

Specific instructions for preparing the information in the spreadsheet:

Open and save the sheet that refers to your state only. Information will then be added, modified, or moved within this file to reflect the detailed inventory. This file will then be resubmitted prior to the August 23, 2002, due date for the detailed inventory. Use the file naming convention of the two letter state code at the beginning of the file name, e.g. "AK_BLMDetailedInventory" .

Please do not add additional columns.

STATE column: Name of the state in which work is being requested.

FIELD OFFICE column: Name of the field office from which the request originated.

T&R/PROJECT NAME column: Township and Range of the project (preferred). In a metes and bounds area or if T&R are unavailable, a project name can be used in this column. If T&R are identified in this column, put additional information such as a descriptive project name in the COMMENTS column. If sections were identified in this column, they should be moved to the next (new) column.

SECTIONS column (NEW): Identify the specific section numbers in the township covered by the request. (Aliquot parts, lots, or other parcels will eventually need to be identified when the database format is initiated. That information, if available should be put in the COMMENTS column.) This column should identify specific sections, separated by commas. NOTE: This column would not be used in the GCDB portion of the spreadsheet.

DESCRIPTION/COMMENTS column: Used to explain or expand information in another field, such as identifying a descriptive project name, further breakdown of parcels needed within identified sections, or other information the person inputting the information feels is important to highlight.

PRIORITY DRIVER/JUSTIFICATION column: Attached is a list of BLM budget themes that are being used for developing national budget priorities. Where possible, one or more of these themes should be identified in this column. Many of the states already have some detailed information and that could remain as a further description of the driver. Please note that "Cadastral Services" is a support activity under each of the major themes. The typical information in this column would be to identify one or more major themes, followed by more specific information concerning that specific request.

In addition to the 6 BLM budget themes, litigation, litigation avoidance, and legislation should also be identified where applicable. These drivers may have the most weight in determining future priorities. By the time a project is selected for funding and implementation, the information in this column should be defined to a level where there is no doubt about the importance of this project and sufficient level of detail allows comparison with other projects to determine priorities.

PROJECTED MILES column: Identify the number of miles estimated to be surveyed to complete this project. Enter only a single numeric value in this column to the nearest mile, not decimal fraction of a mile. No alpha characters.

PROJECTED COST column: Identify the estimated cost to complete the project. Enter on a single dollar figure in this column. No alpha characters.

TANGIBLE BENEFITS column (NEW): Identify tangible benefits or savings as result of the survey. Use the guidance from previous budget exercises and year end reporting to fill in this information. If it is not available at this time, it will need to be added when this data is converted to the new automated request system this fall. See the OR spreadsheet for examples.