

Instructions for Completing the 2009 – 2011 BLM-Requested Cadastral Services Inventory

These instructions correspond to the Excel file entitled “2009 – 2011 BLM-Requested Cadastral Services Inventory.” This file contains drop-down lists to ensure nationwide uniformity in the data.

Saving the Fileⁱ:

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: “2009 - 2011 BLM-Requested Cadastral Services Inventory.xls” for Alaska should be renamed to “2009 – 2011 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 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.

Field Office / Agency 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 FY2006 Survey Request Inventory contained approximately 200 different priority drivers, many of which were similarly named. For subsequent Survey Request Inventories, the 200 FY2006 Priority Drivers were grouped into 26 priority drivers. It is necessary to first select the appropriate **BLM Strategic Action Plan Category** before selecting the appropriate **Priority Driver**.

Note: Under “Action 2” below there is the complete list of *BLM Strategic Action Plan Categories* and *Priority Drivers*. For example, **Energy and Minerals** is a *BLM Strategic Action Plan Category*, and **Minerals, Non-Renewable Energy, and Renewable Energy** are *Priority Drivers*.

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 selections are listed below.

I – Energy and Minerals (RU)

1 – Minerals

1 – Non-Renewable Energy

1 – Renewable Energy

II – Forage/Range (RU)

2 – Fencing

2 – Grazing

III – Forest Products (RU)

3 – Forest Management

3 – Forest Products

IV – Heritage Resources (RP)

4 – Resource Protection

4 – Wild and Scenic River

4 – Wildlife Protection

V – Land Tenure Adjustment (SC)

5 – Boundary Marking and Posting

5 – Land Acquisition

5 – Land Development

5 – Land Disposal

5 – Land Exchange

5 – Legal Description Correction

5 – Legislative Mandate with Funding

VI – Jurisdictional Dispute/Trespass (SC)

6 – Alaska Statehood Act

6 – ANCSA

6 – Boundary Dispute

6 – Corrective Resurvey

6 – Jurisdictional Dispute/Trespass

VII – Recreation (RE)

7 – Recreation Services

VIII – Abandoned Mine Lands and Fire (SC)

8 – Fuels Reduction

8 – Public Land – Urban Interface

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 number of miles of boundary line to be identified and also includes the number of miles of resurvey. The number of miles of boundary should be reported to the nearest mile. If the category of service is Remonumentation, leave blankⁱⁱ.

Action:

Input the number of miles of boundary line to be identified which also includes the number of miles of resurvey.

Projected Cost (Column I)

Action:

The cadastral office will input the Projected Cost of the survey. This will be a ball-park projected 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** are described as a range. If the minimum tangible benefit is not greater than the project's cost, the project may not warrant being funded.

Action:

Select the estimated 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 nationwide. 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 from the list.

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 from the three possibilities: 1) Official Cadastral Survey; 2) Supplemental Plat; 3) Remonumentation.

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(ies) identified in this request. **(Completed by Cadastral Office)**

Request Method (Column O)

Select the method of communication in identifying the need.

Primary BLM Emphasis Area Supported (Column P)

The BLM has identified six priority emphasis areas to guided development of initiatives and programs for the period 2009 through 2012ⁱⁱⁱ. If none of the emphasis areas relate to the survey request, select *Other* and enter the BLM Emphasis Area supported. See endnotes below for the list of primary emphasis areas and accompanying definitions.

Primary Benefiting BLM Program Supported (Column Q)

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 Benefiting Programs (Column R)**.

Optional -- Additional Benefiting BLM Programs (Column R)

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. Eg. "2810, 1010, 1430." Please enter the number only.

Optional -- Top Ten (Column S)

Rank your top ten BLM projects. Enter 1 by the highest priority, and 10 by the lowest priority. 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.

Data Manipulation Using the Sort Function

When sorting, *always mark complete rows*. If only consecutive cells within a particular column(s) are selected, data integrity *will become compromised*^{iv}.

Steps in Sorting: 1) Select complete rows (excluding the header row); 2) Select Data (do not select the “a/z” icon on the tool bar), then select Sort. 3) Select Ascending/Descending as needed; 4) Select the column to sort by from the drop-down list.

End Notes

ⁱ Error Message – You may get an error message stating “Macros have been disabled” when you first open the attachment. Click OK and continue. Subsequent tests of the file have shown that the disabling of macros has no effect on how well the file performs its intended function.

ⁱⁱ Remonumentation -- Most of the projects submitted in previous inventories have fallen within the *Official Cadastral Survey* category and most of this guidance is also directed towards this category. Specific guidance with respect to the *Remonumentation* 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*.

ⁱⁱⁱ **Descriptions of the six BLM emphasis areas (column P):**

- 1) Land Health: The BLM will focus on land resource protection and rehabilitation at the landscape level through the Healthy Lands Initiative, in service of multiple objectives including biological diversity and sustainable development of the resources.
- 2) National Landscape Conservation System (NLCS): In 2009, the BLM will focus on A) conservation, protection, and restoration; B) communities and partnerships; C) science; and D) recreation, education, and visitor services.
- 3) Border Issues: The BLM will improve its capacity to ensure public and employee safety, and to protect natural and cultural resources in the public lands near the US-Mexico border through law enforcement, communication, mitigation, and coordination with agencies and communities.
- 4) Energy Security: The BLM will continue to do its part to provide dependable energy for the Nation by providing access to public land resources in an environmentally responsible manner.
- 5) Community Growth: Population growth in the West is creating new demands for the use of the public lands. The BLM will address the challenges by re-directing funding resources to high-growth areas, focusing on off-highway vehicle and transportation management, and on protection of critical wildlife and cultural resources.
- 6) Non-Energy Commodity Use: The BLM will continue to focus on conserving working landscapes through grazing, timber production, mineral material sales, and other commodity uses.

^{iv} **Notes on the Sort function:**

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. Keep track of your data to ensure that this does not occur. Save often under new file names to back-up in case data integrity is compromised.