



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

|  |                                       |
|--|---------------------------------------|
| <b>Title: Maintain PLSS</b><br><i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i> | <b>Process Number</b><br><b>O.2.9</b> |
|--|---------------------------------------|

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

|                             |  |
|-----------------------------|--|
| <b>1.1 Starts With</b>      | A need to maintain the infrastructure of the Public Land Survey System (PLSS) and Metes and Bounds system, i.e. monuments, boundaries, and layers of GCDB/CGIS.  |
| <b>1.2 Process Overview</b> | <p>This process involves basic maintenance of the PLSS and Metes and Bounds system established previously. Over time, monuments and boundaries are obliterated or lost, and need to be reestablished. GCDB/CGIS needs to be updated when changes or transactions happen.</p> <p>BLM establishes a schedule for monument and boundary maintenance as well as GCDB/CGIS</p> <p>BLM sends a team (internal, licensed federal surveyors, or interns) to inspect monuments and boundaries on the schedule</p> <p>During the course of regularly scheduled surveys, surveyors inspect established monuments and boundary markers for maintenance purposes</p> <p>Monuments and markers are enhanced, reestablished or replaced as necessary</p> <p>New GCDB data is electronically gathered and uploaded into the system</p> <p>Old GCDB data is archived and the new data is accepted and maintained</p> <p>Boundary layer of CGIS is updated</p> <p>Record of maintenance of PLSS is updated</p> |
| <b>1.3 Stops With</b>       | Monuments and boundaries are refurbished, replaced, or re-identified, as needed and record is updated. GCDB/CGIS is updated.   |

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

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| <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. |



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**3. How should Beneficiaries be involved in this process?**

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|--|
| <b>Beneficiary Involvement</b>   |
| Beneficiaries may have to give permission to surveyors to come on their land for monument maintenance or to gather GCDB/CGIS information. Beneficiary may also bring to the attention of BLM that maintenance needs to be performed on a monument. |

**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 |      | During the course of regularly scheduled surveys, surveyors inspect established monuments and boundary markers for maintenance purposes.<br><br>Reestablishes or replaces monuments and markers as necessary and authorized.<br><br>Completes documentation. |
| BLM          | State Office |      | Establishes a schedule for monument and boundary maintenance as well as GCDB/CGIS.<br><br>Sends a team (internal, licensed federal surveyors, or interns) to inspect monuments and boundaries on the schedule.   |
| BLM          | Field Office |      | New GCDB/CGIS data is electronically gathered and uploaded into the system.<br><br>Archives old GCDB/CGIS data, accepts and maintains the new data.<br><br>Completes documentation.  |



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| Organization | Office       | Role | Contribution   |
|--------------|--------------|------|--|
| BLM          | Field Office |      | Reviews commercial activity work, does periodic review of timeline and budget resources to ensure 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 BLM, completes the cadastral service. These surveyors have been certified by DOI to perform cadastral work. |
| Adjoining landowner        | May provide funds or resources for monument and boundary maintenance.  |
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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 |
|--|---|---------------------|
| Scheduled date for inspection/maintenance                  | Regularly scheduled program.  |                     |
| Current surveys  | During the course of regularly scheduled surveys, surveyors inspect established monuments and boundary markers for maintenance purposes and notifies the Cadastral Chief of any that need repair. |                     |
| 3 <sup>rd</sup> Party notification of monument defect/loss | Someone notifies BLM that a monument is missing or has been disturbed and needs to be repaired.   |                     |
| New geo-spatial data is submitted                          | 3rd party, such as county workers, submit new GPS control coordinates for integration into database.  |                     |
| Identified lost Trust assets                               | Notify affected parties of trespasses discovered in the process of maintaining PLSS.  |                     |

**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  |
|--|--|
| Existing data                          | Database information that needs to be reviewed/updated.                          |
| Existing monuments and boundaries      | Previously established through surveys.  |
| 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                                 |
|--------------------------|---|
| Monuments reestablished  | Refurbished or replaced monuments.          |
| Boundaries reestablished | Boundaries re-identified and marked.        |
| GCDB/CGIS updated        | New data gathered and uploaded into system. |
| Records updated          | Record of maintenance of PLSS is updated.   |

**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<br>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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| Obligation   | Source | Business Impact   |
|--|--------|---|
| 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)<br>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  |
| 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  |
| 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 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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| Obligation  | Source | Business Impact   |
|---|--------|---|
| 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<br>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<br>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<br>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<br>Coordination |        | All bureaus and offices shall submit their requirements for cadastral surveys to BLM.   |
|                             |        |   |
|                             |        |   |
|                             |        |   |

**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 |
|-------------|------|---------------------------|
|             |      |                           |
|             |      |                           |

**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 |
|-------------|------|---------------------------|
|             |      |                           |



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| Process No. | Name | Condition of Relationship |
|-------------|------|---------------------------|
|             |      |                           |

**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   |
|----------------|---|
| Recommendation | There needs to be national budget dollars allocated for this process that are separate from reimbursable dollars. |
| Recommendation | Need to approve BLM Indian Trust Lands Boundary Marking Standards.  |
|                |   |