

Cadastral Automated Request System (CARS) Diskette Version 2.1 User Instructions

The CARS diskette software has been designed for easy use in entering survey request information and to supply needed survey driver information for Bureau of Indian Affairs (BIA) use. Any questions, comments, or suggestions should be forwarded to John Farnsworth, BLM, (503) 808-6133, email John_Farnsworth@or.blm.gov. The mailing address is: BLM-Branch of Geographic Sciences, P.O. Box 2965, Portland, OR, 97208.

This software runs off a standard floppy disk utilizing the Microsoft Windows operating system. You must have Internet Explorer 5.5 or better on your computer for this software to work.

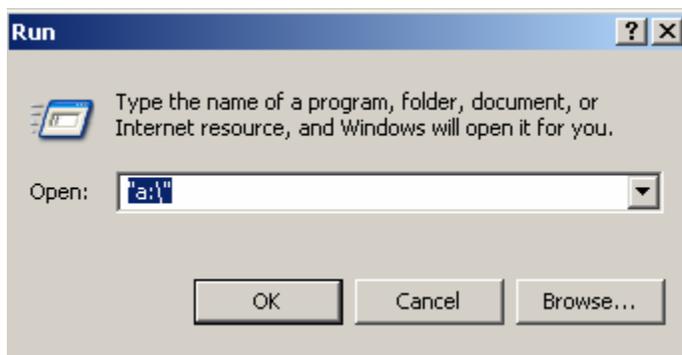
Because the information entered on the disk may be construed as Individual Indian or Tribal Trust data (IITD or TTD), follow all instructions and store the information on the disk-not on your computer hard drive.

If you have received a copy of the software in a .zip file, double click on that file and use the WinZip utility to extract the files to your hard drive. Open the “readme.txt” file and follow the instructions to safely install the CARS system onto a floppy disk. **Important: All disks created with this system should include a label which reads:**

“This disk may contain sensitive Individual Indian or Tribal Trust data. Authorized personnel only. Please forward to your BLM Cadastral Office after completion of data input.”

Once you have created the CARS system floppy disk, go to Start > Run on the bottom left hand side of your computer.

Type “a:\” and click the “OK” button.



This will open a screen with the “Survey Request HTML Application” icon (file name: SurveyRequest.hta). Double click on the icon to begin using the CARS software. It will take a few moments for the software to launch on your screen.

The software will open to the “**Requestor Information**” page. Please take a minute to look at the page and all the features on it. Note the “?Help” button in the upper right hand corner. This help function has further information and definitions of the items on each page.

Requestor Information

* Required

Contact Information

* **Name**

First Last

* **Mailing Address**

Street Address Line 1

Street Address Line 2

City State

ZIP Code

* **Phone Number** (format: xxx-xxx-xxxx)

* **Email Address** (format: user@agency.gov)

Fax Number (format: xxx-xxx-xxxx)

Continue →

Also note the asterisk (*). Every item in the CARS software with an asterisk requires you fill in a response in the proper format or you will not be allowed to go on to the next page.

The “**Requestor Information**” page asks for information on the person making the request. This person must be authorized by a Tribe or the BIA to make survey requests. Once you have filled out all the required information on the “requestor” page, you will not have to re-enter this same information again as long as the same person makes consecutive multiple requests on the same disk. Once you have completed input on any page, click on the “Continue” button at the bottom to go to the next page.

Please note that under the “**Agency Information**” you are asked to select a state. Please be aware this should be the state the requested survey is located in, **NOT** the state the regional or agency office is located in. The CARS database uses this information to determine which BLM office has jurisdiction over the requested survey.

When you come to the “**Survey Location**” page, (graphic on the following page) you must enter information regarding your survey need. In the “Legal Description” area, if you are making a request for multiple sections at the same time you do not need to enter all the aliquot parts of the sections, but you must send in a diagram along with the disk to your BLM Cadastral Office.

This can also be accomplished by clicking the “**yes**” button on the “**Complete Request**” page to formally submit a survey request, which will allow you to print the request information along with a township diagram which you can then fill out to indicate the extent of your survey needs in that area. This will be further explained later in this document.

