



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Consultation & Other Survey Services

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number

O.2.3

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A consultation or other survey service is needed.
1.2 Process Overview	<p>This process involves completing the inquiry with a consultation or other service by either a Cadastral Surveyor or licensed federal surveyor.</p> <p>If a survey service is needed, the Cadastral Surveyor determines if a cadastral service is necessary. Cadastral service includes cadastral surveys, land status (with jurisdiction falling within managing Bureau/Agency), and GCDB/CGIS</p> <p>If a cadastral service is not needed, the Cadastral Surveyor determines the type of service required</p> <p>Cadastral Surveyor addresses the inquiry if time, money and priorities allow with justification to their Cadastral Chief</p> <p>If Cadastral Surveyor is unable to address the inquiry, Cadastral Surveyor provides requestor with policies and procedures along with a list of licensed federal surveyors they can contract with to address their inquiry.</p> <p>This process includes:</p> <ul style="list-style-type: none"> • Record Investigation • Geodetic Control • Expert Witness Services • Maps • Diagrams • Investigation Report • Legal Description Review Certification • River Movement Studies • Eroded Lot Studies • Other Boundary Studies • Administrative Surveys • Local Survey Review Report • Certificate of Inspection and Possession • Chain of Surveys • Boundary Line Assurance Certification
1.3 Stops With	Specific survey service is completed or instructions given to requestor.



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2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiaries may receive the policies and procedures on the type of survey service needed, along with a list of licensed federal surveyors they can use if a commercial activity is needed in those instances when the Cadastral Surveyor is unable to address the inquiry due to priorities, appropriateness, capability, workload, or funding.



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---	---------------------------------------

4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process. DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others. Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc. All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BLM	Appropriate Geographic Location		If a survey service is needed, the Cadastral Surveyor determines if a cadastral service is necessary. If a cadastral service is not needed, the Cadastral Surveyor determines the type of service required. Cadastral Surveyor addresses the inquiry if time, money and priorities allow with justification to their Cadastral Chief. If Cadastral Surveyor is unable to address the inquiry, Cadastral Surveyor provides requestor with policies and procedures along with a list of licensed federal surveyors they can contract with to complete the request.
Other governmental agency (FS, NPS, COR, FWS, BOR)	State/Field Office		Works with BLM to supply any additional information needed.



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---	---------------------------------------

Organization	Office	Role	Contribution
Tribes			<p>Could be the initiator of the inquiry. Would receive the policies and procedures on the type of survey service needed, along with a list of certified licensed federal surveyors they can use, if the Cadastral Surveyor is unable to address the inquiry due to priorities, appropriateness, capability, workload, or funding. The BRDM process would be followed to deliver the list and policies and procedures to the requestor.</p> <p>For contracting and compacting Tribes that have assumed this responsibility, the tribe performs all DOI functions except those considered inherently federal.</p>

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
Licensed federal surveyors	Under the direction and control of BLM, completes the survey service. These surveyors have been certified by DOI to perform cadastral services.
County and State offices	Could contribute resources and information to assist in the performance of cadastral services in their area.



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---	---------------------------------------

External Organization	Contribution

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
A decision by Cadastral Surveyor	Cadastral Surveyor determines that a survey service is needed to fulfill request, but not a cadastral service.	

6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Initial inquiry	Inquiry received from the BRDM process or other governmental agency for survey services.
Decision on what will fulfill the initial inquiry	Decision that a consultation or survey service is needed.
Court/OHA/OTA Decision	A decision that requires a survey service.



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O.2.3

6.2 Outputs

Output	Description
Record Investigation	Is completed by Cadastral Surveyor.
Geodetic Control	The surveyor will inform the requestors as to the accuracy standards necessary to fulfill request. The surveyor will either provide a list of licensed federal surveyors to perform service under direction or control of BLM or perform the service themselves.
Expert Witness Service	Is provided during appeals process.
Maps and Diagrams	Will be printed from the system or the requestor is directed to the source.
Investigation Report	Is an on-going daily task based on need.
Legal Description Review Certification	Will be generated automatically from NELS by Cadastral Surveyor (in the future). Review deed and submit initial draft report on Indian lands (at the present time).
River Movement Studies, Eroded Lot Studies, Other Boundary Studies	In-depth information would require research and a written report by Cadastral Surveyor. A riparian specialist would be involved, if necessary.
Administrative Surveys	Unofficial survey, often for information purposes (where is a fence or road). The surveyor will inform the requestors as to the accuracy standards necessary to fulfill request. The surveyor will either provide a list of licensed federal surveyors to perform service under direction or control of BLM, or perform the service themselves. If completed by Cadastral Surveyor, it will have to be accomplished based on priority within workload and justified to Cadastral Chief. Time and dollars will have to be tracked, as well as final output. Final output - supplemental plat developed, recorded and filed locally.
Local Survey Review Report	A review by a Cadastral surveyor of a private survey.
Certificate of Inspection and Possession	Formally expressed professional opinion of a qualified land surveyor or official that the boundary and corners are conflict free and are complete.
Chain of Surveys	A list of successive land surveys, or other forms of boundary and corner identification, affecting a particular parcel of land.
Boundary Line Assurance Certification	A formal expression of all defects, ambiguities, unwritten rights, conflicts, gaps, overlaps, and failure of legal descriptions and other boundary evidence for a tract of land.



