

Standard Operating Procedures for Issuance of Subsistence Eligibility Permits and Individual Customary and Traditional Use Determinations¹

The Alaska Region of the National Park Service (NPS) intends to issue National Park/Monument Subsistence Eligibility Permits (sometimes referred to as 13.440 Permits) and Individual Customary and Traditional Use Determinations using the protocol established in this document. A Subsistence Eligibility Permit may be requested for use in conjunction with an existing community or area customary and traditional (C&T) use determination within the relevant park unit, or in combination with a new request for one or more individual C&T use determinations.

National Park/Monument Subsistence Eligibility Permits are issued pursuant to 36 Code of Federal Regulations (CFR) 13.440:

Any rural resident whose primary, permanent home is outside the boundaries of a resident zone of a national park or monument may apply to the appropriate Superintendent pursuant to the procedures set forth in §13.495 for a subsistence permit authorizing the permit applicant to engage in subsistence uses within the national park or monument.

Application procedures for Subsistence Eligibility Permits are specified in 36 CFR 13.495:

(a) Any person applying for the subsistence permit required by §13.440(a), or the exception to the prohibition on aircraft use provided by §13.450(b)(2), shall submit his/her application to the Superintendent of the appropriate national park or monument. If the applicant is unable or does not wish to submit the application in written form, the Superintendent shall provide the applicant an opportunity to present the application orally and shall keep a record of such oral application. Each application must include a statement which acknowledges that providing false information in support of the application is a violation of Section 1001 of Title 18 of the United States Code, and additional statements or documentation which demonstrates that the applicant satisfies the criteria set forth in §13.440(a) for a subsistence permit or §13.450(b)(2) for the aircraft exception, as appropriate. Except in extraordinary cases for good cause shown, the Superintendent shall decide whether to grant or deny the application in a timely manner not to exceed forty-five (45) days following the receipt of the completed application. Should the Superintendent deny the application, he/she shall include in the decision a statement of the reasons for the denial and shall promptly forward a copy to the applicant.

(b) An applicant whose application has been denied by the Superintendent has the right to have his/her application reconsidered by the Alaska Regional Director by contacting the Regional Director within 180 days of the issuance of the denial. The Regional Director may extend the

¹ To comply with requirements of the National Environmental Policy Act (NEPA), parks should consider covering the federal action of determining individual eligibility for subsistence activities with categorical exclusion 3.2(N): Issuance of individual hunting and/or fishing licenses in accordance with state and federal regulations. This CE does not require documentation.

180-day time limit to initiate a reconsideration for good cause shown by the applicant. For purposes of reconsideration, the applicant shall present the following information:

(1) Any statement or documentation, in addition to that included in the initial application, which demonstrates that the applicant satisfies the criteria set forth in paragraph (a) of this section;

(2) The basis for the applicant's disagreement with the Superintendent's findings and conclusions; and

(3) Whether or not the applicant requests an informal hearing before the Regional Director.

(c) The Regional Director shall provide a hearing if requested by the applicant. After consideration of the written materials and oral hearing, if any, and within a reasonable period of time, the Regional Director shall affirm, reverse, or modify the denial of the Superintendent and shall set forth in writing the basis for the decision. A copy of the decision shall be forwarded promptly to the applicant and shall constitute final agency action.

Individual Customary and Traditional Use Determinations are made pursuant to 50 CFR 100.16:

(a) The Board shall determine which fish stocks and wildlife populations have been customarily and traditionally used for subsistence. These determinations shall identify the specific community's or area's use of specific fish stocks and wildlife populations. For areas managed by the National Park Service, where subsistence uses are allowed, the determinations may be made on an individual basis.

and 50 CFR 100. 24:

The Federal Subsistence Board has determined that rural Alaska residents of the listed communities, areas, and individuals have customary and traditional use of the specified species on Federal public land in the specified areas. Persons granted individual customary and traditional use determinations will be notified in writing by the Board. The Fish & Wildlife Service and the local NPS Superintendent will maintain the list of individuals having customary and traditional use on National Parks and Monuments. A copy of the list is available upon request. When there is a determination for specific communities or areas of residence in a Unit, all other communities not listed for that species in that Unit have no Federal subsistence priority for that species in that Unit. If no determination has been made for a species in a Unit, all rural Alaska residents are eligible to harvest fish or wildlife under this part.