Also on the “**Survey Location**” page, if your land needing to be surveyed has an extensive metes and bounds description, rather than type in that extensive description you may send a copy of that description in with the disk and note in the “Metes and Bounds” box that you have done this. *

* If you have the description in Digital text file form, you may copy and paste it here. NOTE: It must be copied and pasted from an ASCII TEXT document. A direct copy and paste from another type of document (.doc, .wpd, .pdf, etc) will not work. Also, no images are allowed.

Survey Location

* Required

? Help

Tract Status

- Individual Trust Allotment
 Tribal Trust Tract
 Both Individual and Tribal Trust
 Other

Trust:

For multiple Allotment/Tract types, select "Other" and provide a description of the types in the text area.

Land Area Code/Reservation Code & Allotment/Tract Number(s)

Input all applicable individual or tribal tract numbers. Enter the Land Area Code/Reservation code followed by a dash and then the individual allotment/tract number, e.g. 213-6475. (comma separated)

* Legal Description

You must enter a legal description using, at least:
Township and Range, Metes and Bounds, or Other Legal Description

PLSS

Meridian

Township

Fractional Township

Direction

Range

Fractional Range

Direction

Section(s)

If multiple sections are requested in a township, please print the request from the page headed "Your information has been saved" and follow the directions on that page. In that situation, it is not necessary to complete the remainder of this page.

Aliquot Parts
(comma separated)

Northeast 1/4 = NE North 1/2 = N2
e.g. N2SW, NENE

Lots
(comma separated)

Metes and Bounds

Subdivision,
Lot & Block

Approximate Acreage

Other Legal Description

On the “**Complete all known information**” page, you must put in a required “Date field survey must begin” and “official record completion date.” The CARS database uses the “Date field survey must begin” to place your request into competition for funding for a particular fiscal year.

For example, any survey required to begin during the calendar year 2005 (January-December) will be placed into competition for the fiscal year 2005 (October 1, 2004-September 30, 2005). Please do not put all your survey needs into one year, but use your local priorities to supply these dates.

Complete all known information

* Required ? Help

Approximate number of monuments to establish
 (integer format only, no commas or decimals)

Miles of property boundary to locate
 mi. (integer or decimal format only, no commas)

Requirements to mark/post/blaze property lines

* **Date field survey must begin**
 (format: mm/dd/yyyy)

* **Required official record completion date**
 (format: mm/dd/yyyy)

[Continue](#) ⇨

An error message will appear if you do not enter the date in the correct format.

Next is the “**Survey Drivers**” page. Survey drivers are the events which create the need for a survey. It is vital to the success of this project to check all applicable survey driver boxes. Survey requests may be prioritized by information gathered from this page. Read the definitions or explanation for each item, and click on the box next to each item that applies to your survey request. Some of the boxes in this section will have further “drop down” check offs if you select them. There is an area regarding “mandated” surveys that is for informational purposes only. Mandates for a survey are not currently used in determining which surveys may get funded through this process.

Survey Drivers ? Help

* Required

*** Select all that apply...**

A survey driver is an event which creates the need for a survey. It is vital to the success of this project to check all applicable survey driver boxes. Survey requests may be prioritized by information gathered from this page.

Property Inventory

* You must select one or both of the *Property Inventory* options.

This category is designed to ensure proper marking of the boundaries of the trust property; to fix corner positions to locate the surveyed trust lands and to assure accurate, official records for trust property.

- Original Survey** - Parcel is situated on unsurveyed Indian Lands and an action requires an Original Survey be conducted. This includes the subdivision of sections where section boundaries have not been established in a previous survey. Includes unsurveyed patented individual allotments such as Alaska.
- Resurvey and/or subdivision of section** - Parcel is located on trust lands which were surveyed and further identification and/or restoration of parcel boundaries is necessary for pending realty or resource action. (Example: accretion activities)

Economic Return and Development

This category is designed to identify resource activities on a parcel that has an immediate economic return to the community by perpetuating found and or identified corners on Trust lands and re-establish lost corners.

- High Risk** - If the boundaries of these parcels are not properly identified, there is risk for loss of revenue or for the mismanagement of Trust resources that cannot be replaced within the lifetime of the landowner. This would include authorized O&G leases, timber sales, solid mineral extraction and protection of artifacts, skeletal remains, petroglyphs, fossils, pottery, fish harvest, water rights, etc.
 - * If checked, you must select at least one of the following options. Uncheck to clear all.
 - O&G leases
 - timber sales
 - solid mineral extraction
 - water rights
 - protection of artifacts
 - skeletal remains
 - petroglyphs
 - fossils
 - pottery
 - fish harvest
 - other(s) (comma separated)
- Low Risk** - If the boundaries of these parcels are not properly identified; there is risk for a

Many of the survey driver areas have an “other” box as a choice for the last selection. If you click on the other box, you must fill in an activity that is similar to the types of activities in that area’s listing. For example, in “Future Resource and Community Development”, public safety would be an “other” selection. (See graphic below.)

- Future Resource Development and Community/Infrastructure Development** - Mining, timber management, water resource management, wind farms, fish harvest, recreation, housing, business, schools, hospitals, etc.

* If checked, you must select at least one of the following options. Uncheck to clear all.

- mining
- timber management
- water resource management
- wind farms
- fish harvest
- housing
- business
- schools
- hospitals
- Other(s), for example, public safety

(comma separated)

Administrative

This category is designed to identify known administrative issues with a parcel that may result in the depletion of Trust resources or increase the legal liability, or involve safety or time sensitive concerns. Ensure adequate protection of existing rights.

- Trespass** - A trespass situation exists on the parcel and a survey is needed to administer a resolution.
- Boundary Dispute** - The boundary of the parcel is in dispute and a survey is needed to resolve the dispute.
- Protection of Traditional and Cultural Resources** - A survey is needed to define the boundaries of the parcel that identifies property use rights. This would include parcels used for ceremonial purposes, gathering, (herb, berry, basket materials, etc.), hunting and fishing, etc.
- Administration of Trust Assets** - Land exchanges, partitions, land sales, leasing and permitting, etc.

* If checked, you must select at least one of the following options. Uncheck to clear all.

- land exchanges
- partitions
- land sales
- ROW
- leases
- Other(s), for example, permitting

(comma separated)

Mandated

! Information in the *Mandated* section is collected for informational purposes only.

Mandated means: there is express language in a Federal law or Federal court document that orders a cadastral survey to be done. If you check one of these options a new box will appear where you must list the public law or court record that mandates a cadastral survey.

- Survey Mandated** - A survey of this parcel is mandated by a court order or is included in legislation.
- Survey Currently in Litigation** - This Parcel is currently included in a Federal court

The “**Top Survey Driver**” page is next. Using a yellow block, the software automatically highlights the survey drivers you selected for this request. You must select the top driving measure for this survey request.

Top Survey Driver

* Required

* Select one ...

Of the criteria that you selected, what is the top driving measure for requesting this survey?

Please select one of the yellow highlighted survey drivers.

Unavailable - this survey driver was not selected.

Property Inventory

This category is designed to ensure proper marking of the boundaries of the trust property; to fix corner positions to locate the surveyed trust lands and to assure accurate, official records for trust property.

Original Survey - Parcel is situated on unsurveyed Indian Lands and an action requires an Original Survey be conducted. This includes the subdivision of sections where section boundaries have not been established in a previous survey. Includes unsurveyed patented individual allotments such as Alaska.

Resurvey and/or subdivision of section - Parcel is located on trust lands which were surveyed and further identification and/or restoration of parcel boundaries is necessary for pending realty or resource action. (Example: accretion activities)

- Original survey prior to 1910 with substandard monumentation
- Original survey with known distortion problems
- Known river movement with boundary changes
- Known conflicts with private surveys
- Problems due to unrecorded allotment surveys
- Other

Economic Return and Development

This category is designed to identify resource activities on the parcel, which have an immediate economic return to the community. This category is designed to identify resource activities on a parcel that has an immediate economic return to the community by perpetuating found and or identified corners on Trust lands and re-establish lost corners.

High Risk - If the boundaries of these parcels are not properly identified, there is risk for loss of revenue or for the mismanagement of Trust resources that cannot be replaced within the lifetime of the landowner. This would include authorized O&G leases, timber sales, solid mineral extraction and protection of artifacts, skeletal remains, petroglyphs, fossils, pottery, fish harvest, water rights, etc.

