

Closure Notice Procedures and Template

Internal Review and Surname Process

All temporary closures and restrictions (less than 24 months) and corresponding *Federal Register* (FR) notices require State Director and Washington Office (WO) approval.

Temporary closure and restriction notices are first submitted from the Field Office to the State Office External Affairs Office. Once approved by the State Director the notice is forwarded to the WO for review and clearance. The Bureau of Land Management (BLM) Director's Office has final clearance authority for temporary closure and restriction notices, which are normally reviewed and surnamed by the Assistant Directors for Renewable Resources and Planning (AD-200), Law Enforcement and Security (AD-120), and Communications (AD-600), in addition to the Department of the Interior (Department) Solicitor's Office, the BLM Director's Office, the Assistant Secretary for Land and Minerals Management, and the Department Office of the Executive Secretariat before publication in the FR.

When sending notices to the WO for review and clearance, please include in each package three original signed copies of each notice, a briefing paper and an electronic version of the notice (compact disk), and of any additional briefing materials (on a compact disk).

You must send all closure and restriction notices by **overnight mail** or FedEx to:

Bureau of Land Management
Division of Regulatory Affairs
Attn: Division Chief
1620 L Street, N.W., Suite 401
Washington, D.C. 20036

Public Notification and Involvement

Please continue to use the following language for all FR notices soliciting public comments. This language has been mandated by the Department, please do not modify it or add to it:

Before including your address, phone number, e-mail address or other personal identifying information in your comment, you should be aware that your entire comment—including your personal identifying information—may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

Template for *Federal Register* Notices

Note: This template is only for temporary closures issued under 43 CFR § 8364.1 and contains some words and phrases in brackets. These words and phrases should be included in your FR notice as they are written in the template. For example, “[INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER]” should appear in the FR notice exactly as presented in the template. This template also contains some words and phrases that are in a bold italic font, such as, “*Billing Code*.” In each such instance, you must substitute the information appropriate for

the particular closure, follow the italicized instructions or choose between the italicized alternatives shown, and use an appropriate font (regular or bold).

*Billing Code, with the letter "P" added,
to signify that you are using a disk
(for example, "4310-DN-P")*

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[Internal Accounting # (for example, "[UT-040-08-2822-JS-DNF9-24-1A]")

Notice of Temporary Closure *[Restrictions (if appropriate)] on Public Lands in
County, State*

AGENCY: Bureau of Land Management, Interior.

ACTION: Notice of *Temporary* Closure [Notice of Temporary Restrictions]

SUMMARY: Notice is hereby given that a closure *[restriction of uses (if applicable)]*
is in effect on public lands administered by the *Name of Field Office*, Bureau of Land
Management.

DATES: This closure will be in effect from [INSERT DATE OF PUBLICATION IN
THE FEDERAL REGISTER] to *Ending Date*.

FOR FURTHER INFORMATION, CONTACT: *Name*, Field Manager (*or other
title*), *Address, and Phone Number*. Persons who use a telecommunications device for
the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-
8339 to contact the above individuals during normal business hours. The FIRS is
available 24 hours a day, seven days a week, to leave a message or question with the
above individuals. You will receive a reply during normal hours.

SUPPLEMENTARY INFORMATION: This closure affects public lands at *Insert
Popular Name of Location, if Available in County, State*. The legal description of the

affected public lands is: ***Legal Description.***

The closure is necessary because ***Rationale for Closure.***

The BLM will post closure signs at main entry points to this area. This closure or restriction order will be posted in the (***Insert name of local office***). Maps of the affected area and other documents associated with this closure are available at ***E-mail Address and/or Street Address (as appropriate) for Pertinent Field Office or State Office.***

(Whenever possible, specifically identify other documents, such as RMPs and EAs that are relevant.) Under the authority of Section 303(a) of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1733(a)), 43 CFR 8360.0-7, and 43 CFR 8364.1, the Bureau of Land Management will enforce the following rule(s) within ***popular name of the area to be closed:***

You must not use motorized vehicles in the closed area.

