



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

Title: Research Data and Beneficiary's Intent	Process Number ____ P.2.2 ____
<i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	

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

1.1 Starts With	Review beneficiary intentions and objectives for the plan. Determine what resource data is needed.
1.2 Process Overview	<p>An attempt is made to contact all the beneficiaries and other interested parties represented within the plan's boundaries and ascertain the intention for use of the land and natural resources; however, beneficiary consent is not required to proceed with wide- or program-area planning.</p> <p>When the planning team is sure they understand the intended use and the beneficiary's reasons for its preference, the team compares the intent with the historical use of the land and natural resources. The team also compares the value of the current use with the intended use. The result of the analysis is included in the determination of the land and natural resources alternative uses.</p> <p>The team examines all existing data and analyses pertinent to the land and natural resources; e.g., treaties, court decisions, statutes, regulations, tribal code and ordinances, and any pending legislation or regulatory changes that might be enacted before the plan is deployed. An assumption is made that an integrated data system with the necessary information has been developed. If the information is not in the system, then the information has not been captured, sources are identified and a request is made that the data be obtained or developed.</p>
1.3 Stops With	Beneficiary input and necessary data is available to the planning team.

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

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.1 Land and natural resource asset plans and stewardship strategies: Develop land and natural resource asset plans and stewardship strategies.
Objective 4.2 Preservation and protection of land and natural resource assets: Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.



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Goal/Objective
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
Objective 4.4 Appraisals: Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.
Objective 4.5 Fractionation strategies: Develop and implement a resolution which reduces or eliminates the exponential increase in the number of ownership interests in land.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiaries are involved in defining the scope of the plan, selecting land and natural resources uses to be described in the plan, and reviewing draft versions of the plan. They may also be part of the planning team. Tribes and individual Indians are a source of land and natural resources use information and improvements.

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
Tribes	Tribal Office		May contract or compact the planning function. Provide related codes and ordinances. Provide land and natural resources use information and improvements.



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Organization	Office	Role	Contribution
DOI	Regional Office Agency/Field Office		Understand the beneficiary's intended use of the land and natural resources and their objectives for the plan. Research, assemble and perform initial review of relevant data and documents for planning team analysis.
Solicitor's Office	Regional Office Field Office		Provide legal opinions on legislation, court decisions, etc.
BIA	Regional Office Agency/Field Office		Provide subject matter expertise.
BLM	State Office		Provide subject matter expertise.
Minerals Management Service	Denver Office		Provide subject matter expertise.
BIA Div. of Energy and Mineral Resources	Central Office		Provide subject matter expertise.
BIA Office of Economic Development	Region		Provide subject matter expertise.
DOI National Business Center	Office of Appraisal Services		Provide subject matter expertise in land and natural resources valuation.
Bureau of Reclamation	State Office		Provide subject matter expertise regarding water lines.
Fish and Wildlife Services	State Office		Provide subject matter expertise.
Park Service	Regional Office		Provide subject matter expertise.
BIA Roads	Regional Office		Provide subject matter expertise.



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Organization	Office	Role	Contribution
Office of Surface Mining	Regional Office		Provide subject matter expertise in coal reclamation and environmental mitigation.

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

External Organization	Contribution
Army Corp of Engineers	Identify areas within the plan's boundaries that will require 404 (jurisdictional waters) and 401 (water quality) clearances.
State Historic Preservation	Identify areas of historic significance within the plan's boundaries.
Indian Health Services	Perform percolation tests.
Any governmental agency designed to coordinate with individual Indians or Tribes, such as Housing & Urban Development Farm Service Agency Veterans' Administration Small Business Administration State school and public land departments State oil, gas and mining departments State environmental quality departments County zoning and planning departments USDA Forest Service (grasslands and forests) Natural Resource Conservation Service (soil and vegetation surveys, range inventories) Federal, state and Tribal transportation departments Federal Emergency Management Administration (flood plain maps) Office of Historical Accounting (probate plans) Federal Communications	Serve as a subject matter expert.



