

July 1, 1946

FOREWORD

This assemblage of information and procedural instructions for the official use and guidance of employees in the conduct of the business of Public Survey Offices is hereby termed the "Public Survey Office Guide."

The Guide is not for the information, use and guidance of the public, and therefore it should not be cited in correspondence with the public.

To permit of the substitution of new pages for those made obsolete as changes occur, the Guide is prepared in loose-leaf form. New pages bearing the date of issue in the lower right-hand corner will be furnished the Public Survey Offices by the Supervisor of Surveys.

Regional Cadastral Engineers are requested to inform the Supervisor of Surveys of errors, omissions, and suggested changes.

Supervisor of Surveys.

Approved:

Commissioner of the General Land Office.

PART 1—ORGANIZATION AND DUTIES

1.01 Organization.

- (a) The organization of the Cadastral Engineering Service is shown below:

Secretary of the Interior

Commissioner of the General Land Office

CADASTRAL ENGINEERING SERVICE
Supervisor of Surveys

Regional Cadastral Engineers

Public Survey Offices
Engineering Staff

(b) By the Commissioner's Order No. 211, dated October 23, 1945, the grouping of States within surveying regions, and the numbering of regions conform to the following:

Region I: Colorado, Wyoming, Montana, North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Indiana, Michigan and Ohio.

Regional Cadastral Engineer: Denver, Colorado.
Public Survey Office Denver, Colorado.
Public Survey Office Cheyenne, Wyoming.
Public Survey Office Helena, Montana.

Region II: New Mexico, Arizona, Southern California, (that part under San Bernardino Meridian), Oklahoma, Arkansas, Louisiana, Mississippi, Alabama and Florida.

Regional Cadastral Engineer: Santa Fe, New Mexico.
Public Survey Office Santa Fe, New Mexico.
Public Survey Office Phoenix, Arizona.
Public Survey Office Glendale, California.

Region III: Utah, Nevada and Idaho.

Regional Cadastral Engineer: Salt Lake City, Utah.
Public Survey Office Salt Lake City, Utah.
Public Survey Office Reno, Nevada.
Public Survey Office Boise, Idaho.

Region IV: Oregon, Washington and Northern California, (that part under Humboldt and Mount Diablo Meridians).

Regional Cadastral Engineer: Portland, Oregon.
Public Survey Office Portland, Oregon.
Public Survey Office Olympia, Washington.

Region V: Alaska.

Regional Cadastral Engineer: Juneau, Alaska.
Public Survey Office Juneau, Alaska.

NOTE: The public land surveys in North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Indiana, Michigan, Ohio, Oklahoma, Arkansas, Louisiana, Mississippi, Alabama and Florida are substantially completed, and the surveying records thereof, except those of Oklahoma, have been transferred to the States. The original records of public land surveys in Oklahoma are filed with the Commissioner of the General Land Office, Washington, D. C.

1.02 Duties.

- (a) The Cadastral Engineering Service supervises, executes and approves cadastral surveys and resurveys in the United States, including Alaska; prepares instructions to govern technical and operational procedures; prepares and maintains plat and field note records; issues orders for and approved mineral surveys for patent application; and furnishes copies of technical records to other governmental agencies and the public. The Supervisor of Surveys appoints mineral surveyors, (see sample letter, page 15).

PART 2—SURVEYS

Nonmineral Surveys.

2.01 Authority. Under existing law, surveys and resurveys of the public lands are executed in accordance with the provisions of the Manual of Instructions for the Survey of the Public Lands, usually upon authorization issuing from the Commissioner following applications by interested persons or governmental agencies. Homestead Entry and Exchange Surveys are executed upon request from the Regional Forester without specific authorization. In those cases, special instructions may be submitted to the Commissioner for approval and the approval is the authority for the survey. In the case of an application for survey by a settler, the special instructions are prepared and submitted to the Commissioner with the application; the approval of the special instructions is the authority for the survey.

2.0. Groups.

(a) For administrative purposes, survey projects are arranged by the Regional Cadastral Engineer in groups convenient for economical field operations. Each group may include one or more authorizations or only a portion of an authorization and is assigned the succeeding number in the series for the State in which it is situated.

(b) Establish the group file and group survey status cards, the latter to be prepared in triplicate and transmitted periodically as provided in the Supervisor's circulars dated July 30, 1925, and November 12, 1928.

2.03 Special Instructions.

(a) Assemble and study data of prior surveys, withdrawals, status of lands, etc.

(b) Prepare special instructions as outlined in Secs. 461 and 462 of the Manual of Surveying Instructions. Copies are intended for the field engineers, the Commissioner, the Supervisor of Surveys, and the Regional Cadastral Engineer, with an additional copy when required for a sub-office. The duplicate copy of the special instructions is transmitted by memorandum directly to the Commissioner for consideration and appropriate action. The memorandum transmitting the special instruction will bear an endorsement in the lower left-hand corner as follows:

Approved:

Assistant Commissioner.

An original and three copies of the memorandum of transmittal should be forwarded; the original and one copy are retained by the Commissioner, one copy, signed and dated, is returned to the Regional Cadastral Engineer, and one copy is sent to the Supervisor of Surveys.

- (c) Obtain copies of plats, field notes, and other data required by field parties, including aerial photographic prints of the involved area, if available.
- (d) Note approval of special instructions when received.

2.04 Field assignment.

- (a) Prepare assignment instructions with copies for each engineer, the Commissioner, the Supervisor of Surveys, and the Regional Cadastral Engineer, with an additional copy when required for a sub-office. The original and two carbon copies are transmitted to the Supervisor of Surveys for consideration and action. Original assignment instructions, after approval, are returned to the Regional Cadastral Engineer.
- (b) Assign instrumental and other equipment for use in the field and obtain receipt for property so assigned (Form DI-105 for numbered equipment).
- (c) Estimate number of iron posts required.
- (d) Organize field party, prepared employment papers and report of employment of temporary field assistants (See Secs. 4.02, 4.03, 4.04, and 4.05 (a), (b), (c), and (d)).
- (e) Record progress of field work on township progress diagram as taken from weekly service reports.
- (f) At close of the work, chief of field party will report on number of iron posts, by sizes, used on each township and disposition of remainder.

2.05 Office Assignment.

- (a) Prepare final field note record and sketch plat to scale.
- (b) Examine field notes and sketch plat as to accuracy and sufficiency.
- (c) Prepare the final plat.
- (d) Check field notes and plat for agreement.

2.06 Disposition of records.

- (a) Forward the returns to the Supervisor of Surveys for review and appropriate action.
- (b) Upon receipt of the edition of the accepted plat from the General Land Office the returns will be indexed and placed in the open files, and a paper map copy transmitted to the Regional Field Examiner with request for receipt. Plats of surveys are now mounted in Washington and original and triplicate sent direct to the Public Survey Office and District Land Office by registered mail. The registry return receipts are sufficient notice of their receipt at the respective offices.
- (c) The disposal of supplemental plats (Secs. 625 to 636, inclusive, of the Manual of Surveying Instructions) that are prepared from office records follows the normal procedure for plats of surveys. The work of drafting often is so limited that all official copies are drafted in order to save time and avoid the expense of photolithographing. When this is done, all copies should be prepared on mounted drawing paper. All such plats are transmitted direct to the Supervisor of Surveys for consideration and appropriate action. Usually a copy for the Branch of Field Examination is not required.

Mineral Surveys

2.07 Authority and scope. Orders for the survey of mining claims are issued by the Office Cadastral Engineers, who are authorized to administer the work in connection therewith and approve plats and field notes of such surveys, and otherwise to perform the duties prescribed by the mining regulations to be performed by the surveyors general in connection with the survey of mining claims, including certification as to expenditures made upon the claims (Act of Congress approved March 3, 1925 (Public No. 580) and General Land Office Circular 996, April 7, 1925).