And/or other rules

The following persons are exempt from this order: Federal, state, and local officers and employees in the performance of their official duties; members of organized rescue or fire-fighting forces in the performance of their official duties; and persons with written authorization from the Bureau of Land Management.

Any person who violates the above ***rule(s) and/or restriction(s)*** may be tried before a United States Magistrate and fined no more than \$1,000, imprisoned for no more than 12 months, or both. Such violations may also be subject to the enhanced fines provided for by 18 U.S.C. 3571.

[Name and Title]

AUTHORITY: 43 CFR 8364.1

Briefing Paper Format

1. State Office

Identify the State Office responsible for the notice.

2. What is the title of this notice?

Please use the title exactly as it appears in the notice.

3. What are the key issues raised by the underlying decision documents for this notice?

Describe key resource conflicts, legal, land and resource management, or other issues of concern to the Bureau of Land Management (BLM), the public, interested groups, cooperators and partners. Provide brief historical background if important to understanding the context for addressing these issues and concerns. A summary statement outlining the purpose of the underlying action or decision is not sufficient.

4. Who are the primary users affected by or parties interested in the underlying decisions or actions? What are their concerns?

Explain who is interested in the underlying decisions and actions, and what the BLM has done to address their concerns or issues. How have we engaged them in the planning or decision-making process? Describe what the BLM is doing to ensure these entities receive information related to the notice. Is the information available to the public on the internet, and if so, where?

5. Is tribal consultation appropriate under Executive Order 13175?

If applicable, state what tribes are affected, what consultation has taken place or will take place, and what the BLM has done or will do to address tribal concerns or issues.

6. Will this notice be controversial?

*Whether the answer is “yes” or “no”, explain why BLM offices, as a matter of practice, work very effectively with the public, partners, and groups to resolve controversial issues prior to publication. Field Offices should provide some more background information regarding efforts taken to resolve the issue or avoid controversy. The purpose of this information is to alert headquarters, including AS/LM and the Secretary’s Office, to criticisms and concerns that you have heard or that they are likely to hear from Members of Congress, Governors, the media, partners, and others, and to **communicate success stories** in correspondence and discussion with these entities.*

7. What will the underlying decision or action change? (Summarize changes to policy, management practices, allowable uses, differences between draft and final, etc.)

Provide a summary description of the changes, if any, the BLM is proposing through the underlying decision or action in the way we manage the land and resources, or implement management practices. What are we proposing to do that is different from the past? Summarize what if any uses of the land have been limited or expanded, and why.

8. Will this notice need Communications Materials, e.g., a press release, Communications Plan? If so, enclose these materials with the notice package submitted.

If there is likely to be media, Congressional, or external group interest, have you identified appropriate communication materials? Include a disk and hard copy of any materials developed, e.g., draft press release, Communications Plan, etc., with the notice package.

9. What are the reasons for the timing of the notice and the consequence, if any, of delaying or canceling the release?

In answering this question, identify, as applicable:

Statutory requirements;

Court mandate;

Public or congressional interest;

Any adverse impacts or safety concerns, etc., that cannot be addressed without this notice;

Other timing implications; and

The date, if any, by which the notice must be published.

10. How has this been analyzed under the National Environmental Policy Act (NEPA)?

Is this closure or restriction order categorically excluded? Please cite any NEPA analysis that has already been completed on this notice i.e., Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement.

11. Is there any additional pertinent, descriptive information that reviewers need to know or would increase understanding?

For example, are the notice and the underlying decision or action the first steps in a series that directly relates to a specific action such as a coal lease, or is the notice part of a group of notices being submitted on the same issue?

*Also, if there is supplemental information **already developed or that could be easily prepared or updated** that will help the reviewer understand the issues and proposals, please include it in the notice package, e.g. maps, current PowerPoint Presentation, etc. Inclusion of this additional information will speed the notice review and approval process.*

12. List the names and positions of the people who have prepared, reviewed, and approved the notice and the underlying decisions and documents.