
U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PAPERWORK REDUCTION ACT SUBMISSION
SUPPORTING STATEMENT A

INFORMATION REQUIRED TO CROSS PRIVATE LAND FOR ACCESS TO CARRIZOZO LAND
PARTNERSHIP BLM LANDS
OMB CONTROL NUMBER 1004-XXXX

Terms of Clearance: Not applicable. This is a new information collection request.

Abstract: This form will collect information from members of the public who request permission to cross private lands in order to access Bureau of Land Management (BLM) lands within the Carrizozo Land Partnership. The information that will be collected will be used by the BLM and participating private landowners to verify requests, maintain a record, and ensure responsible use of designated access routes. These measures will support the BLM's mission to sustain the health, diversity, and productivity of public lands for the use and enjoyment of present and future generations and will help protect the interests of private landowners who provide access across their property.

Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

This information collection will be necessary to facilitate public access to certain Bureau of Land Management (BLM) lands that can only be reached by crossing privately held lands in the Carrizozo Land Partnership. Since the Carrizozo Land Partnership is landlocked by private lands, a right-of-way (ROW) is required for access, and private landowners require specific information from individuals who will cross their property. Landowners want to know who is crossing their land, when they are crossing their land, and how to identify them. Collecting this information will allow the BLM and participating landowners to maintain a record, support safety for both landowners and visitors, and ensure responsible use of the access route.

The BLM Roswell Field Office coordinated with the affected landowners to establish the access requirements. An agreement was reached that allows public access conditioned on the submission of the information collected through this form. A portion of the collected information will be shared with the landowners so they can identify authorized vehicles and detect potential trespass.

This collection will also support broader federal efforts to expand public access for hunting and outdoor recreation, consistent with Executive Order 13443, "Facilitation of Hunting Heritage and Wildlife Conservation," the July 3, 2025 presidential action establishing the President's Make America Beautiful Again Commission, and the Great American Outdoors Act (Public Law No. 116-152), all of which emphasize improving access to public lands for recreational activities.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection. Be specific. If this collection is a form or a questionnaire, every question needs to be justified.

The information collected through this form will be used by the Bureau of Land Management (BLM) Roswell Field Office to issue access authorization for members of the public who will cross privately owned lands in order to reach BLM-administered lands. Authorized BLM personnel will review the information to confirm eligibility, issue the required access permit, and maintain accountability for individuals who will enter private property under this agreement.

A portion of the information collected will be transmitted to the affected private landowners so they will be able to identify vehicles that have been authorized to cross private property to access public lands and verify the validity of issued permits. This will support landowner awareness, facilitate monitoring for possible unauthorized entry, and enable the BLM to administer the access agreement consistent with the conditions established by the landowners. Without this information, private landowners would not be willing to allow individuals to cross their lands to access Carrizozo Land Partnership and, therefore, recreational opportunities in the Carrizozo Land Partnership could not be realized.

Each data element collected is necessary for the following purposes:

- **Full Name, Email Address, and Phone Number** – This information will be used by the BLM to contact the requestor, communicate permit materials, and resolve any issues associated with access. It will also support identification in the event of an incident within the access area.
- **Vehicle Make, Model, Color, Year, License Plate Number, and State** – This information will allow the BLM to identify the vehicle associated with the permittee and will support verification by landowners. The information will be retained for up to 90 days for accountability and administrative purposes.
- **Arrival Date, Departure Date, and Purpose of Visit** – This information will be used by the BLM to determine the validity period of the access permit and to ensure compliance with the maximum 14-day access window. Landowners may also use this information, as needed, to confirm whether a permit is current.
- **Partial Information Sharing** – Consistent with the access agreement, the BLM will provide the landowners with limited information necessary to identify authorized users. This will include: (1) vehicle make, model, and color; (2) partial license plate number; and (3) the approved length-of-stay dates. Only the minimum necessary information will be shared.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden and specifically how this collection meets GPEA requirements.

The BLM will collect the information electronically through an online form available to members of the public. Applicants will enter the required information directly into the electronic form, and the system will automatically transmit the submission to a designated BLM shared mailbox for processing. Upon receipt, the system will generate an automated email to the applicant that will include the issued access permit, applicable conditions of use, and the route map.

