specific terms of adoption and prohibited acts pertaining to the care of adopted wild horses and burros. Adopters are required by the terms and conditions of the PMACA, as well as by law and regulation, to provide humane care for their adopted wild horses and burros. They are also

prohibited from commercially exploiting adopted wild horses and burros.

## 3. Notification of Changes in

**Status.** Adopters must notify BLM whenever any changes occur to the information on the PMACA.

### a. Adopter Change of Address.

Adopters must ensure that BLM has current address information.

### b. Transfer of Adopted Animals to a

**Different Location.** Adopters must notify BLM and obtain approval prior to transferring an adopted animal to another location.

**c. Escape of an Adopted Animal.** An adopter must notify BLM of the escape of an adopted animal and provide the animal's freemark number, date of escape, location where the animal was maintained, and any actions taken by the adopter (e.g., attempts to locate or recapture the animal or notification of local sheriff or humane official).

**d. Theft of an Adopted Animal.** An adopter must notify BLM of the theft of an adopted animal, as well as report the theft to the appropriate local law enforcement officials, providing them with the freemark number and details of the theft.

**e. Death of an Adopted Animal.** An adopter must notify BLM of the death of an adopted animal within 7 days of the discovery of death. The adopter must provide the estimated date of death, apparent cause of death, and method of carcass disposal.

## **B. BLM's Responsibilities.**

Until title is passed to the adopter, BLM is responsible for ensuring that the

adopter is meeting the requirements specified by law, regulation, and the terms and conditions of the PMACA. BLM's compliance goals are to ensure that untitled adopted wild horses and burros receive humane care and treatment, to help adopters be successful in caring for their adopted animals, and to take appropriate action against individuals who violate laws or regulations pertaining to adopted wild horses and burros.

# CHAPTER III - BLM COMPLIANCE CHECKS

## A. What is a Compliance Check?

BLM helps ensure the well-being of untitled adopted animals by conducting compliance checks, which may consist of either phone calls or site visits to physically inspect the adopted animals and the facilities where they are kept.

## B. Who May Conduct Compliance Checks?

Individuals who conduct compliance inspections must be knowledgeable about general animal husbandry practices; care, treatment, and facilities necessary for properly maintaining a wild horse or burro; interpretation of the angle system used in freeze marking; identification of horses and burros by physical markings and use of the signalment key; terms of the PMACA; courses of action available to remedy problems; rudimentary investigative techniques, including preservation of evidence; and adoption and titling procedures. This knowledge may be acquired by education, experience, Bureau-approved training, or a combination of these.

**1. BLM Authorized Officers.** Any BLM employee who has the required knowledge and has been delegated the proper authority may conduct compliance checks.

**2. Volunteers.** Knowledgeable volunteers are a valuable asset in meeting compliance goals for the Bureau and ensuring that animals are being cared for properly. For BLM Field Offices responsible for large geographic areas, volunteers can save considerable time and expense by conducting compliance checks in their State or community and reporting findings to the authorized officer. Since any compliance visit has the potential to be confrontational and information obtained may be used for evidence, volunteers must be adequately trained by BLM. It should be stressed that BLM has the final say in a decision of whether or not an adopter is in compliance, and any violations discovered by volunteers must be verified by an authorized officer of BLM. Since volunteers are considered BLM employees when engaged in authorized compliance activities, the same codes of conduct with regard to public service, safety, and conduct must be followed. Refer to BLM Manual 1114 for more information about volunteers.

**a. Training.** To be certified to conduct compliance inspections, volunteers must meet the same requirements as set forth in section B above. While members of animal protection groups provide a good source of volunteers, the authorized officer must ensure that all volunteers are thoroughly aware of BLM regulations pertaining to the adoption of wild horses and burros and the terms of the PMACA.

**b. Compliance Inspector Certification.**

A volunteer must be certified in writing by the BLM authorized officer to conduct compliance activities. When the authorized officer determines that a volunteer is qualified and has received adequate training, a letter acknowledging this should be sent to the volunteer and kept as part of the official volunteer file.

**c. Identification.** After a volunteer is certified by the authorized officer to engage in compliance activities, an identification card is issued. This card identifies the volunteer and the authorized officer, provides emergency information, and specifies the volunteer's period of duty (Illustration 1).

**d. Supervision.** Volunteers operate under the direction of the authorized officer at all times. The authorized officer and volunteer coordinator are responsible for forwarding the necessary information to volunteers and assigning compliance duties.

**e. Volunteer Agreement.** Volunteers must be authorized to conduct compliance activities through BLM Form 1114-4, Individual Volunteer Services Agreement (Illustration 2). The agreement should state the specific duties and should have a termination date.

**f. Restrictions on Volunteer Duties.**

There are certain activities in which volunteers cannot become involved. Under no circumstances are volunteers to be put in dangerous situations.

(1) Notifying Adopters. Volunteers shall not be used to conduct

unannounced compliance inspections. Furthermore, if resistance is encountered while making arrangements for the inspection, the volunteer must inform the authorized officer so that a BLM employee can proceed with the inspection. In the event that the adopter cannot be present, the volunteer must be sure to obtain permission from the adopter to enter the premises. Either the volunteer or a BLM employee may obtain permission by calling the adopter.

(2) Inspecting Animals. Since the behavior of an individual animal is not known in advance, volunteers should not assist the adopter in handling the animal while conducting the inspection.

**3. Other Government Agencies and Local Humane**

**Organizations.** Other agencies or organizations having properly trained and experienced personnel may conduct compliance checks on BLM's behalf. However, if any violations of the terms of the PMACA are discovered by personnel from another agency or organization, the violations must be verified by an authorized officer of BLM prior to initiating any enforcement actions. Memorandums of Understanding (MOUs) should be established with such agencies and organizations when it is beneficial to BLM. All compliance MOUs should include provisions for training and written guidance for inspectors.

## C. When Are Compliance Checks Required?

**1. Prior to Adoption.** BLM may inspect an adopter's facility to ensure that it complies with requirements prior to approving an application for adoption. In most cases, an inspection is not required but may be desirable if there are unresolved questions about an applicant's facility. In some circumstances, however, a facility inspection is mandatory prior to approving an application for adoption.

**a. Five or More Animals.** A facility inspection must be performed by an authorized officer, veterinarian, local humane official, or similarly qualified person approved by the authorized officer prior to approval when:

- An individual requests five or more animals
- Five or more wild horses and burros are to be maintained in the same location.

A facility certification (Illustration 3) and an employment statement (Illustration 4) must accompany any application for five or more animals per individual or at one location.

**b. Twenty-Five or More Animals.** A facility inspection must be performed by a BLM authorized officer prior to approving an application when:

- An individual requests 25 or more animals
- Twenty-five or more animals will be maintained at any single location regardless of the number of applicants

## 2. After Adoption and Prior to Transfer of Title.

**a. First-Time Adopters.** BLM contacts all first-time adopters within 6 months of adoption to ensure that their wild horses and burros are receiving proper care. This contact may consist of either a phone call or a site visit to physically inspect the adopted animals and facilities.

