Certified Federal Surveyor (CFedS)
Program Budget 2013

Section A – Budget Summary

Revenue 2013:

- BLM Contributed Funds: $65,000.00
- New Registrations (70): $84,000.00
- Study Guides (65): $8,800.00
- Continuing Education (CE) Credits (1300): $88,400.00
- Renewals (250): $10,000.00

Total: $256,200.00

Available Funds as of January 1, 2013:

- CFedS Bank Account Balance: $75,000.00
- PLSS Foundation Matching Funds Grant: $15,000.00
- USFS Contributed Funds: $15,000.00

Total: $105,000.00

Expenses:

- BLM Program Manager: $65,000.00
- Inventory: $35,700.00
- Technical Support (TSP): $35,000.00
- Maintenance Support (TSP): $30,000.00
- NSPS Fee: $22,900.00
- Program Administration (TSP): $17,300.00
- Training Support (TSP): $28,700.00
- CE Course Development (TSP): $30,000.00
- Miscellaneous: $6,600.00

Total: $271,200.00
Section B – Revenue 2013

Contributed Funds: ($65,000.00) We anticipate the CFedS Program Manager position will be filled, at the GS-13 level, by July 2013. This represents BLM funding for that position for six months (July 1 through December 31, 2013).

New Registrations: ($84,000.00) Registrations have been declining over the last three years; if the economy and especially the housing market, continues to improve we expect to see renewed interest in the Program. The projected revenue from registration is based on 70 new registrations in 2013 with the fee remaining $1,200.00. Registrations for 2012 are on pace for approximately 82 for the year. We anticipate some decrease in enrollment for 2013, but expect the decrease to be partially offset by the new Program qualifications which allows pre-registered surveyors to enroll.

Study Guides: ($8,800.00) Not everyone purchases a Study Guide but most do. The price for a Study Guide has remained at $100.00 since 2007, however our cost for printing has gone up significantly. Our last order for 100 Study Guides cost $132.00 each, so we will raise the price for study guides from $100.00 to $135.00 effective January 1, 2013.

Continuing Education (CE) Courses: ($88,400.00) CFedS are required to complete three credits of CE each year. Unused credits can be carried over to subsequent years. CE course orders are on pace for nearly 1400 CE credits for 2012. We have had nearly 70 orders in 2012 for the Non-Rectangular course worth 9 CE credits. As a result, we anticipate a significant number of CFedS will have some carry-over CE credits, so are projecting fewer orders for 2013. We are projecting orders for 1300 CE credits in 2013. The cost per CE credit varies from a high of $100.00 to a low of $25.00. The projected revenue for CE is based on the average cost per CE credit of $68.00. Four new CE courses worth seven CE credits were created in 2012, so there are enough to meet everyone’s requirements and three new courses worth three CE credits are scheduled to be completed in 2013.

Renewals: ($10,000.00) CFedS are required to complete the CE requirement and renew their Certification every two years, with the renewal fee remaining $40.00. About 10% do not renew on time, but most eventually renew. The projected revenue for Certification renewal is based on 250 which are approximately 90% of those scheduled for renewal in 2013.
Section C – Available Funds as of January 1, 2013

CFedS Bank Account Balance: ($75,000.00) As of January 1, 2013 the CFedS bank account balance is $75,000.00 a reduction of over $100,000.00 since January 1, 2012. This can be attributed to three main reasons:

✓ Very limited financial support by Bureau of Land Management (BLM). Prior to 2011, BLM transferred $50,000.00 per year from the CFedS bank account to the National Training Center to partially cover Program expenses including salaries for the CFedS Program Manager and the CFedS Training Coordinator. In 2011 $100,000.00 was transferred and in 2012 the CFedS Certification Panel Chairperson and training support were contracted to Training Solutions Plus, Inc. (TSP) and funded entirely from CFedS revenue;
✓ Creation of four CE courses worth seven CE credits. No new CE courses had been created since May of 2010. The revenue from CE course provides approximately 50% of the Program revenues, so it’s important to develop new CE course(s) worth at least three CE credits each year; and
✓ A 20% drop in registrations from 2011. This may be the result of a poor economy, but a more important factor could be the lack of outreach by BLM, Bureau of Indian Affairs (BIA), Office of Special Trustee for American Indians (OST), and Tribal Leadership. Where BIA has actively supported the Program there is a significant amount of work going to CFedS but where that support is lacking CFedS are almost never utilized. An important factor in turning this around is a full time CFedS Program Manager, funded by BLM, responsible for outreach and education on the benefits of the Program for Indian Country.

Public Land Survey System Foundation (PLSSF) Matching Funds Grant: ($15,000.00) The Program has secured a $15,000.00 grant from the PLSSF for the development of three riparian courses from the BLM Case Book.

U.S. Forest Service (USFS) Contributed Funds: ($15,000.00) The USFS has provided $15,000.00 for development of CE courses for the Program.
Section D – Expenses 2013

Program Manager: ($65,000.00) We anticipate a fulltime BLM CFedS Program Manager will be in place by July 2013. This expense is based on a GS-13, fully funded, BLM position. This represents BLM contributed funding for that position for six months (July 1 through December 31, 2013).

Inventory: ($35,700.00) There are three items that TSP keeps in stock for the Program and one item that National Society of Professional Surveyors (NSPS) keeps in stock:

- Program Hard drives: ($21,000.00) The certification training is provided to the students on an external hard drive which costs about $210.00 each. We purchased 100 hard drives in March 2012 so we will need to order another 100 sometime around the middle of the year.

- Program Study Guides: ($13,500.00) The study guides are provided digitally on the program hard drive and hard copies are available for $100.00 each. Most students choose to buy the hard copy. Our cost to order the hard copy has risen to $132.00 each and we have been selling them for $100.00 each. The Certification Panel has approved an increase to $135.00 to cover the cost of printing. We purchased 100 Study Guides in August 2011 so we will need to order another 100 copies near the beginning of the year.

- Continuing Education CDs: ($1,200.00) We have four courses that are delivered on compact disc (CDs): Special Boundary Problems; Introduction to the Geographic Coordinate Data Base; Swamp Land Grants, Omitted Area and Island Surveys; and Monumentation and the Corner Record. We will need to order additional copies of all four this year.

- CFedS brass caps medallions with felt back: ($0.00) These are sent to all new CFedS along with a letter of congratulations from Mr. Sumner. NSPS has enough in stock for this year.

We have previously provided a printed study guide for the Non-Rectangular course (expense, $115.00) and paper copies of several plats for the Special Surveys I course (expense, $55.00), but due to rising costs we will no longer provide those items. Both items will continue to be provided digitally. Using a conservative estimate of 50 registrations for each course this year, elimination of the printed material will result in a savings of $8,500.00.

Technical Support: ($35,000.00) TSP provides CFedS technical support which consists of 24/7 – 365 days phone and web/email support for all trainees, CFedS, BLM, NSPS, and the CFedS Program Manager. Tasks include
username/login issues, certificate and id card shipping, special order shipping, processing payments and order fulfillment. It also includes emailing students forms, answering new perspective student questions regarding the website/payment, and daily liaison with NSPS counterpart. The main emphasis is technical support for the students on all matters regarding the website.

**Maintenance Support: ($30,000.00)** TSP provided maintenance includes site modifications, enhancements, additions, and deletions to content and functionality. In addition, maintenance includes all BLM Indian Lands Surveyor (BILS), BLM State Offices, and Certification Panel updates on the CFedS website as they occur often. Also, exam reports, exam certification and monitoring of the database so that the interface with authorize.net is under no risk or exposure from harmful threats/attacks; including daily and weekly backups, offsite storage to ensure that all user data is not compromised. In addition, backend programming is provided to enhance speed and efficiency ensuring that the system is compatible with the latest technology.