2.08 Information relating to requirements preliminary to obtaining patent to a mining claim.

- (a) Answers to questions reaching the Public Survey Office relating to matters of location and purchase of mining claims on the public domain will be found in General Land Office Circular 1278, the Lode and Placer Mining Regulations (43 CFR 185), and in Chapter 10 of the Manual of Instructions for the Survey of the Public Lands of the United States. For use in the office and for the information of the public, the Public Survey Office will maintain as complete a record as practicable of current rules, requirements and regulations pertaining to the location and purchase of mining claims and annual assessment work.

- (b) A prospective applicant for survey will be informed of the regulations requiring him to make all arrangements with the mineral surveyor for the performance of the survey, including payment for services (Sec. 631, Manual of Surveying Instructions). Upon request, a list will be furnished showing names and addresses of the mineral surveyors for the State, from which a selection may be made.

2.09 Application for survey. Application for the survey of a mining claim will be made to the Public Survey Office on Form 4-689, or by letter giving the name of the claimant as it is desired to appear in the application for patent; the name of each location embraced in the claim; the location of the claim by mining district, county, and by section, township and range; and the name of the surveyor to whom it is desired the order for survey shall be issued. The application will be accompanied by a copy of each location certificate, each of which is to be certified by the custodian of the records of the political subdivision in which the claim is recorded. The location certificate will be examined as to sufficiency, and if inadequate the applicant will be required to file an amended location certificate. Unless all the locations included in an application form upon the ground a contiguous group, separate applications must be made (Sec. 697, Manual of Surveying Instructions).

2.10 Estimate of cost. The Public Survey Office will require the applicant to deposit with the Office Cadastral Engineer for the State in which the claim is located, an amount sufficient to cover the estimated cost of necessary work in the Public Survey Office (Secs. 686 and 687, Manual of Surveying Instructions). See Sec. 2.13, computation of office cost.

2.11 Order for survey.

- (a) The application for survey, including the location certificates, being complete, the next higher number in the numerical sequence for the State is assigned to the survey and the survey order (Form 4-682) is issued by the Office Cadastral Engineer to the mineral surveyor designated in the application (Form 4-689). The order is accompanied by a copy of the location certificate and sufficient stationery for the preparation of the official field notes, including Forms 4-683, 4-685, and 4-686. If the claim is a placer, add Forms 4-694, 4-695, and 4-696. Furnish data on prior conflicting or adjoining surveys as requested by the surveyor.
- (b) Furnish the claimant, or his agent as appropriate, a copy of the order for survey and enclose the original receipt bearing the survey number (Form 4-129).

- (c) If the claim is situated in a national forest, the regional forester will be notified of the issuance of the order, giving the name and full description of the claim as stated in the application for survey.
- (d) Enter in the office records the requisite data on 5x8 cards consisting of Form 4-663 and the alphabetical index.
- (e) Delineate the claim with pencil upon the appropriate connected or district sheet (Form 4-678).

Chapter 10 of the Manual of Surveying Instructions contains other pertinent sections relating to orders for survey and amendment thereof.

2.12 Mineral Surveyor's Returns.

- (a) Acknowledge receipt of the mineral surveyor's returns, and enter the date thereof in the office records (card Form 4-663).
- (b) Examine the returns for sufficiency, including form, typography, and mathematical accuracy. See that all previous conflicting or adjoining surveys are accounted for and that closures against them meet the prescribed requirements for accuracy. For further guidance, reference is made to Chapter 10 of the Manual of Surveying Instructions. In case of irreconcilable errors or omissions, the field notes will be returned to the surveyor for correction and the claimant notified of this action.
- (c) Plat the survey on the connected or district sheet (Form 4-678).
- (d) Prepare the official plat of survey (Form 4-675 revised).
- (e) Transcribe the mineral surveyor's corrected field notes on field note paper suitable for binding at the top, unless furnished in duplicate. Certificate of approval (Form 4-687) and the certified copy of the location certificate received with the application for survey are added to the original field notes. Form 4-688 and a copy of the location certificate are added to the transcribed copy of the field notes.
- (f) Prepare and add Form 4-697 to a placer report and to the transcript; also add Form 4-693.
- (g) Make a copy of the data included in the field notes under the heading "Expenditure of \$500." unless the mineral surveyor furnished an extra copy. However, when the survey involves only a mill site, those portions of the certificate forms relating to expenditures will be crossed out and the foregoing copy will be made of the data under the heading of "Improvements."

- (h) Carefully compare the plat (Form 4-675 revised) with the original and transcript of field notes.
- (i) Prepare notice of approval of the survey (Form 4-235) in triplicate. The returns are approved by the Office Cadastral Engineer and all related forms are signed by that officer. Acceptance of the survey by the Commissioner is not required.
- (j) Notify the mineral surveyor of the approval of the survey (Form 4-361b).
- (k) Transmit the official plat of survey for reproduction.
- (l) Occasionally at the time of survey the value of labor and improvements upon each location of a mining claim is less than \$500, and in such instances the required supplemental procedure is given in Sec. 747 of the Manual of Surveying Instructions. The mineral surveyor will submit the report on standard field note paper supported by certificate (Form 4-690). A copy thereof, to be furnished the claimant, will be made in the Public Survey Office on field note paper suitable for top binding to which Form 4-691, certificate of the Office Cadastral Engineer, is added.

2.13 Computation of office cost.

- (a) Whenever, during the progress of the office work, the amount of deposit is wholly earned and office work is not completed, the applicant will be called on for an additional deposit. The cost of plat reproduction, of outlining the survey upon the district or connected sheet, and of stationery supplies, shall be included (Decision of the Comptroller of the Treasury, November 7, 1913, Vol. 20, pg. 291). Stationery is charged at \$2.00, which increases in the amount of \$1.00 for each additional plat used (Circular of Assistant Supervisor of Surveys, November 27, 1941). Each office employee working on the survey shall keep an accurate account of his time in time-book (Form 4-672). Overhead costs are not to be included.
- (b) Following the approval of the survey, compute the cost of office work and determine the amount of refund, if any, due the applicant. The entire amount of deposit may be considered earned when practically approximated by the actual cost. A nominal excess of deposit in such instances will be charged to general administration (Circular of Supervisor of Surveys dated January 23, 1942). When a refund is in order, prepare and have certified by the authorized certifying officer voucher (Forms 1049 and 1050) in quadruplicate, forwarding the original to the Supervisor of Survey for submission to the General Land Office for the Commissioner's approval, upon return of which process for payment in the regular manner, quadruplicate copy to accompany check to payee. For further instructions on refunds refer to General Land Office Manual, Part 3—Accounts, 36715-59, Sec. 3.901.

- (c) Enter itemized costs of approved or cancelled mineral surveys on 5 x 8 individual's account card, also amount of refunds. See Supervisor's General Accounting Instructions, XI Special Deposits for Mineral Surveys, of November 9, 1945 and the last paragraph of Supervisor's Circular Memorandum of January 10, 1946.