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External Organization	Contribution
Commission (telecommunications plan)	
Subject matter consultants or contractors	If required expertise is not available, pieces or all of the macro-level planning function could be contracted, for example, to a university or private industry.

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
Resources (personnel and budget) are committed to the planning team.	The planning team staff has been assembled and the budget has been approved. Resources committed have been synchronized with the work plan and schedule.	

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
Tribe or tribal/allottee consortium input	The composite opinion of land and natural resources ownership interests within the plan's boundaries.
Individual beneficiary input.	Any testimony taken from public hearings, tribal resolution(s) or notes from consultations.
Allottee associations	Any testimony taken from public hearings, association resolutions or notes from consultations.
Cattlemen's associations	Any testimony taken from public hearings, tribal resolution(s) or notes from consultations.
Other interested parties	Any testimony taken from public hearings, tribal resolution(s) or notes from consultations, or interviews with Owner Use Operator(s) and/or Lessees/Permittees.



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Input	Description
<p>Documentation may include:</p> <ul style="list-style-type: none"> - Proposed or Previous Lease/Sale Documents - Historical Sales/Pricing Data - Tribal Resolutions and Regulations - Recorded Tribal Rights - Non-contracted Owner's LNR Uses - Land Management Reports - Planning and Zoning Ordinances - Economic Development Plan - Census/Neighborhood Economic Data - Environmental Impact Statement - Restrictions - Full Chain of Title - Probate Order - TSR - Improvements Documents - Transactions History and Associated Prices - Previous Appraisals - Long Range Transportation Plan - Market Studies - Field Work - Interviews - Maps (Topo, soil, etc.) - Survey - GIS Data - Timber Cruise - Minerals Valuation - Land Use Plan - Land Use Change Notice - Farm Plan - Soil Conservation Plan - Soil Inventory - Range Inventory - Forest Stand Exam - Forestry Soils Information 	



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Input	Description
<ul style="list-style-type: none"> - Range Management Plan - Forest Management Plan - Continuous Forest Inventory - Crop Yields - 5-Year Cropping Plan - Assessor's Parcel Number - Approved Subdivision Plan - Remote sensing data - NEPA checklists 	

6.2 Outputs

Output	Description
Information and opinions to be included in the plan's development.	

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
See Schedule 1 Attached		

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
None		



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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 the process that each system supports.*

System Name	Support
Integrated data	Trust integrated data, including links to county and tribal sources
Geo referenced data with overlays	The ability to drape aerial photography, digital elevation models, or satellite imagery resource data over survey measurements and boundary lines. Ability to manipulate and retrieve GIS functionality.
Database indexing software	For easy retrieval of documents.

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
B.6.2.2	BRDM: Beneficiary Involvement in Planning	Provide the beneficiary's intended use of the land and natural resources to the planning team. Provide related treaties and other legal documents supplied by a tribe.
UM.1.5 UM.4.5	LNRUM: Draft Land Use Requirements Report Land Status Summary	Provide: <ul style="list-style-type: none"> • Notice of changes affecting planned unit performance • Recorded tribal rights and their status (e.g., claimed, federally recognized, recognized by adjudication) impacting Trust land or natural resources in order to support the protection of those rights • Recordation of non-contracted owner's use • Land management reports that provide a summary of LNR activities, amount of acres under lease/permit, rental amounts derived by region or agency for the various land use types and by category of leasing activity
P.2.1.2	Develop & Maintain the Project Plan & Schedule	Provide the cost to produce a valuation to the planning team so the cost can be included in the requested budget.
P.1.4	Transmit Determination	Data from an approved wide-area valuation will be included in the development of the plan.



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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
P.2.3	Analyze Information and Assemble the Plan	When all pertinent information has been collected and the beneficiary's intended use of the resources is understood, the planning team is ready to start developing resource use alternatives.

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
	None