



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

<b>Title: Conduct Cadastral Service</b> <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	<b>Process Number</b> <b>O.2.6</b>
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**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Specific cadastral service has been determined and assigned for completion.
<b>1.2 Process Overview</b>	<p>This process involves completing the official request for a cadastral survey, land status (with jurisdiction falling within managing Bureau/Agency), and/or GCDB/CGIS service from either an in-house team or certified licensed federal surveyor. BLM provides oversight of licensed federal surveyors and controls and directs their output.</p> <p>In-house team or certified licensed federal surveyor performs cadastral service to fulfill official request</p> <p>Certified licensed federal surveyor forwards their output to the CAI within BLM</p> <p>BLM reviews survey output, whether in-house or by licensed federal surveyor</p> <p>Cadastral Chief approves final survey</p>
<b>1.3 Stops With</b>	Cadastral Survey is approved and/or land status and GCDB/CGIS is updated.

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

<b>Goal/Objective</b>
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?**

<b>Beneficiary Involvement</b>
Beneficiaries would be involved if they needed to provide permission to survey, permit access to location, or provide knowledge and information that might assist the surveyor.



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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	Field Office		<p>Completes the survey as directed by the special instructions.</p> <p>Gathers data for land status.</p> <p>Gathers data for GCDB/CGIS.</p>
BLM	Field Office		<p>Works with Cadastral Surveyor to complete the survey service.</p> <p>Gathers data for land status.</p> <p>Gathers data for GCDB/CGIS.</p>
BLM	Appropriate Geographic Location		<p>Regional Cadastral Surveyor, if assigned, will execute the survey as described in the special instructions.</p>
BLM	State Office		<p>If the regional Cadastral Surveyor is the one to do the survey, the backup for regional contact is the Cadastral Chief to handle any new requests.</p> <p>Cadastral Chief does periodic review of timeline and budget resources to insure original estimates are still valid. If not, Cadastral Chief requests additional time/dollars from the BLM Cadastral Survey Washington office.</p> <p>Reviews survey results from both in-house surveyors and licensed federal surveyors.</p> <p>Signs and approves final plat and notes.</p>



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Organization	Office	Role	Contribution
BLM	Field Office		Reviews commercial activity work, does periodic review of timeline and budget resources to insure original estimates are still valid, conducts inherently federal work of contract oversight, and forwards final output to Cadastral Chief for approval.

**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 DOI, conducts the cadastral service. These surveyors have been certified by DOI to perform cadastral work.
Department of Agriculture	Previous surveys conducted under private licenses for Forest Service business processing can be reviewed and included in official records, or if not, given a Boundary Line Assurance Certification.



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**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
Cadastral service has been requested, prioritized, and funded	Preliminary research and assessment for cadastral service (survey, land status, or GCDB) has been completed and a team (internal or commercial activity) has been assigned.	

**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
Official Request	Request forwarded (electronically) by Washington Office to Cadastral Chief for completion, with funding provided.
Special Instructions	Detailed directions, formulated and written which direct the work of the Cadastral Surveyor in the execution of an official survey.
Assignment Instructions	Written documentation of person(s) assigned responsibility for the proper execution of an official survey.
Team assembled	Cadastral Surveyor either assembles in-house team to complete request, or commercial activity is outsourced.
Contract for licensed federal surveyor	CAI and contracting officer develop the contract for licensed federal surveyors.



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**6.2 Outputs**

Output	Description
Approved Cadastral Survey (Includes Supplemental Plat and Amended Protraction Diagrams)	Approved and completed plats and field notes (not yet filed)
GCDB/CGIS updated (new coordinate values and legal land description attributes)	Information to complete GCDB/CGIS service is finalized. GCDB is a collection of coordinate values and other descriptive information for corner positions and monuments recorded in the Public Lands Survey System (PLSS) and Metes and Bounds system down to the parcel level. It is the spatial component of CGIS.

**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
15 USC 7001 Electronic Signatures in Global & National Commerce Act		Provides legality of electronic signatures
16 USC 474		Provides that surveys, field notes, and plats of National Forests will be approved by BLM Chief Cadastral Surveyor
16 USC 488		All standard, meander, township, and section lines of the public lands surveys shall be established under the direction and supervision of BLM Chief Cadastral Surveyor, except that where the exterior boundaries of National Forest are required to be coincident with standard, township, or section lines, such boundaries, be established and marked under the supervision of the director of the USGS
25 USC 176		Provides that surveys of Indian lands shall be under the direction and control of the BLM and as nearly as may be in conformity to the rules and regulations under which other public lands are surveyed



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<b>Obligation</b>	<b>Source</b>	<b>Business Impact</b>
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
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
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 17		Plats of Land Surveyed, Provides that the Secretary shall make a plat of any land surveyed under the authority of the US and provide it to the BLM, contains instructions
43 USC 751		Rules of Survey, contains instructions
43 USC 752		Boundaries and Contents of Public Lands; How Ascertained, contains instructions
43 USC 753		Lines of Division of Half Quarter Sections; How Run, contains instructions
43 USC 772		Provides authority for the Secretary of the Interior to conduct resurvey or retracement of the surveys of public lands, contains instructions



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<b>Obligation</b>	<b>Source</b>	<b>Business Impact</b>
43 USC 773		Provides authority to perform surveys for other federal departments and agencies, state and local governments, and certain private interests
43 USC 774		Provides for the President to order the marshal of the state or district to attend a surveyor meeting with forcible opposition in the execution of his duty
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
Manual of Survey Instructions of the Public Lands of the United States, 1973		BLM Manual of Survey Instructions, adopted into law by western states
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
Secretarial Order 2225		Delegation of Authority
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.
757 DM 2.3C PLSS		The PLSS is the responsibility of BLM. The BLM has the authority to survey all Federal interest lands, trust territories, and Indian Lands.



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Control	Reason	Description
757 DM 2.7B Lead Bureau		The BLM is responsible for the establishment and maintenance of a system for storage and dissemination of survey data for use by local and national realty, land title, and mapping interests. BLM is the custodian of the official USPLSS records. BLM is specifically required to execute cadastral surveys for BIA on Indian reservations.
757 DM 2.7C Coordination		All bureaus and offices shall submit their requirements for cadastral surveys to BLM.
Review staff	Reviews the survey results for accuracy	Levels of review based on level of experience of surveyor.

**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.
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.
MS Project	Used for project management of survey services
Geographic Coordinate Database (GCDB)	A collection of geographic information representing the Public Land Survey System
Cadastral Automated Plat Drafting (CAPD)	AutoCAD-based plat drafting system
Cadastral Measurement Management System (CMM)	Tool to manage and analyze survey measurement information



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System Name	Support
Geodetic Measurement Management System (GMM)	A measurement based computational system to collect GCDB
Cadastral Survey Field Note Index (CS) Database	Database of abstracted information from Field Notes
BLM/General Land Office (GLO) Cadastral Plats and Field Notes System	Repository of original duplicate field notes and plats documenting official surveys
Management Information System (MIS)	A financial and workload measure tracking system
Geographic Information System (GIS)	Mapping & analysis system
Cadastral Electronic Field Book (CEFB)	Field data collection software
Trimble Geomatics	GPS computational and adjustment software

**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.2.5	Assess & Research Response	Request will always come from this activity.



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**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.2.6 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