**NSPS Fee: ($22,900.00)** In accordance with the Memorandum of Agreement between BLM and NSPS, signed November 1, 2012, NSPS retains 12% of the proceeds from all CFedS payments. In exchange, NSPS:

- Hosts the official CFedS Program website;
- Maintains a financial process, designed to receive, process and distribute tuition and fees from the Program;
- Maintains a separate monetary account reserved for the CFedS Program;
- Provides monthly program funds summary;
- Provides monthly bank statements;
- Provides copies of all invoices associated with the Program; and
- Provides a representative on the CFedS Certification Panel.

**Program Administration: ($17,300.00)** The day to day management of the CFedS Program is provided by TSP through the Acting CFedS Certification Panel Chairperson and includes:

- Communication/coordination with the Certification Panel, the BLM Chief Cadastral Surveyor, CFedS Program Manager, BILS, State Office Chief Cadastral Surveyors, CFedS, BIA representatives, Tribal representatives, the surveying community, and the public;
- Planning and conducting Panel meetings;
- Proctor approval;
- Administration of the website which will include posting the monthly Interior Board of Land Appeals (IBLA) case, posting news articles, etc;
Processing 2009 Manual, Tussio, Stoddard Jacobsen, and Longview Fibre course certificates;

- Responding to phone calls and e-mails (cfedspm@cfeds.org) concerning the program; and
- Providing support for the BLM CFedS Program Manager.

Training Support: ($28,700.00) TSP will provide training support with a technical expert approved by BLM. The main tasks are:
  - Respond to CFedS technical questions;
  - Develop monthly IBLA cases;
  - Review and edit quiz questions for courses 1-7; and
  - Add quiz questions for each competency.

CE Course Development: ($30,000.00) The PLSSF provided $15,000.00 in matching funds for the development of three BLM Case Book courses. The courses will be developed by TSP with technical content approved by BLM. The courses will be worth a total of three CE credits which meets our goal for the year. $15,000.00 will come from CFedS revenue. These courses are scheduled for completion by April 2013. The number one training priority for the CFedS Program and BLM Cadastral Survey is training on the Standards for Boundary Evidence, so $15,000.00 provided by the U.S. Forest Service will probably be used to fund that training development, however that is undecided and is not included as an expense in this budget.

Miscellaneous: ($6,600.00) Expenses may include: unanticipated minor website modification, certificates and identification cards, advertising, presentations, etc. Recently received information indicates the BLM National Training Center cannot provide support to the examination administration. This will result in additional expenses, but the amount has not been determined.
Section E – Budget Considerations

The budget for 2013 is based on the follow assumptions:

- The full time BLM CFedS Program Manager will be in place by July 1, 2013 and will be funded entirely from appropriated funds. TSP will provide and the Program will pay for the Acting CFedS Certification Panel Chairperson for 20 hours per week, at a rate of $60.00 per hours, until the permanent Program Manager is in place.
- TSP will provide four hours of training support each week, at a rate of $60.00 per week, until July 1, 2013 and 20 hours of training support from July 1, 2013 through December 31, 2013, paid from the Program revenues.
- The National Training Center will continue to provide staff using appropriated dollars to: maintain the exam question data base; print and distribute the exams and process the exam information to provide the statistical data necessary to grade the exam.
- BLM will continue to provide an Acting Program Manager, paid for with appropriated dollars, until the permanent full time Program Manager is in place.
- There are no changes in the Program’s relationship with NSPS and TSP.

If the CFedS Program Manager position is filled by July, 2013 as we anticipate; the CFedS Program revenues will provide approximately 65% of program funds, BLM contributed funds will provide approximately 24%, USFS contributed funds and the PLSSF grant 5.5% each:

- Total Program Expenses: $271,200.00
- CFedS Program Revenue: $176,200.00 (65%)
- Contributed BLM Funds: $ 65,000.00 (24%)
- Contributed USFS Funds $ 15,000.00 (5.5%)
- PLSSF Grant: $ 15,000.00 (5.5%)

This budget results in a projected December 31, 2013 CFedS bank account balance of $90,000.00; an increase of $15,000 over the December 31, 2012 balance.

It must be recognized that without a full time CFedS Program Manager there is very little outreach to Tribes, BIA, OST or other agencies within the Department of the Interior which is a major concern to the long-term stability of the Program.
Approved by the CFedS Certification Panel
December 19, 2012

Steve Ackerman
CFedS Representative

Boyd Peterson
BLM Indian Lands Surveyor Representative

James M. (Mike) Hart
CFedS Representative

Jan Michael 'Looking Wolf Reibach
Tribal Representative

John Lee
BLM Chief Cadastral Surveyor Representative

Brenda Schilt
Bureau of Indian Affairs Representative

Glenda Miller
Office of Special Trustee for American Indians Representative

Ron Whitehead
National Society of Professional Surveyors Representative

Anthony J. O'Rourke
Tribal Representative

Submitted By:

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January 7, 2013
Certified Federal Surveyor Program
Bureau of Land Management
Cadastral Survey
1849 C St. NW, 2134 LM
Washington D.C.

December 31, 2013

**Calendar Year 2014 Budget**

The Certified Federal Surveyor (CFedS) Program is part of the Fiduciary Trust Model (FTM) which was developed to create a more efficient, consistent, integrated and fiscally responsible business model to better meet the needs and priorities of the beneficiaries in Indian Country while addressing the duties of the Department of the Interior (Department) as trustee. The primary purpose of the CFedS Program is to provide American Indians and Alaska Native landowners, tribes, BIA and Federal agencies administrating lands adjoining Indian lands with a roster of qualified surveyors, specifically trained to provide boundary surveying services in Indian country. Since 2007 the program has trained and certified over 600 Registered Professional Surveyors in 45 states.

The object of the certification program is to satisfy the Secretary’s trust responsibilities involving Indian trust assets as identified in the FTM. This can be accomplished by assuring that all boundary surveying services executed in Indian Country are performed in accordance with BLM standards. The long term goal is for all boundary surveys to be accomplished under the direction and control of the appropriate BLM State Office Cadastral Chief. The CFedS Program provides the BLM with additional resources to insure boundary surveys in Indian Country are properly executed as to protect Indian trust assets.

In July of 2011 the CFedS Program Manager retired; this had been a full time position funded primarily by BLM. Beginning in December 2011 and continuing to the present, the Program has been almost completed funded by the private sector, i.e., the registrants for the Program. The Program has contracted with Training Solutions Plus (TSP) for a part time Program Panel Chairperson to take care of the technical and day to day administration support of the Program and BLM has provided an Acting Program Manager for the inherently governmental functions minimal technical support and day to day administration support. The Acting Program Manager is a collateral duty requiring approximately 15 hrs. per month. This year alone surveyors enrolled in the Program have contributed over $200,000.00 to the Program and the total since the inception of the Program is approaching $1.7 million. For the past 2 years the Department has
provided a BLM Acting Program Manager but minimal funding for day to day technical and administrative support.

The lack of funding from BIA, BLM, and OST, the three agencies within the Department with responsibility for trust lands, has consequences. In the beginning, with funding from BLM and OST, each tribe was contacted at least 3 times per year with information about the Program. The following year’s outreach to the tribes was conducted primarily by BILS and BLM Cadastral Survey personnel. The BLM initially made a concerted effort to “get the word out” to all tribes through brochures and a DVD and personal contact, but as a result of budget constraints caused by the lack of financial support from the Department, that effort has waned over the last 2½ years. Reduced hours for the Acting CFedS Program Panel Chairperson in 2014 will result in a less responsive Program, with day to day business not carried out in a timely manner.

