

**Instructions for Completing the 2011 – 2013
External-Agency-Requested Cadastral Services Inventory**

These instructions correspond to the Excel file titled “5- 2011–2013 External-Agency-Requested Cadastral Services Inventory.” This file contains drop-down lists to ensure nationwide uniformity in the data. These instructions provide information on how to fill in the spreadsheet.

Saving the File:

Rename the file prior to returning it to the BLM state office.

Open the file and input the inventory information on the *Inventory* worksheet.

State (Column A) – This column contains a drop-down list which lists each of the BLM state offices.

Action:

Select the appropriate BLM state office with administrative jurisdiction for the area of the survey.

Jurisdiction (Column B) – The information listed in the drop-down list for this column is based upon the selection made in Column A. Some BLM state offices do not have a multiple-state jurisdiction. BLM state offices in one jurisdiction will report the same information as shown in Column A. This is redundant information but it is necessary. For those BLM state offices with a multiple-state jurisdiction, there is a complete list of the states or commonwealths in said jurisdiction.

Action:

Select the state where the project is located.

Agency / Office (Column C)

Action:

Fill in the name of your agency (acronym only) and local office.

Township, Range, and Section or Project Name (Column D) – If the location of the survey is in a public land state, input the appropriate township, range, and section in the following format: T. (number) (Direction (N or S)), R. (number) (Direction (E or W)), Sec. (number). If the location of the survey is not in a public land state and is better described by a project name, input said name.

New this Year

Information formerly entered in Columns D and E is now combined and entered into D only.

Action:

Input the location of the survey or describe the survey using a project name. Additionally, add all information that in previous years would have been included in the **Description/Comments (Column E)** section. Also, if the category of service is Supplemental Plat, include the number of plats if more than one; if the category of service is Remonumentation, include the number of monuments.

Description/Comments (Column E) - In previous years, you were instructed to input a description of the survey or any applicable comments. However, because of draft recommendations in the above

**Instructions for Completing the 2011 – 2013
External-Agency-Requested Cadastral Services Inventory**

mentioned OIG report, there is a new requirement to determine which projects involve High Risk Resource Boundaries. Therefore, you are asked to enter **HRRB** if significant resources have been lost or are at risk due to uncertain boundary location.

Action: *New this Year*

Enter **HRRB** if significant resources have been lost or are at risk due to uncertain boundary locations. Otherwise, leave blank.

Agency National Plan (Column F) – Your agency’s national plan category, or special initiative, the survey project falls under. If the project does not fall within any category or initiative, leave blank.

Priority Driver (Column G) – Fill in the main reason you wish to have this project surveyed. More than one *Priority Driver* may fit, so you are asked to select the most prominent reason (*Priority Driver*) for the request¹ of cadastral service.

Action:

Select the appropriate *Priority Driver*. The following list serves as a reference as you select the priority driver that best fits each project.

Note: *Please enter the names as they are written below.* e.g., **1 – Non-Renewable Energy**.

Priority Drivers

I – Energy and Minerals (RU)

- 1 – Minerals
- 1 – Non-Renewable Energy
- 1 – Renewable Energy
- 1 – ROW Energy

II – Forage/Range (RU)

- 2 – Fencing
- 2 – Grazing

III – Forest Products (RU)

- 3 – Forest Management
- 3 – Forest Products

IV – Heritage Resources (RP)

- 4 – Cultural Resource Protection
- 4 – Water Resource Protection
- 4 – Wild and Scenic River
- 4 – Wildlife Protection

**Instructions for Completing the 2011 – 2013
External-Agency-Requested Cadastral Services Inventory**

V – Land Tenure Adjustment (SC)

- 5 – Alaska Statehood Act
- 5 – ANCSA
- 5 – Boundary Marking and Posting
- 5 – Easement – Realty Action
- 5 – Easement – Hunting/Fishing
- 5 – Land Acquisition
- 5 – Land Development
- 5 – Land Disposal
- 5 – Land Exchange
- 5 – Legal Description Correction
- 5 – Legislative Mandate with Funding
- 5 – Realty Action
- 5 – Remove Clouded Title
- 5 – ROW Acquisition
- 5 – ROW Realty Action
- 5 – Small Tracts Act