2.14 Distribution of survey returns.

- (a) When the original plat and copies thereof are returned the original and two copies of the plat are mounted on cloth unless two copies are furnished on cloth backed paper. The original plat and field notes of survey are placed in the open files of the Public Survey Office.
- (b) One mounted and one unmounted copy (two unmounted copies if the claim includes a mill site) of the plat, together with the transcript of the field notes, are furnished to the claimant. The letter of transmittal (Form 4-361a) is prepared in duplicate, stating office cost. The duplicate copy also is prepared as a receipt which the claimant is requested to date, sign, and return (See Assistant Supervisor's Circular of May 16, 1942).
- (c) Forward one mounted plat copy to the register of the appropriate district land office with the previously prepared diagram (Form 4-286), and letter of transmittal, (Form 4-361).
- (d) Forward to the Commissioner of the General Land Office the similar diagram (Form 4-286). The third copy thereof is retained in the files of the Public Survey Office.
- (e) Forward one unmounted copy of the plat to the Regional Field Examiner, accompanied by the copy of the mineral surveyor's report of expenditure or improvements on the claim.
- (f) Complete all data on the file card (Form 4-663) as well as in any other office records.
- (g) When the claim is in a national forest, three copies of the plat will be furnished the regional forester upon request. This will be done without cost in accordance with General Land Office letter L/186542, July 16, 1914, to the Surveyor General for Colorado.

2.15 Cancellation of survey order.

- (a) When returns of a mineral survey are overdue and the survey is apparently abandoned, the order for survey shall be cancelled for laches after giving the claimant thirty days notice thereof by registered mail. A survey order also will be cancelled at claimant's request. When cancellation is made, the claimant will be notified thereof by letter and a copy of such notice will be forwarded to the mineral surveyor. Office work prior to and including cancellation of a survey order may be assessed against the claimant at actual cost or not less than \$5.00 (General Land Office letter "G" 9-36524, May 26, 1909, to Surveyor General for Colorado). Refund will be made in accordance with the provisions of General Land Office Manual, Part 3--Accounts, 38715-59, Sec. 3.901. The refund voucher will be certified by the authorized certifying officer.
- (b) When the Public Survey Office learns of the death of a mineral surveyor to whom an order for survey is outstanding, the claimant will be notified that he may continue the survey by selecting another mineral surveyor to whom an amended order for survey will be issued.

2.16 Appointment of mineral surveyors.

- (a) Procedure for obtaining appointment and qualifying for the position of mineral surveyor is found in Chapter 10 of the Manual of Surveying Instructions.
- (b) If a newly appointed surveyor does not possess a copy of the Manual of Surveying Instructions, one will be furnished him by the Public Survey Office; also, he will be furnished a copy of Supervisor of Surveys Circular 203, March 7, 1940, concerning, among other items, the requirement for showing intersection with lode lines.

2.17 Record of appointment.

- (a) A record shall be kept in the Public Survey Office of each mineral surveyor, listing date of appointment, acceptance of bond, and period covered by the receipt.
- (b) Notice will be given the mineral surveyor sixty days prior to the close of the expiration of the period of his bond.

- (c) In case of failure to file a receipt for premium payment on the bond, or in the event of resignation or death, the name of the mineral surveyor will be dropped from the roll, and the Commissioner will be notified of the action through the Supervisor of Surveys. However, the dropping of a mineral surveyor from the roll for any reason excepting death should not be done while there is uncompleted work under an order for survey. Occasionally an unwarranted delay occurs on the part of a mineral surveyor in filing final returns. This may be due to negligence, controversy, or to the fact that the claimant does not desire to have the survey completed. In such cases a cancellation notice should be addressed to the claimant allowing thirty days to show cause why the order should not be cancelled for laches. Upon cancellation of the order, the mineral surveyor may then be dropped from the roll.
- (d) A biennial report (Form 4-391a) will be submitted by the Public Survey Office to the Commissioner on the sufficiency of the surety for each mineral surveyor on the roll for the State (Manual of Surveying Instructions, Sec. 675).
- (e) Current reports of the Treasury Department, Form 356, list acceptable sureties on Federal bonds.

PART 3—ACCOUNTS

- 3.00 General Accounting Instructions: See circular memorandum of Supervisor of Surveys of November 9, 1945.
- 3.01 Purpose and scope: Accounting procedures in the Public Survey Offices are conducted for the purpose of the control of funds and the justification of estimates, and are accomplished by:
- (a) Recording the distributed costs of expenditures.
 - (b) Classifying expenditures and obligations by objects.
 - (c) Maintaining a record of status of the funds allotted from the appropriation for surveying the public lands and of the deposits of moneys made by individuals or other Governmental agencies for work in that region.
- 3.02 Vouchers: forms and preparation. Expenses arising from operation of the field parties and maintenance of the Public Survey Offices are liquidated by prescribed vouchers, prepared in accordance with regulations promulgated by the General Accounting Office. In general, the following voucher forms are used:
- Standard Form 1012: Voucher for per diem and/or reimbursement of expenses incident to official travel (generally referred to as the travel expense voucher).
 - Standard Form 1012a: Memorandum copy of Standard Form 1012.
 - Standard Form 1012b: Continuation sheet for Standard Form 1012.
 - Standard Form 1012c: Memorandum copy of continuation sheet for Standard Form 1012.
 - Standard Form 1012d: Receipt for cash-subvoucher.
 - Standard Form 1012e: Statement of travel by motor vehicle.
 - Standard Form 1013: Pay roll for personal services.
 - Standard Form 1013a: Memorandum copy for Standard Form 1013.
 - Standard Form 1034: Public voucher for purchases and services other than personal.
 - Standard Form 1034a: Memorandum copy for Standard Form 1034.
 - Standard Form 1049: Public voucher for refunds of unearned deposits.

Standard Form 1050: Memorandum copy of Standard Form 1049.

Standard Form 1080: Voucher for transfers between appropriations and/or funds (disbursement).

Standard Form 1080a: Memorandum copy of Standard Form 1080.

Standard Form 1080b: Collection copy of Standard Form 1080.

Standard Form 1080c: Memorandum collection copy of Standard Form 1080.

3.03 Travel expense voucher (Form 1012).

- (a) The authorized rate of per diem allowance in lieu of subsistence is specified in travel orders issued to regular employees. The travel orders issued to chief of party specify also the authorized rate of per diem allowance of temporary field assistants.
- (b) Allowable items of travel expense are given in the Standardized Government Travel Regulations, which also specify the method of computing per diem for fractional days.
- (c) Items of expense in excess of \$1.00 are required to be supported by Receipt for Cash, Standard Form 1012d (see Standardized Government Travel Regulations).
- (d) When use of personally owned automobile for official travel is authorized, on a mileage basis, the voucher must be accompanied by Statement of Travel by Motor Vehicle, Standard Form 1012e.
- (e) In the field, the voucher is certified to be just and true by the claimant, recommended for approval by the chief of field party, and forwarded to the Public Survey Office for approval and certification by the Authorized Certifying Officer.

3.04 Pay Roll Voucher (Form 1128).

- (a) Pay rolls are prepared from Time and Attendance Reports (See Sec. 5.04) to cover pay roll periods after the close of service or pay roll period.All factual notations formerly required to be placed in the "Remarks" column will be noted on Pay Roll Change Slip (Form 1126) in the case of classified employees, and by notation at the foot of the voucher following the listing of employees in the case of field assistants' pay rolls.
- (b) List names of employees alphabetically within each salary rate, beginning with the highest rate.
- (c) Salaries, retirement, tax, and other deductions are computed and stated in accordance with the Government Salary Tables.

- (d) Pay rolls for salaries of the Civil Service employees are prepared in each Public Survey Office; wages for field assistants on the survey parties, by the chief of party under whom employed.
- (e) Pay roll vouchers for wages of field assistants are prepared by chief of party from Time and Attendance Reports. (See Sec. 5.04), forwarded to the Public Survey Office, and certified by the Authorized Certifying Officer.
- (f) Employee's Withholding Exemption Certificate (Form W-4 will be completed and signed by each new employee, whether classified, temporary, or indefinite, and forwarded to the regional headquarters (paying) office, with the first pay roll including the new employee's services. When a change occurs in the number of exemptions, a new Withholding Exemption Certificate is required.