If the Program is to be successful in Indian Country, continued outreach to tribal leaders is necessary in order for them to understand the benefits of properly established land boundaries for land transfer, probate, revenue collection, and other land tenure issues. BIA should adopt the Northwest Region’s policy for fee to trust standards nationwide. Having a national policy will simplify and standardize the use of CFedS in Indian Country. Additionally, it is imperative that the BLM, BIA, and OST work together for promoting the use of CFedS to the tribes by instituting national or regional instructional memorandum or policy endorsing the Program.

An example of the very real consequences of the failure to promote the Program is demonstrated by the following e-mail recently received by the Acting CFedS Program Panel Chairperson:

I have a question regarding the obligation for a local surveyor to file a Record of Survey for work performed on Indian Lands. It is my understanding that the survey does not deal with the exterior boundary. Is there any obligation to follow State Law at that point? I understand that if the exterior boundary was involved it would fall under the jurisdiction of the BLM / State Law because it affects private lands. So if a non-CFedS surveyor was hired by the tribe, all of the requirements for a CFedS would not apply unless it was fee land, in which case State/Federal law would apply. In my County, the County Surveyor contacted me regarding this situation. I understand the need for better information but ultimately it is up to the tribe to decide whether they hire a CFedS or continue along with existing practices that may or may not include filing maps with the County.

This surveyor asked two questions: 1) Is there an obligation for a local surveyor to file a Record of Survey for the work performed on Indian Lands? 2) Is there an obligation to follow state or Federal law? His conclusion in both cases is no, unless fee land is involved. This e-mail reflects a common opinion throughout much of the country and is exactly why the CFedS Program was created. Without funding for outreach the Program will continue to survive but it will not fulfill the function for which it was created.

This year begins with $80,000.00 in the Program bank account an adequate supply of training materials and a budget for 2014 that projects a slight surplus. If our projections for the year
prove accurate the Program will remain financially sound, but will not have met our obligations laid out in the Fiduciary Trust Model.

Certified Federal Surveyor (CFedS) Program
Calendar Year Budget Projections for 2014

Section A- Budget Summary

Revenue 2014:
- BLM Acting Program Manager $10,000.00
- New Registrations: $96,000.00
- Study Guides: $9,000.00
- Continuing Education (CE) Credits: $110,000.00
- Renewals: $10,000.00

Total: $235,000.00

Section B – Available Funds as of January 1, 2014

Available Funds as of January 1, 2014:
- CFedS Program Bank Account Balance: $80,000.00

Section C – Expenses 2014

Expenses 2014:
- Acting Program Manager $10,000.00
- Inventory: $15,000.00
- Technical Support, Training Solutions Plus (TSP): $35,000.00
- Maintenance Support (TSP) $45,000.00
- National Society of Professional Surveyors (NSPS) Fees: $27,000.00
- Program Administration (TSP): $55,000.00
- Training Support (TSP): $16,000.00
- CE Course Development (TSP): $7,000.00
- Miscellaneous: $15,000.00

Total $225,000.00
Section A - Revenue 2014

Program Manager: ($10,000.00) BLM will fund the Acting Program Manager for the entire year, approximately 160 hrs.

New Registrations: ($96,000.00) Registrations for 2013 kept pace with 2012 and we expect that to continue. We are projecting approximately 80 new registrations in 2014 with the fee remaining $1,200.00. Ten, pre-registered surveyors have enrolled in the program, two of which have completed the training and passed the exam.

Study Guides: ($9,000.00) Not everyone that registers purchases a Study Guide but most do. We are projecting orders for approximately 65 Study Guides. The price will remain at $135.00.

Continuing Education (CE) Courses: ($110,000.00) CFedS are required to complete three credits of CE each year. Unused credits can be carried over to subsequent years. CE course orders for 2013 reached nearly 1600. The cost per CE credit varies from a high of $100.00 to a low of $25.00. The revenue projection for CE courses is based on orders for approximately 1600 credits at an average cost of $68.00. Three new CE courses, worth one CE credits each, were created in 2013.

Renewals: ($10,000.00) CFedS are required to complete the CE requirements and renew their Certification every two years. The renewal fee will remain $40.00. About 10% do not renew on time, but most eventually renew. The projected revenue for Certification renewal is based on 250 which is approximately 90% of those scheduled for renewal in 2013.

Section B – Available Funds as of January 1, 2014

CFedS Bank Account Balance: ($80,000.00) We expect the balance in our account to be approximately $80,000.00 to start the year, of course, it is dependent on tuition and fees collected through the end of the year and when certain bills are paid.

Section C – Expenses 2013

Program Manager: ($10,000) We do not anticipate that the CFedS Program Manager position will be filled in 2014, so there will be continued minimal expenses associated with the Acting Program Manager. BLM will continue to provide an Acting Program Manager and fund the position.

Inventory: ($15,000.00) In 2013 we purchased Study Guides, hard drives and other inventory. With the inventory we have on hand we will need significantly fewer items than in 2013.
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<tr>
<th>ITEM</th>
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<tr>
<td>CFedS Gold Seals for Certificates</td>
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<td>CFedS Hard Drives</td>
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<td>Non Rectangular USB Drives</td>
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Technical Support: ($35,000.00) TSP provides CFedS Program technical support which consists of 24/7 – 365 days phone and web/email support for all trainees, CFedS, BLM, NSPS, and the CFedS Program Manager. Tasks include username/login issues, certificate and ID card shipping, special order shipping, processing payments and order fulfillment. It also includes emailing students forms, answering new perspective student questions regarding the website/payment, and daily liaison with NSPS counterpart. The main emphasis is technical support for the students on all matters regarding the website. The 2014 budget reflects what was spent in 2013.

Maintenance Support: ($45,000.00) TSP provided maintenance includes site modifications, enhancements, additions, and deletions to content and functionality. In addition, maintenance includes all BLM Indian Lands Surveyor (BILS), BLM State Offices, and Certification Panel updates on the CFedS website as they occur often. Also, exam reports, exam certification and monitoring of the database so that the interface with authorize.net is under no risk or exposure from harmful threats/attacks; including daily and weekly backups, offsite storage to ensure that all user data is not compromised. In addition, backend programming is provided to enhance speed and efficiency ensuring that the system is compatible with the latest technology. The 2013 budget was $30,000.00, however we actually spent $45,000.00, and so we have increased this year’s budget accordingly.

NSPS Fee: ($27,000.00) In accordance with the Memorandum of Agreement between BLM and NSPS, signed November 1, 2012, NSPS retains 12% of the proceeds from all CFedS payments. In exchange, NSPS:

- Hosts the official CFedS Program website;
- Maintains a financial process, designed to receive, process and distribute tuition
and fees from the Program;
- Maintains a separate monetary account reserved for the CFedS Program;
- Provides monthly program funds summary;
- Provides monthly bank statements;
- Provides copies of all invoices associated with the Program; and
- Provides a representative on the CFedS Certification Panel.

Program Administration: ($55,000.00) The day to day management of the CFedS Program is provided by TSP through the CFedS Program Certification Panel Chairperson (Chairperson). This will cover the Chairperson’s salary for approximately 2 days per week plus administration of the exams. Duties include:
- Communication/coordination with the Certification Panel, the BLM Chief Cadastral Surveyor, CFedS Program Manager, BILS, State Office Chief Cadastral Surveyors, CFedS, BIA representatives, Tribal representatives, the surveying community, and the public;
- Planning and conducting Panel meetings;
- Proctor approval;
- Oversee the administration of the February, June and October exams;
- Administration of the CFedS website which will include posting news articles, updating exam information, providing TSP with updated BILS and Chief Cadastral Surveyor information, etc.;
- Processing 2009 Manual, Tussio, Stoddard Jacobsen and Longview Fibre course certificates;
- Responding to phone calls and e-mails (cfedspm@cfeds.org) concerning the Program; and
- Providing support for the CFedS Program Manager.

