

## **DOCUMENTATION TO PROCESS CCAAs**

First Cut:     *Initial Documentation (submitting with programmatic CCAA for publication in Federal Register)*

1. Draft CCAA document (\*\*requires solicitor's surname\*\*)
2. Draft of the NOA for the Federal Register (\*\*requires solicitor's surname\*\*)<sup>1</sup>
3. Memo to the Regional Office describing application package is sufficient for permit processing<sup>1</sup>
4. Federal Register Notice Cover Sheet (including a list of "high-level reviewers")<sup>1</sup>
5. Information Memorandum for the Secretary<sup>1</sup>
6. NEPA document (EA) - (\*\*may require solicitor's surname\*\*)

Second Cut:   *Final Notification with Service to Process Section 10a(1)A Permit*

1. Conference Opinion<sup>1</sup>
2. Findings Document<sup>1</sup>
3. Permit Terms and Conditions<sup>1</sup>

Third Cut:     *Documentation for individual CCAA applications (submitting with "batched" CCAAs for publication in Federal Register)*

Transmittal Memo (with these documents)<sup>1</sup>:

1. SF-3-200-54 Application
2. Personal check in the amount of \$50.00
3. NEPA Tiered off Programmatic EA
4. Federal Register Notice of Availability<sup>1</sup>
5. CCAA "checklist" (or shortcut document that references the CCAA)
6. Screening Form, with NEPA compliance checklist (and supporting appendices such as SHPO letter)<sup>1</sup>
7. Memo to the Regional Office describing application package is sufficient for permit processing<sup>1</sup>
8. Grazing Plan (if developed)

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<sup>1</sup> Service must prepare this documentation.