3.05 Purchase voucher (Form 1034).

- (a) The purchases or services are itemized in detail on the voucher, except that an itemized, certified invoice on the bill head of the claimant will be accepted in lieu of the itemized statement of account on the voucher itself; in such cases the account should be summarized on the voucher form, and the line provided for the payee's signature be filled in by the insertion of the words "See certified invoice attached."
- (b) Any discounts for payment within a specified number of days are to be clearly indicated; if no discount is allowed, show "NET."
- (c) If purchase is made or services obtained pursuant to a contract, enter the contract number and date of acceptance in the space provided.
- (d) If purchase is made, or services obtained, in the open market without contract, enter "4" in the space provided in the certificate, and on the back of the voucher in space "4" insert "U.S.C. Title 5, Chap. 8, Sec. 496." When voucher includes long distance telephone items, enter "5" in the space provided in the certificate, and in space "5" on reverse side of voucher, enter "Tariff rates." On voucher covering post office box rent, enter "5" in the space provided in the certificate, and in space "5" on reverse side of voucher, enter "Postal Laws and Regulations."
- (e) If purchase is made by Purchase Order (Form 4-097), enter number and date of order under appropriate heading.
- (f) Voucher or invoice is certified as correct and just by the claimant (payee), giving name and capacity of person signing the certificate for the individual, firm, partnership, or corporation; the Authorized Certifying Officer certifies the voucher.

3.06 General.

- (a) For disposition of vouchers see general accounting instructions with memorandum of Supervisor of Surveys of November 9, 1945.
- (b) All signatures on vouchers are to be in ink or indelible pencil. Original vouchers only are signed; signatures to be typed or printed on copies. Appropriation symbol and title are to be clearly stated on each voucher, and the memorandum copies.

3.07 Processing vouchers.

- (a) In the Public Survey Office each voucher is examined as to:
 - 1. Authority for and the propriety of the claim.
 - 2. Accuracy of the statement of account and completeness of the voucher.
- (b) Errors in extension of itemized accounts, or in addition, will be noted and deducted in pencil from the total, if over the amount claimed on the voucher. Errors, if under, will be noted, but not corrected (9 Comp. Dec. 251).
- (c) Items not authorized will be disallowed.
- (d) Questionable items on travel expense vouchers should be suspended from payment, and the employees allowed to re-submit the claim, with proper explanation, on a subsequent voucher.
- (e) The expenses represented by each voucher are charged to the appropriate group or project as part of the costs of that work, or to miscellaneous expenditures, if applicable.
- (f) An itemized record of each voucher is made, breaking down the costs into the several objective classifications required for purposes of estimates and reports.
- (g) The voucher is certified and approved by the authorized certifying officer (usually the Regional Cadastral Engineer) after notation of all differences, disallowances, and suspensions, and scheduled for payment in accordance with Supervisor's Office general accounting instructions of November 9, 1945.

3.08 Report of Obligations.

(a) Monthly estimate of obligations, prepared by the Regional Cadastral Engineers and submitted to the Supervisor of Surveys not later than the 20th of the month, will show for each allotment of the surveying appropriation and reimbursable fund:

1. Adjustment of previous month's estimates (based upon expenditures).
2. Adjusted total to end of previous month.
3. Estimates for current month.
4. Estimated total to end of current month.

This report is broken down into objective classifications (salaries, wages, travel expense, etc) as indicated on the report, Form C.E.S. 6.

3.09 Actual and Estimated Obligations.

- (a) The quarterly analysis of obligations prepared by the Regional Cadastral Engineer is submitted to the Supervisor of Surveys within 29 days after the close of each quarter of the fiscal year.
- (b) The report calls for an analysis of funds allotted to each State, broken down into classes of expenses. This classification differs from that called for in the monthly estimate of obligations; the detail of expenditures as recorded from the approved vouchers furnishes actual and accurate information for past quarters.
- (c) The analysis is for quarterly periods, based upon actual obligations for the quarters preceding, and estimates for the reporting date and following quarters, with total for the fiscal year. The quarterly estimates are revised as complete data become available at the close of each quarter.

3.10 Purchasing and procurement.

- (a) The Regional Cadastral Engineers are authorized to purchase such supplies and minor equipment, including tents, as are needed for the operation of the field parties in their respective districts.
- (b) Surveying equipment (consisting of transits, levels, solar compasses, level rods, tapes, pins, scribes, dies, clinometers, etc) and automotive equipment, are procured by memorandum requisition to the Supervisor of Surveys. Requisitions for stationery and office supplies are submitted to the Supervisor of Surveys on Form DI-1 in quadruplicate.

- (c) Gasoline is procured under current Treasury Department (Tps) contracts; oil, under Navy Department contracts for larger quantities, or Treasury Department contracts for service station deliveries.
- (d) Tires and tubes are procured by the Regional Cadastral Engineers under Treasury Department (Tps) contracts.
- (e) Authority is delegated to the chiefs of field parties to purchase consumable supplies and minor unnumbered equipment required in the conduct of the surveys, in emergencies, or when impracticable to secure them through the Regional Cadastral Engineer (See Sec. 3.18 d 3).

3.11 Contracts and open market purchases.

- (a) Purchases within the limits of authority of the employee may be made in the open market without contract when the amount involved in any one transaction does not exceed \$100, under authority of U.S.C. Title 5, Chap. 8, Sec. 496. This does not relieve the necessity of procurement under contract if the items are covered by applicable outstanding contracts.
- (b) For purchases exceeding \$100, and for continuing service involving a series of payments over a period of time regardless of amount, contracts are required. Standard Form 33 is applicable for the contracts necessary for operations of the Cadastral Engineering Service, except contract for telephone service, in which case Standard Form 40 is used.
- (c) Contracts are based upon advertising, usually by invitations for bids sent to two or more dealers and by notices posted in at least two public places (Sec. 3709, Revised Statutes). The lowest bid for articles or services conforming to the terms and specifications must be accepted.
- (d) Stipulations in addition to the conditions printed on the back of Standard Form 33 must be included in each invitation for bids, and contracts executed thereunder, covering the following subjects:

Compliance with the 8-hour law.

No prison labor to be employed on the work involved.

Anti-racial and religious discrimination clause.

Compliance with Executive Order No. 9301, dated February 9, 1943.

- (e) The original and two carbon copies of the accepted contract are to be transmitted to the Supervisor of Surveys, accompanied by Statement and Certificate of Award, Standard Form 1036, properly executed. Rejected bids and one copy of accepted bid will be retained in the files of the Public Survey Office.

3.12 Bonds.

- (a) Authorized Certifying Officers. Each Regional Cadastral Engineer, or other designated employee, authorized to certify to vouchers in the capacity of Authorized Certifying Officer, is required to file a bond in the sum of \$5,000. (Refer to General Land Office Manual, Part 3, pages 36715-25, Sec. 3.2, and Part 24, pages 36715-75, Secs. 24.1 and 24.2).
- (b) Receivers of public moneys. Each Office Cadastral Engineer, or other employee designated to receive and receipt for moneys tendered for copies of records and deposits for surveys, is required to file a bond in the sum of \$5,000. (Refer to General Land Office Manual, Part 24--Bonds, page 36715-75, Secs. 24.1 and 24.2).

3.13 Deposits for copies of records.

- (a) Forms of remittances for copies of records that may be accepted to include cash, currency, certified checks, postal money orders, and uncertified checks and bank drafts that may be cashed without cost to the Government. Remittances should be made payable to the Treasurer of the United States.

