

Support Services

Support Services provides expertise that support the primary infrastructure of our Idaho BLM organization. This includes key organizational functions such as contracting, cooperative agreements, property management, cadastral survey, engineering, recruitment, employee development, information resources management, records management, and property management. These functions are not only essential to the efficient and effective operation of our organization but also to our ability to sustain the health, diversity, and productivity of our public lands in Idaho.

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Cadastral Survey

Cadastral Survey support in Idaho played a vital role to each district office in their pursuit of high priority Bureau missions and goals. Cadastral Survey is the unique responsibility of the BLM on federal lands, whether administered by BLM or other federal agencies. During FY 2002, high priority cadastral surveys were conducted to resolve forest trespass issues; identify and post federal land boundaries where logging efforts demand visible markings of timber sale areas; facilitate off-highway vehicle recreation development; to locate ingress/egress areas for easement acquisitions; define boundaries for land exchanges; and support law enforcement actions.

- Through successful collaboration with the Bureau of Indian Affairs Northwest Regional Office, Shoshone-Bannock Tribes, Nez Perce Tribe, and the Coeur d’Alene Tribe, the Idaho Branch of Cadastral Survey and Geographic Coordinate Data Base continued their commitments to provide to the Tribes the following support:
 - Global Positioning System and surveying technology to complete high priority surveys encompassing over 208 miles of Indian Trust land boundaries.
 - Improvement of the Geographic Coordinate Data Base coverage in certain reservations by incorporating Geographic Information System and Global Positioning System technology interfaced with BLM developed survey computational software to enhance Tribal Geographic Information System parcel data for validation.
- In addition, the branch completed high priority surveys for the Snake River Birds of Prey National Conservation Area.

Cadastral Survey Highlights

45 Field Projects	662 miles surveyed / resurveyed 1051 monuments set 612 miles were surveyed to add geographic control to our surveys
51 Plats Approved	538 miles, encompassing 30,924 acres 1094 monuments 1 Supplemental Plat



Geographic Coordinate Data Base

An important part of the cadastral survey function in Idaho is the development of Idaho's Geographic Coordinate Data Base (GCDB).

- The GCDB staff is continuing to collect geographic coordinates, legal land description attributes, and other information relative to that process in the remaining uncollected complex or protracted townships.
- A spatial depiction of the Public Land Surveying System, based on this GCDB data, will be used as the graphic foundation for the National Integrated Land System in Idaho.
- The GCDB is in the first of possibly a multiple-year partnership with the Coeur d' Alene Tribe to use both local survey data and Cadastral Survey data to make the GCDB more accurate and also to reflect down to the Tribe's parcel level in five townships. One of these townships is being collected by Kootenai County through a former partnership agreement.
- The GCDB data satisfies certain BLM responsibilities or obligations as identified in the following GCDB highlights:

Geographic Coordinate Data Base Highlights
2,490 total townships

<i>Category</i>	<i>Total</i>	<i>FY 2002 Total</i>
Townships, Collected	2,099	53
Townships, Collected and Attributed	2,091	53
Townships, GIS Validated	1,608	1,608
Townships, Updated or Converted	178	99
Townships, Partnership	7	0

Engineering

In FY 2002, the Engineering program continued to work through the Deferred Maintenance program to repair, replace, and maintain facilities on the public lands to increase the enjoyment, safety, and accessibility of these facilities for the public as well as our employees.

- The types of facilities that we worked on throughout FY 2002 ranged from recreation sites, administrative sites, roads, trails, bridges, and fire facilities. The majority of this work was accomplished through private contractors, while some of the minor work was accomplished by BLM employees. This program has allowed the BLM to make needed repairs to our facilities, greatly increasing the public land users' experience.
- The Engineering staff continued to work with our radio personnel to improve or replace old communication site facilities located on the mountaintops to bring them up to the new standards. This program is very important for safety, allowing good communications on the public lands for BLM employees and emergency responses for the public.
- The Engineering program has completed a seismic evaluation of BLM buildings in Idaho and has identified buildings that currently do not meet code. During FY 2002, we developed a plan to correct the identified buildings and are now moving forward to make the needed repairs and modifications. This work will increase the safety for our employees and the public who visit our locations.

Geographic Information Systems

The Geographic Information Systems program in Idaho continues to grow and expand. This program benefits many programs within BLM by allowing us to display and analyze information for our employees and the public. It also allows the BLM and the public to use better science to make better decisions that affect activities on the public lands.

- In FY 2002, major efforts were initiated to organize and standardize our data on a State-wide basis so that we can have a more complete and accurate picture of the many themes or resources that the BLM manages.
- We continued to work with other federal, State, Tribal, and local agencies to share and coordinate information in an effort to reduce duplicate data collection efforts and to increase the information available for use by all.

Human Resources Management

Through the Idaho BLM recruitment program, we continued to widely advertise vacancies to recruit the best qualified candidates.

- Vacant positions in Idaho are advertised and filled through the use of vacancy announcements, Office of Personnel Management registers, the Student Career Employment Program, Veterans Readjustment Act appointments, handicapped authorities, and other special authorities.
- Through our Idaho Employee Development Program, we offered a variety of training courses to our employees to ensure that training needs were met, including technical, professional, interpersonal, health and safety, and supervisory skills.
- We also adhered to Equal Employment Opportunity policies and regulations, ensuring that affirmative employment work force diversity objectives were met as they relate to recruitment, selection, retention, advancement, and training opportunities for all employees and job applicants.

