



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

Title: Evaluate an Existing L&NR Plan <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number ___ P.4 ___
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Expiration of an existing plan is near or notification of a land and natural resources acquisition, disposal or use change
1.2 Process Overview	<p>An existing plan is reviewed to determine its continued viability.</p> <p>The Staff Planner reviews the existing plan to determine if it still 1) complies with applicable statutory requirements, 2) is consistent with the cumulative results of land and natural resources use, 3) addresses all known resources within program areas, 4) conforms with the beneficiary's desired use of the resources, and 5) accurately reflects ownership status within program areas.</p> <p>If the plan is still viable, the BIA line official will issue a statement to that effect to all interested parties. After consultation with the beneficiary, the expiration date of the plan may be extended unless another triggering event occurs.</p> <p>If the plan is no longer viable, the Staff Planner will determine possible shortfalls, decide what steps are necessary to bring the plan into compliance by 1) modification of specific portions of the plan and reissue the revised plan, or 2) a complete re-write of the plan, thereby initiating a full planning process led by the beneficiary or BIA.</p>
1.3 Stops With	Determination of a plan's continued viability.

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.



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Goal/Objective
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.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
<p>A beneficiary may be the primary in the planning initiative or may be represented on the planning team if DOI is the party primarily responsible for plan development. Tribes are the source of tribal legal documents that may affect decisions required during the planning process. Beneficiaries also provide the beneficiary intent for use of the land and natural resources.</p> <p>Beneficiary representatives may be asked to serve on the team responsible for updating a plan. Beneficiaries may notify planning of changes in their plan, codes or ordinances. A beneficiary may also be signatory for any amendment to the existing plan.</p>

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 Governing Body		<p>May contract or compact the planning function.</p> <p>Give notice that an existing plan is due to expire.</p> <p>Receive notification of a change in land and/or natural resource use.</p> <p>Review an existing plan for continued viability.</p>



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Organization	Office	Role	Contribution
BIA	Regional Office Agency/Field Office		Receive notification of a change that could affect the viability of an existing plan. Give notice that an existing plan is due to expire. Review plan to determine continued viability. Notify a beneficiary if its plan needs to be reviewed and revised.
Solicitor's Office	Regional Office Field Office		Provide legal opinions on legislation, court decisions, etc.
BIA	Regional Office Agency / Field Office		If the plan is still viable, issue a statement to that effect to all interested parties.

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

External Organization	Contribution
None	

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 wide-area plan is due to expire.	
	The cumulative results of land and natural resources use are inconsistent with the plan.	
	An acquisition, disposal or change in use of the land and/or natural resources is anticipated or has occurred.	



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Event	Description	Estimated Frequency
	An existing plan no longer complies with legal requirements or the beneficiary's intention.	
	A Fee to Trust transaction has occurred.	

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
An existing plan	
Notice of change	Changes in land and natural resource use, ownership, acquisition or disposal, environmental conditions, laws or regulations, or majority approval of the plan.
Land management report	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.

6.2 Outputs

Output	Description
Determination of the continued viability of an existing 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		



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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
None		

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
None	

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 Request	Receive notification of an action or legal change that may affect the viability of an existing plan. A Fee to Trust transaction or an LNR acquisition or disposal has occurred.
UM.4.5	LNRUM: Report Land Status Summary	Provide: <ul style="list-style-type: none"> • Notice of cumulative changes affecting planned unit use or performance • Recordation of non-contracted owner's use • Land management reports • Notice of environment changes
P.2.5	Issue the Plan	If changes to land and natural resources ownership, status and/or use occur, the DOI-developed plan will be evaluated for continued viability.



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Process No.	Name	Condition of Relationship
P.3.2	Approve the Plan	If changes to land and natural resources ownership, status and/or use occur, the beneficiary-developed plan will be evaluated for continued viability.

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
UM.1.1	LNRUM: Establish Management Unit Baseline	If the existing plan is still viable and approved for continued implementation.
B.3	BRDM: Communicate Information	Distribute and explain the plan to interested parties if the existing plan is still viable and approved for continued implementation. Notify the beneficiary if a beneficiary-developed plan is determined to be no longer viable.
P.2.1.1	Request Resources	If the existing plan is no longer viable and DOI will initiate development of a new or revised plan.
B.6.1	BRDM: Provide Counsel and Asset Options	Review the plan with the beneficiary to determine continued viability. If still viable, consults with the beneficiary to extend the plan expiration date.

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