This work is being paid by the CFedS Program registrants in lieu of the Department’s inability to provide a full time Program Manager to do this work.

Training Support: ($16,000.00) TSP will provide training support with a technical expert approved by BLM. This will cover technical support for approximately 25 hrs. per month. The main task is:
- Responding to phone calls and e-mails (cfedstc@cfeds.org) with technical questions concerning the training material and course quizzes.

CE Course Development: ($7,000.00) We have been asked to present CFedS training at the South Dakota Society of Professional Surveyor’s Conference and the Land Surveyors Association of Washington conference. We will be presenting Tussio, an existing CE course and two new IBLA decisions. The two new decisions will become CE courses worth a total of 3 credits, which will meet our goal of 3 new CE credits per year. Speaker fees will cover most of the cost of development.

Miscellaneous: ($15,000.00) Expenses may include: unanticipated minor website modification, certificates and identification cards, advertising, presentations, etc. Near the end of 2013 the CFedS Program website was hacked requiring unanticipated website maintenance and technical support from TSP, the cost to the program is expected to be $5,000.00 to $10,000.00 and will not be invoiced until 2014.
Section D – Budget Consideration

The budget for 2014 is based on the following assumptions:

- BLM will provide an Acting CFedS Program Manager for the entire year.
- TSP will provide the Acting CFedS Certification Panel Chairperson and will administer each of the exams.
- TSP will provide training support.
- The National Training Center (NTC) will provide no support of any kind for the Program, however the Program will continue to provide new and updated training material to NTC.
- The Oregon State Office will continue to supply staff support for printing, mailing and grading exams.
- There are no changes in the Program’s relationship with NSPS and TSP.
Approved by the CFedS Certification Panel
December 31, 2013

Steve Ackerman
CFedS Representative

Ken Roy
BLM Indian Lands Surveyor Representative

James M. (Mike) Hart
CFedS Representative

Jan Reibach
Tribal Representative

John Lee
BLM Chief Cadastral Surveyor Representative

Brenda Schilf
Bureau of Indian Affairs Representative

Glenda Miller
Office of Special Trustee for American Indians Representative

Ron Whitehead
National Society of Professional Surveyors Representative

Anthony O’Rourke
Tribal Representative

Submitted By:

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January 8, 2014
February 16, 2015

**Calendar Year 2015 Budget**

The primary reason for creation of the CFedS Program was to provide American Indians and Alaska Native landowners, tribes, BIA and Federal agencies administering lands adjoining Indian lands with a roster of qualified surveyors, specifically trained to provide boundary surveying services in Indian country. However, the Department of the Interior has expanded that role through the Standards for Federal Lands Boundary Evidence (SBE), 600 DM 5, approved November 21, 2014. In approving 600 DM 5, the Department has recognized the value of the CFedS training program by authorizing CFedS to perform the functions associated with the preparation of SBE certificates throughout the Department.

As part of the implementation of 600 DM 5, the Bureau of Land Management (BLM) has entered into an assistance agreement grant with the National Society of Professional Surveyors (NSPS) to develop SBE training consistent with 303 DM 7 and 600 DM 5. The development of the training is fully funded by BLM through the agreement. This training will replace a portion of Course #7 of the CFedS certification training and BLM’s ACS I training. Work on the training package is expecting to be completed in the last quarter of 2015.

Dona Rogers was appointed as the CFedS Program Manager in March of 2014. She takes over for Bob Dahl who has been the Acting CFedS Program Manager since November of 2011. This is a half time position funded by BLM.

Live continuing education training will be offered at five state conferences in early 2015. CFedS will receive CE (continuing education) credit without paying addition conference registration fees and the conferences will reimburse the CFedS Program for half the normal tuition for each credit earned. The conference will also pay all costs associated with the CFedS Program providing the speaker.

The CFedS Program joined the National Tribal Lands Association (NTLA) in 2014, provided 5 CFedS Program scholarship though the American Indian Science and Engineering Society (AISES) and developed a working relationship with the Indian Land Tenure Foundation (ILTF).
These partnerships received strong support for the CFedS Certification Panel (Panel) and are expected to expand and strengthen in 2015.

Certified Federal Surveyor (CFedS) Program
Calendar Year Budget Projections for 2015

Section A - Budget Summary

BLM Funds:

- BLM Program Manager (Appropriated Funds): $75,000.00

Projected Revenue 2015:

- NewRegistrations: $108,000.00
- Study Guides: $7,000.00
- Continuing Education (CE) Credits: $100,000.00
- Renewals: $8,000.00

Total: $223,000.00

Total Projected Funding for 2015: $298,000.00

Section B – Available Funds as of January 1, 2015

Available Funds as of January 1, 2015:


Section C – Expenses 2015

Projected Expenses, BLM Funds:

- Acting Program Manager (Appropriated Funds): $75,000.00

Projected Expenses 2015:

- Inventory: $35,000.00
- Technical Support, Training Solutions Plus (TSP): $35,000.00
- Maintenance Support (TSP) $40,000.00
- National Society of Professional Surveyors (NSPS) Fees: $26,000.00
- Program Administration (TSP): $40,000.00
- Training Support (TSP): $6,000.00
- CE Course Development (TSP): $8,000.00
- Website Modifications (TSP): $7,000.00
- Course 7 Modifications: (TSP) $9,000.00
- Miscellaneous: $17,000.00

Total $223,000.00

**Total Projected Expenses for 2015:** $298,000.00

**Section A - Revenue 2015**

*Program Manager ($75,000.00)*: The Program Manager will be funded by BLM as a half time position for the entire year.

*New Registrations ($108,000.00)*: Registrations for 2014 were 51 higher than for 2013, however the BLM Oregon State Office registered 25 surveyors in November. Without the BLM registration there was still a 30% increase in registrations over 2013 and we expect that trend to continue. We are projecting approximately 95 new registrations in 2015 with the fee remaining $1,200.00 for first time registrant and $800.00 for re-registration.

*Study Guides ($7,000.00)*: Just over half of last year’s registrants purchased a study guide. We are projecting orders for approximately 52 Study Guides for 2015. The price will remain at $135.00.

*Continuing Education (CE) Courses ($100,000.00)*: We received orders for over 1200 CE credits in 2014, approximately 25% less than 2013. Over the last 6 years we have consistently received about 40% more orders for CE courses in odd numbered years than in the previous even numbered year. We expect that trend to continue, however we have projected only a moderate increase over 2014. We will have two new CE courses worth 3 credits available in the first quarter of 2015.

*Renewals ($8,000.00)*: CFedS are required to complete the CE requirements and renew their Certification every two years. The renewal fee will remain $40.00. About 15% do not renew on time although some do eventually renew. The projected revenue for Certification renewal is based on 200 which is approximately 75% of those scheduled for renewal in 2015.
Section B – Available Funds as of January 1, 2015

CFedS Bank Account Balance ($116,776.99): As of January 1, 2015, our account balance was $116,776.99 with accounts payable of $26,245.64. This leaves available funds of $90,531.35, which is an increase of 68% over the January 1, 2014.

Section C – Expenses 2015

Program Manager ($75,000): BLM has indicated they plan to fund the half time Program Manager position through October. We anticipate the position will be funded for the entire year.

Inventory ($35,000.00): If registrations and orders of CE courses reach the 2015 projections, we’ll need to order Study Guides (100), hard drives for the Certification Course (100), USB flash drives for Non-rectangular Surveys (25) and DVDs for, Monumentation and the Corner Record (100).

