



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

**Title: Provide Existing Information to Requestor**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**

**0.2.2**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	A determination is made that a survey service is not required.
<b>1.2 Process Overview</b>	This process involves providing information to a requestor from multiple data sources  Cadastral Surveyor prepares and provides a response for the requestor via the BRDM process (if requestor is a beneficiary)
<b>1.3 Stops With</b>	The appropriate information is provided to the requestor.

**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.

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

<b>Beneficiary Involvement</b>
Beneficiaries will receive the information from the Cadastral Surveyor, via the BRDM process.



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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
BLM	Appropriate Geographic Location		Cadastral Surveyor prepares a response for the requestor.  Cadastral Surveyor provides information to requestor via the BRDM process (if requestor is a beneficiary) to answer the initial need.
Tribes			If the Tribe was the requestor, they will receive the information from the Cadastral Surveyor via the BRDM process.  For contracting and compacting Tribes that have assumed this responsibility, the tribe performs all DOI functions except those considered inherently federal.

**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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External Organization	Contribution

**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
Cadastral Surveyor determines a survey service is not needed	After reviewing the inquiry and available land status information, the Cadastral Surveyor determines a survey service is not needed and prepares and delivers a response to identify alternatives to a survey.	

**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 on what will fulfill the initial inquiry	Decision that a survey service is not needed.



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**6.2 Outputs**

Output	Description
Response to requestor	Cadastral Surveyor gives the requestor an explanation in writing – formal response on what is really needed to answer their inquiry i.e. showing them their corners, monuments, etc. If the response were to a beneficiary, the BRDM process would be followed to deliver the response.

**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
5 USC 552 Freedom of Information Act (FOIA)		Procedures and regulations related to the release of information
25 USC 450 (f) Indian Self-Determination and Education Assistance Act, PL 93-638 as Amended		Provides for maximum Indian participation in government, education, programs, services, and to encourage the development of the human resources of the Indian people
25 USC 2201 Indian Land Consolidation Act (ILCA), as Amended		Prevent further fractionation of trust allotments and to consolidate fractional interests... into usable parcels
43 USC 1701 and 1761-1771 Federal Land Policy and Management Act of 1976, As Amended (FLPMA)		To establish public land policy; to establish guidelines for its administration; to provide for the management, protection, development, and enhancement of the public lands; and for other purposes
Acts of Congress		Changes business processes (i.e. private relief bills). Unfunded mandates have a negative impact on higher-priority work of agencies.
Case Law (112 DM 13)		Precedential decisions
Executive Orders		May affect boundaries



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Obligation	Source	Business Impact
Federal Court Order and Decisions		May affect boundaries
Tribal Land Use Policy		Land use ordinances that describe long-range goals and objectives for land use on reservations
Tribal Ordinance		Specific ordinances that address specific questions
Treaties		Legal instrument providing Tribes with land and recognition of Indian Tribes as Nations
Uniform Electronic Transactions Act		Provides legality of electronic records, electronic signatures and electronic contracts

**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
FGDC Standards		Mandate to Federal agencies to cooperate and eliminate duplication of geo-spatial activities.

**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 Data	Request tracking and ownership data.



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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.2.1	Assess Customer Needs	If the decision in O.2.1 is reached that a survey service is not needed.

**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
B.3	Communicate Information	If the output goes to a beneficiary, the Cadastral Surveyor delivers the response via the BRDM process.
Outside process	Other governmental agencies process	If the response goes to a governmental agency.
O.1.2	Complete Application Package	If the response goes to the conveyance process.

**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