



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

<b>Title: Collect Pertinent Data</b> <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	<b>Process Number</b> <u>    P.2.2.2    </u>
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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>	Determine what resource data is needed.
<b>1.2 Process Overview</b>	<p>Examine all existing data 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. Evaluate the data and the quality of the analyses available. Determine what data and/or analyses are missing. Identify sources of the missing data and/or analyses.</p> <p>It is assumed that if the necessary information is available, it is available in the integrated data system. If the information is not in the system, then the information has not been captured and a request is made to the appropriate parties that the data be obtained or developed.</p>
<b>1.3 Stops With</b>	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.*

<b>Goal/Objective</b>
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.
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 strategy: Develop and implement a resolution which reduces or eliminates the exponential increase in the number of ownership interests in land.



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

<b>Beneficiary Involvement</b>
Beneficiary representatives may serve as 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.
BIA	Regional Office Agency/Field Office		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.



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Organization	Office	Role	Contribution
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.
OST	Office of Appraisal Services		Serve as a planning team subject matter expert in land and natural resources valuation.
Office of Surface Mining	Regional Office		Serve as a planning team subject matter expert 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	Serve as a subject matter expert.



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External Organization	Contribution
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 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
None		

**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
Documentation may include: - Proposed or Previous Lease/Sale Documents - Historical Sales/Pricing Data	



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



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Input	Description
<ul style="list-style-type: none"> <li>- 5-Year Cropping Plan</li> <li>- Assessor's Parcel Number</li> <li>- Approved Subdivision Plan</li> <li>- Remote sensing data</li> <li>- NEPA checklists</li> </ul>	

**6.2 Outputs**

Output	Description
Information	Collected data and analyses pertinent to development of the plan

**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 this process, that each system supports.*

System Name	Support
Integrated data	Easy access to pertinent, accurate information is critical to the development of the plan.
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
P.1.4	Transmit Determination	Data from an approved wide-area valuation will be included in the development of the plan.
P.2.2.1	Understand Beneficiary's Intent	Understand the beneficiary's intended use of the land and natural resources.
UM.1.5  UM.4.5	LNRUM: Draft Land Use Requirements  LNRUM: Report Land Status Summary	Provide: <ul style="list-style-type: none"> <li>• Notice of changes affecting planned unit performance</li> <li>• 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</li> <li>• Recordation of non-contracted owner's use</li> <li>• 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</li> </ul>



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Process No.	Name	Condition of Relationship
B.6.2.2	BRDM: Beneficiary Involvement in Planning	Provide related treaties and other legal documents supplied by the beneficiary.

**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.2.3.1	Select Land and Natural Resources Uses	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