

“To-Be” Gap Analysis Final Implementation Steps

1. Gap Identification: Ownership – Survey Gap 3: Certification Program
2. Implementation Steps:
 - a. Step 1: Develop and implement a program to certify private land surveyors as licensed federal surveyors and provide a list of them as commercial activity surveyors to tribes and Bureau offices
 - i. Develop the process for certification of private/tribal/BIA surveyors (review the US Minerals Surveyor program)
 1. State license
 2. Required training
 3. Examination successfully passed
 4. Name added to commercial activity list
 - ii. Review available training and supplement if necessary to build curriculum
 - iii. Develop exam and criteria for passing
 - iv. Determine how to manage the list of certified surveyors
 - v. Determine and deploy implementation plan (what geographic areas to be implemented first, second, etc.)
 - vi. Develop a schedule of classes
 - vii. Develop a communications plan to advertise the certification program
 - viii. Implement communications plan
 - ix. Enroll surveyors into classes
 - b. Step 2: Tribal and agency surveyors are encouraged to become licensed federal surveyors
 - i. Communicate the certification program and implementation plan
 - ii. Local Cadastral surveyor visits BIA and tribal offices to explain the program and it’s criteria
 - iii. Develop Outreach content in conjunction with the BRDM process to highlight the program
 - iv. Schedule and deliver Outreach activities
 - c. Step 3: Provide commercial activity standards and guidelines
 - i. Train Cadastral surveyors to become Commercial Activity Inspectors (CAI) to oversee licensed federal surveyors
 - ii. Write procedures and guidelines for requestors to follow when contracting with licensed federal surveyors
 - iii. Implement procedures and guidelines across all DOI and Indian Country

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3. Dependencies on Business Processes:

Business Process Name	Process Name (As specified in “To- Be” Model)	Dependency Description
BRDM		
Predecessors	1. None	
Successors	1. None	
FO		
Predecessors	1. None	
Successors	1. None	
LNRP – Wide Area Plan		
Predecessors	1. None	
Successors	1. None	
LNRP - Appraisals		
Predecessors	1. None	
Successors	1. None	
LNRUM		
Predecessors	1. None	
Successors	1. None	
Ownership – Title		
Predecessors	1. None	
Successors	1. None	
Ownership – Probate		
Predecessors	1. None	
Successors	1. None	
Ownership - Conveyance		
Predecessors	1. None	
Successors	1. None	

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Business Process Name	Process Name (As specified in “To- Be” Model)	Dependency Description
Ownership - Survey		
Predecessors	1. None	
Successors	1. None	

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4. Dependencies on Universal Support Functions:

Universal Support Function	Dependency Description
Automated System Requirements	<ol style="list-style-type: none"> 1. Survey Tracking System. 2. Land status record system (Geo-spatial) based on a cadastral layer. 3. Licensed Federal surveyor tracking system.
Policies, Procedures and Regulations	<ol style="list-style-type: none"> 1. Commercial activity surveying (outsourced) in accordance with OMB Circular A-76.
Training	<ol style="list-style-type: none"> 1. Training required to become a licensed Federal surveyor. 2. Commercial Activity Inspectors. 3. Training or Outreach for tribes and private surveyors on certification program.
Records Management	<ol style="list-style-type: none"> 1. Storage of electronic records. 2. All records on certification program – surveyors that have taken the exam and passed as well as failed. All exams and results. 3. Licensed federal surveyor list.
Risk Assessment	<ol style="list-style-type: none"> 1. Risk associated with providing information based on erroneous data in an automated system. 2. Risks associated with using commercial activity surveyors.
Workforce Planning	<ol style="list-style-type: none"> 1. None
Internal Controls / Fiduciary Security	<ol style="list-style-type: none"> 1. CAI established to provide control over commercial activity contracts.