**b. Random Inspections.** Although BLM policy does not require a physical inspection of every adopted wild horse and burro, a certain percentage of animals adopted must be randomly inspected on an annual basis. The number of random visits to untitled animals per State shall provide a 95 percent confidence level that all untitled animals adopted within the last 5 years are receiving humane care. The number of inspections changes each year depending on the number of untitled animals in each State.

**c. Mandatory Inspections.** BLM policy does require physical inspections under certain circumstances.

(1) **Twenty-Five or More Untitled Wild Horses or Burros at One Location.** The authorized officer or an individual approved by the authorized officer shall inspect the animals and the facilities at least quarterly and whenever there is a report of inhumane treatment. In addition, inspections must be made as often as necessary to ensure the animals are receiving adequate care during periods when weather conditions may adversely affect the animals' feed, water supply, or adequacy of



shelter, or when there is an outbreak of disease.

(2) Complaint Received. When a complaint of inhumane treatment is received, BLM must conduct an inspection of the animals and the facilities as soon as possible. All complaints will be investigated and information regarding complaints will be documented.

### **3. Priorities for Mandatory Inspections.**

BLM's priorities for conducting mandatory inspections are those circumstances when:

- A complaint is received.
- A previously identified problem requires followup.
- Twenty-five or more animals are at one location or are adopted by one individual.
- Animals adopted less than 5 years ago are eligible for title.
- Between 5 and 24 animals are at one location or are adopted by one individual.
- Random site visits are necessary to meet confidence level requirements.

### **D. How Are Compliance Checks Documented?**

All compliance records, copies of all compliance-related correspondence, and

documentation of death, theft, or escape of adopted animals must be maintained with the PMACAs in BLM's official adopter files. Telephone contacts or attempts to reach adopters should also be documented and placed in the official files. Pertinent information from the adopter files is entered into BLM's Wild Horse and Burro Information System.

PMACAs must be revised any time there is a change to the adoption data, such as when the adopter's name or address changes or the adopted animal is returned or repossessed. The data in the Wild Horse and Burro Information System must be updated within 7 days of revising a PMACA.

### **E. Should Anyone Else Be Involved in Compliance Activities?**

Because of the close relationship between compliance and enforcement activities, coordination between the wild horse and burro program staff and various law enforcement staffs is essential.

**1. Coordination within BLM.** Wild horse and burro program staff should consult with BLM law enforcement personnel in all compliance situations that appear to have the potential for enforcement action and assist in gathering evidence if necessary.

**2. Coordination with Other Government Agencies and Humane Organizations.** BLM State Directors, compliance inspectors, and BLM law enforcement personnel are

encouraged to become acquainted with local law enforcement officials, humane society leaders, State and Federal veterinarians, livestock inspection agents, and local humane laws and ordinances in their areas of jurisdiction. Local officials should be briefed on the wild horse and burro program and the purpose of compliance activities. Local officials are often able to provide useful information concerning adopters in their area.

### ***3. Coordination with the U.S.***

***Attorney's Office.*** The BLM State Director or the Special Agent-in-Charge shall initiate and maintain contact with the U.S. Attorney for their areas of jurisdiction. State Directors having

jurisdiction for more than one State should meet with U.S. Attorneys for the areas where a concentration of adopters are located. The U.S. Attorney should be briefed on the wild horse and burro program, its scope in the area, and previous violations of the Wild Free-Roaming Horses and Burros Act. The number of untitled wild horses and burros and their general distribution should be described. The State Director should stress the importance of the U.S. Attorney's Office in supporting prosecutive actions when warranted. Agreement should be reached concerning which violations may be satisfactorily resolved by administrative remedies rather than prosecutions.



# CHAPTER IV - COMPLIANCE INSPECTION PROCEDURES

## A. Contacting the Adopter.

**1. Making Contact by Phone.** The authorized officer or other qualified person should inquire as to whether the adopter is having any difficulties with their animal, if the animal is still in the location as specified in the PMACA, and if the animal has received veterinarian care such as worming, hoof care, and vaccinations. The phone calls should be made 2 to 6 weeks after the animal is adopted. The caller should be able to provide references for equine services if the adopter inquires. The phone call must be documented on the telephone contact form (Illustration 5) and the results entered into the Wild Horse and Burro Information System. Additional animal-specific questions relating to facility requirements, animal health, condition, veterinarian visits, farrier work, and similar concerns should be documented on an attached sheet (Illustration 6). The authorized officer must review the results of the phone call and determine whether a followup physical inspection is necessary.

**2. Arranging a Physical Inspection.** By signing the PMACA, adopters agree to capture and restrain untitled animals and make them available for identification (freeze mark, signalment key) and determination of physical condition within 7 days of receipt of a written

request. Compliance inspections are generally most productive when an appointment is made in advance. Scheduled appointments minimize wasted time and travel expenses and give adopters an opportunity to assemble any information they may wish to provide at the inspection. In instances where a complaint is received regarding inadequate facilities or care, unannounced visits are appropriate.

Compliance inspectors should explain the purpose of the inspection and what information will be documented when appointments are scheduled. It should be stressed that both the animals and the facilities where they are maintained will be inspected. The adopter must arrange to make each assigned animal available for physical inspection.

If an adopter refuses to allow an inspection of the adopted animal or the facilities, a written notice is sent indicating when the inspection will be conducted. The notice, requiring the adopter to restrain the animals and make them available for inspection, shall be sent with a return receipt. If it appears that problems may be encountered in conducting the inspection, law enforcement personnel should be contacted. If the adopter continues to refuse inspection, repossession of the assigned animal(s) will begin as soon as possible.

## **B. Reviewing the PMACA.**

Prior to an inspection, the authorized officer should review BLM's copy of the PMACA, a copy of the adopter's application to adopt for facility information, and any related correspondence, and check them against information in the Wild Horse and Burro Information System.

## **C. Visiting the Site.**

### ***1. Verification of Information.***

At the beginning of a compliance inspection, the compliance inspector and the adopter should review the PMACA together to verify the accuracy of names and addresses and the description and number of animals assigned. The adopter should be encouraged to ask questions about the terms of the PMACA and the adopted animal's health, care, or training. The inspector should review the titling process and emphasize that the animal cannot be given away or sold without a certificate of title. If the adopter has fulfilled the requirements of the PMACA and the animal is eligible, the title eligibility letter may be signed by the adopter, the inspector, and title may then be issued.

***2. Facilities.*** The adopter's facilities shall be inspected for safety hazards and adequacy of food, water, shelter, sanitation, and fencing. The results of the inspection should be documented on BLM Form 4710-19, Wild Horse and Burro Compliance Record (Illustration 7).