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY IN HOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFedS Gold Seals for Certificates</td>
<td>100 seals</td>
</tr>
<tr>
<td>CFedS Study Guides</td>
<td>12 Guides</td>
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<td>CFedS Hard Drives</td>
<td>50 Drives</td>
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<tr>
<td>Non Rectangular USB Drives</td>
<td>15 USB flash drives</td>
</tr>
<tr>
<td>Special Boundary Problems</td>
<td>89 DVDs</td>
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<tr>
<td>Intro to Geographic Data Base</td>
<td>78 DVDs</td>
</tr>
<tr>
<td>Monumentation</td>
<td>33 DVDs</td>
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<tr>
<td>Swamplands</td>
<td>63 DVDs</td>
</tr>
<tr>
<td>Accretions</td>
<td>91</td>
</tr>
<tr>
<td>Avulsions</td>
<td>98</td>
</tr>
<tr>
<td>Relictons</td>
<td>109</td>
</tr>
</tbody>
</table>

Technical Support ($35,000.00): TSP provides CFedS Program technical support which consists of 24/7 – 365 days phone and web/email support for all trainees, CFedS, BLM, NSPS, and the CFedS Program Manager. Tasks include username/login issues, certificate and ID card shipping, special order shipping, processing payments and order fulfillment. It also includes emailing student forms, answering new perspective student questions regarding the website/payment, and daily liaison with NSPS counterpart. The main emphasis is technical support for the students on all matters regarding the website. The 2015 budget is consistent with expenditures for 2013 and 2014.

Maintenance Support ($40,000.00): TSP provided maintenance includes site modifications, enhancements, additions, and deletions to content and functionality. In addition, maintenance includes all BLM Indian Lands Surveyor (BILS), BLM State Offices, and Certification Panel updates on the CFedS website as they occur often. Also, exam reports, exam certification and monitoring of the database so that the interface with authorize.net is under no risk or exposure from harmful threats/attacks;
including daily and weekly backups, offsite storage to ensure that all user data is not compromised. In addition, backend programming is provided to enhance speed and efficiency ensuring that the system is compatible with the latest technology.

**NSPS Fee ($26,000.00):** In accordance with the Memorandum of Agreement between BLM and NSPS, signed November 1, 2012, NSPS retains 12% of the proceeds from all CFedS payments. In exchange, NSPS:

- Hosts the official CFedS Program website;
- Maintains a financial process, designed to receive, process and distribute tuition and fees from the Program;
- Maintains a separate monetary account reserved for the CFedS Program;
- Provides monthly program funds summary;
- Provides monthly bank statements;
- Provides copies of all invoices associated with the Program; and
- Provides a representative on the CFedS Certification Panel.

**Program Administration ($40,000.00):** The day to day management of the CFedS Program is provided by TSP through the CFedS Program Certification Panel Chairperson (Chairperson). This will cover the Chairperson's salary for approximately 2 days per week plus administration of the exams. Duties include:

- Communication/coordination with the Certification Panel, the BLM Chief Cadastral Surveyor, CFedS Program Manager, BILS, State Office Chief Cadastral Surveyors, CFedS, BIA representatives, Tribal representatives, the surveying community, and the public;
- Planning and conducting Panel meetings;
- Proctor approval;
- Oversee the administration of the February, June and October exams;
- Administration of the CFedS website which will include posting news articles, updating exam information, providing TSP with updated BILS and Chief Cadastral Surveyor information, etc.;
- Processing 2009 Manual, Tussio, Stoddard Jacobsen and Longview Fibre course certificates;
- Responding to phone calls and e-mails (cfedspm@cfeds.org) concerning the Program; and
- Providing support for the CFedS Program Manager.

This work is being paid by the CFedS Program registrants.

**Training Support ($6,000.00):** TSP will provide training support with a technical expert approved by BLM. We are projecting an expense of only $6,000.00 for 2015; this is a reduction of $10,000.00 from 2014. This is the result of the transition from the bi-weekly conference calls to the written assignment feedback. Requests for technical help have declined significantly without negative comments about elimination of the conferences calls.
CE Course Development ($8,000.00): The two new IBLA decisions will become CE courses; Rudy Hillstrom worth 2 credits and Robert W. Delzell worth 1 credit. This will cover website modification needed to register, submit payment and track credits.

Website Modifications ($7,000.00): All seven course quizzes have been reviewed and edited with some new questions added. They will replace the existing quizzes. Several other minor modifications to the website have been identified.

Course 7 Modifications ($9,000.00): The Standards for Boundary Evidence portion of Course 7 is being revised, with release of the new training material scheduled at the end of the year. The course revision has been funded by an Assistance Agreement Grant from BLM to NSPS. The new material will become Course 7 for all trainees and a continuing education course for everyone that has successfully completed the CFedS training and passed the examination. The Standards for State Authority Surveys portion of the training will need to be converted to a hard copy exercise. Additionally, exam questions related to Course 7 must be modified to accommodate 600 DM 5 and revisions to the CFedS Standards of Practice Handbook. The modifications and exam changes are not part of the Assistance Agreement so must be funded by the CFedS Program.

Miscellaneous ($17,000.00): Expenses may include: unanticipated minor website modification, certificates and identification cards, advertising, presentations, conferences fees, association membership fees, scholarship administration costs, travel and per diem for Program Manager, etc.

Section D – Budget Consideration

The budget for 2015 is based on the following assumptions:
- BLM will fund the CFedS Program Manager, halftime, for the entire year.
- TSP will provide the Acting CFedS Certification Panel Chairperson and will administer each of the exams.
- TSP will provide training support.
- Program will provide all new and updated training material to NTC.
- The Oregon State Office will continue to supply staff support for printing, mailing and grading exams.
- There are no changes in the Program’s relationship with NSPS and TSP.
Approved by the CFedS Certification Panel
February 17, 2015

Steve Ackerman
CFedS Representative

Ken Roy
BLM Indian Lands Surveyor
Representative

James M. (Mike) Hart
CFedS Representative

Jan Reibach
Tribal Representative

John Lee
BLM Chief Cadastral Surveyor
Representative

Brenda Schilf
Bureau of Indian Affairs
Representative

Glenda Miller
Office of Special Trustee for
American Indians Representative

Ron Whitehead
National Society of Professional
Surveyors Representative

Anthony O’Rourke
Tribal Representative

Submitted By:

Dona Rogers
CFedS Program Manager
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drogerscfeds@gmail.com
Certified Federal Surveyor Program
Bureau of Land Management
Cadastral Survey
1849 C St. NW, 2134 LM
Washington, D.C. 20240

December 21, 2015

**Calendar Year 2016 Budget**

This budget contains funding for two major innovations to the CFedS Program: 1) Making all training material available to download from our server. This will eliminate the need to purchase external hard drives and DVDs saving approximately $20,000.00 per year. 2) Restructuring the registration process. The exam has always been divided into three Units that are graded separately. Going forward we will divide the entire training program into three Units so trainees will register for a single Unit, complete that portion of the training, take the quizzes for that Unit and then take the exam for that Unit only. After completing Unit #1 and passing the Unit #1 exam they will register for Unit #2 and after completing the Unit #2 exam they will register for Unit #3. *(See Appendix #1 for additional information.)*

As part of the implementation of 600 DM 5, the Bureau of Land Management (BLM) has entered into an assistance agreement grant with the National Society of Professional Surveyors (NSPS) to develop Standards for Boundary Evidence (SBE) training consistent with 303 DM 7 and 600 DM 5. The development of the training is fully funded by BLM through the agreement. This training will replace a portion of Course #7 of the CFedS Program certification training and BLM’s Advanced Cadastral Survey I (ACS I) training. The SBE training development is expected to be completed in September of 2016.

