Instructions for Completing the 2014-2016 External-Agency-Requested Cadastral Services Inventory

These instructions correspond to the Excel file entitled "5- 2014 – 2016 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) – 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 with only 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 for each State Office 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.

<u>Action:</u>

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

Description / Comments (Column E)

<u>Action:</u>

Input a description of the survey or any applicable comments. 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.

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.

<u>Action</u>

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. **Your selection may also be copied directly from the *Priority Drivers* worksheet.**

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

<u>Priority Drivers</u>

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 – ACEC
       4 – Cultural Resource Protection
       4 – National Monument
       4 – Special Protected Area
       4 – Protect Treasured Landscapes
       4 – Water Resource Protection
       4 – Wild and Scenic River
       4 – Wildlife Protection
       4 – Wilderness Study Area

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

Projected Miles (Column H) – In most cases Column H will be filled out by the State Office Cadastral Survey Department with the entry rounded to the nearest mile. This includes the miles of boundary line to be identified plus miles of resurvey.

If the category of service is *Remonumentation* or *Supplemental Plat*, leave blank.

IMPORTANT:
Remonumentation – Specific guidance with respect to the *Remonumentation* category is described above in sections **Projected Miles (Column H)** and
Description/Comments (Column E).
Supplemental Plats – Specific guidance with respect to *Supplemental Plats* category is described above in section **Description/Comments (Column E)**.
Administrative Survey – An *Administrative Survey* typically involves field survey work without an official record produced for filing in the Federal records system.

Action:
Input the total miles, including miles of resurvey, *rounded to the nearest mile*. **Enter "1" in cases where rounding results in "0."**

Projected Cost (Column I)

Action:
The cadastral office will input the estimate.

Tangible Benefits / Consequences Minimum (Column J) – A dropdown list is included in this column for the purpose of reporting uniform information nationwide. The value of the **Tangible Benefits / Consequences** is described as a range. *If the minimum tangible benefit is not greater than the project's cost, the project may not warrant funding.* As a general rule, a project should have a value for *Tangible Benefits / Consequences* that is at least twice the projected cost, as identified in column I, for consideration in this inventory.

Note: Generally, *Tangible Benefits* is defined as the value of resources to be extracted. *Consequences* is the value of damages resulting from the loss of resource and/or the cost of litigation in defending or asserting rights resulting from uncertain boundary location.

Action:
Select the estimated dollar value for the Tangible Benefits/Consequences Minimum. The entry will be a positive value regardless of whether it represents *Tangible Benefits* or *Consequences*.

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 from the list.

Category of Service (Column L) – A dropdown list is included in this column for the purpose of reporting uniform information nationwide.

Action:
Select the appropriate Category of Service: 1) Official Cadastral Survey, 2) Supplemental Plat, 3) Remonumentation, 4) Administrative Survey, and 5) Original Survey.

Fiscal Year (Column M)

Action
Select the fiscal year when the field survey will be needed:
1) 2014; 2) 2015; 3) 2016; 4) 2016+

Previous Survey Pre- or Post-1910 (Column N)

Action:
Select the appropriate time period which describes when the last cadastral survey was performed on the boundary(ies) identified in this request. **(Completed by Cadastral Office)**

Request Method (Column O)

Action
Select the method of communication 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 this criterion.

Definitions
High Risk Land means any Federal interest land with high market or nonmarket value(s), e.g., adjoining highly developed non-Federal property, or with coal, oil and gas, or timber, or special area set aside for wilderness characteristics, sensitive species, plants, or views, and with a high risk boundary.

High-risk resource means any Federal resource, other than land, with significant market or nonmarket value(s), e.g., coal, oil and gas, timber, or special area set aside for sensitive species, plants, or views, and with a high-risk boundary.

High Risk Boundary means any boundary line or corner of Federal interest land not clearly marked on-the-ground by an official survey, e.g., unsurveyed, surveyed but not marked with regulation posts and line markers, often referred to as an antiquated boundary or antiquated survey.

Examples of high risk land include, but are not limited to, Federal interest land with high value resources (i.e., coal, oil and gas, timber, etc.) or adjoining highly developed non-Federal property or Federal interest land that are set aside for special management (i.e., units of the National Park System, units of the National Wildlife Refuge system, Wilderness Areas, Wilderness Study Areas, National Monuments, certain areas of critical environmental concern, special wildlife management areas, land with wilderness characteristics, etc.)

Action
If significant resources have been lost, or are at risk, due to inadequate boundaries, select *yes* from the dropdown.

Data Manipulation Using the *Sort* Function

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 the category (column) to sort by, 4) Select Ascending/Descending