3.14 Receipts for moneys.

- (a) Office Cadastral Engineers must issue official receipts on Form 4-129 for all moneys collected by them. Receipts should be issued at the time of payment, but in no case will Office Cadastral Engineers have in their possession any official moneys for which receipts have not been issued and signed at the close of business. Receipts are to be issued in duplicate, in numerical order, both the original and memorandum copy, Form 4-129a, being signed. The original receipts are to be delivered or mailed to the payors, and the memorandum copies, arranged in consecutive numerical order with the lowest numbered receipt on top, transmitted to the Regional headquarters office with the accounts for the month during which issued, either on the last business day of the month or the first business day of the following month. Receipts will show the date and place of issue, name and address of payor, amount, and purpose for which deposit is made. See General Accounting Instructions of Supervisor of Surveys of November 9, 1945, Sec. IX, Schedule of Collections, Form 1044.

- (b) Receipts that have been spoiled, mutilated, or in which a mistake has been made in the amount, should be marked "cancelled" across the face and a proper receipt issued. Cancelled receipts will be entered in numerical order on the abstract of moneys collected and both originals and memorandum copies will be forwarded with the returns and accounts.
- (c) Each Public Survey Office will maintain a cash book in which all data pertaining to the issuance of a receipt will be entered in parallel columns, showing date of receipt, serial number, amount received, name and address of payer, purpose for which deposit is made, amount earned, name of employee performing work, and date on which deposit is earned.

3.15 Telephone, metered service, stamps, etc. See General Land Office Manual, part 3--Accounts, pages 30715-28 and 29, Secs. 3.21, 3.22, and 3.23.

3.16 Government Bill of Lading.

- (a) The following are the Standard Form numbers and titles of the various documents for use covering the shipment, transportation, and delivery of Government property by transportation companies:

Standard: Form No.:	Title
1103	: U. S. Government Bill of Lading - original
1104	: U. S. Government Bill of Lading - shipping order
1105	: U. S. Government Freight Waybill - original
1106	: U. S. Government Freight Waybill - carrier's copy
1103a	: U. S. Government Bill of Lading - memorandum
1107	: Temporary Receipt in lieu of U.S. Government Bill of Lading
1108	: Certificate in Lieu of Lost U. S. Government Bill of Lading - original
1108a	: Certificate in Lieu of Lost U. S. Government Bill of Lading - memorandum
1109	: U. S. Government Bill of Lading - original, continuation sheet
1110	: U. S. Government Bill of Lading - shipping order, continuation sheet
1111	: U. S. Government Freight Waybill - original, continuation sheet
1112	: U. S. Government Freight Waybill - carrier's copy, continuation sheet
1109a	: U. S. Government Bill of Lading - memorandum, continuation sheet

- (b) The above listed forms will be used in connection with all shipments of Government property by freight, express, or air, and in no case will prepayment be demanded nor will payment be demanded of or made by the Consignee.
- (c) Standard Forms 1103, 1104, 1105, 1106, and 1103a will be prepared for each shipment, the issuing officer will sign the "Certificate of Issuing Officer" regardless of whether the bill of lading is to be used by a contractor as shipper. Carbon impression signatures on the shipping order and other forms are acceptable. Upon delivery of the property to the carrier for shipment, the original bill of lading should be receipted by the agent of the initial carrier and immediately forwarded by the shipper to the consignee.
- (d) Disposition of forms. The shipping order, Form 1104, the freight waybill, original, Form 1105, and the freight waybill, carrier's copy, Form 1106, will be surrendered to the agent of the initial carrier at the time the shipment is accepted and the bill of lading is receipted by its agent. The memorandum bill of lading Form 1103a, will be prepared in sufficient quantity to provide a copy for the issuing office, a copy for the Regional Cadastral Engineer, and two copies for the Supervisor of Surveys.
- (e) Commercial Bill of Lading. Every precaution should be taken to guard against the shipment of Government property on a commercial bill of lading, since payment to the carrier of the transportation charges will not be made by the Government on such bill of lading alone. If Government property unavoidably moves on a commercial bill of lading, the consignee must obtain from the proper Government official who authorized such payment a Government bill of lading, Standard Form 1103, signed by said official as issuing officer and attach thereto the commercial bill of lading, both indorsed by notations to refer to each other, and the consignee's certificate of delivery should be properly executed on the Government bill of lading. The signature of the agent of the initial carrier will not be required as such will appear on the commercial bill of lading.
- (f) Temporary receipt. The use of Temporary Receipt in Lieu of U. S. Government Bill of Lading, Standard Form 1107, should be restricted to instances when the receipt of the original bill of lading is delayed and where immediate delivery of the shipment is imperative. Under no circumstances will transportation charges be paid on a temporary receipt; hence, the person responsible for issuing the temporary receipt should promptly replace such temporary receipt with the original bill of lading or the certificate in lieu of lost bill of lading.

- (g) Lost Bill of Lading. In the event an original bill of lading cannot be located after diligent effort, and it is evident that it has been lost or destroyed, the Certificate in Lieu of Lost U. S. Government Bill of Lading and memorandum therefor, Standard Forms 1103 and 1103a, will be promptly issued by the issuing officer and the original forwarded to the consignee. The memorandum will be retained by the issuing officer.
- (h) Control. A record of the printed bills of lading will be maintained at all times in each Public Survey Office showing the date of issuance, purpose, name of carrier, consignee, consignor, and serial number of all bills of lading used.
- (i) Preparation of Bills of Lading. In preparing bills of lading the blank space headed "Charges to be billed to" will be filled in by inserting "Department of the Interior, General Land Office," the blank space headed "Appropriation chargeable" will be filled in by inserting "Surveying public lands," followed by the year of the then current fiscal year, and the blank space headed "Issuing office" will be filled in by inserting "Public Survey Office," followed by the name of the city and State in which located.
- (j) The blank space occurring in the line "Pick-up service at origin _____ by the Government or its agent" must be filled in on all Government bills of lading by inserting "was" or "was not" as appropriate, and must be initialed by the person having knowledge of the facts, and similarly the blanks in the consignee's certificate of delivery must be completed before signature by the consignee.

3.17 Transportation requests. Government Request for Transportation, Standard Form 1030, should be used to obtain all official transportation on railroads, including sleeping car accommodations, air lines, steamboats, street cars, busses, and other means of conveyance where the amount involved is \$1 or more, but should not be issued to companies other than transportation lines commonly recognized as such. Round trip tickets will be obtained in all cases where it is known the journey will be completed within the time limit. Reservations will be made in advance of travel and cancellations effected immediately upon postponement, abandonment, or change of travel schedule. Transportation requests will be issued, used, prepared, etc., in accordance with the applicable paragraphs of the Standardized Government Travel Regulations.

3.18 Property Accounting.

(a) Administration. Public Property Accounting Service is the property system provided by the Department of the Interior.

(b) Accountable Officers. The District Engineer is designated the Accountable Officer for all public property within his district. As Accountable Officer, he is charged with all public property in use of the Service within his district and is primarily responsible for the care and safe-keeping of the property under his control and for the maintenance of accurate and complete records thereof.

(c) Responsible Employees. Employees using public property will be held responsible financially and will be required to reimburse the Government for any damage or loss of property unless relieved of liability through proper procedure.

(d) Kinds of Property. For accounting purposes, property is grouped under three general classifications, namely, Fixed Property, Equipment, and Supplies and Materials.

1. **FIXED PROPERTY:** That which is stationary, such as real estate, including all permanent attachments. The Cadastral Engineering Service has no fixed property for property of this classification.

2. **EQUIPMENT:** Equipment is movable, does not lose its identity or become a part of other property when placed in use. The items listed in Order No. 1615 have been numbered in series by the Supervisor of Surveys.