***3. Adopted Animal(s).*** The adopted animal's freeze mark number and signalment key should be verified

and documented on BLM Form 4710-19, Wild Horse and Burro Compliance Record (Illustration 7). The inspector should use the widely accepted Henneke System (Illustration 8) and a body fat worksheet (Illustration 9) when physically inspecting the adopted animal(s). When using the Henneke System, the inspector should keep in mind that the animal(s) will look different from winter to summer, and mares heavy in foal will require more detailed inspections.

***4. Photographs.*** The compliance inspector should photograph or videotape the animal and facilities even when there are no problems. When taking photographs, particular attention must be directed to any deficiencies that are found. Polaroid photographs work well because the animal information can be immediately noted on the photograph.

***5. Results of Inspection.*** Following an inspection, the compliance inspector should discuss the results with the adopter. If problems were identified, they should be documented on BLM Form NM-040-4710-1, Wild Horse and Burro Notice of Noncompliance (Illustration 10) and corrective courses of action should be outlined. One copy of the form should be left with the adopter.

Upon returning to the BLM office, the compliance inspector should ensure that copies of any documentation from the inspection are filed in the adopter's file, and that the information is entered into the Wild Horse and Burro Information System (Illustrations 11 and 12).

# CHAPTER V - CORRECTING VIOLATIONS

## A. Failure to Provide Proper Care.

Compliance inspections may reveal problems requiring administrative or legal action or both by BLM.

### 1. *Administrative Remedies.*

#### a. **Corrective Actions by Adopters.**

If an inspection reveals that an adopted animal is not receiving proper care or is being maintained in unsatisfactory facilities but is not in immediate danger, the authorized officer should require the adopter to take corrective actions. If the inspection was conducted by someone other than the authorized officer, the authorized officer must verify and document any violations and determine if the adopter is willing and able to correct them (Illustration 10). A time limit must be established for the adopter to resolve the problems before a followup inspection is scheduled. The BLM must give the adopter written notice of the problems in person or by certified mail, specifying the required corrective actions and the time limit for resolution. A recommended format for the written notice for corrective action is shown in Illustration 13.

(1) **Required Supervision.** The authorized officer may require an adopter to place the animal under a veterinarian's supervision or initiate

monitoring by a humane society official or a similarly qualified person. This individual will regularly observe the animal and forward a written report on its condition to the authorized officer. The authorized officer must make the determination of when monitoring is no longer necessary.

(2) **Resolution of Problem.** If the problems are resolved, the animal may remain assigned to the adopter. If the problems are not satisfactorily resolved or significant improvement does not occur within the established timeframe, the authorized officer should repossess the animal or the adopter may relinquish responsibility for the animal.

**b. Relinquishment.** An adopter may choose to voluntarily relinquish an animal back to BLM and request that the PMACA be canceled. This may occur when an animal is too difficult to handle or when an adopter cannot comply with an order, term, or condition established by the authorized officer. The authorized officer shall arrange to transfer the animal to another qualified applicant or take possession of the animal at a designated location within 30 days of receipt of written notice by the adopter. The authorized officer must evaluate the circumstances and determine whether future adoptions should be allowed. If the authorized officer determines that future adoptions

should not be allowed, a written decision must be issued and sent to the adopter by certified mail.

**c. Repossession.** An animal may be repossessed if the adopter has been directed to resolve certain problems within a reasonable time and fails to do so. The BLM must repossess an adopted animal immediately if the animal is in imminent danger. If the violation is serious or adopter resistance to repossession is anticipated, the authorized officer should consult with BLM and local law enforcement before taking action.

If the adopter will not voluntarily relinquish the PMACA, the animal must be repossessed. When a repossession occurs, it must be authorized with a full force and effect decision (Illustration 14) accompanied by BLM Form 1842-1, Information on Taking Appeals to the Board of Land Appeals (Illustration 15). The decision may be appealed to the Interior Board of Land Appeals (IBLA) by the adopter within 30 days, but remains in effect pending a decision on the appeal. If a decision is appealed, the matter is under the exclusive authority of IBLA and BLM's authority is not restored until the Board takes action.

The animal may be adopted to another qualified adopter as soon after repossession as its physical condition allows. If the original adopter successfully appeals the decision to repossess an adopted animal and the animal has already been reassigned, the BLM shall allow the original adopter to choose a similar animal as soon as possible.

**d. Placing a Hold in the Official Adopter File.** When violations of the terms of the PMACA are discovered, the type of violation must be noted in the official adopter file and the Wild Horse and Burro Information System must be updated. This action will create a hold on future titling or adoption by that individual until the violation is resolved and the hold action is removed by the BLM Field Office. If an adopter is under investigation but no official action (via decision or citation) has yet been taken, issuance of title and future applications for adoption from these individuals should be denied, although each case may be considered on its merits. For example, failure to notify BLM of a new address is a much less serious offense than inhumane treatment.

**e. Ineligibility List.** When an adopter is determined to have violated the terms of a PMACA, either through administrative or judicial action, his/her name is placed on the ineligibility list in the Wild Horse and Burro Information System. Offices must consult this list when considering applications for adoption to ensure that future applications for these individuals are not approved.

**2. Civil/Criminal Actions.** If evidence of criminal violation of the PMACA is found, the authorized officer shall notify BLM law enforcement personnel. They should review the case and identify any additional documentation that may be required for prosecutive evaluation by the U.S. Attorney. Consultation with the U.S. Attorney's Office may be necessary to determine

if the animal involved should be repossessed. If a citation is warranted, it should be issued prior to repossession or relinquishment of the animal. If the animal is subject to health or safety hazards, it should be repossessed at that time.

The welfare of the animal is the highest priority; law enforcement action can be taken at a later date.

## **B. Failure to Notify BLM.**

As a result of a compliance inspection, the authorized officer may discover that an adopter has failed to notify BLM of a new address or a change in the status of an adopted animal. Upon such a discovery, the authorized officer should obtain pertinent information about the adopter and the adopted animal from the official adopter file and the Wild Horse and Burro Information System and consult with law enforcement officials to determine if further action is required.

### **1. Escape.**

**a. Capture.** The adopter must be instructed to make all reasonable efforts to recapture the animal and inform the authorized officer of the results. If capture attempts by the adopter are unsuccessful and the animal could jeopardize the safety of people or cause extensive property damage, the authorized officer should make arrangements to have the animal captured by BLM personnel.

**b. Destruction.** If the escaped animal appears sick or injured or could create a

dangerous situation and all reasonable capture efforts fail, the authorized officer may authorize humane destruction of the animal in accordance with BLM procedures.

**c. Costs.** All costs incurred by BLM or others to recapture or destroy escaped adopted animals are the responsibility of the adopter.