- O&G leases
- timber sales
- solid mineral extraction
- water rights
- protection of artifacts

On the “**Complete Request**” page you have several options. You can click on the “**Review Request**” button to go back through your input and make any changes you feel are necessary. **Once you click on the “Submit Request” button you will NOT be able to change any of the information you have entered.**

The screenshot shows the 'Complete Request' page with a navigation menu at the top. The menu includes three buttons: 'Review Request' (with a back arrow icon), 'Preview / Print' (with a printer icon), and 'Submit Request' (with a forward arrow and document icon). A 'Help' button is located in the top right corner. The main content area is divided into three columns corresponding to these buttons. The 'Review Request' column explains that users can return to the beginning of the form or update information before submission. The 'Preview / Print' column states that a printer-friendly preview will be shown and that the request will not be saved until submission. The 'Submit Request' column notes that users will not be able to make changes after submission. A security warning is also visible at the bottom of the 'Preview / Print' column.

Review Request	Preview / Print	Submit Request
Return to the beginning of the form to review and/or update the information entered for this request prior to submission. You may also use the links at the top of the page to jump to a specific step you wish to review.	Display a printer friendly preview in a new browser window of the information entered for this request prior to submission.	Complete and save this request.
When finished, return to this page to submit your request.	The request will not be saved until you return to this window to submit your request.	Once you submit this form you will not be able to make changes to the information!
	A security alert will appear stating... An ActiveX control on this page might be unsafe... ...select yes to continue.	

Once you reach the “**Complete Request**” page, the navigation menu is activated. This allows you to review the data and edit before submitting a request.

Use the navigation links located at the top left side of the screen to browse from screen to screen.

The screenshot shows the 'Cadastral Survey Request' page with a navigation menu. The menu items are: 'Requestor / Location', 'Survey Needs', 'Survey Drivers', 'Complete Request' (highlighted with a red arrow), and 'Exit'.

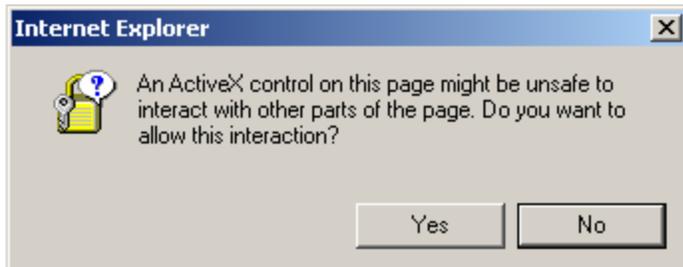
Cadastral Survey Request
Requestor / Location
Survey Needs
Survey Drivers
▶ Complete Request
Exit

It is recommended you click on the “**Preview/Print**” button first and print a copy of the information on your request for your records before you click on the “**Submit Request**” button. If you know you have made a mistake in a previous survey request and you have

printed the information, corrections can be made after you submit the disk. It is also recommended you send your BLM office a copy of the information you printed using the “Preview/Print” feature with your changes clearly marked.



Note: The message box below appears after choosing any option on this page, click Yes to continue.



Once you've clicked on the “Submit Request” button, you can no longer make any changes to the request you have just entered.



You will be asked on the “**Your information has been saved**” page if you want to formally submit a request for survey. If you are submitting a request for more than one section in a township, it is recommended you select this option and the standard survey request form will be printed which will allow you to fill out a diagram showing the lines needed to be surveyed.

Your information has been saved

Would you also like to formally submit
a Request for a Cadastral Survey or submit a Request for
multiple sections within a township?

YES

A formal request should be submitted for projects that are currently funded. A signed BLM request form or similar document authorizing the survey work is required.

If requesting multiple sections within a township, please print the request, fill out the required information on the township diagram, then sign the request form and submit it with the disk to the BLM office you work with.

Selecting **yes** will open another browser window with an official request form completed based on your responses to this form. You will need to print, complete and send in this formal request.

A security alert will appear stating...

An ActiveX control on this page
might be unsafe...

...select **yes** to continue.