To permanently mark equipment for identification, each article of equipment in each district was assigned serial numbers. District No. 5 was assigned numbers 5000 to 5999, inclusive. The letters "USGLO" should be placed on each article of equipment. In the case of transits and other precision instruments, the manufacturer's serial number, the serial number, the manufacturer's name, if practicable, may be omitted.

Due to the reorganization of districts to regions, the following serial numbers are now assigned to the regions as designated:

Nos. 1000 to 1999, incl., District I

Nos. 2000 to 2999, incl., District II

Nos. 4000 to 4999, incl., District III

Nos. 6000 to 6999, incl., District IV

in use and acquired by the Cadastral Engineering Service shall be administered in compliance with the regulations prescribed by property accounting regulations Order No. 1615, dated October 10, 1941.

The District Engineer has been designated the Accountable Officer for all public property within his district. As Accountable Officer, he is charged with all public property in use of the Service within his district and is primarily responsible for the care and safe-keeping of the property under his control and for the maintenance of accurate and complete records thereof.

Employees using public property will be held responsible financially and will be required to reimburse the Government for any damage or loss of property unless relieved of liability through proper procedure.

For accounting purposes, property is grouped under three general classifications, namely, Fixed Property, Equipment, and Supplies and Materials.

Fixed Property: That which is stationary in nature and remains stationary, such as buildings, and structures, including all permanent attachments. The Cadastral Engineering Service has no fixed property for property of this classification.

Equipment: Equipment is movable, does not lose its identity or become a part of other property when placed in use. The items listed in Order No. 1615 have been numbered in series by the Supervisor of Surveys.

To permanently mark equipment for identification, each article of equipment in each district was assigned serial numbers. District No. 5 was assigned numbers 5000 to 5999, inclusive. The letters "USGLO" should be placed on each article of equipment. In the case of transits and other precision instruments, the manufacturer's serial number, the serial number, the manufacturer's name, if practicable, may be omitted.

Due to the reorganization of districts to regions, the following serial numbers are now assigned to the regions as designated:

District I
Nos. 1000 to 1999, incl., and 9000 to 9999, incl.

District II
Nos. 2000 to 2999, incl.

District III
Nos. 4000 to 4999, incl.

District IV
Nos. 6000 to 6999, incl.

Region No. V
Nos. 7000 to 7999, Incl.

An inventory of equipment is maintained in each region, and a general ledger control account of all equipment of the Cadastral Engineering Service is maintained in the office of The Supervisor of Surveys.

3. **SUPPLIES AND MATERIALS:** Supplies and Materials are supplies actually consumed in operation and maintenance, such as stationery, fuel, lubricants, oils, and gasoline. Supplies and Materials include also for accounting purposes minor equipment that is frequently worn out after a comparatively short period of service, such as axes, picks, shovels, hammers, machetes, alarm clocks, sheet metal heating stoves, camp chairs, and tables, cooking utensils, dishes, lanterns, dutch ovens, tent pins, canteens, chaining pins, filing baskets, pencil sharpeners, canvas covers, feed and water bags, boxes, barrels, kegs, and range poles, except sectional steel.

Because of the very small amount of stock carried, no bin cards or control account for Supplies and Materials are necessary, but each regional Accountable Officer is required to maintain the records necessary to insure the proper use of and to fix responsibility for articles of minor equipment issued to employees.

- (e) Forms. The following forms are prescribed for property accounting:

DI-100	Equipment Card Record	3" x 5"	(formerly I-800)
DI-102	Receiving Report	8" x 10 $\frac{1}{2}$ "	(formerly I-802)
DI-103	Report of Survey	8" x 10 $\frac{1}{2}$ "	(formerly I-803)
DI-104	Transfer of Property	8" x 10 $\frac{1}{2}$ "	(formerly I-804)
DI-105	Receipt for Property	5" x 8"	(formerly I-805)
DI-106	Inventory of Property	8" x 10 $\frac{1}{2}$ "	(formerly I-806)
DI-106a	Inventory of Property, cont. sheet		(formerly I-806a)

- (f) Card record. For each article of numbered equipment acquired, there is prepared by the Supervisor of Surveys the Equipment Card Record (Form DI-100) in quadruplicate. The white, buff, and blue copies are forwarded to the Regional Cadastral Engineer for use in location, alphabetical, and numerical files, respectively. The yellow copy is retained in the Office of the Supervisor of Surveys.

- (g) Receiving Report. A Receiving Report (Form DI-102) in duplicate, is prepared by the Supervisor of Surveys for newly acquired, numbered equipment assigned to a Regional Cadastral Engineer at the time of acquisition, and is forwarded to the latter for signature covering the certificate of inspection and receipt. One copy of the Receiving Report is returned to the Supervisor of Surveys for recording.

- (h) In order to maintain accurate property records, a Receipt for Property on Form DI-105 will be executed when numbered equipment is assigned to a chief of field party, and the charge against the individual released when the equipment is returned.
- (i) On transfer of equipment between regions, a Transfer of Property on Form DI-104 is executed, signed by the two Accountable Officers involved, and transmitted to the Supervisor of Surveys for recording and return. The serial number originally assigned, and the valuation, will remain unchanged as long as the article appears on the records of the Cadastral Engineering Service.
- (j) Boards of Survey may be appointed by the Accountable Property Officer, in accordance with the regulations, to pass upon unserviceable or obsolete items of equipment and to determine liability in case of lost, stolen, or damaged property. The findings of a Board of Survey are subject to approval of the Supervisor of Surveys, and do not become final until so approved. (See Form DI-103). Employees directly responsible for property being surveyed may not be appointed as members of the Board of Survey.
- (k) Inventory. An annual inventory of equipment shall be submitted to the Supervisor of Surveys at the end of each calendar year on Forms DI-106 and DI-106a, by which every item of equipment charged to an Accountable Officer shall be accounted for and its condition reported.
- (l) No item of equipment will be dropped from the district inventory except by action of a Board of Survey, properly approved.
- (m) Equipment will be transferred from one to another Region, or from a Region to the Supervisor of Surveys, only at the request of, or advance approval by the Supervisor of Surveys.

PART 4—PERSONNEL

Classified Personnel

4.01 Records. The following records relating to each classified employee will be maintained in the Public Survey Office:

(a) Service Record:

1. Date of birth
2. Date of original appointment
3. All changes affecting salary and status, including date of separation

(b) Activities record: Assignments.

(c) Time book, clerks and draftsmen; Basis for computation of office costs of nonmineral and mineral surveys.

(d) Time and Attendance Report, Standard Form No. 1130.

(e) Efficiency rating:

1. Each classified employee will be rated annually as of March 31 in accordance with the efficiency rating procedure prescribed by the Civil Service Commission Efficiency Rating Manual.

Temporary Field Assistants.

4.02 Age Limit: The minimum age limit for field assistants for the duration of the war is 16 years, authorized by memorandum 1955402 "A" dated May 8, 1943, from the Commissioner of the General Land Office to the Supervisor of Surveys.

4.03 Wages and Per Diem. The base wage of temporary field assistants employed in the States ranges from \$75 to a maximum of \$115 monthly. Promotions are made on an efficiency basis.

The authorized per diem allowance in lieu of subsistence to field assistants in the States is not to exceed \$4.00, in camp and when traveling. As required by law the per diem allowance should be fixed to cover as nearly as possible the actual cost of subsistence within the maximum of \$4.00.

