



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

Title: Assess Land Use Suitability <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number UM.1.3
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Analyze MU baseline information. Review existing MU plan and inventory of the MU resources.
1.2 Process Overview	The MU baseline information is analyzed and the consent report reviewed regarding the intended use and constraints on the use of the MU land. The cost/benefit of developing and managing a land use contract is also analyzed. Site-specific clearances for the intended use are initiated or requested from the appropriate government entity. The analysis, including recommendations for the priority, schedule, operational plans, and adjustments to estimated MU use value, use capacity and required operational improvements are documented. For each MU, the appropriate method for operator selection (e.g. bid, negotiation, or tribal allocation) is determined. All the above information is compiled, and the decision is documented as a "Suitability Assessment" indicating whether to proceed with development of a land use contract.
1.3 Stops With	A completed MU Suitability Assessment.

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

Goal/Objective
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 as-sets.
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.



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3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
None

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
BIA	Agency		Perform review, analysis, and document Suitability Assessment.
Compacted or Contracted Tribe	Tribal Office		Perform 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
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
Scheduled MU availability	Where land use planning and contract schedules have mass availability of similar-use Management Units at the same time, e.g. Range Units for a reservation coming available every 5 years. Similarly, residential tracts could be available every quarter (3 months). A schedule could be made for most types of land use, with the exception of forestry, and extractive uses (minerals, oil/gas).	Every 3 months for residential and commercial; every year for range or agricultural use.
Time	Certain natural resources require periodic review for suitability, such as forest stands, which depend upon natural biological growth of the Trust asset.	
Natural Events	Fire, flood, insect infestation or market opportunities may require re-evaluation of the suitability or economic viability of a Management Unit(s).	
Use Proposal	Normal process flow of an unsolicited proposal from LNRP to MU Planning.	

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
Available lands	Inventory of the tracts of land, sorted by MU, available for a specific type of land use (e.g. grazing, agriculture, residential)
Program Plan	Objectives, schedules, and plans specific to a type of land use, for the same geographic scope, or as part of the Wide Area Plan. For example, the Wide Area Plan may have a high-level plan and prioritization of all types of land and natural resource use. A separate plan, or portion of the Wide Area Plan, will have an inventory of the Management Units, with each Management Unit designated for specific type(s) of use, and coordinated program-level sequences and priorities for each type of land use (e.g. a forestry plan which identifies different stands of trees and the priorities,



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Input	Description
	objectives, and relative sequences planned for growth and logging).
Plan of Operations	Previous operational plan for the MU, if one exists.
Consent Report	Consent report prepared as part of the Program Planning process, which affirms or denies BIA ability to proceed toward establishing or renewing a use agreement. The consent report summarizes responses by the ownership-interests, final consent tabulations including authorized line official determinations, and affirmation of authority to proceed, for each available MU.
Tribal Rights	Listing of various tribal rights submitted for documentation. They may have various status codes assigned to better understand their impact, such as whether the right is claimed, adjudicated, federally recognized, etc.

6.2 Outputs

Output	Description
MU Suitability Assessment	Recommendations for the priority, schedule, operational plans, adjustments to estimated MU use value, use capacity and required land or use improvements. A decision is documented on whether to proceed in developing a land use agreement, and the rationale for this decision. The assessment also includes a recommended priority of methods to be used to select an operator and finalize a land use agreement, for each Management Unit (e.g. bid, negotiation, tribal allocation, etc.)
Categorical Exclusion	Documentation of the Management Unit being exempt from an Environmental Assessment.
Environmental Assessment Request	Request for site-specific environmental assessment and clearance for the proposed use.

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 attached Schedule 1		



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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
Bureau of Indian Affairs Manual (IAM)	Internal control	BIA policies and procedures

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
Tribal Rights system	A system which documents claimed tribal rights and their status, as submitted by tribes or enrolled members, with authorized access only by the relevant tribe, members, or authorized DOI employees. This is integrated with the Planning System and the GIS system, so the rights can be integrated into MU planning decisions.
Land Management System	System supports documentation of all information, conclusions, and decisions regarding the resources, suitability, economic viability, environmental clearances, and record of decision as to suitable use.
GIS system	Spatially oriented system which provides geographically represented information to assist in the review and assessment of the viability and suitability of the intended land use.

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
UM.1.2	Secure Beneficiary Consent	Record of decision authorizing moving forward to develop a land use contract on behalf of the beneficiaries with an ownership interest in the MU.



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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
UM.1.4	Obtain Site-Specific Environmental Clearances	When a categorical exclusion cannot be documented as part of the Suitability Assessment or when the environmental requirements are not met from environmental disclosures during the wide-area planning, then a site-specific environmental assessment and clearance are required.
UM.1.5	Draft Land Use Requirements	If land is determined to be suitable for development.

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