Request for a National Park/Monument Subsistence Eligibility Permit

1. Applicants may request applications from the relevant park Subsistence Coordinator verbally, in-person, or in writing. The applicant may choose to complete the application with the assistance of the Subsistence Coordinator. Applicants shall acknowledge to the Subsistence Coordinator, either by signing and returning the application, verbally, or both, that he/she understands that providing false information in support of the application is a violation of Section 1001 of Title 18 of the United States Code.
2. The Subsistence Coordinator shall forward a copy of completed applications to the Alaska Region Subsistence Program Manager for archival purposes and entry in the Subsistence Eligibility Permit / Individual C&T tracking log.
3. Upon receiving the completed application, the relevant park Subsistence Coordinator shall schedule an interview with the applicant, either in-person or by phone, to obtain additional information regarding applicant eligibility and existing patterns of subsistence use.
4. Upon completing the interview, the relevant Subsistence Coordinator shall produce a brief written analysis (see attached form) and formulate a recommendation on the request, with justification.
5. The application, analysis, and recommendation shall be forwarded by the relevant Subsistence Coordinator to the Superintendent for review and decision. The Superintendent shall complete the decision form (see attached).
6. A signed copy of the decision form shall be sent to the applicant within 45 days of the receipt of the application² (36 CFR 13.495). The Subsistence Coordinator will coordinate with the applicant and the Superintendent to issue an approved permit with requisite signatures and he/she shall retain a copy. Permits shall follow the standard format for NPS Special Use Permits. The following permit stipulations are recommended, as applicable to the specific park unit, in addition to the standard Special Use Permit stipulations:
 - a. This permit establishes eligibility only for subsistence uses within (National Park or Monument Name). Specific subsistence activities (i.e. house logs, green firewood, cabins, subsistence registration hunts, caches, etc.) may require separate authorization or permits.
 - b. The Permittee must contact the Superintendent if permittee changes his/her permanent residence. The permit may need to be amended to show the current physical address of the permanent residence.
 - c. This permit is void if the Permittee's permanent residence is determined to be "non-rural" by federal regulation.
 - d. The Permittee is subject to other regulatory requirements including, but not limited to, seasons and harvest limits, community and individual customary and traditional determinations, methods and means, etc.
 - e. Only those family members living within the Permittee's household are authorized by this permit for subsistence uses in (National Park or Monument Name). It is the responsibility of the Permittee to notify the Superintendent of changes in the

² Except in extraordinary cases for good cause shown (36 CFR 13.495), including the need to collect additional information.

composition of the household, including additions (through birth, adoption or marriage) or deletions (a family member moving out of the household).

- f. The Permittee is prohibited by federal regulations (36 CFR 13.450) from using aircraft to access the park for the purpose of engaging in subsistence activities. Aircraft access is prohibited for any portion of the access. The regulatory prohibition on aircraft access for subsistence uses in the park does not apply to aircraft access to the Permittee's primary permanent residence.
7. The recommendation, Superintendent decision, and a digital copy of the signed permit (when applicable) shall be forwarded to the Alaska Region Subsistence Program Manager for entry into the Subsistence Eligibility Permit / Individual C&T tracking log.
8. Pursuant to 36 CFR 13.495 (b) an applicant whose application has been denied by the Superintendent has the right to have his/her application reconsidered by the Alaska Regional Director by contacting the Regional Director within 180 days of the issuance of the denial. The Regional Director may extend the 180-day time limit to initiate a reconsideration for good cause shown by the applicant.

Note: Permits will be issued for the lifetime of the applicant so long as they retain their eligibility as a Federally qualified subsistence user. Reviews of permit eligibility shall be made periodically by the Subsistence Coordinator, at least every five years.