**2. Theft.** If an adopted animal is stolen, the authorized officer must verify that a report has been filed with local law enforcement officials, and that they in turn have reported the theft and freeze-mark number to the National Crime Information Center in Washington, DC. The authorized officer or law enforcement official should notify all local animal sale operators, brand inspectors, and slaughterhouse operators and provide them with the animal's description and freeze-mark number and a telephone number to call if they should encounter the animal or its remains.

**3. Death.** This information must be placed in the official adopter file and the date of death and other pertinent information entered into the Wild Horse and Burro Information System. The authorized officer may require a written statement from a veterinarian or other qualified individual describing the apparent cause of death. If the circumstances surrounding the animal's death are suspicious, the authorized officer should contact law enforcement officials and conduct an investigation.





# GLOSSARY OF TERMS

**Authorized officer:** Any employee of the Bureau of Land Management to whom the authority to perform the duties described in 43 CFR, Part 4700, has been delegated.

**Commercial exploitation:** Using a wild horse or burro because of its characteristics of wildness for direct or indirect financial gain. Characteristics of wildness include the rebellious and feisty nature of such animals and their defiance of humans as exhibited in their undomesticated and untamed state.

**Compliance:** The adopters' conformance with required standards of care and all terms and conditions of the Private Maintenance and Care Agreement, which requires proper and humane treatment of wild horses and burros in their adopted homes.

**Enforcement:** Steps taken when untitled adopted wild horses and burros are not cared for properly.

**Humane treatment:** Handling compatible with animal husbandry practices accepted in the veterinary community, without causing unnecessary stress or suffering to a wild horse or burro.


**Imminent danger:** any condition that may cause permanent disability or death to an animal.

**Inhumane treatment:** Any intentional or negligent action or failure to act that causes stress, injury, or undue suffering to a wild horse or burro and is not compatible with animal husbandry practices accepted in the veterinary community.

**Private maintenance:** The provision of proper care and humane treatment to wild horses and burros by qualified individuals under the terms and conditions specified in the Private Maintenance and Care Agreement.



# Volunteer Identification Card



Duty Period:

From \_\_\_\_\_, 19\_\_\_\_

to \_\_\_\_\_, 19\_\_\_\_

Duty Location:

\_\_\_\_\_

Volunteer's signature:

\_\_\_\_\_

Issued \_\_\_\_\_, 19\_\_\_\_, by

\_\_\_\_\_

(Signature, name, title of issuing officer for BLM)

In case of emergency related to your Volunteer duties with BLM, contact your Supervisor,

\_\_\_\_\_

at \_\_\_\_\_ or —after duty hours—

at \_\_\_\_\_. If unavailable, contact

\_\_\_\_\_

at \_\_\_\_\_, or —after duty hours—

at \_\_\_\_\_.

**Volunteer Rights and Responsibilities**

**As a Volunteer, you have a right to:**

- Be given suitable assignments—after informed consideration of your preferences, skills, experience and training—and a clear description of your duties.
- Receive training appropriate to your project assignments, and orientation to BLM and its responsibilities.
- Have your time used effectively and efficiently; and receive supportive guidance and supervision, and fair and regular evaluation.
- Be invited to participate as a co-worker and have your suggestions considered by someone who can do something about them.
- Expect that BLM will keep any commitments made to you in your Volunteer Agreement or Project Description.
- Be held accountable for your actions as a Volunteer, and be acknowledged for your contributions and accomplishments.

**As a Volunteer, you have a responsibility to:**

- Be responsible in your offer of service, and keep your agreements with BLM.
- Accept the guidance and decisions of your Supervisor.
- Serve the public well and represent BLM in an appropriate manner.
- Inform your Supervisor if BLM is not keeping any of its commitments to you.
- Work within the bounds of your duties as set forth in your Agreement or Project Description, and advise your Supervisor if you think these should be revised—because of change in your circumstances or for any other reason.



Form 1114-4  
(January 2001)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

1. Agreement Number

**INDIVIDUAL VOLUNTEER SERVICES AGREEMENT**

2a. Name of Volunteer ( <i>print or type</i> )		2b. Social Security Number	2c. Telephone ( <i>include area code</i> )
2d. Address ( <i>include zip code</i> )			2e. Date of Birth
3a. Person to Notify in an Emergency		3b. Relationship to Volunteer	
3c. Address ( <i>include zip code</i> )			3d. Telephone ( <i>include area code</i> ) Home - Work -

4. *Project or Job Description (Brief summary of work to be accomplished. If need be, use item 7 on reverse side or attachment to more fully describe the work and Volunteer's duties):*

BLM Project Supervisor \_\_\_\_\_ Title Position \_\_\_\_\_ Phone \_\_\_\_\_

5. *Agreement by Volunteer:* I offer and agree to volunteer my services without compensation in wages to accomplish the work described above to assist the Bureau of Land Management (BLM), in accord with the following understandings.
- a. I will contribute my services from \_\_\_\_\_ (date) to \_\_\_\_\_ (date), and intend to contribute \_\_\_\_\_ hours per \_\_\_\_\_ (time period).
  - b. Although this volunteer service will not confer on me the status of a Federal employee, while acting within the scope of this Agreement I will be deemed to be as if I were a Federal employee for the purposes of the:
    - (1) Federal Tort Claims Act, which protects a Federal employee from liability for injury or damage to others while the employee is acting within the scope of his or her duties, and
    - (2) Federal Employees Compensation Act, which authorizes compensation for work-related injury.
    - (3) Claims relating to damage to, or loss of, personal property incident to volunteer service in which case the provisions of 31 U.S.C. 3721 shall apply.
    - (4) The protections afforded employees in situations involving assault, resisting, or impeding pursuant to 43 U.S.C. 1737 and 18 U.S.C. 111, and 1114 while engaged in the performance of his/her official duties.
  - c. I am at least 18 years old (*or if I am less than 18, my parent or guardian consents to this Agreement by signature below*).
  - d. I understand the health and physical-condition requirements for doing the work described in item 4 above, and the project location including altitude, and certify that the statement I have checked below is true:
    - I know of no medical condition or physical limitation that may adversely affect my ability to do this work.
    - I do know of a medical condition or physical limitation that may adversely affect my ability to do this work, and I have explained this to \_\_\_\_\_ (name of BLM official).
  - e. It is understood that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services, as specifically contracted for and attached as an addendum hereto, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

(Continued on reverse)

\* U.S. Government Printing Office. 2001-673-001/46001

- f. This volunteer is authorized to wear the BLM uniform while performing official BLM volunteer services. The uniform shall be worn in accordance with Manual Section 1103 available from the local BLM Volunteer Coordinator.
- g. As a Volunteer, I may be required to undergo a background check, provide requested information, and authorize disclosure of information pertaining to myself for this purpose.
- h. Either I or BLM may terminate this Agreement at any time by notifying the other party in writing.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian (if Volunteer is under 18) \_\_\_\_\_ Date \_\_\_\_\_

Name (print or type) \_\_\_\_\_ Relationship to Volunteer \_\_\_\_\_

6. **Agreement by BLM:** The BLM accepts this offer and agrees, while this Agreement is in effect, to:
- a. Deem this Volunteer to be as a Federal employee for purposes of tort-claims protection and compensation for work-related injury.
  - b. Provide or provide for such materials and supplies, equipment, support services, facilities and supervision as are needed to accomplish this project, except as specified in an attachment, marked \_\_\_\_\_. Any special provisions, such as concerning expenses, are set forth in an attachment, marked \_\_\_\_\_.
  - c. Process any claims by the Volunteer for the loss or damage to personal property incident to volunteer service, pursuant to 31 U.S.C. 3721.

