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Location: Northeastern States District, Milwaukee WI

Dates: June 5th-August 18th

Job Title: Administrative Support Assistant

Related Degree: BA in Business Administration, Finance, Bachelor of Science in Business Administration or related

Position Description: The NSD Support Services Division has been short staffed for several years. The project will allow the NSD to complete a detailed inventory of all accountable property, correct and/or update the FBMS property data base, dispose of all excess property and identify needs for new or replacement property.

Location: Northeastern States District, Milwaukee WI **Dates:** June 5th-August 18th

Job Title: GIS Technician

Related Degree: GIS, Management Information Systems, or geography

Position Description: The Northeastern States District manages several hundred very small parcels, most of which are unsurveyed islands ranging in size from $\frac{1}{10}$ acre to 180 acres. These parcels are widely scattered across Wisconsin and Minnesota, and many of them are remote, requiring off-road hiking or river paddling to access. Many of the unsurveyed islands have conflicting ownership claims or unauthorized structures, such as buildings, hunting blinds, campsites, and hardened shorelines. Five resource specialists manage recreational use, natural and cultural resources, trespass cases, and ownership conflicts on all of these parcels. For this reason, it is critical for the NSD to be able to track each visit and the associated accomplishments and observations. The NSD has developed a geodatabase that enables staff to track these data. However, this database has several critical limitations preventing staff from realizing its full potential:

- The database contains several linked tables that must be completed one-by-one. A more suitable database would provide simple forms that would enable the user to easily enter all relevant data.
- The database works only in an ArcGIS environment on a desktop computer. This prevents staff from entering data in the field, which would streamline our work and reduce opportunities for data errors. A more suitable system would work on mobile devices and tablets.
- The database does not automate any management activities. A more suitable system would schedule inspections, draft simple correspondence, and permit external partners to submit data using their mobile devices.

This project will enhance the office's GIS and data-collection capabilities by developing on-screen forms and background database relationships that will enable BLM staff to enter various data in the field.

This approach is critical to our successful management of our scattered lands because we are currently amending our Land Use Plans to facilitate more proactive management of recreational and other uses, which demands that we gather and use thorough, accurate data on the conditions on all of these lands.

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Location: Northeastern States District, Eastern States, Milwaukee WI/BLM

Dates: June 5th-August 18th

Job Title: Natural Resource and Realty Specialist Intern

Related Degree: BA/BS in Social Sciences, Wildlife Biology, Land Resources, Biology, Geology, Environmental Sciences, or other Physical Science degrees

Position Description: Northeastern States District (NSD) – Natural Resources/Lands and Realty Specialist Intern: 6 month internship in the NSD to create a master land list through verification of federal surface ownership in Wisconsin and Minnesota in support of the development of Land Use Plan (LUP) amendment. This will involve coordination within the Natural Resources Division, external partners, Cadastral office, and GIS Support Services to compile a list of all federal surface parcels within project area using multiple methods to determine federal ownership. Duties would include assembling case file documentation, researching historical data, field studies, providing support services for mapping, and in addition identifying and evaluating trespass conditions and making recommendations for resolution. This position supports the LUP by collecting data on lands to determine management objectives. Travel throughout Wisconsin and Minnesota at a minimum of 2 to 4 days per month, with possible extended travel during the field season as needed.

Location: Eastern States Office, M Street, Washington, DC/BLM

Dates: June 5th-August 18th

Job Title: Land Law Examiner

Related Degree: Law Degree; Paralegal

Position Description: This position is located in the BLM Eastern States, Division of Natural Resources, Branch of Mineral Resources, which is responsible for the administration of the Minerals program. At the end of the 11-week period the intern will provide a SOP (Standard Operating Procedure) for conducting a lease sale. The intern would assist specialists in fluids mineral adjudication to learn each of the steps in the process. The incumbent would adjudicate legal land descriptions related to nominations for oil and gas leasing from the public and would be responsible for case file management, as well as data entry and retrieval from automated systems. Unlike the BLM offices in the West, the BLM Eastern States staff must rely on the original paper land records and be able review metes and bounds land descriptions in order to properly adjudicate parcels nominated for oil and gas leasing. This adjudication is particularly important to avoid “top leasing” in which leases are erroneously issued on top of existing leases, including private acquired leases. The priority area in which to conduct adjudication for proposed oil and gas leasing is within the Wayne National Forest, Ohio. This area is attracting much interest from nominators. BLM Eastern States has already responded to several congressional inquiries on the status of nominated parcels and when they will be available for competitive oil and gas leasing. This area would provide an intern an excellent education in federal land law, legal land descriptions, and federal oil and gas leasing.

Location: Eastern States Office, M Street, Washington, DC/BLM

Dates: June 5th-August 18th

Job Title: Natural Resources Specialist

Related Degree: Natural Resources, Environmental Science, Biology, or related field

Position Description: The intern would primarily work on providing environmental planning/National Environmental Policy Act (NEPA) documentation support to the State Office such as writing and editing chapters or sections, coordinating with State and District Staff and

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possibly contractors, and maintaining project schedules. The end product would be either a completed Environmental Assessment (EA) for a leasing or Application for Permit to Drill (APD) action or contribution to several resource sections for this type of document. Additionally, the intern would draft the Finding of No Significant Impact (FONSI) and Decision Record. The intern would receive the necessary guidance and support from the State Planning and Environmental Coordinator and Minerals Branch staff. The intern could also provide general NEPA support for other ongoing projects, such as the SE Resource Management Plan (RMP)/Environmental Impact Statement. This type of work is needed to fulfill requirements to hold quarterly lease sales for available parcels and to finalize the SE RMP this year.

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