Request for an Individual C&T Use Determination

1. Applicants may request applications from the relevant park Subsistence Coordinator verbally, in-person, or in writing. The applicant may choose to complete the application with the assistance of the Subsistence Coordinator. Applicants shall acknowledge to the Subsistence Coordinator, either by signing and returning the application, verbally, or both, that he/she understands that providing false information in support of the application is a violation of Section 1001 of Title 18 of the United States Code.
2. The Subsistence Coordinator shall forward a copy of completed applications to the Alaska Region Subsistence Program Manager for archival purposes and entry in the Subsistence Eligibility Permit / Individual C&T tracking log.
3. Upon receiving the completed application, the relevant park Subsistence Coordinator shall schedule an interview, either in-person or by phone, to obtain additional information regarding applicant eligibility and existing patterns of subsistence use.
4. The relevant Subsistence Coordinator will analyze responses on the application and in the interview to assess eligibility and to formulate a recommendation on an existing pattern of use of species requested for an individual C&T use determination.
5. The written analysis and recommendation, with justification (see attached form), shall be sent to the Alaska Region Subsistence Program Manager for archival purposes and entry in the Subsistence Eligibility Permit / individual C&T tracking log. Analyses shall follow the guidance for C&T use determination analyses in the most recent revision of the Federal Subsistence Management Program's Technical Writing Guide, as applicable to individual C&T use determinations.
6. A summary of the request and analysis will be provided by the relevant Subsistence Coordinator to the affected Subsistence Resource Commission (SRC) at their first meeting following completion of the interview. The SRC will make a recommendation, with justification, on issuance of the individual C&T use determination (see attached decision form).
7. The Subsistence Coordinator shall forward the SRC recommendation and justification to the Alaska Region Subsistence Program Manager for archival purposes and entry into the Subsistence Eligibility Permit / Individual C&T tracking log.
8. The Alaska Region Subsistence Program Manager will provide the individual C&T use determination application, analysis, and recommendations to the NPS Regional Director or his/her designee to make a final individual C&T use determination (see attached decision form).
9. The Alaska Region Subsistence Program Manager will draft a decision letter on behalf of the NPS Regional Director. The NPS Regional Director will review and sign the letter, which will be digitized, archived, and forwarded to the applicant, with copies to the Office of Subsistence Management, the relevant park Subsistence Coordinator, and the Superintendent.
10. Once received, the Office of Subsistence Management will forward the decision letter to the chairs of the affected Regional Advisory Councils. Councils will be informed of any changes to individual C&Ts at the council's next regularly scheduled public meeting.

**U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
ALASKA REGION**

**NATIONAL PARK/MONUMENT SUBSISTENCE ELIGIBILITY PERMIT* & INDIVIDUAL CUSTOMARY
AND TRADITIONAL USE DETERMINATION APPLICATION**

*(*For determination of subsistence eligibility under the provisions of 36 CFR 13.440.)*

I am requesting (Choose One):

- National Park/Monument Subsistence Eligibility Permit ONLY
- Individual Customary and Traditional Use Determination ONLY³
- National Park/Monument Subsistence Eligibility Permit AND Individual Customary and Traditional Use Determination

If requesting a National Park/Monument Subsistence Eligibility Permit, my eligibility is based on:

- A pattern of subsistence use in the park unit for which I am seeking a permit
- A pattern of subsistence use in a park OTHER THAN the park unit for which I am seeking a permit
 - Please explain: _____

If requesting an individual customary and traditional use determination, for what species and areas (units or subunits)?

Name of National Park or Monument: _____

1. Name of applicant (First, Middle, Last):

³ The Federal Subsistence Board (FSB) policy requires applicants for Individual Customary and Traditional Use Determinations to either reside in a resident zone community or hold a 13.440 Subsistence Eligibility Permit. This permit can be applied for concurrently.

2. Mailing address:

3. Location/physical address of primary permanent residence:

- Phone number: _____

-Email address: _____

- What month and year did your residence at this location start?

Month _____ Year _____

- During what part of the year do you reside at this residence (give dates)? _____

4. Location/physical address of other residences, if any:

- During what part of the year do you reside at these residences (give dates)?