Signature of BLM Official \_\_\_\_\_ Name (print or type) \_\_\_\_\_

Title/Position \_\_\_\_\_ Office Location \_\_\_\_\_ Date \_\_\_\_\_

7. Elaboration of Volunteer's duties or modifications or amendments to this agreement.

8. **Completion or Termination:** This agreement was completed/terminated (cross out one) on \_\_\_\_\_ (date).  
Remarks:

Signature of BLM Official \_\_\_\_\_ Signature of Volunteer \_\_\_\_\_

**Authority:** Section 307, Federal Land Policy and Management Act of 1976 (43 U.S.C. 1737), as amended by P.L. 98-540 of 1984 (98 Stat. 2718).

SAMPLE FACILITY CERTIFICATION FOR FIVE OR MORE ANIMALS

1. APPLICANT'S NAME AND ADDRESS:

2. ADDRESS WHERE ANIMALS WILL BE KEPT IF DIFFERENT THAN APPLICANT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FACILITY PHONE: \_\_\_\_\_

3. HOME PHONE: \_\_\_\_\_

4. BUSINESS PHONE: \_\_\_\_\_

5. NUMBER OF ANIMALS REQUESTED: \_\_\_\_\_ Male \_\_\_\_\_ Female, up to \_\_\_\_\_ years in age.

6. SPECIES OF ANIMALS REQUESTED: \_\_\_\_\_ Horses \_\_\_\_\_ Burros

7. DESCRIPTION OF FACILITIES:

a. Corral

Size: \_\_\_\_\_ Fence Height: \_\_\_\_\_

Fencing Materials: \_\_\_\_\_  
\_\_\_\_\_

Drainage: \_\_\_\_\_ Adequate \_\_\_\_\_ Inadequate because: \_\_\_\_\_

b. Pasture

Size: \_\_\_\_\_ Fence Height: \_\_\_\_\_

Fencing Materials: \_\_\_\_\_  
\_\_\_\_\_

c. Shelter

\_\_\_\_\_ 3-sided windbreak \_\_\_\_\_ Box stall \_\_\_\_\_ Other: \_\_\_\_\_

Size: \_\_\_\_\_

Ventilation: \_\_\_\_\_ Adequate \_\_\_\_\_ Inadequate because:

Drainage: \_\_\_\_\_ Adequate \_\_\_\_\_ Inadequate because:



SAMPLE FACILITY CERTIFICATION FOR FIVE OR MORE ANIMALS

d. Water Sources

Container size and shape: \_\_\_\_\_

Provision for refilling: \_\_\_\_\_

e. Pasture Forage/Feed

Describe forage/feed quality and quantity to be fed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. CERTIFICATION:

I, \_\_\_\_\_, am qualified by education, training, and/or experience to assess the adequacy of facilities for maintaining adopted wild horses or burros.

I certify that I have examined the facilities described above and, based on BLM standards, I judge them to be: \_\_\_\_\_ adequate \_\_\_\_\_ inadequate to maintain the number of animals requested.

Inspected by: \_\_\_\_\_  
(signature)

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

WILD HORSE AND/OR BURRO  
ADOPTION APPLICANT EMPLOYMENT STATEMENT

This statement must be signed if you plan to maintain five or more animals in a single location. Please check the box by the appropriate statement and provide the information requested.

I am employed or engaged in a business **other than** a livestock auction house, rodeo, or slaughterhouse.

I am employed or engaged in a livestock auction house, rodeo, or slaughterhouse.  
I am applying to maintain five or more wild horses or burros for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please print your name and address as they appear on your adoption application form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



WILD HORSE AND BURRO ADOPTION/  
COMPLIANCE TELEPHONE CONTACT FORM

DATE/TIME: \_\_\_\_\_ OFFICE CODE: \_\_\_\_\_

ADOPTER NAME: \_\_\_\_\_

ANIMAL FREEZEMARK/ADOPTION DATE:

#1 \_\_\_\_\_ #2 \_\_\_\_\_

#3 \_\_\_\_\_ #4 \_\_\_\_\_

OUTCOME\*: \_\_\_\_\_

- 1. Unable to contact adopter at this number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (hold action)
- 2. Contact made; followup required (inspections or referral).
- 3. Contact made; no followup required (comments).

DATE OF FOLLOWUP APPOINTMENT: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\* Outcome 1 and 2: A hold action must be placed on animals and the adopter. A hold action prevents:

- entry of title date
- readoption of animal
- adoption of other animals by adopter
- generation of title eligibility letters

Outcome 3: Releases a hold (if one is in place).



WILD HORSE AND BURRO COMPLIANCE CHECKLIST  
FOR PHONE CONTACTS

Adopter Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_ Change: Y N

Phones: Home \_\_\_\_\_ Business \_\_\_\_\_ Change: Y N

Freezemark: \_\_\_\_\_ Signalment Key: \_\_\_\_\_

Facility Arrangements: \_\_\_\_\_  
(shelter, fence height)

Opportunity to Work with the Horse/Burro (i.e., haltered, saddled, hauled in trailer, riding):  
\_\_\_\_\_  
\_\_\_\_\_

Health of the Horse/Burro: \_\_\_\_\_

Diseases Since Adoption: \_\_\_\_\_

Injuries Since Adoption: \_\_\_\_\_

Vaccination and Deworming Program: \_\_\_\_\_

Hoof Care: \_\_\_\_\_

Performed By: Vet \_\_\_\_\_ Farrier \_\_\_\_\_

Physical Condition (weight, rib, backbone, coat): \_\_\_\_\_

\_\_\_\_\_

Feed/Water Provided: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conducted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Form 4710-19  
(October 1989)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**WILD HORSE AND BURRO COMPLIANCE RECORD**

ANIMAL IDENTIFICATION INFORMATION

1.	FREEZE MARK NUMBER	SIGNALMENT KEY	2.	FREEZE MARK NUMBER	SIGNALMENT KEY
3.			4.		

ADOPTER INFORMATION

ADOPTER'S LAST NAME FIRST M.I.