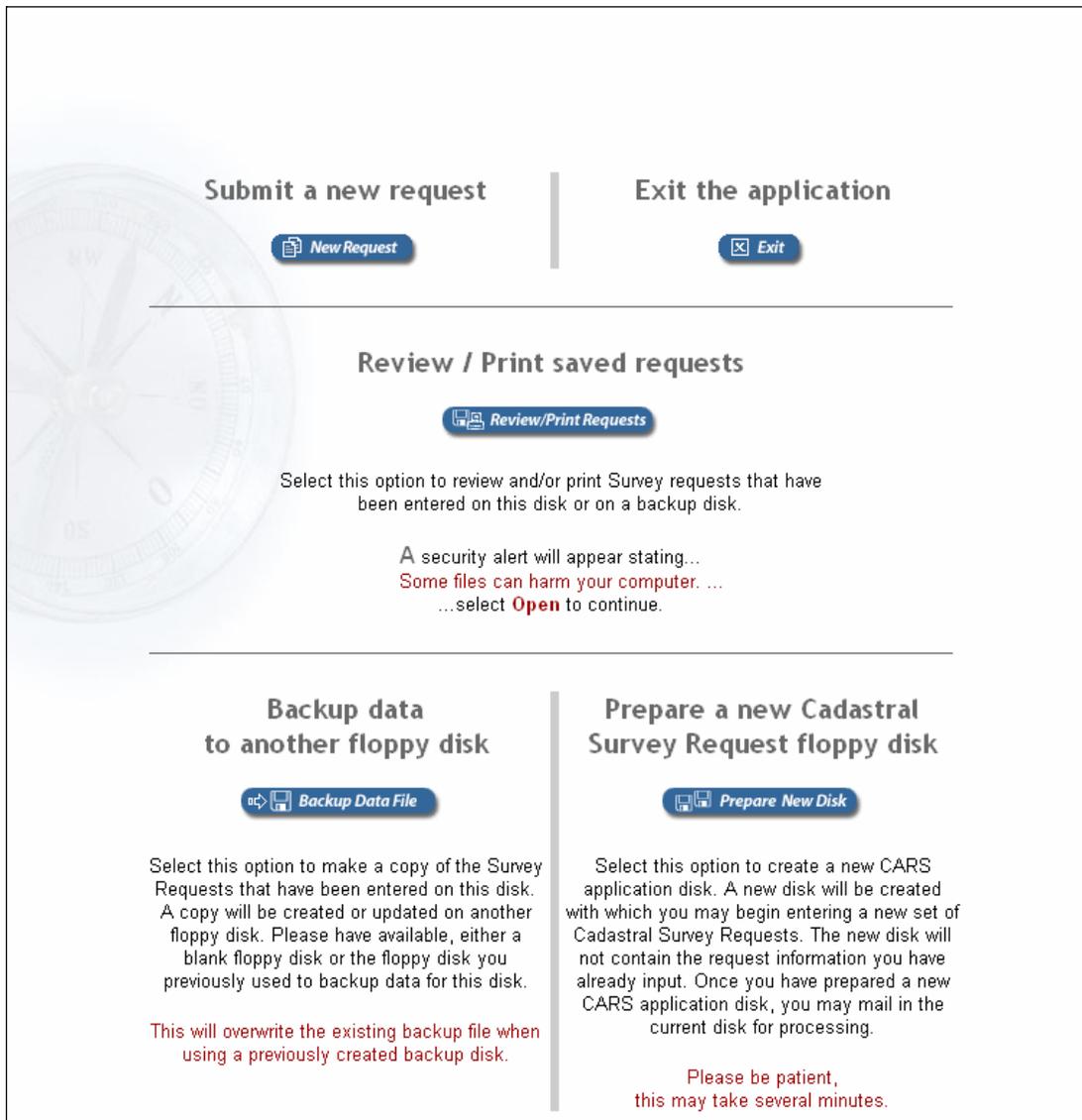
NO

All other requests are submitted for inclusion on a list for cost estimation, prioritization and future funding allocation. Before these requests can be surveyed, a BLM request form with signature must be received by the BLM office which will perform the survey.



You may also want to print and keep this form for signature and submittal after you have found out a particular request has been funded. Clicking the “No” button on this page will forward you to the last page of input, but your survey request information will already be stored on the disk.

The next page is the last screen on the disk and gives you several options and utilities for reviewing, and backing up your data and creating a new CARS application diskette.



These options and utilities can also be accessed immediately after the first survey request is submitted and saved by selecting the “CARS Utilities” link at the top of the “Requestor Information” page.