5. What physical address is currently indicated on your:

- Alaska hunting and/or fishing license

- Driver's license

- Tax returns

- Voter registration

- Alaska Permanent Fund Dividend application

6. Have you, or any persons living in your household on a permanent basis, engaged in subsistence within this park or monument? Yes ____ No ____

- Specific location of use? _____

- Was aircraft used as a means of access to conduct such activities? Yes ____ No ____

- Type of subsistence use (hunting, trapping, fishing, gathering, etc.)? _____

- Specific resources harvested (caribou, moose, salmon, furbearers, timber, etc.)? _____

- Name of permanent member(s) of household who has hunted, trapped, fished, gathered, etc. in the park or monument? _____

- Relationship of permanent member(s) of household noted above to you (self, father, mother, brother, etc.)? _____

- Earliest year in which use took place? _____

- Most recent year in which use took place? _____

- Frequency of use (yearly, every other year, etc.)? _____

7. Other comments/additional pertinent information in support of your permit application:

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COMPLETE THE FOLLOWING ONLY IF REQUESTING INDIVIDUAL CUSTOMARY AND TRADITIONAL USE DETERMINATION(S)

1. For what species are you requesting an individual customary and traditional use determination?

2. Please describe your pattern of subsistence use of the species listed above. What years have you harvested or attempted to harvest them? In which months or seasons do you harvest them?

3. What methods and means of harvest do you use for these species?

4. Where do you harvest these resources? Please provide locations, as specifically as possible, including identifiable landmarks or geographic descriptions. How do you access these harvest locations? What means of transportation do you use?

5. How do you process these resources and preserve them for future use?

6. How have you learned about hunting, trapping and fishing – both skills and the values associated with the uses?

7. Do you share what you know about hunting, trapping and fishing with others? If so, how?

8. Do you share the resources that you harvest with others in your community or family? Please describe any sharing networks in which you are involved.

9. Please describe your pattern of subsistence use more generally – which resources to you harvest or seek to harvest on a regular basis? What role do these resources and activities play in your way of life – economically, nutritionally, culturally, socially?

TO BE COMPLETED BY ALL APPLICANTS

1. Please provide the name, address and telephone number of another person, other than a member of your household, who can verify this information:

Name: _____

Address: _____

Telephone Number: _____

I certify that the statements made herein are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I also understand that Title 18 U.S.C § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

Signature of applicant: _____

Date: _____

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**U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
ALASKA REGION**

**NATIONAL PARK/MONUMENT SUBSISTENCE ELIGIBILITY PERMIT* & INDIVIDUAL CUSTOMARY
AND TRADITIONAL USE DETERMINATION ANALYSIS**

*(*For determination of subsistence eligibility under the provisions of 36 CFR 13.440.)*

To be completed by the relevant Subsistence Coordinator:

Date:

Applicant Name:

Analyst Name:

This analysis is in response to the following request (Choose One):

- Subsistence Eligibility Permit ONLY
- Individual Customary and Traditional Use Determination ONLY
- Subsistence Eligibility Permit AND Individual Customary and Traditional Use Determination

Please type a brief summary of the applicant's reported subsistence use pertaining to the request, as determined from information provided on the application and during the interview:

For a National Park/Monument Subsistence Eligibility Permit, the analysis should address the following topics:

1. Synopsis of the applicant's pattern of use⁴ specifically in the national park or monument for which the permit is requested, including the following:
 - a. Species harvested,
 - b. Specific locations where the use occurred,
 - c. Years during which the subsistence uses took place, and
 - d. Whether aircraft was used for access.
2. Does the pattern of use begin prior to the signing of the Alaska National Interest Lands Conservation Act (ANILCA)?

⁴ There may be variation by region and/or park on what constitutes a "pattern of use." Generally, there should exist evidence of repeated past attempts to access and harvest subsistence resources within the boundaries of the park or monument. SRCs may be consulted in defining a "pattern of use" for their region.

3. Does the applicant have a pattern of use established while as a resident of a resident zone community after the passage of ANILCA?

