



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

**Title: Provide Land Use Technical Assistance**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**  
**UM.3.4**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	A request for technical program assistance.
<b>1.2 Process Overview</b>	DOI technical program services are provided to tribal governments, tribal programs, tribal enterprises, lessees and individual allottees. It may include 638-contract program support for contracted programs.
<b>1.3 Stops With</b>	The completion of assistance activity.

**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

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

<b>Beneficiary Involvement</b>
A beneficiary may request technical assistance.



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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
BIA	Agency or Regional Office		Provide the tribe, tribal program staff, individual allottees and lessees with information and advice on BIA programs, regulations, policies and how such are applied to a specific situation.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution of or contribute to 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
Request from a Tribe or individual Indian	A request for technical assistance, technical consulting or general information is initiated	



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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**

Input	Description
Land records	Land records will provide for detailed information which may be sought by person making the inquiry

**6.2 Outputs**

Output	Description
Advice	Verbal ideas and suggestions to parties who requested information that is of a general or routine in nature.
Consulting report	A formal report as to findings or detailed information in response to a formal request for information or consulting.

**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
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
Request tracking and work flow tool	As inquiries are made through BRDM, a tracking and workflow tool is needed to tracking and monitor requests.

**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.3.1	Define Support Activity Criteria	Support Criteria may indicate the program needs for structured providing of technical assistance.

**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.2.1.1	Request Resources	Provide subject matter experts to serve on a wide-area planning team.
B.5.1	Conduct Outreach Activity	Identify potential outreach-educational opportunities concerning land and natural resource use and management and support the conduct of the outreach program.
B.5.2	Post Outreach Activity	Participate in the analysis of the outreach lessons learned and action items. May be responsible for specific action items.
B.6.1	Provide Counsel on Asset Options	Participate in the provision of counseling and technical assistance regarding use of land to beneficiaries.
P.3.1	Coordinate and Deliver Planning Assistance	Provide subject matter expertise to fill the beneficiary's planning support request.



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**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