VI – Jurisdictional Dispute/Trespass (SC)

- 6 – Boundary Dispute
- 6 – Boundary Resolution
- 6 – Corrective Resurvey
- 6 – Jurisdictional Dispute/Trespass
- 6 – Trespass Abatement
- 6 – Trespass Court Action
- 6 – Trespass Law Enforcement

VII – Recreation (RE)

- 7 – Recreation Services
- 7 – Recreation Trespass

VIII – Abandoned Mine Lands, Fire, and Vegetation Removal (SC)

- 8 – AML Boundary Resolution
- 8 – Fire Rehab
- 8 – Fuels Reduction
- 8 – Fuels Reduction – Mechanical
- 8 – Fuels Reduction – Chemical
- 8 – Public Land – Urban Interface
- 8 – Remove Invasive Species
- 8 – Wildland Fire Management

Projected Miles (Column H) – This is the number of miles of boundary line to be identified. This also includes the number of miles of resurvey. The entry should be rounded to the nearest mile.

Action:

Input the total miles rounded to the nearest mile.

**Instructions for Completing the 2011 – 2013
External-Agency-Requested Cadastral Services Inventory**

Projected Cost (Column I)

Action:

The cadastral office will input the estimate.

Tangible Benefits/Consequences Minimum (Column J) – The value of the **Tangible Benefits/Consequences** is described as a range. (Note: An *average* of the Tangible Benefits/Consequences Minimum and Tangible Benefits/Consequences Maximum may be used in reporting Cadastral Survey information to the Department of the Interior and the Office of Management and Budget.)

Action:

Select the appropriate dollar value for the Tangible Benefits/Consequences Minimum.

Tangible Benefits/Consequences Maximum (Column K) – The dollar value selected in this column should be equal to or greater than the dollar value selected in Column J. If the dollar value selected in this column is less than the dollar value selected in Column J, the dollar value in Column K will appear as “strikethrough” text. (Example of “strikethrough” text is as follows: ~~Strikethrough text.~~) If this occurs, select a greater dollar value.

Action:

Select the appropriate dollar value for the Tangible Benefits/Consequences Maximum.

Category of Service (Column L) – A drop-down list is included in this column for the purpose of reporting uniform information nationwide. Categories of service include: 1) Official Cadastral Survey, 2) Supplemental Plat, 3) Remonumentation, and 4) Administrative Survey.

Action:

Select the appropriate Category of Service.²

Fiscal Year (Column M)

Action

Select the fiscal year when the field survey will be needed. If needed in FY 2013, select 2012+.

Previous Survey Pre- or Post-1910 (Completed by Cadastral Office) (Column N)

Select the appropriate time period which describes when the last cadastral survey was performed on the boundary(s) identified in this request. Pre-1910 monumentation generally consists of marked stones or wooden posts while post-1910 era monumentation generally consists of iron posts with marked brass caps.

Action:

Select from the four possibilities: 1) Pre, 2) Post, 3) Combination, or 4) Unknown.

Instructions for Completing the 2011 – 2013 External-Agency-Requested Cadastral Services Inventory

Data Manipulation Using the *Sort* Function

Most sorting will be done by the BLM state office. However, if you choose to sort your data (by row), there are a few items to keep in mind.

When sorting, ***always select complete rows***. If complete rows are not marked when sorting, and only consecutive cells within a column are selected, the data fields will transfer to other rows. Save often.

Steps in Sorting: 1) Select complete rows (excluding the header row). 2) Select Data (do not select the “a/z” icon on the tool bar), then select *Sort* which will bring up the sort menu. 3) Select Ascending/Descending as needed. 4) Select the column to sort by from the drop-down list.

¹ For this inventory, the term *request* refers to a need that has been identified by a customer. Within the context of this inventory, the term *Request* does not refer to an official *Survey Request* using form 9600.

² Most of the projects submitted in previous inventories have fallen within the *Official Cadastral Survey* category; therefore, most of this guidance is directed towards this category. The guidance for *Supplemental Plats* is the same as for *Official Cadastral Survey*. The only differences in your data entries, as they relate to the four categories, are described in the *Description/Comments* (column E) section of this guidance. An *Administrative Survey* typically involves field survey work without an official record produced for filing in the Federal records system.