For an Individual C&T use determination, the analysis should address the following questions:

1. Does the applicant have a long-term, consistent pattern of use of these resources, excluding interruptions beyond their control? Please explain.
2. Does the applicant have a pattern of use for these resources recurring in specific seasons for many years? Please explain.
3. Does the applicant have a pattern of use of these resources consisting of methods and means of harvest which are characterized by efficiency and economy of effort and cost, conditioned by local characteristics? Please explain.
4. Does the applicant exhibit consistent harvest and use of fish or wildlife as related to past methods and means of taking: near, or reasonably accessible from the park unit? Please explain.
5. Does the applicant exhibit a means of handling, preparing, preserving, and storing fish or wildlife which has been traditionally used by past generations, including consideration of alteration of past practices due to recent technological advances, where appropriate? Please explain.
6. Does the applicant exhibit a pattern of use which includes the handing down of knowledge of fishing and hunting skills, values, and lore from generation to generation? Please explain.
7. Does the applicant exhibit a pattern of use in which the harvest is shared or distributed within a definable community of persons? Please explain.
8. Does the applicant exhibit a pattern of use which relates to reliance upon a wide diversity of fish and wildlife resources of the area and which provides substantial cultural, economic, social, and nutritional elements to your household? Please explain.

The analysis should include an integrated discussion of the eight factors. A factor-by-factor discussion is not required in the analysis and it is also not necessary that all eight factors be addressed to demonstrate a pattern of use. The eight factors provide a framework for examining the pattern of use of a resource. There are regional, cultural and temporal variations and the application of the eight factors will likely vary by region and by resource depending on actual patterns of use. The goal of customary and traditional use determination analyses is to recognize customary and traditional uses in the most inclusive manner possible.

As a result of this analysis (Select All that Apply):

- There is substantial evidence to support the issuance of a Subsistence Eligibility Permit
- There is substantial evidence to support the issuance of an Individual Customary and Traditional Use Determination for (species and location) _____

- There is **NOT** substantial evidence to support the issuance a Subsistence Eligibility Permit
- There is **NOT** substantial evidence to support the issuance an Individual Customary and Traditional Use Determination for (species and location) _____

Brief Justification:

Signature of Analyst: _____ Date: _____

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U.S. DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE

ALASKA REGION

SUBSISTENCE ELIGIBILITY PERMIT* DECISION

*(*For determination of subsistence eligibility under the provisions of 36 CFR 13.440.)*

To be completed by the relevant Superintendent:

Applicant Name:

Name of Park or Monument for which permit is requested:

Request Date:

After reviewing the request, evaluation form, staff analysis and recommendation, I have decided to (select one):

- Issue a Subsistence Eligibility Permit to the applicant
- Deny a Subsistence Eligibility Permit to the applicant

Superintendent Signature: _____ Date: _____

NOTE: Pursuant to 36 CFR 13.495 (b) an applicant whose application has been denied by the Superintendent has the right to have his/her application reconsidered by the Alaska Regional Director by contacting the Regional Director within 180 days of the issuance of the denial. The Regional Director may extend the 180-day time limit to initiate a reconsideration for good cause shown by the applicant.

**U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
ALASKA REGION**

INDIVIDUAL CUSTOMARY AND TRADITIONAL USE DETERMINATION

SRC RECOMMENDATION

To be completed by the relevant Subsistence Coordinator:

Date of Formal Action:

Proponent Name:

Proponent Request:

Affected SRC:

This SRC has determined that (select all that apply):

- There is sufficient evidence to support an individual customary and traditional use determination for (name) for (species) in (unit(s)/subunit(s))
- There is NOT sufficient evidence to support an individual customary and traditional use determination for (name) for (species) in (unit(s)/subunit(s))

Brief justification for above decision:

Signature of SRC Chair _____ Date _____

**U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
ALASKA REGION**

INDIVIDUAL CUSTOMARY AND TRADITIONAL USE DETERMINATION

NPS DECISION

To be completed by the Alaska Regional Director or his/her designee:

Proponent Name:

Request Date:

After reviewing the request, evaluation form, staff analysis and recommendation, and affected SRC recommendation(s), I have decided:

- that there is sufficient evidence to support an individual customary and traditional use determination for (name) for (species) in (unit(s)/subunit(s))
- that there is **NOT** sufficient evidence to support an individual customary and traditional use determination for (name) for (species) in (unit(s)/subunit(s))

Regional Director or Designee Signature: _____ Date: _____