

**Instructions for Completing the 2012 – 2014  
External-Agency-Requested Cadastral Services Inventory**

These instructions correspond to the Excel file entitled “5- 2012 – 2014 External-Agency-Requested Cadastral Services Inventory.” This file contains dropdown 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 Bureau of Land Management (BLM) state office.

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

**State (Column A)** – This column contains a dropdown 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 dropdown 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.

Action:

Input the location of the survey or describe the survey using a project name.

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**Description/Comments (Column E)**

Action:

Input a description of the survey or any applicable comments. If the category of service is Supplemental Plat (see column L for information on categories), include the number of plats if more than one. If the category of service is Remonumentation, include the number of monuments.

**Agency National Plan (Column F)** – Provide 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)** – Provide the primary 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, *from the list below*, for this request. 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.

Action

Select the appropriate *Priority Driver* from the dropdown list. The following list serves as a reference as you select the priority driver that best fits each project. The list may also be viewed on the *Dropdown List* worksheet.

***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 – Protect Treasured Landscapes

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

**V – Land Tenure Adjustment (SC)**

- 5 – Alaska Statehood Act**
- 5 – ANCSA**
- 5 – Boundary Marking and Posting**
- 5 – Define Administrative Boundaries**
- 5 – Define Resource Use Restrictions**
- 5 – Easement – Define Administrative Boundaries**
- 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 – Vegetative Treatments**
- 8 – Wildland Fire Management**

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

Action:

Input the total miles rounded to the nearest mile.

**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 shall 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 dropdown 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. 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.

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**Fiscal Year (Column M)**

Action:

Select the fiscal year when the field survey will be needed from the list of four possibilities:  
1) 2012; 2) 2013; 3) 2014; 4) 2014+.

**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(ies) 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; 4) Unknown.

**Request Method (Column O)**

Action

Select the method of communication used in identifying the need from the dropdown list.

**High Risk Resource Boundaries (Column P)**

A recent Office of Inspector General report stated that significant resources have been lost or are at risk due to uncertain boundary location. To comply with findings in this report, we will identify lands that meet these criteria.

Action

If significant resources have been lost, or are at risk, due to uncertain boundary location, select *yes* from the dropdown.

**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 only consecutive cells within a particular column(s) are selected, data integrity *will become compromised*. If only consecutive cells within a particular column(s) are selected, your data will become compromised. Do not mark the header row.

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. 3) Select Ascending/Descending as needed; 4) Select the column to sort by from the dropdown list.