4.04 Hours of Work. The prescribed tour of duty for field parties of the Cadastral Engineering Service is the first 40 hours of service performed during the week on not more than six of any seven consecutive days, Monday through Sunday. The normal tour is five days of eight hours each from Monday through Friday, Saturday and Sunday being non-work days, and will be observed except when necessary to depart from that tour in order to start operations or to accomplish a total of 40 hours

of work weekly because of loss of time due to inclement weather or other conditions. To maintain the normal tour so far as possible, field assistants should be assigned to camp duties, or other than line duties, during periods when impracticable to pursue line work. Public Federal holidays are non-work days, and will be observed as such.

4.05 Records and Reports. The following procedure will be followed in the employment of temporary field assistants:

(a) Application (C.R.S. Form 1) showing name, address, legal residence, date and place of birth, citizenship, marital status, service in armed forces, and experience in surveying work will be completed by each applicant and filed in the Public Survey Office.

(b) 1. Employment and changes in status of temporary field assistants will be reported on Form DI-207.

2. Form DI-207 will be prepared in sextuplicate by the employing officer (Regional Cadastral Engineer or Chief of Party), and distributed as follows:

One original (signed by employing officer) to the employee.

One original (signed by employing officer and sworn to by employee), and two copies, to the Supervisor of Surveys.

One copy to the Chief of Party.

One copy to the Public Survey Office.

3. Standard terms, prescribed by Civil Service Commission Form No. 2822, which was transmitted to field offices by General Land Office memorandum of April 19, 1944, should be used in reporting the nature of action, Item No. 2 on Form DI-207. Terms used in reporting actions in field assistant employment are as follows:

Form 2822

Excepted appointment	Page	4
Promotion	"	6
Demotion	"	6
Reassignment	"	6
Transfer	"	6
Transfer and Promotion	"	6
Transfer and Demotion	"	7
Transfer and Reassignment	"	7
Pay Increase (Administrative)	"	7
Pay Decrease	"	7
Resignation	"	10
Termination	"	10
Separation (Military Service)	"	10
Separation (Inefficiency)	"	10
Separation (Disability)	"	11
Death	"	11

Definitions of the terms will be found on the pages of Form 2822 indicated above.

4. The effective date of an action on Form DI-207 should not be earlier than the beginning of the regular daily hours of labor. (In some instances, the forms have shown that an appointment was effective at midnight).
 5. All appointments of field assistants are "excepted appointments."
 6. Item No. 10 on Form DI-207 should state "Under general authority of Civil Service Commission."
- (c) Fingerprint chart of each field assistant on form prescribed by the Federal Bureau of Investigation (National Defense Fingerprint Chart) will be forwarded to the Supervisor of Surveys promptly after employment, for every employee who has not previously furnished one in connection with employment in the Cadastral Engineering Service, regardless of the length of his service (See Supervisor's memorandum of March 9, 1944, for detailed requirements in use of National Defense Fingerprint Chart).
 - (d) Employee's Withholding Exemption Certificate (Form W-4) completed and signed by each field assistant, will be transmitted to the Regional Cadastral Engineer with the first pay roll including the employee's service. One copy will be filed in the Public Survey Office, and one retained by the Chief of Party.
 - (e) A record of each field assistant will be maintained in the Public Survey Office, showing address, date and place of birth, name of party chief, capacity in which employed and salary, date of entrance on duty, and date terminated.
 - (f) The record of leave of each field assistant will be maintained in accordance with prescribed regulations.
 - (g) All changes in temporary field assistant employment will be reported weekly, by States, to the Supervisor of Surveys on Form C.E.S. 7.
 - (h) A monthly report for each State will be submitted to the Supervisor of Surveys not later than the third day of the following month, showing the following data:
 1. Number of assistants on the rolls at the first of the month.
 2. Number of assistants who entered on duty during the month.
 3. Number of assistants terminated during the month.
 4. Number of assistants on the rolls at end of the month.
 - (i) At the end of each calendar year, the Regional Cadastral Engineer will rate the services of each temporary field assistant employed during the year, using the adjective ratings of "Excellent," "Very Good," "Good," "Fair," or "Unsatisfactory." A rating of "Unsatisfactory" is to be supported by a statement of the deficiencies causing that rating. The report of ratings is to be submitted to the Supervisor of Surveys.

PART 5—LEAVE OF ABSENCE

Administration and Records

5.01 Authority.

- (a) The United States Civil Service Commission, by Departmental Circular No. 504 dated October 20, 1944, pursuant to "Section 5.1, Executive Order 9414, Regulations Relating to Annual and Sick Leave of Government Employees," prescribed standard forms and methods, effective January 1, 1945, for maintaining leave accounts under one of two plans or a combination of the two plans for all employees covered by the Annual and Sick Leave laws and regulations.
- (b) The Commissioner of the General Land Office, by memorandum 1721095 "A" dated November 6, 1944, announced the adoption of "Plan A - A decentralized leave record system" for all field offices of the General Land Office, placing responsibility for general administration of the leave regulations and for maintenance of leave records at the operating level, and delegating authority to the heads of field offices to approve all routine leave and to approve non-routine leave except leave without pay.
- (c) By Supervisor of Surveys' memorandum dated December 12, 1944, the District Cadastral Engineer is charged with the administration of leave and the maintenance of all records of leave, and is authorized to approve all leave (except leave without pay) of employees within his district.
- (d) The United States Civil Service Commission by Departmental Circular No. 504, Supplement No. 4, dated December 13, 1945, advised, in accordance with the opinion of the Comptroller General, that under the Federal Employees Pay Act of 1945 and the installation of the simplified payroll plan, the leave forms and methods, except for Standard Form No. 71, Application for Leave, are a part of the payroll accounting system and will come under the jurisdiction of the General Accounting Office, and that future regulations with regard to such form and methods will be issued by that office.
- (e) The Comptroller General of the United States by General Regulations No. 102-Rev., dated December 7, 1945, prescribed Standard Form No. 1130 Time and Attendance Report, to be established each pay period for each per annum employee, to be administratively maintained by designated employees having supervision over duty attendance.
- (f) By Supervisor of Surveys memorandum dated February 1, 1946, Standard Form No. 1130 is put into use in the Cadastral Engineering Service beginning with the pay period February 10-23, replacing the standard forms for time and attendance and yearly leave record prescribed by Departmental Circular No. 504, dated October 20, 1944, ("a" above).

5.02 Leave Application. Leave Application, Standard Form 71, will be used in applying for all non-routine leave, such as annual leave in excess of 12 days exclusive of travel time, sick leave in excess of three days, all leave without pay, court leave, military leave, and for sick leave for the purpose of obtaining a medical, dental, or optical examination or treatment, and will be used by field employees engaged on field work who are not located sufficiently near to apply for leave in person, for all leave, including routine and non-routine annual leave. Standard Form 71 will not be used in applying for short periods of annual and sick leave, except as stated above or in unusual circumstances.

5.03 Requests for Leave.

(a) When a classified employee wishes to take annual leave he will ask his immediate superior for permission, or if absent on sick leave will notify the Public Survey Office as early as practicable on the first day of such absence, or as soon thereafter as possible. If granted, the period of absence will be entered on the Time and Attendance Report, Standard Form No. 1130, in the appropriate column, by the time clerk, and upon return to duty the employee will initial the absence in the space provided and in the event of absence covering several days he will initial after the last date absent. However, if leave is applied for on Standard Form No. 71, the time clerk will enter "SF 71" after the period of absence, in lieu of the employee's initials. Where sick leave extends into a subsequent reporting period, the certification shall be made on SF 71 upon return to duty.

(b) Applications for leave without pay, on Standard Form 71, accompanied by request from the employee giving reason therefor, will be forwarded to the Supervisor of Surveys for submission to the Commissioner for advance approval. If granted, the absence will be entered on the Time and Attendance Report as in the case of annual and sick leave. The Regional Cadastral Engineer will inform the Supervisor of Surveys of the date of employee's return to duty after leave without pay.