Use of electronic submission will reduce respondent burden, improve data accuracy, and support timely issuance of access permits by eliminating manual data entry. Electronic processes will also support secure handling of personally identifiable information by limiting opportunities for transcription or transfer errors.

For individuals who do not have access to the internet, a paper version of the form will be made available upon request. Paper submissions will be entered into the system by authorized BLM personnel to ensure consistent processing and recordkeeping.

Only the minimum necessary subset of information collected will be transmitted electronically to the private landowners, consistent with the terms of the access agreement. No additional technological tools will be used beyond those required to receive, process, store, and transmit the information necessary to administer the access program.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The BLM has conducted a review of existing information collections and determined that no other approved collection captures the information needed to administer access to the Carrizozo Land Partnership. The information required for this program is specific to the conditions established in the access agreement with the participating private landowners and is unique to this access route and location.

The BLM does not maintain any other system, permit process, or form that collects the combination of personal contact information, vehicle identification details, and arrival/departure dates necessary to verify authorized access across private lands. Existing BLM recreation or permitting forms cannot be used or adapted because they do not contain the specific data elements required by the landowners to identify authorized vehicles or confirm authorization periods.

As a result, the information to be collected is not available from any other source, and duplication will not occur.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

This information collection will not have a significant economic impact on small businesses or other small entities. The collection is limited to individuals who will request access to cross privately owned lands in order to reach BLM-administered public lands. No business-related information will be required, and no small entities will be asked to provide data as part of this process.

To the extent that a small outfitting or guiding business may submit a request on behalf of a client, the burden will be minimal and limited to the same basic information required of any individual applicant. The streamlined electronic form and the availability of a paper version upon request will help ensure that no unnecessary burden is placed on any respondents, including small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If this information collection is not conducted, the BLM will be unable to administer public access across the privately owned lands associated with the Carrizozo Land Partnership. The BLM will lack the information necessary to verify the identity of individuals seeking access, issue access permits, or provide landowners with the information required to identify authorized vehicles. Without this collection, the access agreement negotiated with the private landowners cannot be implemented, and members of the public will be unable to reach the BLM-administered lands located beyond the privately owned parcels.

If the information were collected less frequently, the BLM would not have current information needed to confirm access dates, validate the duration of authorized entry, or maintain accountability for individuals crossing private lands. This would create compliance risks, hinder the BLM's ability to meet landowner requirements, and could result in unauthorized access or safety concerns. Conducting the collection at the time each access request is submitted is necessary to ensure proper administration of the access program and to maintain the integrity of the agreement with the landowners.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- * requiring respondents to report information to the agency more often than quarterly;
- * requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- * requiring respondents to submit more than an original and two copies of any document;
- * requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- * in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- * requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- * that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or

- * **requiring respondents to submit proprietary trade secrets, or other confidential information, unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

The information collection will be conducted in a manner fully consistent with the guidelines in 5 CFR 1320.5(d)(2). The collection will not require respondents to:

- report information more often than quarterly;
- prepare a written response in fewer than 30 days;
- submit more than one original and two copies of any document;
- retain records for longer than is consistent with the BLM's approved records schedule;
- participate in a statistical survey;
- provide data not typically maintained in the normal course of business; or
- submit proprietary, trade-secret, or confidential information not required by statute or agreement.

Respondents will provide only the minimum information necessary to administer access across private lands, and no special circumstances will apply.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years — even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On April 8, 2026, the BLM published a *Federal Register* notice soliciting comments for a period of 60 days on this collection of information (91 FR 17813). The comment period closed on June 8, 2026. No comments were received in response to that notice.

Additionally, as required by 5 CFR 1320.5(a)(1)(iv), BLM will publish a notice in the *Federal Register* announcing the submission of this request to OMB and allowing the public 30 days to send comments on the proposed extension of this OMB number to OMB.

BLM consulted with respondents to solicit comments on the burden hour and cost estimates, availability of data, frequency of collection, and clarity of the instructions.

BLM contacted three impacted private landowners in New Mexico who are affected by this agreement. Although only one was required to be contacted due to their deeded land being accessed by the public, BLM included two other landowners so as to be a good neighbor. They were contacted for comments and any other concerns they may have had. In summary they were generally favorable to the content of the form and expressed concerns about public use and potential impact to their lands with one landowner clarifying that BLM would not request access to the public across their deeded lands.