STREET ADDRESS OR P.O. BOX

CITY STATE ZIP CODE

HOME PHONE (include area code) BUSINESS PHONE (include area code)

FACILITY OWNER INFORMATION

OWNER'S LAST NAME DAYTIME PHONE (include area code)

FACILITY ADDRESS

CITY STATE ZIP CODE

COMPLIANCE INSPECTION INFORMATION

Complaint Code:  0 - No Complaint 4 - Failure to Notify 8 - Branding  
 1 - Unauthorized Transfer 5 - Failure to Produce 9 - Sale/Commercial Use  
 2 - Unauthorized Destruction 6 - Inhumane Treatment  
 3 - Improper Disposal 7 - Altered Freezemark

Inspection Results: (Use back of the form for recording conditions)

Inspecting Office:  ST  DO Inspection Date:  (mo/day/yr)

Recommended Action: (Check the appropriate action and outline changes on back)

Facility Changes  Animal Care Changes  Follow-up Inspection:  (proposed date)  
 (mo/day/yr)

Inspection Result Code:  1 - No Violation 4 - Returned  
 2 - Violation Corrected 5 - Prosecution Recommended  
 Inspection Result Date:  3 - Repossessed 6 - Ongoing Investigation  
 (mo/day/yr)

INSPECTOR'S SIGNATURE



**FACILITY CONDITIONS:** *(Feed, Water, Shelter, Sanitation, Drainage, & Fencing)*

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**ANIMAL CONDITION:** *(Describe history of vaccinations, worming, hoof trimming, and any signs of neglect, abuse, or injury)*

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Body Fat Rating:\* \_\_\_\_\_ Body Fat Score:\* \_\_\_\_\_

**RECOMMENDED CHANGES:** *(Outline the changes required prior to the next inspection)*

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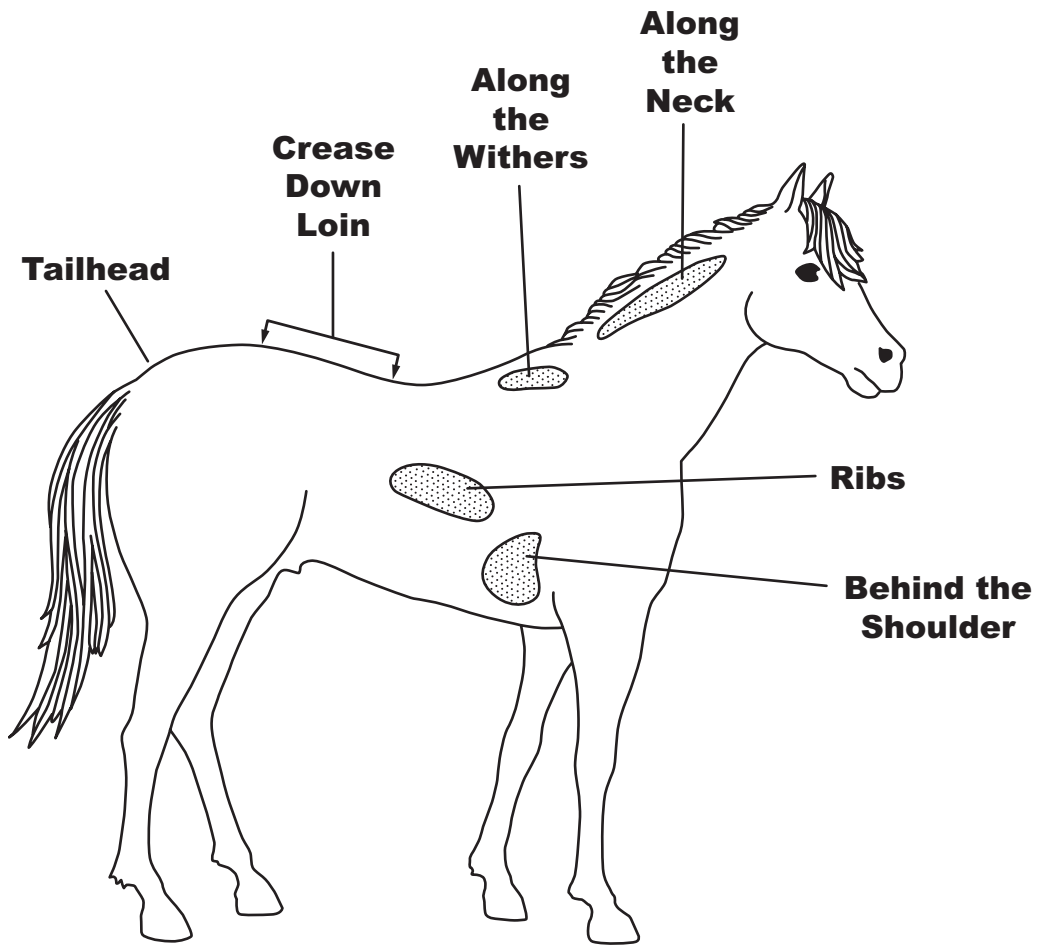
\*Use Wild Horse and Burro Body Fat Rating Worksheet

CONDITION	NECK	WITHERS	LOIN	TAILHEAD	RIBS	SHOULDER
<b>1 POOR</b>	Bone structure easily noticeable	Bone structure easily noticeable	Spinous processes project prominently	Tailhead (pinbones) and hook bones projecting prominently	Ribs projecting prominently	Bone structure easily noticeable
	Animal extremely emaciated; no fatty tissue can be felt					
<b>2 VERY THIN</b>	Faintly discernible	Faintly discernible	Slight fat covering overbase of spinous processes. Transverse processes of lumbar vertebrae feel rounded. Spinous processes prominent.	Tailhead prominent	Ribs prominent	Faintly discernible
	Animal emaciated					
<b>3 THIN</b>	Neck accentuated	Withers accentuated	Fat buildup halfway on spinous processes but easily discernible. Transverse processes cannot be felt.	Tailhead prominent but individual vertebrae cannot be visually identified. Hook bones appear rounded, but still easily discernible. Pin bones not distinguishable.	Slight fat cover over ribs. Ribs easily discernible.	Shoulder accentuated
<b>4 Moderately THIN</b>	Neck not obviously thin	Withers not obviously thin	Negative crease along back	Prominence depends on conformation. Fat can be felt. Hook bones not discernible.	Faint outline discernible	Shoulder not obviously thin
<b>5 MODERATE</b>	Neck blends smoothly into body	Withers rounded over spinous-processes	Back level	Fat around tailhead beginning to feel spongy	Ribs cannot be visually distinguished but can be easily felt	Shoulder blends smoothly into body
<b>6 Moderately FLESHY</b>	Fat beginning to be deposited	Fat beginning to be deposited	May have slight positive crease down back	Fat around tailhead feels soft	Fat over ribs feels spongy	Fat beginning to be deposited
<b>7 FLESHY</b>	Fat deposited along neck	Fat deposited along withers	May have positive crease down back	Fat around tailhead is soft	Individual ribs can be felt, but noticeable fat fills between ribs	Fat deposited behind shoulder
<b>8 FAT</b>	Noticeable thickening of neck	Area along withers filled with fat	Positive crease down back	Tailhead fat very soft	Difficult to feel ribs	Area behind shoulder filled in flush with body
			Fat deposited along inner buttocks			
<b>9 Extremely FAT</b>	Bulging fat	Bulging fat	Obvious positive crease down back	Building fat around tailhead	Patchy fat appearing over ribs	Bulging fat
			Fat along inner buttocks may rub together. Flank filled in flush.			