Dona Rogers stepped down as the Acting Program Manager in October of 2015 and has been replaced by Bob Dahl who will function as the Acting Program Manager.

We will continue to offer live continuing education (CE) training at state conferences in 2016. We presented seven 8 hours courses and one 4 hour course in 2015. Sixty CFedS earned a total of 174 CE credits in 2015. We currently have one live CE course scheduled for 2016, in Denver Colorado.

Project expenditures for 2016 exceed projected revenue by $27,000.00. We believe modification of the registration process and new delivery process for the training material is a necessary investment that will actually pay for itself relatively quickly. An important consideration is that with these two innovations the Program reserve fund will remain above $100,000.00.
Certified Federal Surveyor (CFedS) Program  
Calendar Year Budget Projections for 2016

Section A - Budget Summary

BLM (in kind):
   • Acting Program Manager: $10,000.00

Projected Revenue 2016:
   • New Registrations: $67,000.00
   • Study Guides: $3,000.00
   • Continuing Education (CE) Credits: $96,000.00
   • Renewals: $9,000.00
   Total: $175,000.00

Total Projected Funding for 2016: $185,000.00

Section B – Available Funds as of December 1, 2015

Available Funds as of December 1, 2015:
   • CFedS Program Bank Account Balance: $140,513.13

Section C – Projected Expenses 2016

BLM (in kind):
   • Acting Program Manager $10,000.00

Projected Expenses 2016:
   • Inventory: $5,000.00
   • Technical Support, Training Solutions Plus, Inc. (TSP): $35,000.00
   • Maintenance Support (TSP): $38,000.00
   • NSPS Fees: $20,000.00
   • Program Administration (TSP): $40,000.00
   • CE Course Development (TSP): $0.00
   • Website Modifications (TSP): $60,000.00
   • Miscellaneous: $4,000.00
   Total $202,000.00

Total Projected Expenses for 2016: $212,000.00

Section A - Revenue 2016

Program Manager ($10,000.00): The Program Manager will be funded by BLM as a part-time position for the entire year.
New Registrations ($67,000.00): Registrations for 2015 will total approximately 70, which is a significant decrease from last year. It is hard to identify all the factors that might have contributed to the decrease, but we believe it may be the strength of the economy. Surveyors are now working long hours and finding the time to complete the CFedS Program can be difficult. We believe the new registration process will partially eliminate that problem because the commitment is significantly reduced with the new registration process. We believe the new registration process can be in place by April 1st. We are projecting 18 first time registrations under the current registration process (18 x $1,200.00 = $21,600.00), approximately 80 first time unit registrations (80 x $450.00 = 36,000.00) and 25 unit re-registrations (25 x $350.00 = $8,750.00).

Study Guides ($3,000.00): Just over half of last year’s registrants purchased a study guide. We are projecting orders for approximately 7 full study guides (7 x $135.00 = $945.00) and 30 unit Study Guides (40 x $50.00 = $2,000.00).

Continuing Education (CE) Courses ($96,000.00): We received orders for over 1500 CE credits in 2015, approximately 25% more than 2014. Over the last 7 years we have consistently received more orders for CE courses in odd numbered years than in even numbered year. We expect that trend to continue, and have budgeted accordingly. We will have two new CE courses worth 3 credits available in the first quarter of 2016 and the SBE course should be available in the last quarter of the year.

Renewals ($9,000.00): CFedS are required to complete the CE requirements and renew their Certification every two years. The renewal fee will remain $40.00 and late fee $75.00. About 15% do not renew on time although some do eventually renew. We had about 250 Renewals in 2015, but renewals follow the same trend as CE course registrations with fewer renewals in even numbered years. The projected revenue for renewal is based on 200, a slight reduction from 2015.

Section B – Available Funds as of January 1, 2016

✓ CFedS Program Bank Account Balance: As of December 1, 2015, our account balance was $140,313.13. This is an increase of $23,536.14 for the year.

Section C – Expenses 2016

Program Manager ($10,000): BLM will fund a part time Program Manager.

Inventory ($5,000.00): If we can complete the modification to the website by April 1st, we will need only 3 month supply of inventory. After the modifications have been completed, all training material will be downloaded directly from the website.

<table>
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</thead>
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<td>10 USB flash drives</td>
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<tr>
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<td>58 DVDs</td>
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<tr>
<td>Intro to Geographic Coordinate Data Base</td>
<td>54 DVDs</td>
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<tr>
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<td>66 DVDs</td>
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<tr>
<td>Swamplands</td>
<td>40 DVDs</td>
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<tr>
<td>Accretions</td>
<td>13</td>
</tr>
<tr>
<td>Avulsions</td>
<td>44</td>
</tr>
<tr>
<td>Relictions</td>
<td>47</td>
</tr>
</tbody>
</table>

**Technical Support ($35,000.00):** TSP provides the CFedS Program technical support which consists of 24/7 – 365 days phone and web/email support for all trainees, CFedS, BLM, NSPS, and the CFedS Program Manager. Tasks include username/login issues, certificate and ID card shipping, special order shipping, processing payments and order fulfillment. It also includes emailing students forms, answering new perspective student questions regarding the website/payment, and daily liaison with NSPS counterpart. The main emphasis is technical support for the students on all matters regarding the website. The 2016 budget is consistent with expenditures for 2014 and 2015.

**Maintenance Support ($38,000.00):** TSP provided maintenance includes site modifications, enhancements, additions, and deletions to content and functionality. In addition, maintenance includes all BLM Indian Lands Surveyor (BILS), BLM State Offices, and Certification Panel updates on the CFedS Program website as they occur often. Also, exam reports, exam certification and monitoring of the database so that the interface with authorize.net is under no risk or exposure from harmful threats/attacks; including daily and weekly backups, offsite storage to ensure that all user data is not compromised. In addition, backend programming is provided to enhance speed and efficiency ensuring that the system is compatible with the latest technology. The 2016 budget is consistent with expenditures for 2014 and 2015.

**NSPS Fee ($20,000.00):** In accordance with the Memorandum of Agreement (MOA) between BLM and NSPS, signed November 1, 2012, NSPS retains 12% (the net fee is near 8.8% after NSPS pays the credit card fees) of the proceeds from all CFedS payments. In exchange, NSPS:

- Hosts the official CFedS Program website;
- Maintains a financial process, designed to receive, process and distribute tuition and fees from the Program;
- Maintains a separate monetary account reserved for the CFedS Program;
- Provides monthly program funds summary;
- Provides monthly bank statements;
- Provides copies of all invoices associated with the Program; and
- Provides a representative on the CFedS Program Certification Panel.

**Program Administration ($40,000.00):** The day to day management of the CFedS Program is provided by TSP by contract with the CFedS Program Certification Panel Chairperson/training support coordinator (Chairperson/Training Support Coordinator). This will cover the Chairperson’s salary for approximately 15 hours per week. Duties of this position include:

- Communication/coordination with the Certification Panel, NSPS, the BLM Chief Cadastral Surveyor, CFedS Program Manager, BILS, State Office Chief
Cadastral Surveyors, CFedS, BIA representatives, Tribal representatives, the surveying community, and the public;
- Planning and conducting Certification Panel meetings;
- Final examination proctors approval;
- Oversee the administration of the February, June and October final examinations;
- Administration of the CFedS Program website which will include posting news articles, updating exam information, providing TSP with updated BILS and Chief Cadastral Surveyor information, etc.;
- Provide training support;
- Responding to phone calls and e-mails (efedspm@cfeds.org) concerning the Program; and
- Providing support for the Program Manager.

This work is being paid by the CFedS Program registrants. The 2016 budget is consistent with expenditures for 2014 and 2015.