5.04 Time and Attendance Report. Time and Attendance Reports provide a complete and uniform record of duty attendance and absence from duty of all employees in each pay period. This record will be made in the Public Survey Offices for all classified employees and by chiefs of field parties for field assistants, and will be the basis for the preparation of the pay rolls and pay roll audit. The Time and Attendance Reports will be certified correct by the Office Cadastral Engineer for the classified employees in his State and by the Chief of Party for the field assistants, at the close of each pay period and forwarded promptly to the Regional Cadastral Engineer and the duplicate retained as a record by the Office Cadastral Engineer or Chief of Party, as appropriate.

5.05 Lump-sum payments. The Act of Congress approved December 21, 1944, Public Law 525, 78th Congress, 2d Session, provides that whenever any civilian officer or employee is separated from the service, or elects to be paid compensation for leave upon his entrance into the armed forces or the merchant marine, he shall be paid compensation in a lump sum for all accumulated and current accrued annual leave to which he is entitled.

Also, upon the death of a civilian officer or employee, compensation for all of his accumulated and current accrued annual or vacation leave in a lump sum shall be paid to his designated beneficiary, if any, lawfully designated by the employee under the retirement act applicable to his service; or if there be no such designated beneficiary, to the estate of the deceased employee.

Instructions concerning lump-sum payment to Government employees for annual leave upon separation from the service are contained in P. S. & M. Memorandum No. 137, dated April 4, 1945.

5.06 Laws, Regulations, and Instructions. Basic laws providing for annual and sick leave, and regulations and instructions governing the administering of leaves of absence are contained in pamphlets entitled "Revision of Annual and Sick Leave Laws and Regulations for Government Employees (Revised effective January 1, 1945," and "Guide for Supervisors in Administering Leave," issued by U. S. Civil Service Commission and current with Comptroller General's Decisions as of November 30, 1944.

PART 6—MISCELLANEOUS REPORTS

- 6.01 The following miscellaneous reports are required to be submitted by the Regional Cadastral Engineers to the Supervisor of Surveys:
- (a) Report by each Public Survey Office of number of pieces of mail transmitted free of postage to be submitted at the close of each quarter ending March 31, June 30, September 30, and December 31.
 - (b) Automotive equipment report; to be submitted monthly on Form C.E.S. 5, not later than the 15th of the following month.
 - (c) Report of purchases, consisting of copies of all purchase orders or purchase vouchers; to be submitted monthly to reach the Office of the Supervisor of Surveys by the 3d of the following month.
 - (d) Semi-annual report of Motor Fuels Tax Exemption Certificates and Receipts and Identification Cards on hand; to be submitted at the end of the first and third quarters of the fiscal year, September 30 and March 31.
 - (e) Annual estimates of gasoline and oil required for operation of automotive equipment, as a basis for contracts for service station and bulk deliveries; submitted upon receipt of request and forms from the Supervisor of Surveys.
 - (f) Weekly Service Report, Form 4-489, of Regional Cadastral Engineers, Cadastral Engineers, and field Engineering Aides, embracing the daily report of services performed and including the reporting of the employment, transfer, separation and other changes in pay status of temporary field assistants; to be submitted, through regular channels, to the Supervisor of Surveys promptly after the close of each week.
 - (g) Report of engineers in the field, group number, miles surveyed and resurveyed, total cost, average cost per mile, and cost of surveys on non-mileage basis; to be submitted to reach the Supervisor of Surveys not later than the 20th of the following month.

- (h) Report by letter on February 15, May 15, August 15, and November 15, for the following quarters beginning April 1, July 1, October 1, and January 1, for each State, proposed field program for the quarter, showing for each month the following:

Group number
Township
Whether survey, resurvey, or investigation
Purpose
Applicant
Number of field engineers
Number of field assistants

- (i) Report of proposed field program for the next fiscal year, furnished Supervisor of Surveys upon request.
- (j) Data for annual report, furnished immediately after close of the fiscal year upon receipt of request from the Supervisor of Surveys.
- (k) Data for annual estimates of appropriations, furnished the Supervisor of Surveys upon request, usually in May, for second fiscal year following close of the current year.

PART 7—PUBLIC RECORDS

7.01 Information and Use.

- (a) The Public Survey Office maintains for governmental use and public reference the plats and field note records of all accepted non-mineral surveys and approved mineral surveys within the State. These records form the basic description of patented lands. In effect, all land in the State is anchored to and fixed in place by the cadastral survey net.
- (b) It is the duty of the Public Survey Office to satisfy to the fullest extent and with sympathetic understanding the need of the general public and Governmental agencies in connection with the inspection and interpretation of the records.
- (c) When adequate information is not available, the inquiry should be referred to superior authority through official channels.
- (d) The records of unaccepted non-mineral surveys and unapproved mineral surveys, and reports of field investigations prior to final action, are not open to public inspection.

7.02 Copies of records.

- (a) The public will be given every reasonable opportunity to copy official survey records in the Public Survey Office.
- (b) Extra plat copies on hand will be furnished to applicants at the price stated in 43 CFR, CUM. SUPP. 240.4. The Public Survey Office also is permitted to prepare for sale copies of plats, field notes, and other records at actual cost, (43 CFR 240.8). However, preparation by employees of such copies will be during office hours only and must not be allowed to interfere with more essential regular business of the office. When the Public Survey Office receives an urgent request for copies of records and is unable to prepare them by reason of lack of facilities, equipment, or personnel, an employee of the office may take the original documents to a commercial concern for copying. In such instances the applicant will be required to make all necessary arrangements with the commercial establishment, including payment, and also to pay the Public Survey Office the actual cost of the employee's time given to the handling and transportation of the records. When the need is not immediate, the applicant should be informed that copies of records can be obtained at less cost from the Commissioner. For extent and cost of such services see 43 CFR, CUM. SUPP. 240.4.

- (c) For certifying a copy and affixing thereto the seal of the certifying officer, the Public Survey Office is authorized to charge 25 cents.
- (d) Procedure for handling the receipt of moneys from sale of copies of records is given in Sec. 3.14, Accounts, herein.
- (e) An Office Cadastral Engineer or other employee designated as a receiver of public moneys must be bonded (See 3.12 b, herein).
- (f) After the acceptance of a non-mineral survey and in accordance with the following schedule, the Commissioner now furnishes direct from Washington, D. C., photolithographic copies of the plat to the appropriate Federal agency known to exercise administrative control of the lands therein: Two to the Grazing Service; four to the Forest Service, or six if two national forests are involved; and three each to the Geological Survey, Office of Indian Affairs, National Park Service, and other agencies.
- (g) When extra copies are available, the Public Survey Office also may furnish copies of plats to a Federal agency without cost.
- (h) Maps of the United States and of the various public land States and Territories issued by the General Land Office are available upon application and requisite payment to the Superintendent of Documents, Government Printing Office, Washington, D. C., as set forth in 43 CFR 240.

7.03 Testimony of Employees and Use of Books, Records and Files in JUDICIAL and Administrative Proceedings.

- (a) The designated employee in charge of the public survey office records which are open to inspection by the Public is permitted to furnish certified copies thereof, voluntarily or in response to process, for use in court proceedings. If the propriety of furnishing certified copies is doubtful in any particular case, the matter should be referred through official channels to the Commissioner for determination. Permission to testify must be secured in each instance from the Commissioner and the request also should be directed through official channels. Full instructions concerning these matters are found in Departmental Order No. 1918, dated February 8, 1944, and General Land Office memoranda 1885351 "A" and 1885351 "L" dated February 23 and March 21, 1944, respectively.

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