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

We do not provide payments or gifts to the respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The BLM will make no pledge of confidentiality to respondents of this information collection; however, the information is protected under the Privacy Act of 1974, as amended, 5 U.S.C. 552a ("Privacy Act"). As required by the Privacy Act, the BLM has conducted a Privacy Impact Assessment and has determined that a System of Records Notice (SORN) is required. The SORN will outline among other things the reasons the information is collected, how the information will be used as well as how the information will be protected. Currently, the BLM is developing the SORN. Accordingly, the BLM will only use the information and will protect the information as outlined in the SORN. Potential respondents will be provided a Privacy Act Notice on the form; including how their personal information will be used and protected. The Privacy Act Notice will also cite the published SORN. The SORN will be added to the ICR as a non-substantive change once it is published.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

We do not require respondents to answer questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- * Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- * If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.
- * Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here.

Table 12-1, below, shows our estimate of the hourly cost burdens. These were determined using Bureau of Labor Statistics data at: http://www.bls.gov/oes/current/naics3_999000.htm. The benefits multiplier of 1.3 for public private sector workers is supported by data at: <http://www.bls.gov/news.release/pdf/eccec.pdf>. The itemized hour and cost burdens for respondents, shown in Table 12-2 (below), include time spent researching, preparing, and submitting information. The frequency of response for each of the information collections is "on occasion." This was figured using an estimate of annual applicants that applied for a permit. Data is an estimation as their was no record keeping past 90 days and numbers of applicants to the area were not tracked.

Table 12-1: Hourly Calculation

Occupational Category	Mean Hourly Wage	Benefits Multiplier	Hourly Wage Cost
All occupations – 00-0000	\$33.54	1.4	\$46.96

Table 12-2: Estimates of Annual Hour Burdens

Collection of Information	Number of Responses	Estimated Response Time (hours)	Burden Hours	Hourly Wage Rate	Hour Cost
Information Required to Cross Private Land for Access to BLM Lands	100	.17	17	\$46.96	\$798

13. Provide an estimate of the total annual non-hour cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in item 12.)

- * The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information (including filing fees paid for form processing). Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
- * If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- * Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

There is no non-hour burden associated with this information collection. Applicants incur no annual capital or start-up costs, no recurring annual costs, and no fees in responding to this information collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

The cost to the Federal Government consists of the time spent review the information provided and providing the permit by email. There are no other additional costs to the BLM.

The estimated hourly cost to the Federal Government is shown below in Table 14-1. The hourly wage shown in Table 14-1 is based on data at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/26Tables/html/RUS_h.aspx. The benefits multiplier of 1.6 is implied by information at: <http://www.bls.gov/news.release/ecec.nr0.htm>.

Table 14-1: Federal Hourly Calculation

Pay Grade	Hourly Pay Rate (\$/hour)	Benefits Multiplier	Hourly Rate with Benefits	Percent of the Information Collection Completed by Each Occupation	Weighted Average Hourly Cost
GS-9, Step 5	\$33.52	1.6	\$53.63	50%	\$26.82
GS-11, Step 5	\$40.55	1.6	\$64.88	50%	\$32.44
Weighted Average Hourly Pay Rate (\$/hour)					\$59.26

Table 14-2, below, shows the estimated, annualized Federal costs for each component of this information collection. The estimated time spent to process the information collections is based on the BLM's experience. The weighted average hourly wage associated with these information collections is shown at Table 14-1, above. The form and the issuing of a permit are automated; therefore, staff time is limited. We estimate that it takes about two (2) minutes to prepare and email a permit to the requestor.

Table 14-2: Estimated Annual Federal Burdens

Collection of Information	Number of Responses	Processing Time (hours)	Staff Time (hours)	Weighted Average Hourly Pay Rate (\$/hour)	Federal Cost
Information Required to Cross Private Land for Access to BLM Lands	100	.10	10	\$59.26	\$593

15. Explain the reasons for any program changes or adjustments in hour or cost burden.

This is a new collection of information and, therefore, all the burden is considered a program change.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

We have no plans to publish the information in this collection.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The BLM will display the OMB control number and expiration date of the OMB approval on the form included in this information collection. Additionally, the OMB control number and expiration date are available at www.reginfo.gov.

18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

There are no exceptions to the certification requirements outlined in 5 CFR 1320.9.

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