



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

<b>Title: Close Transaction (Trust-Trust &amp; Trust-Fee)</b> This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	<b>Process Number</b>  <b>O.1.5</b>
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**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	BRDM or Program Staff notifies requestor of acceptance or denial of the acquisition request.
<b>1.2 Process Overview</b>	This process includes the requirements have been met the trust document is executed and recorded.  The appeal period has expired then the file is closed.
<b>1.3 Stops With</b>	File is closed.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.
Objective 3.2: Probate and Estate Administration – Consistently prioritize and quickly resolve probate and estate administration cases effectively to meet asset management and beneficiary service requirements.
Objective 3.3: Title, Realty, and Administrative Information – Develop, maintain, and make readily available accurate and current asset ownership and administrative information that is managed to professional fiduciary standards.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
Receives notification of decision and appeal rights. Has the right to be involved in response to an appeal from a third-party.



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**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others. Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc. All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Agency		May help prepare response to appeal. Close the file in compliance with records retention requirements.
BIA	Region		May help prepare response to appeal. Close the file in compliance with records retention requirements.
BIA	Agency		Automated recording of title documents.
BIA	Region		Automated recording of title documents.
Tribes	Applicable tribal office.		For compacted and contracted Tribes that have assumed this responsibility, the Tribe performs all DOI functions except those considered inherently federal.
BLM	State Office		Issues Fee Patent for Trust-to-Fee

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution



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**5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
BRDM or Program staff notification to requestor.	Requestor is notified of acceptance or denial of the acquisition request.	As acquisitions are approved.

**6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

Input	Description
Decision from Delegated Line Official.	Delegated Line Official renders a decision.

**6.2 Outputs**

Output	Description
Notice provided to requestor.	BRDM or Program staff notifies the requestor and interested parties of the decision to approve or deny the acquisition and provides rights to appeal the decision.
File is closed.	All documentation is filed in the appropriate manner according to records standards and the transaction file is closed.
Fee Patent	If lands leave trust status, then a Fee Patent or Removal of Restrictions is issued.
Removal of Restrictions	If lands leave trust status then a Fee Patent or Removal of Restrictions is issued.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
GPRA		To provide for the establishment of strategic planning and performance measurement in the Federal Government and for other purposes effecting how information is gathered.
Records Disposition 16 BIAM		Establishes the required method of records retention.

### 7.2 Controls

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

Control	Reason	Description

## 8. Mechanisms (Systems of Record)

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
Integrated Database	Automated format to allow Delegated Line Official to receive recommendation from Program Staff
Office Filing System	Documentation will be placed in the Official Record.



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**9. Inter-Process Relationships** *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

**9.1 Predecessors.** *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
O.1.4	Delegated Line Official to Accept or Deny Application	Delegated Line Official makes decision to accept or deny application.
B.3	Communicate Information	BRDM or Program Staff notifies Beneficiary of decision to accept or deny application request.
B.6.3.1	Beneficiary Account Administration	Program Staff notifies BRDM an account needs to be established for a partition, exchange, or gift deed.
FO.1.3	Reconcile Exceptions and Produce Report	Receive a deficiency report and assist with resolution.
FO.3.3	Reconcile Pre-Disbursement Exceptions	Assist in resolving pre-disbursement report.
FO.3.6	Reconcile Deficiencies	Assist in resolving disbursement report rejections.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
O.4.2	Receipt of Recorded Documents and Update Title	After approval of the documents and expiration of the appeal period the documents will be automatically transferred to the Land Titles and Records Office for recordation.



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Process No.	Name	Condition of Relationship
FO.1.1a	Create Trust Funds Receivable	If funds are to be distributed, notify FO process of the beneficiaries to receive them.
FO.3.1	Create Funds Payable	If funds are to be disbursed, notify FO process of the amount.

**10. Comments** Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment