



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

Title: Serve 30-day Notices (Fee-Trust, On-Reservation Undivided Interest)
Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership) **Process Number O.1.1.a**

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

1.1 Starts With	Notification by BRDM to State and Local Governments that property within the boundaries of the Reservation is being considered for an acquisition into trust
1.2 Process Overview	<p>This includes preparation of a notice by memorandum to State and Local Governments and other interested parties advising them that property within the boundaries of the reservation is being considered for an acquisition into trust. Notice is to address issues dealing with city services currently provided (i.e. city water, sewer, etc.)</p> <p>Identify problems with this process that may be resolved through BRDM's Conduct Outreach Activities (B.5.1 Conduct Outreach and B.5.2 Post Outreach Activities). Provide support and/or participate in outreach activities.</p>
1.3 Stops With	Documentation that the notices have been sent and any negotiated agreements concerning city services have completed

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 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.
Objective 3.2: Probate and Estate Administration – Consistently prioritize and quickly resolve probate and estate administration cases effectively to meet asset management and beneficiary service requirements.
Objective 3.3: Title, Realty, and Administrative Information – Develop, maintain, and make readily available accurate and current asset ownership and administrative information that is managed to professional fiduciary standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiary will negotiate with State and local governments to resolve jurisdictional issues prior to the acquisition.



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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		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
BIA	Region		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
Tribe	Applicable tribal office.		For compacted and contracted Tribes that have assumed this responsibility, the Tribe performs 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
Tribes	Negotiate jurisdictional issues with State and local Governments.
State Governments	Negotiate jurisdictional issues with tribes.
Local Governments	Negotiate jurisdictional issues with tribes.



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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
Receipt of complete application from BRDM	BRDM has verified the written application is complete using an automated checklist of required documentation.	As they are submitted.

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
Application for On-Reservation undivided interest Fee to Trust acquisition.	Receipt of an automated request and appropriate documentation for review including: narrative covering jurisdictional, administrative, existing land use plans; historical information; maps/plats; environmental documentation; tribal resolution; survey; appraisal/valuation (for partition/exchange); intended use; statutory authority for acquisition; and ownership information.

6.2 Outputs

Output	Description
Jurisdictional issues have been negotiated or mediated.	State and local governments are notified of the intent to take property into trust and provided an opportunity to negotiate or mediate jurisdictional issues with the tribe.

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
25 CFR 151		Acquisitions regulations describe how land may be taken into trust and restricted status by the Secretary of the Interior for the benefit of an individual tribe or tribe.



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Obligation	Source	Business Impact
Deputy Commissioner's Memo (April 2, 1998)		Directed Agencies to solicit comments on intended acquisitions from state and local governments.
Deputy Commissioner's Memo (May 30, 1996)		Requires the BIA to wait 30-days prior to taking land into trust.
Deputy Commissioner's Memo (Feb 26, 1999)		As of this date, BIA no longer performs appraisals for fee property with the exception of restricted fee lands.
Deputy Commissioner's Memo (Aug 13, 1999)		BIA has the responsibility to fully inform interested parties of all analysis performed in reaching a decision regarding its intent to bring fee lands into trust status.
Deputy Commissioner's Memo (Nov 9, 2001)		The authority to approve/disapprove requests for the acquisition of land into trust for gaming remains with the Assistant Secretary-Indian Affairs. This directive also adds gaming-related acquisitions essential to gaming facilities such as parking lots, or construction of wastewater treatment facilities servicing the gaming facility.
DOJ Title Standards 2001		Standards for the preparation of title evidence in land acquisitions by the United States.
25 USC 2701 Indian Gaming Regulatory Act - IGRA (Section 20)		Land Acquisitions for gaming.

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



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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
Integrated Database System	Automated format to allow staff to transmit notification.
Office Filing System	Documentation will be placed in the Official Record.

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.6.2.1	Beneficiary Involvement for Ownership.	Assist in coordinating negotiate considerations to jurisdictional issues. Letters of support may be received in lieu of objections.

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
O.1.2	Complete Application Package	Review and analyzes all documentation that is required to complete a Fee to Trust transaction.
B.5.1	Conduct Outreach Activity	Participation in Outreach opportunity is requested.
B.5.2	Post Outreach Activity	Participation in debrief of Outreach opportunity is needed.

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