You can also choose to begin entering a new survey request or exit the application. If you click on the “**Submit a New Request**” button you will go back to the start to input another request. You will be given the option to “Use previously entered location

information?” Select “Yes” and all the information you previously input on the “**Requestor Information**” pages will automatically be in place.



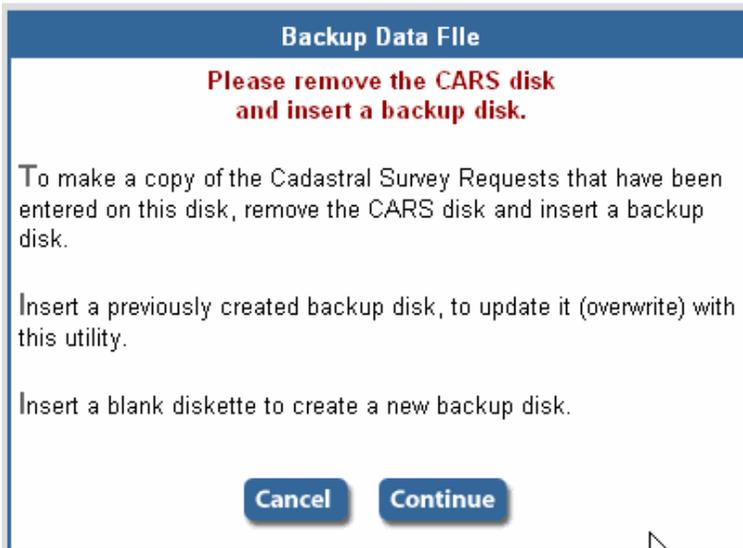
Click Yes if you want to keep the previously entered requestor information.

An important feature on this last page is the “**Backup Data File**” button. Once you have completed inputting all requests it is highly recommended you use this to make a backup copy of your input before you send the disk to your BLM office. If you select this option, it will replace any previously created backup data file. Please make sure this statement is on the label of your backup disk:

“This backup disk may contain sensitive Individual Indian or Tribal Trust data. Authorized personnel only”



The following message box appears:



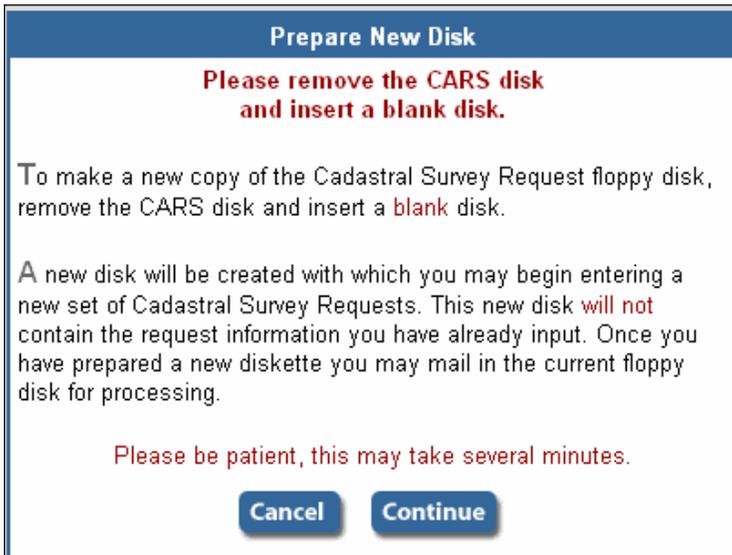
NOTE: If you select the backup option and do not put in a new disk, you will overwrite the existing information on your primary CARS disk and will not be able to add any new requests to it.

Keep the disk in case something happens to the original disk which you forward to your BLM Cadastral office.

You may also make a new disk for data input by selecting the “**Prepare New Disk**” button. This new disk will not contain the information you previously input aside from the information on the “Requestor Information” page. Please do not duplicate entries.



The following message box appears:



On this last screen you also have the ability to Review and/or Print any of the requests saved on this diskette or a on a back up diskette. To do so, select the “**Review/Print Requests**” option and follow the instructions in the message boxes. A new application window will open which will allow you to navigate through the survey requests saved on the selected diskette.



The following message box appears.



Once you have input all survey requests and made a backup disk which you will keep, please label your disk with your Tribe, reservation, and/or BIA Agency office name and forward this disk to your BLM Cadastral office.