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---	---------------------------------------

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
25 USC 176		Provides that surveys of Indian lands shall be under the control of the BLM and as nearly as may be in conformity to the rules and regulations under which other public lands are surveyed
25 USC 180		Settling On or Surveying Lands Belonging to Indians By Treaty, Provides penalties for anyone other than the Federal government to settle on or to survey or attempt to survey lands belonging to any Indian tribe
25 USC 450 (f) Indian Self-Determination and Education Assistance Act, PL 93-638 as Amended		Provides for maximum Indian participation in government, education, programs, services, and to encourage the development of the human resources of the Indian people
25 USC 2201 Indian Land Consolidation Act (ILCA), as Amended		Prevent further fractionation of trust allotments and to consolidate fractional interests... into usable parcels
31 USC 1535		Provides that the head of an agency or major organizational unit within an agency may place an order with a major organizational unit within the same agency or another agency for services
43 CFR 9180		Cadastral Survey, Identifies the authority for surveying, and the instructions and methods for surveys
43 USC 2		Provides that the Secretary of the Interior or such officer as he may designate should perform all duties of surveying and patenting of the public lands and private claims, contains instructions



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Process Number

O.2.3

Obligation	Source	Business Impact
43 USC 52		Surveying Duties, Provides that the Secretary of the Interior or such officer as he may designate shall engage skillful surveyors, and frame regulations not inconsistent with law or the instructions of the BLM. Cause to be surveyed public lands to which the Indian title has been or may be extinguished, contains instructions
43 USC 1201		Provides that the Secretary is authorized to enforce and execute Title 43
43 USC 1701 and 1761-1771 Federal Land Policy and Management Act of 1976, As Amended (FLPMA)		To establish public land policy; to establish guidelines for its administration; to provide for the management, protection, development, and enhancement of the public lands; and for other purposes
43 USC 1737		Provides that the Secretary may accept contributions for cadastral surveying performed on federally controlled or intermingled lands, contains instructions
43 USC 1738		Authorization to enter into contracts for aircraft, and supplies and services, prior to the passage of an appropriation therefore, for airborne cadastral survey and resource protections operations
Acts of Congress		Changes business processes (i.e. private relief bills)
Case Law (112 DM 13)		Precedential decisions
Executive Orders		May affect boundaries
Federal Court Order and Decisions		May affect boundaries
Office of Management and Budget (OMB) Circular No. A-16, Revised August 19, 2002		Describes the responsibilities of the Federal agencies with respect to coordination of Federal surveying, mapping, and related spatial data. The Department of the Interior is responsible government-wide for the coordinated planning and execution of those functions related to the Public Land Survey System



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Obligation	Source	Business Impact
Office of Management and Budget (OMB) Circular No. A-76, Revised May 29, 2003		Establishes federal policy for the competition of commercial activities. Any outsourcing activities must follow this policy
Secretarial Orders		May affect boundaries
Tribal Land Use Policy		Land use ordinances that describe long-range goals and objectives for land use on reservations
Tribal Ordinance		Specific ordinances that address specific questions
Treaties		Legal instrument providing Tribes with land and recognition of Indian Tribes as Nations
Uniform Electronic Transactions Act		Provides legality of electronic records, electronic signatures and electronic contracts

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Indian Trust Lands Boundary Standards		Provides a set of guidelines and policies to be followed when conducting any survey activity associated with Indian land. This will provide standardization across all Indian country.
FGDC Standards		Mandate to Federal agencies to cooperate and eliminate duplication of geo-spatial activities.

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Integrated Data	Request tracking and ownership data.



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0.2.3

System Name	Support
National Integrated Land System (NILS)	Integrates survey data with parcel-based land records in an enterprise GIS spatial environment. Eventually, legal land descriptions will come from this database. This Cadastral Geographic Information System (CGIS) includes all documents and data affecting the cadastral layer of a GIS.
Legacy Rehost System (LR 2000)	A BLM system made up of three databases including Legal Land Description, Case Recordation, and Mining Claim Recordation
Cadastral Survey Group File	Official record created in survey process – includes information germane to survey
National Archive and Records Administration Network (NARA)	Collection of all Federal records that can be accessed for research purposes
Local Ownership Records	County, Township, Borough, Parrish land ownership records
USGS Sources	Various maps, photos, imagery
Geographic Coordinate Database (GCDB)	A collection of geographic information representing the Public Land Survey System
National Spatial Reference System (NSRS)	A collection of geodetic control related data and services such as latitude and longitude.
Geographic Information System (GIS)	Mapping & analysis system
BLM/General Land Office (GLO) Cadastral Plats and Field Notes System	Repository of original duplicate field notes and plats documenting official surveys
BLM Lands and Records System	Repository of historical records including Master Title Plats, Historical Indexes, and supporting documents
Cadastral Survey Field Note Index (CS) Database	Database of abstracted information from Field Notes



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---	---------------------------------------

9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
O.2.1	Assess Customer Needs	If a survey service is needed, but the service is not a cadastral service. To be performed under the direction and control of BLM.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
O.2.7	Distribute Survey Services Information	The output of O.2.3 moves to this activity.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment