

## **Instructions for Completing the 2010 – 2012 BLM-Requested Cadastral Services Inventory**

These instructions correspond to the Excel file titled “5- 2010 – 2012 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:<sup>1</sup>**

After downloading the Excel file from the intranet, add the two letter state abbreviation to the end of the file name prior to submitting the final document to the Washington Office. (Example: “4- 2010 - 2012 BLM-Requested Cadastral Services Inventory.xls” for Alaska should be renamed to “4- 2010 – 2012 BLM-Requested Cadastral Services Inventory AK.xls.”)

Open the file and input the information for the BLM state office on the appropriate worksheet. (Note: Each state office has a separate 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)** – Selections in the drop-down list for this column are based upon the selection made in Column A. Some BLM state offices do not have a multiple-state jurisdiction. The 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 or commonwealths in said jurisdiction. There are some programming issues with this function working on every worksheet. If the drop-down does not work, simply enter the two letter designation of the jurisdiction.

#### Action:

Select the state where the project is located. If the drop-down is not working, enter the two-letter (capitals) designation for the state where the project is located; e.g., for a project located in Nebraska, you would enter *NE*.

### **Field Office (Column C)**

#### Action:

Input the name of the BLM field 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.

## **Description/Comments (Column E)**

### Action:

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.

**BLM Strategic Action Plan Category (Column F)** – Refer to **Priority Driver (Column G)** for a detailed explanation of this category.

**Priority Driver (Column G)** – The FY 2006 Survey Request Inventory contained approximately 200 different priority drivers. For subsequent inventories, the 200 FY 2006 Priority Drivers were grouped into 45 priority drivers. It is necessary to first select the appropriate **BLM Strategic Action Plan Category** *before* selecting the appropriate **Priority Driver**.

Note 1: On the following page, there is the complete list of *BLM Strategic Action Plan Categories* and *Priority Drivers*. Example: **Energy and Minerals** is a *BLM Strategic Action Plan Category*, and **Minerals, Non-Renewable Energy, and Renewable Energy** are *Priority Drivers*.

Note 2: *After* making your selection in column F, select the Priority Driver in column G that best describes the reason a request has been made. More than one driver may fit, so you are asked to provide the most prominent reason for the request<sup>2</sup> of cadastral service.

### Action 1 (Column F)

Select the appropriate *BLM Strategic Action Plan Category* from the drop-down list.

### Action 2 (Column G)

Select the appropriate *Priority Driver* from the drop-down 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.

## 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**

**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)** – In most cases this will be filled out by the State Office Cadastral Survey Department. This includes the miles of boundary line to be identified plus miles of resurvey. The entry should be rounded to the nearest mile. If the category of service is *Remonumentation*, leave blank.<sup>3</sup>

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)** – A drop-down 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 being funded. As a general rule, a project should have a value for *Tangible Benefits Consequences* that is 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* are 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.

**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 drop-down list is included in this column for the purpose of reporting uniform information nationwide. See endnote 3 for more information.

Action:

Select the appropriate Category of Service from the four possibilities: 1) Official Cadastral Survey, 2) Supplemental Plat, 3) Remonumentation, and 4) Administrative Survey.

**Fiscal Year (Column M)**

Action

Select the fiscal year when the field survey will be needed.

**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(s) identified in this *request* – see endnote 2. **(Completed by Cadastral Office)**

**Request Method (Column O)**

Action

Select the method of communication in identifying the need.

**Discontinued Primary Benefiting BLM Program Supported (Column P)**

Action

Leave this field blank. The BLM has discontinued use of Emphasis Areas starting in Fiscal Year 2010.

**Primary Benefiting BLM Program Supported (Column Q)**

Action

Select the one BLM program from the list that benefits the most from the proposed cadastral service. If none of the benefiting BLM programs relate to the survey request, select *Other*, and enter the BLM program benefited. If more than one program benefits, describe those under the heading, **Additional**.

**Optional -- Additional Benefiting BLM Programs (Column R)**

Action

The program benefiting the most from the requested service goes in column P. If additional programs benefit, please enter those here. Enter in order of importance, with the most important first; e.g., "2810, 1010, 1430". Please enter the number only.

**Optional -- Top Ten (Column S)**

Action

Rank your top 10 BLM projects. Enter 1 by the highest priority and 10 by the lowest. Only 10 projects will have a value in this column. This information may be used for special project funding and one-time distribution as funds are identified.

**LR2000 Case # (Column T)**

Action

Provide the corresponding case number (Case #) in LR2000 if one exists.

## 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 Ascending/Descending as needed. 4) Select the column to sort by from the drop-down list.

## Endnotes

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<sup>1</sup> Instructions for those using Excel 2007: This file has been developed and distributed using Excel 2007. When saving, pick *Excel Workbook* in the *Save As Type* box.

Instructions for those using the 97-2003 version of Excel: When saving, the message *Significant Loss of Functionality* may appear. Ignore this message and select *Save*. This file has also been tested in this older version with no differences in functionality found. When saving, pick *Excel 97-2003 Workbook* in the *Save As Type* box.

<sup>2</sup> 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.

<sup>3</sup> Re monumentation -- Most of the projects submitted in previous inventories have fallen within the *Official Cadastral Survey* category. Specific guidance with respect to the *Re monumentation* category is described above in sections **Projected Miles (Column H)** and **Description/Comments (Column E)**. The guidance for *Supplemental Plats* is the same as for *Official Cadastral Survey*. An *Administrative Survey* typically involves field survey work without an official record produced for filing in the Federal records system.