



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

<b>Title: Obtain Site-Specific Environmental Clearances</b>	<b>Process Number</b> <b>UM.1.4</b>
<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*

<b>1.1 Starts With</b>	Review and analyze the Suitability Assessment.
<b>1.2 Process Overview</b>	<p>MU suitability information is analyzed. Where the assessment identifies that a categorical exclusion is not applicable for the specified land use, and a need for further environmental assessment exists, activities are performed to gather, review and conclude on the proposed use and the potential impacts to the environment. This process continues until an environmental clearance or denial for use is determined.</p> <p>The geographic scope and impact of the use determines who will make the decision to approve or deny the clearance request. For example, the local line official (e.g. agency superintendent) is empowered to assess the environmental impact on a tract or MU and render a decision. However, scopes of impact which cover an entire reservation or large river watershed (e.g. Columbia River basin, Missouri River drainage, Navajo Nation) are determined by a regional line official (e.g. regional director) in conjunction with other relevant governmental agencies (e.g. BLM, FWS). In both instances, the appropriate official either approves the clearance or denies the clearance, which may result in documenting either a "reserved" status for the land or opening up the land as available for other potential types of use.</p>
<b>1.3 Stops With</b>	A site-specific environmental clearance or documented decision to reclassify the MU or site as not suitable for designated use.

**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 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.



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<b>Goal/Objective</b>
<p><b>OBJECTIVE 4.4: APPRAISALS</b></p> <p>Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.</p>

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

<b>Beneficiary Involvement</b>
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		<p>Prepare or arrange for the documents necessary to address site-specific clearances.</p> <p>Forward to the appropriate official for compliance determination.</p> <p>Provide decision on clearances for tracts and MUs.</p> <p>Approves of FONSI determinations for smaller or medium scale projects.</p> <p>Forward assessments with wide geographic impacts to regional office.</p>
BIA	Regional and National Office		<p>Coordinate, review and provide decision on clearance for impacts with wide geographic scope.</p>



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Organization	Office	Role	Contribution
Tribe	Tribal office		Review archeological reports and other cultural surveys that are required for Section 106 compliance of the National Historic Preservation Act or NEPA as required.

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

External Organization	Contribution
State Historic Preservation Office	Reviews archeological reports that are a required from a Section 106 compliance of the National Historic Preservation Act
US Fish and Wildlife Service	Reviews compliance of federal undertakings that may adversely affect critical habitat for listed Endangered Species.
Other U.S. Governmental Services	Review and assess impact for other impacts relating to specialty knowledge areas (e.g. mining, oil& gas, river watershed management, etc.).

**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
Request for Environmental Assessment and Site-Specific Clearance	Where additional environmental assessments are required, this process hands off to & supports the environmental clearance process.	



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**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**

<b>Input</b>	<b>Description</b>
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.)
Plan of Operations	Previous operational plan for the MU, if one exists.
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.
Request for Site-Specific Environmental Clearance	When proposed changes in land use, or physical development of natural resources requires an evaluation of environmental conditions before a land use contract may be initiated, then a request is made for the clearance.

**6.2 Outputs**

<b>Output</b>	<b>Description</b>
Site Specific Environmental Clearance	Clearances provide a decision to proceed in developing a land use agreement, and the rationale for this decision.
Plan of Operations	Previous operational plan for the MU, if one exists, to be provided to LNRP
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. Forwarded to LNRP to support the environmental assessment.



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**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		

**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 (BIAM)	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.
Planning 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.



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**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.1.3	Assess Land Suitability	A MU Suitability Assessment may indicate a site or MU-specific environmental clearance is required.
P.2.4.1	Request Environment Clearances and DOI Approvals	Receive an approved or denied MU or site-specific environmental clearance.

**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.1.5	Draft Land Use Requirements	The necessary environmental clearances have been obtained so that planning for the intended land use can continue.
P.2.4.1	Request Environment Clearances and DOI Approvals	Request a MU or site-specific environmental clearance.
O.1.1	Receive and Review Application Request (F-T, On-Reservation Undivided Interest)	Provide an approved or rejected categorical exclusion, environmental assessment and/or Phase I site assessment related to a proposed acquisition.

**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