Hoof Condition:



# The Wild Horse and Burro Body Fat Worksheet





Form NM-040-4710-1  
(October 1998)

<input type="checkbox"/> Certified Mail-Return Receipt Requested
<input type="checkbox"/> Hand Delivered, Received by:

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

Inspection Date

**WILD HORSE & BURRO NOTICE OF NONCOMPLIANCE**

Bureau of Land Management		Adopter Name	
Address		Address	
Telephone		City, State, & Zip Code	
Freeze Mark	Signalment	Freeze Mark	Signalment
Inspector's Name (Please Print)		Inspector's Telephone	

**THE FOLLOWING VIOLATION(S) WAS/WERE FOUND BY BUREAU OF LAND MANAGEMENT INSPECTORS ON THE DATE LISTED ABOVE**

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When violation is corrected, sign this notice and return to above address.

Adopter's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopter Comments \_\_\_\_\_

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**WARNING**

Noncompliance correction and reporting time frames begin upon receipt of this Notice or \_\_\_\_ business days after the date it is mailed, whichever is earlier. Each violation must be corrected within the prescribed time from receipt of this Notice and reported to the Bureau of Land Management office at the address shown above.

Signature of Bureau of Land Management Authorized Officer	Date	Time



ADOPTER INSPECTION FORM

----- Adopter -----  
 Last Name: [ ] First Name: [ ] MI: [ ]  
 Address: [ ]  
 City: [ ] State: [ ] Zip: [ ]  
 Driver Lic.: [ ] State: [ ]  
 Home Phone: [ ] Business Phone: [ ] Eligibility: [ ]

----- Animals at Above Address -----

No.	Freezemark	Signalment	Adoption-Date	Last-Insp-Date	<- Violations ->
1.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
2.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
3.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
4.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
5.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
6.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
7.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
8.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
9.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
10.	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]

----- Inspection Results -----

Office: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Codes:  
 COMP - Complaint  
 FLUP - Followup  
 RAND - Random  
 POLY - Policy  
 OTHR - Other

Inspector Type: \_\_\_\_\_ BLM \_\_\_\_\_ Volunteer \_\_\_\_\_ Other

No.	Freezemark	<- Violations ->	No.	Freezemark	<- Violations ->
1.	[ ]	____;____;____	7.	[ ]	____;____;____
2.	[ ]	____;____;____	8.	[ ]	____;____;____
3.	[ ]	____;____;____	9.	[ ]	____;____;____
4.	[ ]	____;____;____	10.	[ ]	____;____;____
5.	[ ]	____;____;____	11.	[ ]	____;____;____
6.	[ ]	____;____;____	12.	[ ]	____;____;____

Inspection Violation Codes:  
 NV - No Violations/Violation Corrected  
 FN - Failure to Notify BLMFC - Failure to Provide Care  
 FP - Failure to Produce Animal EX - Commercial Exploitation  
 AF - Altering FM/Branding ID - Improper Disposal  
 IT - Inhumane Treatment UD - Unauthorized Destruction  
 IF - Inadequate Facility UT - Unauth. Transfer/Sale

Comments: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX A - HB MENUS/SCREENS/FORMS

5/04/98

ADOPTER INSPECTION FORM

Page x

----- Adopter -----

Last Name: [                    ]      First Name: [                    ]      MI: [   ]  
 Address: [                    ]  
 City: [                    ]      State: [   ]      Zip: [                    ]  
 Driver Lic: [                    ]      State: [   ]  
 Home Phone: [                    ]      Business Phone: [                    ]      Eligibility: [   ]

----- Animals Maintained Elsewhere -----

No.	Freezemark	Signalment	Adoption-Date	Facility Owner Last Name
1.	[                    ]	[                    ]	[                    ]	[                    ]
2.	[                    ]	[                    ]	[                    ]	[                    ]
3.	[                    ]	[                    ]	[                    ]	[                    ]
4.	[                    ]	[                    ]	[                    ]	[                    ]
5.	[                    ]	[                    ]	[                    ]	[                    ]
6.	[                    ]	[                    ]	[                    ]	[                    ]

... more ...

Last Page

FACILITY INSPECTION FORM

----- Facility Owner -----  
 Last Name: [ ]  
 Address: [ ]  
 City: [ ] State: [ ] Zip: [ ]  
 Telephone: [ ]

----- Animals at Above Address -----

No.	Freezemark	Signalment	Adoption Date	Adopter Last Name	Last Insp Date	<- Violations ->
1.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
2.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
3.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
4.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
5.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
6.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
7.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
8.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
9.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]
10.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ] [ ] [ ]

----- Inspection Results -----

Office: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Codes:  
 COMP - Complaint  
 FLUP - Followup  
 RAND - Random  
 POLY - Policy  
 OTHR - Other

Inspector Type: \_\_\_\_\_ BLM \_\_\_\_\_ Volunteer \_\_\_\_\_ Other

No.	Freezemark	<- Violations ->	No.	Freezemark	<- Violations ->
1.	[ ]	____;____;____	7.	[ ]	____;____;____
2.	[ ]	____;____;____	8.	[ ]	____;____;____
3.	[ ]	____;____;____	9.	[ ]	____;____;____
4.	[ ]	____;____;____	10.	[ ]	____;____;____
5.	[ ]	____;____;____	11.	[ ]	____;____;____
6.	[ ]	____;____;____	12.	[ ]	____;____;____

Inspection Violation Codes: NV - No Violations/Violation Corrected  
 FN - Failure to Notify BLMFC - Failure to Provide Care  
 FP - Failure to Produce Animal EX - Commercial Exploitation  
 AF - Altering FM/Branding ID - Improper Disposal  
 IT - Inhumane Treatment UD - Unauthorized Destruction  
 IF - Inadequate Facility UT - Unauth. Transfer/Sale

Comments: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX A - HB MENUS/SCREENS/FORMS

5/04/98

## Function Key Definitions:

- F2 = Opens a Picklist Window for the field in which the cursor is located and displays valid values for the user to choose from.
- F3 = Pages down a screen for the identified screen array.
- F4 = Pages up a screen for the identified screen array.
- F7 = Allows the user to open a row in a screen array for data entry. All rows below the cursor and the row on which the cursor is located will be moved down one row. Row order has no significance in how the data is stored in the database. It is provided only for convenience of data entry.
- F6 = Allows the user to delete a row of data from a screen array before saving the screen data to the database. The delete applies to the row in which the cursor is located.
- F8 = Clears the field in which the cursor is located.

