

“To-Be” Gap Analysis Final Implementation Steps

1. Gap Identification: Ownership – Survey Gap 1: Survey Services Assistance
2. Implementation Steps:
 - a. Step 1: Leverage existing survey services across DOI.
 - i. Identify land surveyors in all DOI agencies and their locations
 - ii. Identify workload in each location
 - iii. Identify workload sharing possibilities for each agency/location
 - iv. Determine process to use to request workforce sharing
 - v. Develop SLA’s between agencies to share workforce when needed
 - b. Step 2: Locate a Cadastral surveyor at appropriate geographical locations for survey needs accountability
 - i. Identify the duties/functions/skills of the Cadastral surveyor. Skill set includes:
 1. Customer Service
 2. Presentation Skills
 3. Analytical Thinking
 4. Problem Solving
 5. Collaboration
 6. Conflict Management
 7. Project Management
 8. Risk Management
 9. Technology skills
 10. Trust foundational knowledge
 11. Strategic Thinking
 12. Systems Thinking
 13. Process knowledge
 14. Leadership
 15. Initiative
 16. Workforce Planning
 17. Budget/Funding
 18. Survey knowledge – Advanced Cadastral 1, 2, and 3
 19. GIS Transactional technology
 20. Organizational skills

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- 21. Land Tenure in Indian Country
- 22. Cultural sensitivity
- 23. Tribal traditions and tribal history
- ii. Develop the Position Description for the Cadastral surveyor
- iii. Develop training for Cadastral surveyors on new function
- iv. Develop training for program staff and beneficiaries on new Cadastral surveyor function
 - v. Identify the locations needing to have a Cadastral surveyor
 - vi. Identify the number of Cadastral surveyors needed for a specific location based on workload (workload determined in Step 1)
 - vii. Advertise positions for Cadastral surveyors
 - viii. Place Cadastral surveyors at appropriate geographical locations
 - ix. Implement training needed by Cadastral surveyors as well as program staff on new process(es)
 - x. Implement standard Distribution List for survey results:
 - 1. Local Cadastral surveyor that received initial request
 - 2. BLM Cadastral Survey Washington office
 - 3. BLM Eastern States office (Secretary’s copy maintained here)
 - xi. Develop and implement performance measures for survey services
 - xii. Develop Outreach content in conjunction with the BRDM process
 - xiii. Schedule and deliver Outreach activities
- c. Step 3: Distribute standards and policies for surveys within Indian Country
 - i. Complete revisions to the document “Indian Trust Lands Boundary Standards”
 - ii. Develop training on new standards
 - iii. Provide training on new standards
 - iv. Implement the standards throughout all DOI and Indian Country

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3. Dependencies on Business Processes:

Business Process Name	Process Name (As specified in “To-Be” Model)	Dependency Description
BRDM		
Predecessors	1. B.2.4 Transfer Inquiry/Request to Appropriate Office	1. Request for Survey Services.
Successors	1. B.3 Communicate Information 2. B.5.1 Conduct Outreach Activity 3. B.5.2 Post Outreach Activity	1. Results of Survey Service request. 2. Participation in Outreach opportunity is requested. 3. Participation in debrief of Outreach opportunity is needed.
FO		
Predecessors	1. None	
Successors	1. None	
LNRP – Wide Area Plan		
Predecessors	1. None	
Successors	1. None	
LNRP - Appraisals		
Predecessors	1. None	
Successors	1. None	
LNRUM		
Predecessors	1. None	
Successors	1. None	
Ownership – Title		
Predecessors	1. None	

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Business Process Name	Process Name (As specified in “To-Be” Model)	Dependency Description
Successors	1. None	
Ownership – Probate		
Predecessors	1. None	
Successors	1. None	
Ownership - Conveyance		
Predecessors	1. None	
Successors	1. O.1.2 Complete Conveyance Package	1. Provide response to program staff.
Ownership - Survey		
Predecessors	1. O.2.1 Assess Customer Needs 2. O.2.3 Consultation and Other Survey Services 3. O.2.4 Request Cadastral Service 4. O.2.5 Assess and Research Response 5. O.2.6 Conduct Cadastral Service 6. O.2.7 Distribute Survey Services Information	1. Receive request for survey service. 2. Determine correct services for the request. 3. Field surveyor submits official Cadastral request. 4. Receive official Cadastral request. 5. Receive assignment of official Cadastral survey. 6. Distribute completed survey results.
Successors	1. O.2.2 Provide Existing Information to Requestor 2. O.2.3 Consultation	1. Provide existing survey or land status information. 2. Completed consultation or other survey service.

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	and Other Survey Services 3. O.2.4 Request Cadastral Service 4. O.2.5 Assess and Research Response 5. O.2.6 Conduct Cadastral Service 6. O.2.7 Distribute Survey Services Information 7. O.2.8 Provide Results to Requestor	3. State office receives official Cadastral request. 4. Official Cadastral request is assigned to survey office. 5. Complete Cadastral Survey. 6. Provide survey results to distribution list and update land status records system. 7. Provide survey services results to initial requestor.

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4. Dependencies on Universal Support Functions:

Universal Support Function	Dependency Description
Automated System Requirements	<ol style="list-style-type: none"> 1. Survey Tracking System. 2. Land status record system (Geo-spatial) based on a Cadastral layer.
Policies, Procedures and Regulations	<ol style="list-style-type: none"> 1. Policies developed for sharing surveyors across DOI. 2. Policies for Indian Trust Lands Boundary Standards.
Training	<ol style="list-style-type: none"> 1. Cadastral surveyor position. 2. Process training for all program staff and beneficiaries. 3. Provide training on Indian Trust Lands Boundary Standards.
Records Management	<ol style="list-style-type: none"> 1. Storage of electronic records. 2. All records regarding survey data must be kept forever (electronically as well as paper).
Risk Assessment	<ol style="list-style-type: none"> 1. Risk associated with providing information based on erroneous data in an automated system.
Workforce Planning	<ol style="list-style-type: none"> 1. Position description for Cadastral surveyor function. 2. Locations needing a Cadastral surveyor. 3. Number of Cadastral surveyors needed for a specific location based on workload. 4. Workload determined at each DOI location with surveyors for workforce sharing opportunities.
Internal Controls / Fiduciary Security	<ol style="list-style-type: none"> 1. Review of survey for accuracy.