



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

Title: Approve the Plan <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number _____ P.3.2 _____
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Receipt of a beneficiary prepared wide-area plan.
1.2 Process Overview	<p>The Staff Planner reviews the provided plan, its supporting NEPA documentation, and other documents of authority to determine: 1) compliance with federal regulations, 2) accuracy of data disclosing the natural, physical, and human resources discussed, and 3) the relevance of the plan to current uses and future opportunities. If the documentation is incomplete, the plan is returned to the submitter for revision.</p> <p>When the plan is complete, the Staff Planner prepares a Record of Decision as supporting documentation to secure the written approval of the DOI official in order to ensure that the record is complete.</p>
1.3 Stops With	DOI acceptance of the plan.

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.
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.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
A beneficiary delivers a plan to DOI for approval, distribution and implementation.



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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
Tribes	Tribal Office		Provide environmental data. May hire a contractor to prepare NEPA documentation. Provide a completed plan for DOI acceptance.
BIA	Regional Office Agency/Field Office		Coordinate approvals process.
BIA	Central Office Regional Office Agency		Approve the plan and sign the Record of Decision.
BIA	Regional Office Agency		Review NEPA documentation prepared by a contractor.
OST	Central Office Regional Office Agency		Approve the plan and sign the Record of Decision.

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

External Organization	Contribution
None	



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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
A macro-level plan is received from a beneficiary for DOI acceptance.	May be a wide-area plan, a program area plan or a combination of both.	

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
Environmental data	Data usually supplied by BIA or tribal personnel.
Plan	A wide-are plan developed by a beneficiary.

6.2 Outputs

Output	Description
DOI accepted plan	
Unacceptable plan	Plan is returned to submitter with an explanation attached. Plan may be revised and resubmitted again.

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		



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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
DOI signatory approval of a wide-area plan developed by a beneficiary.		

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
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.
Integrated data	Trust integrated data, including links to county and tribal sources.
Change control and historical archive	Track plan history and revisions.
Document imaging	The ability to scan hardcopy documents into a digital format.

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.2.4	BRDM: Transfer Requests	Receive a request from a beneficiary to have a completed plan approved by DOI.
P.3.1	Coordinate and Deliver Planning Assistance	The beneficiary may or may not have requested planning assistance prior to delivering the completed plan for approval.



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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
B.3	BRDM: Communicate Information	Return the plan to beneficiary if the plan is incomplete. Distribute an approved plan to interested parties.
UM.1.1	LNRUM: Establish Management Unit Baseline	Implement the plan.
P.4	Evaluate an Existing Plan	If changes to land and natural resources ownership, status and/or use occur, the plan will be evaluated for continued viability.
P.2.5	Issue Plan	Provide finalized Plan to beneficiaries and other interested parties.

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