## F10 = Record Maintenance Screens:

Saves the data to the database. After the save completes the cursor returns to the Ring Menu.

Selects the row in a screen array on which the cursor is located and displays a new screen containing data associated with that row.

## Picklist Screens:

Selects the value on which the cursor is located.

## Report Selection Criteria Screens:

Accepts the entered values and begins report generation.

## &lt;Ctrl-C&gt; = Record Maintenance and Report Selection Criteria Screens:

Clears the current screen and returns the cursor to the Ring Menu.

## Picklist Screens:

Exits the Picklist and returns the cursor to the parent screen.

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SAMPLE NOTICE OF NEED FOR CORRECTIVE ACTION

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Office  
Street Address  
City, State, Zip Code

Certified Mail No.  
Return Receipt Requested

Dear Adopter:

The Private Maintenance and Care Agreement (PMACA) signed by you on (date) required that you properly care for the following adopted wild horse(s) or burro(s):

(List freeze marks and signalment key codes.)

An inspection on (date) indicated that there are some problems that need to be corrected. You must take corrective action to improve the condition of the animal(s) and/or facility. At a minimum, you must take the following steps:

(List required corrective actions and which animals are affected.)

You have 30 days from receipt of this notice to correct this (these) problem(s). We will arrange a followup inspection on (date). Failure to correct the deficiencies may result in cancellation of the PMACA and repossession of the adopted animal(s).

Please contact (name) at (phone number) if you have any questions.

Sincerely,

Field Office Manager

Enclosure [A copy of the Wild Horse and Burro Compliance Record form and body condition rating form (Henneke System) which serve as the basis of this letter may be included.]



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SAMPLE FULL FORCE AND EFFECT DECISION LETTER

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Office  
Street Address  
City, State, Zip Code

NOTICE OF DECISION

Dear Adopter:

On (date), you signed a Private Maintenance and Care Agreement (PMACA) to properly care for the following adopted wild horse(s) or burro(s):

(List Freezemarks and signalment key codes.)

(State evidence, facts, dates, and circumstances that necessitated the decision.)

The evidence that has been brought to my attention demonstrates that you have (state violation). I find that you are in violation of Title 43 of the Code of Federal Regulations (CFR) Subpart 4770.1( ), which states that (identify specific violation) is a prohibited act.

Therefore, it is my final decision to cancel the PMACA dated ( ) and repossess the wild horse(s) and burro(s) with the following freezebrand number(s): (list freezebrands). Authorization for this action is Title 43 CFR Subpart 4770.2(b). This decision is effective immediately and placed in full force and effect as provided by Title 43 CFR Subpart 4770.3(b).

If you disagree with this decision, you have the right of appeal, within 30 days of receipt, to the Interior Board of Land Appeals, Office of the Secretary, in accordance with the regulations at 43 CFR Part 4, Subpart E. If you choose to appeal, you must follow the procedures outlined in the attached Form 1842-1, Information on Taking Appeals to the Board of Land Appeals. The appellant has the burden of showing that the decision being appealed is in error.

For further information, please contact me at (phone number).

Sincerely,

Field Office Manager

Enclosure: Information on Taking Appeals to the Board of Land Appeals



Form 1842-1  
(July 1999)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**INFORMATION ON TAKING APPEALS TO THE BOARD OF LAND APPEALS**

*DO NOT APPEAL UNLESS*

- 1. This decision is adverse to you,  
*AND*
- 2. You believe it is incorrect

*IF YOU APPEAL, THE FOLLOWING PROCEDURES MUST BE FOLLOWED*

1. NOTICE OF APPEAL . . . . Within 30 days file a *Notice of Appeal* in the office which issued this decision (see 43 CFR Secs. 4.411 and 4.413). You may state your reasons for appealing, if you desire.

2. WHERE TO FILE  
NOTICE OF APPEAL . . . .

SOLICITOR  
ALSO COPY TO . . . .

3. STATEMENT OF REASONS . . . . Within 30 days after filing the *Notice of Appeal*, file a complete statement of the reasons why you are appealing. This must be filed with the United States Department of the Interior. Office of the Secretary, Board of Land Appeals, 4015 Wilson Blvd., Arlington, Virginia 22203 (see 43 CFR Sec. 4.412 and 4.413). If you fully stated your reasons for appealing when filing the *Notice of Appeal*, no additional statement is necessary.

SOLICITOR  
ALSO COPY TO . . . .

4. ADVERSE PARTIES . . . . Within 15 days after each document is filed, each adverse party named in the decision and the Regional Solicitor or Field Solicitor having jurisdiction over the State in which the appeal arose must be served with a copy of: (a) the *Notice of Appeal*, (b) the *Statement of Reasons*, and (c) any other documents filed (see 43 CFR Sec. 4.413). Service will be made upon the Associate Solicitor, Division of Energy and Resources, Washington, D.C. 20240, instead of the Field or Regional Solicitor when appeals are taken from decisions of the Director (WO-100).

5. PROOF OF SERVICE . . . . Within 15 days after any document is served on an adverse party, file proof of that service with the United States Department of the Interior, Office of the Secretary, Board of Land Appeals, 4015 Wilson Blvd., Arlington, Virginia 22203. This may consist of a certified or registered mail "Return Receipt Card" signed by the adverse party (see 43 CFR Sec. 4.401(c)(2)).

*Unless these procedures are followed your appeal will be subject to dismissal (see 43 CFR Sec. 4.402). Be certain that all communications are identified by serial number of the case being appealed.*

**NOTE:** *A document is not filed until it is actually received in the proper office (see 43 CFR Sec. 4.401(a))*



## SUBPART 1821.2--OFFICE HOURS; TIME AND PLACE FOR FILING

Sec. 1821.2-1 *Office hours of State Offices.* (a) State Offices and the Washington Office of the Bureau of Land Management are open to the public for the filing of documents and inspection of records during the hours specified in this paragraph on Monday through Friday of each week, with the exception of those days where the office may be closed because of a national holiday or Presidential or other administrative order. The hours during which the State Offices and the Washington Office are open to the public for the filing of documents and inspection of records are from 10 a.m. to 4 p.m., standard time or daylight saving time, whichever is in effect at the city in which each office is located.

Sec. 1821.2-2(d) Any document required or permitted to be filed under the regulations of this chapter, which is received in the State Office or the Washington Office, either in the mail or by personal delivery when the office is not open to the public shall be deemed to be filed as of the day and hour the office next opens to the public.

(e) Any document required by law, regulation, or decision to be filed within a stated period, the last day of which falls on a day the State Office or the Washington Office is officially closed, shall be deemed to be timely filed if it is received in the appropriate office on the next day the office is open to the public.

\* \* \* \* \*

See 43 CFR Sec. 4.21 for appeal general provisions.

\*U.S. GOVERNMENT PRINTING OFFICE: