Non-BLM Federal Agency
Instructions for Completing the
2008 – 2010 Survey Request Inventory

The 2008-2010 Inventory Spreadsheet for Fiscal Year 2007 (FY2007) is a new design relative to the spreadsheet the Cadastral Survey Program used during FY2006. The 2008-2010 Inventory Spreadsheet contains drop-down lists to promote nationwide uniformity in the data. The following information is an explanation of how to properly complete the spreadsheet and submit it to the Washington Office. If there are questions, the user may contact Mark Wahlfield at 202-452-5095.

Directions:

Please re-name the inventory sheet prior to returning it to the BLM State Office.

Open the file and input the information for the BLM State Office on the appropriate worksheet. (Note: Each State Office has a separate worksheet at the bottom of the spreadsheet.)

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

Action:

Select the appropriate BLM State Office with administrative jurisdiction for the area of the survey**.**

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

Action:

Select the appropriate jurisdiction**.**

Agency / Office (Column C)

Action:

Please fill in the name of your agency and local office.

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

Action:

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

Description/Comments (Column E)

Action:

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

Agency National Plan (Column F) – If your survey project falls under a national plan category for your agency, please list that category.

Priority Driver (Column G) – Please fill in the main reason you wish to have this project surveyed.

Projected Miles (Column H) – This is the number of miles of boundary line to be identified. This does not include the number of miles of surveyed line used in determining the location of the identified boundary. The number of miles of boundary will be reported to the nearest mile.

Action:

Input the number of miles of boundary line to be identified**.**

Projected Cost (Column I)

Action:

The cadastral office will input the Projected Cost of the survey**.** This will not be a detailed estimate, but a ball-park projected cost.

Tangible Benefits/Consequences Minimum (Column J) – A drop-down list is included in this column for the purpose of reporting uniform information nation wide. The value of the **Tangible Benefits / Consequences** are described as a range. (Note: An *average* of the Tangible Benefits / Consequences Minimum and Tangible Benefits / Consequences Maximum may be used in reporting Cadastral Survey information to the Department of the Interior and the Office of Management and Budget.)

Action:

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

Tangible Benefits / Consequences Maximum (Column K) – A drop-down list is included in this column for the purpose of reporting standardized information nation wide. The dollar value selected in this column should be equal to or greater than the dollar value selected in Column J. If the dollar value selected in this column is less than the dollar value selected in Column J, the dollar value in Column K shall appear as "strikethrough" text. (Example of "strikethrough" text is as follows: ~~Strikethrough text~~.) If this occurs, select a greater dollar value.

Action:

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

Category of Service (Column L) – A drop-down list is included in this column for the purpose of reporting uniform information nation wide.

Action:

Select the appropriate Category of Service.

Fiscal Year (Column M)

Action – Select the fiscal year when the field survey is expected to be performed. It takes approximately 18 months from the start of a field survey until the project is approved and ready for formal action. In planning projects, the field survey should be performed one to two years prior to the anticipated resource action.

Previous Survey Pre or Post 1910 (Completed by Cadastral Office) (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**.**