CE Course Development ($0.00): We developed 2 CE courses worth 3 credits, near the end of 2015 which will be available in January of 2016 and we will have the SBE training, funded by BLM, completed in 2016.
Website Modifications ($60,000.00): This will cover the cost of making all training material available to download from our server and restructuring our registration process. (See Appendix #1 for additional information.)

Miscellaneous ($4,000.00): Expenses may include: unanticipated minor website modification, certificates and identification cards, advertising, presentations, association membership fees, and CFedS Program/American Indian Science and Engineering Society (AISES) scholarship administration costs.

Section D – Budget Consideration

The budget for 2016 is based on the following assumptions:
- BLM will fund the Program Manager for the entire year.
- TSP will provide the Certification Panel Chairperson and will administer each of the exams.
- TSP will provide the Program Training Support person.
- The Program will provide all new and updated training material to the BLM National Training Center (NTC).
- The BLM Oregon State Cadastral Survey Office will continue to supply staff support for printing, mailing and grading exams.
- There are no changes in the Program’s relationship with NSPS and TSP.
- Restructuring of the registration process and the new training delivery process will be implemented by April 1st, however upon approval of this budget by the Certification Panel the Chief Cadastral Surveyor will determine whether and when implement will take place.
Appendix #1:

Restructuring the Registration Process:

There are currently 160 Trainees in the CFedS Program; 64 have not taken a single course quiz. That’s 40% that have paid the $1200 registration, received the material, but have not completed a single quiz. We track trainees by when they register for the Program. Those who register between the February and June final examinations are Group #1 for that year, those who register between the June and October final examinations are Group #2 for that year and those who register between the October and February final examinations are Group #3 for that year. This table shows how many trainees have not completed a single quiz for each of the 7 groups currently taking the training:

<table>
<thead>
<tr>
<th>Group</th>
<th>Trainees</th>
<th>0 Quizzes Completed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 #3</td>
<td>16</td>
<td>7</td>
<td>44%</td>
</tr>
<tr>
<td>2014 #1</td>
<td>21</td>
<td>8</td>
<td>38%</td>
</tr>
<tr>
<td>2014 #2</td>
<td>19</td>
<td>9</td>
<td>47%</td>
</tr>
<tr>
<td>2014 #3</td>
<td>33</td>
<td>13</td>
<td>39%</td>
</tr>
<tr>
<td>2015 #1</td>
<td>19</td>
<td>10</td>
<td>53%</td>
</tr>
<tr>
<td>2015 #2</td>
<td>22</td>
<td>8</td>
<td>36%</td>
</tr>
<tr>
<td>2015 #3</td>
<td>7</td>
<td>0</td>
<td>100%</td>
</tr>
</tbody>
</table>

It is time to restructure the training portion of the Program. The exam has always been divided into three Units that are graded separately. The trainee must pass each Unit to pass the exam, all within 2 years of their registration. If they fail one or more Units they are only required to retake the Unit exam(s) they failed. Going forward we will divide the entire training program into three Units so trainees will register for a single Unit, complete that portion of the training, take the quizzes for that Unit and then take the exam for that Unit only. After completing Unit #1 and passing the Unit #1 exam they will register for Unit #2 and after completing the Unit #2 exam they will register for Unit #3. The 2 year requirement to complete the 3 units and pass the final examination is unchanged.

New Structure of the Training and Exams:

Unit #1:
- Course 1: History, Records & Administrative Systems, and Course 2: Boundary Law & Title Examination;
- Registration fee: $450.00 (total tuition is raised from $1200 to $1350);
- One year to complete;
- Only quizzes 1 & 2 will be available on the website; and
- Sit for the Unit #1 exam only.

Unit #2:
- Course 3: Survey Evidence Analysis, and Course 4: Restoration of Lost Corners;
- Prerequisite: Must have passed the Unit #1 Exam;
- Registration fee: $450.00;
- One year to complete;
➤ Only quizzes 3 & 4 will be available on the website; and
➤ Sit for the Unit #2 exam only.

Unit #3:
➤ Course 5: Introduction to Water Boundaries, Course 6: Subdivision of Sections, and
   Course 7: Federal Boundary Standards & Business Practices;
➤ Prerequisite: Must have passed the Unit #1 & 2 Exams;
➤ Registration: $450.00;
➤ One year to complete;
➤ Only quizzes 5, 6, & 7 will be available on the website; and
➤ Sit for the Unit #3 exam only.

New Requirements for Reenrolling in a Unit:

Cost of Reregistration:
➤ The cost to re-enroll will be $350.00 per Unit.

Reregistration Policy:
➤ Once a trainee has passed a Unit Exam they are done with that portion of the training. They will never need to retake that exam.
➤ These policies will be retroactive. Anyone who has passed one or more Unit exams, but been withdrawn before becoming certified will only be required to register and pass the exam(s) for the Unit(s) they have not passed. Program records show that over 50 trainees who have been withdrawn from the Program, have passed one or more exams:

Transition Policy:
➤ Those currently enrolled in the training program will be allowed to choose to take exams singly or all three exams together.
➤ Those who choose to take the exams singly, will be given one year to pass their next exam and an additional year to pass the next exam and so forth.
Approved by the CFedS Certification Panel
December 21, 2015

Steve Ackerman
CFedS Representative

Ken Roy
BLM Indian Lands Surveyor Representative

James M. (Mike) Hart
CFedS Representative

Jan Reibach
Tribal Representative

John Lee
BLM Chief Cadastral Surveyor Representative

Brenda Schilf
Bureau of Indian Affairs Representative

Glenda Miller
Office of Special Trustee for American Indians Representative

Ron Whitehead
National Society of Professional Surveyors Representative

Anthony O’Rourke
Tribal Representative

Submitted By:

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Acting CFedS Program Manager
(202) 912-7344
bdahl@blm.gov or cfedspm@cfeds.org

December 22, 2015
Certified Federal Surveyor Program  
Bureau of Land Management  
Cadastral Survey  
1849 C St. NW, 2134 LM  
Washington, D.C. 20240

December 31, 2016

**Calendar Year 2017 Budget**

We have a new Program Manager. Janet Wilkins has replaced Bob Dahl who retired at the end of October 2016. Janet is the Cadastral Services Fiduciary Trust Manager located in the Washington Office.

We are scheduled to offer live continuing education (CE) training at three state conferences in the Winter/Spring of 2017 and expect to offer additional course later in the year.

Ron Scherler, CFedS Panel Chairperson/Training Coordinator is scheduled to retire February 28th. We plan to have his replacement on board January 1st to ensure a smooth transition.

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**Certified Federal Surveyor (CFedS) Program  
Calendar Year Budget Projections for 2017**

**Section A - Budget Summary**

BLM (in-kind):
- Program Manager: $10,000.00

Projected Revenue 2017:
- New Registrations: $85,000.00
- Continuing Education (CE) Credits: $100,000.00
- Renewals: $12,000.00
- Total Projected Revenue: $197,000.00

**Total Projected Funding for 2017:** $207,000.00

Section B – Available Funds as of December 1, 2016
Available Funds as of December 1, 2016:

- Bank of America Checking: $ 5,123.54
- PNC Bank Checking: $ 72,715.78
- PNC Bank Money Market: $ 65,014.44
- Total All Bank Accounts: $ 142,853.76

Section C – Projected Expenses 2017

BLM (in-kind):
- Program Manager $10,000.00

Projected Expenses 2017:
- Inventory: $ 15,000.00
- Technical Support, (TSP): $ 35,000.00
- Maintenance Support (TSP): $ 38,000.00
- NSPS Fees: $ 23,500.00
- Program Administration (TSP): $ 46,000.00
- CE Course Development (TSP): $ 25,000.00
- Miscellaneous: $ 14,500.00
- Total $197,000.00

Total Projected Expenses for 2017: $207,000.00

Section A - Revenue 2017

Program Manager ($10,000.00): The Program Manager will be funded from appropriated funds by BLM as collateral duty of the Cadastral Services Fiduciary Trust Manager.

New Registrations ($85,000.00): Registrations for 2016 totaled approximately 70 - 75, which is about the same as 2015, so we are projecting the same for 2017.

Study Guides (Discontinued): We have discontinued offering the printed study guide. We have offered it as a convenient way for trainees to get their copy, but we have never made any profit from the study guides and a digital copy is on the hard drive, so trainees can make their own copy.

Continuing Education (CE) Courses ($100,000.00): We received orders for approximately 1200 CE credits in 2016, approximately 25% less than 2015. Over the last several years we have consistently received more orders for CE courses in odd numbered years than in even numbered year, due to the two-year renewal cycle. We expect that trend to continue, and have budgeted accordingly.

Renewals ($12,000.00): CFedS are required to complete the CE requirements and renew their Certification every two years. The renewal fee will remain $40.00 and late fee $75.00. About 15% of CFedS do not renew on time although some do eventually renew. We will have approximately 210 renewals in 2016; this was expected because renewals follow the same trend as CE course registrations with fewer renewals in even numbered years. The
projected revenue for renewal is based on 250 renewals; the same number of renewals we had in 2015.

**Section B – Available Funds as of December 1, 2016**

- **CFedS Program Bank Account Balance**: In November, on the advice of NSPS’s accountant who manages the CFedS bank account, we transferred our account to PNC Bank and placed $65,000.00 in a Money Market Account. As of December 1, 2016, our account balance was $142,853.76. This is an increase of $2,340.63 for the year.

**Section C – Expenses 2017**

- **Program Manager ($10,000)**: BLM will fund the Program Manager from appropriated funds as collateral duty for the Cadastral Services Fiduciary Trust Manager.

- **Inventory ($15,000.00)**: In 2017, we will need to purchase additional hard drives, Non-Rectangular Surveys USB drives, Monumentation and the Official Record DVDs and gold seals for certificates.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY IN HOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFedS Gold Seals for Certificates</td>
<td>70 seals</td>
</tr>
<tr>
<td>CFedS Hard Drives</td>
<td>39 drives</td>
</tr>
<tr>
<td>Non Rectangular USB Drives</td>
<td>8 usb flash drives</td>
</tr>
<tr>
<td>Special Boundary Problems</td>
<td>35 DVDs</td>
</tr>
<tr>
<td>Intro to Geographic Database</td>
<td>29 DVDs</td>
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<tr>
<td>Monumentation</td>
<td>19 DVDs</td>
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<tr>
<td>Swamplands</td>
<td>19 DVDs</td>
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<tr>
<td>Acretions</td>
<td>61 DVDs</td>
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<tr>
<td>Avulsions</td>
<td>98 DVDs</td>
</tr>
<tr>
<td>Relictions</td>
<td>104 DVDs</td>
</tr>
</tbody>
</table>

**Technical Support ($35,000.00)**: TSP provides the CFedS Program technical support which consists of phone and web/email support for all trainees, CFedS, BLM, NSPS, and the CFedS Program Manager. Tasks include username/login issues, certificate and ID card shipping, special order shipping, processing payments and order fulfillment. It also includes emailing students forms, answering new perspective student questions regarding the website/payment, and daily liaison with NSPS counterpart. The main emphasis is technical support for the students on all matters regarding the website. The 2017 budget is consistent with expenditures for 2015 and 2016.

**Maintenance Support ($38,000.00)**: TSP provided maintenance includes site modifications, enhancements, additions, and deletions to content and functionality. In addition, maintenance includes all BLM Indian Lands Surveyor (BILS), BLM State Offices, and Certification Panel updates on the CFedS Program website as they occur often. Also, exam reports, exam certification and monitoring of the database so that the
interface with authorize.net is under no risk or exposure from harmful threats/attacks; including daily and weekly backups, offsite storage to ensure that all user data is not compromised. In addition, backend programming is provided to enhance speed and efficiency ensuring that the system is compatible with the latest technology. The 2017 budget is consistent with expenditures for 2015 and 2016.

NSPS Fee ($23,500.00): In accordance with the Memorandum of Agreement (MOA) between BLM and NSPS, signed November 1, 2012, NSPS retains 12% (the net is approximately 9% after NSPS pays the credit card fees) of the proceeds from all CFedS payments. In exchange, NSPS:

- Maintains a financial process, designed to receive, process and distribute tuition and fees from the Program;
- Maintains a separate monetary account reserved for the CFedS Program;
- Provides monthly program funds summary;
- Provides monthly bank statements;
- Provides copies of all invoices associated with the Program; and
- Provides a representative on the CFedS Program Certification Panel.

Program Administration ($46,000.00): The day-to-day management of the CFedS Program is provided by TSP under a contract with NSPS. This covers the CFedS Certification Panel Chairperson/Training Coordinator’s salary, for approximately 15 hours per week. Duties of this position include:

- Communication/coordination with the Certification Panel, NSPS, the BLM Chief Cadastral Surveyor, CFedS Program Manager, BILS, State Office Chief Cadastral Surveyors, CFedS, BIA representatives, Tribal representatives, the surveying community, and the public;
- Planning and conducting Certification Panel meetings;
- Final examination proctors approval;
- Oversee the administration of the February, June and October final examinations;
- Administration of the CFedS Program website which will include posting news articles, updating exam information, providing TSP with updated BILS and Chief Cadastral Surveyor information, etc.;
- Provide training support (cfedste@cfeds.org);
- Responding to phone calls and e-mails (cfedspm@cfeds.org) concerning the Program; and
- Providing support for the Program Manager.

We expect the new Certification Panel Chairperson/Training Coordinator to begin the first of January so he or she will have two months of overlap with Ron Scherler before he retires.

CE Course Development ($25,000.00):
We will be converting the live Discrepancies in the Official Record course to a distance learning course. It will be worth 2 or 3 credits and should be released in the fall. We also plan to develop a course based on the book Finding the Law, which was written for BLM’s Advanced Cadastral Survey training.
Miscellaneous ($14,500.00): Expenses may include: unanticipated minor website modification, continuing education development, printing certificates and identification cards, advertising, presentations, association membership fees, etc.

Section D – Budget Consideration

The budget for 2017 is based on the following assumptions:
- BLM will fund the Program Manager for the entire year;
- TSP will provide the Certification Panel Chairperson and will administer each of the exams;
- TSP will provide the Program Training Support person;
- The Program will provide all new and updated training material to the BLM National Training Center (NTC);
- The BLM Oregon State Cadastral Survey Office will continue to supply staff support for printing, mailing and grading exams;
- There are no changes in the Program’s relationship with NSPS and TSP;
- Ron Scherler will retire the end of February; and
- A replacement will begin January 1st.

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Approved by the CFedS Certification Panel
December 29, 2016

Steve Ackerman
CFedS Representative

Ken Roy
BLM Indian Lands Surveyor Representative

James M. (Mike) Hart
CFedS Representative

Jan Reibach
Tribal Representative

John Lee
BLM Chief Cadastral Surveyor Representative

Brenda Schifl
Bureau of Indian Affairs Representative

Glenda Miller
Office of Special Trustee for American Indians Representative

Ron Whitehead
National Society of Professional Surveyors Representative

Anthony O’Rourke
Tribal Representative

Submitted to Don Buhler, BLM WO Chief Cadastral Surveyor, By:

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CFedS Program Manager
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