Information Resources Management

Our Information Resources Management activities support programs that help us carry out our resource management mission.

- In FY 2002, to comply with court order of individual and tribal Indian litigation, the following activities were completed to support the Bureau's Internet reconnection effort:

Certification of Servers, Desktops, and Laptops.

Isolation of Individual Indian Tribal Data.

Termination of Idaho's Remote Access Server.

Compliance of strong password on all Information Technology systems

The Narrowband Radio program is on schedule, with targeted completion timeframe of FY2004.

- Idaho BLM served as a pilot state for the implementation of Microsoft Windows Active Directory and the conversion of network address scheme in conformance with BLM's Information Technology direction.
- We also participated in BLM's Enterprise Microsoft license solution by deploying Microsoft Office products and conversion of WordPerfect file format to Microsoft Word.
- In addition, required records training for all employees were completed in FY 2002, and significant progress was made to properly store, inventory, and retain Interior Columbia Basin Ecosystem Management Plan records.

Information Technology Security

- Information Technology (IT) Security was involved in issuing several directives during FY 2002. These directives dealt with policies regarding IT Security awareness training, strong passwords, remote access, user access to automated systems, and Internet use policy.
- Idaho successfully complied with fulfilling the requirement from the Department of Interior for Mandatory IT Security Awareness Training by June 28, 2002. We continued monitoring the accounts to ensure that all accounts holders complied with this requirement, whether employees, volunteers, interns, contractors, or other government employees.

Collocation of Offices

The BLM in Idaho is leading the BLM in the initiative to collocate sites with the Forest Service. When completed, 90 percent of our offices will be collocated. This has greatly improved both agencies' overall working relationship and interagency service to the public.

The following sites are now collocated:

- Idaho Falls, Idaho (BLM Field Office and Targhee NF).
- Idaho Falls Dispatch Center (BLM, FS, and Idaho Department of Lands).

- Salmon, Idaho (BLM Field Office and Salmon NF).
- Salmon Dispatch Center (BLM, FS, and Idaho Department of Lands).
- Boise, Idaho (BLM Idaho State Office, Boise National Forest, Fish & Wildlife Service, National Interagency Fire Center – BLM). The visitor center and conference rooms are also collocated.
- Boise, Idaho (BLM Lower Snake River District and a portion of the FS Mt. Home District).

We are working the Forest Service to collocate the following sites within the next 5 years:

- Malad, Idaho / May, 2003
- Twin Falls, Idaho / August, 2003
- Shoshone & Twin Falls Dispatch Center / FY 2004
- Burley, Idaho / June, 2004
- Pocatello, Idaho / November, 2003
- Coeur d'Alene, Idaho / FY 2006

Service First

Service First initiatives increase public access to BLM services by providing one-stop shopping for the customer while improving effectiveness and efficiencies of operations.

- In FY 2002, as in the past several years, we have partnered with other government agencies, particularly the Forest Service, in providing more effective and efficient customer service.
- Service First partnerships have included collocation of offices; sharing of equipment and staff; training of staff; administration of programs such as grazing allotments, land management plans, rehabilitation of federal lands, cooperative recruitment of job vacancies, road maintenance, mountain, and motor bike events; and joint operation of visitor information access centers.
- Together, with the Forest Service and the mining industry, we investigated the effects of selenium contamination and remediation on range and wildlife resources in southeastern Idaho.
- Developed and implemented the Public Land Highway/Road Activities Memorandum of Understanding with the Idaho Association of Counties, Idaho Association of Local Highway Districts, and the Local Highway Technical Assistance Council.
- Provided hazardous materials training Statewide to the Forest Service, National Park Service, Fish and Wildlife Service, Environmental Protection Agency, Corps of Engineers,

National Institute for Occupational Safety and Health, and Idaho Department of Environmental Quality.

- Continued co-management of the Craters of the Moon National Monument with the National Park Service.
- Developed with the Forest Service a joint lynx amendment to land use plans.
- Shared with the Forest Service equipment and scarce skills in forestry, botanical, engineering, minerals, and recreation to efficiently accomplish more work with limited budgets.
- Co-administered Special Recreation Permits with the Forest Service.
- Continued to plan and establish additional collocation programs with other agencies in several locations throughout Idaho.

Space Reduction

- Reduced the BLM Idaho State Office lease space in Boise, saving taxpayers nearly \$158,000 in FY 2002 and over \$332,000 annually in future years.
- Coordinated the installation of the filing systems and systems furniture and completed the remodel of the BLM Idaho State Office building.

Agreements

- Increased overall agreements efficiency by automating an agreements database.
- Processed over 500 agreements actions Statewide. This included processing 98 new agreements (Challenge Cost Share, Rural Fire Assistance, and other Community Assistance) and modifying 95 agreements to add funding.
- Received an Excellence in Acquisition Award for processing the most accurate Federal Assistance Award Data Systems reports for agreements.

Procurement

- Administered 156 new contracts throughout the State totaling \$9,872,410.
- Received an award from our BLM Washington Office for consistently low charge card delinquency reports.
- Received an award from our BLM Washington Office for exceeding prompt pay for the past 6 months.
- Exceeded the Business and Economic Development Program Goals set by our BLM Washington Office in every category.