



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

**Title: Prepare Recommendation for Delegated Line Official (Trust-Trust & Trust-Fee)**

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

**Process Number**  
**O.1.3**

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

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

<b>1.1 Starts With</b>	Completed application.
<b>1.2 Process Overview</b>	This includes preparation of an automated format to address the background of the application and supporting documentation required to support the decision recommended by the staff.
<b>1.3 Stops With</b>	Submit recommendation to Delegated Line Official.

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

<b>Goal/Objective</b>
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?**

<b>Beneficiary Involvement</b>
Not Applicable at this stage.



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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 and produce recommendation.
BIA	Region		Review information submitted for compliance with statute, law, regulation and policy and produce recommendation.
Tribes	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



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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
Application is complete.	Program Staff has reviewed application and supporting documentation.	Upon receipt.

**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
Completed application for Trust to Trust and/or Trust to Fee package.	Completed package includes 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; intended use; statutory authority for acquisition; and ownership information.

**6.2 Outputs**

Output	Description
Report of Investigation, Finding of Fact, or Memorandum	Preparation of an automated format to detail the background of the application, statutory authority, and any documentation required to support the decision recommended by the staff person.

**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



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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).*

<b>Control</b>	<b>Reason</b>	<b>Description</b>
Report of Investigation	Standardization	Program Staff prepares a Report of Investigation delineating the Statutory Authority, Purpose, Scope and Recommendation to the Delegated Line Official.

**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.*

<b>System Name</b>	<b>Support</b>
Integrated Database	Automated format to allow staff to prepare recommendation for Delegated Line Official.
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.*

<b>Process No.</b>	<b>Name</b>	<b>Condition of Relationship</b>
O.1.2	Complete Application Package	This includes all documentation that is required to complete a Trust to Trust or Trust to Fee transaction that is reviewed and analyzed.



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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
O.1.4	Delegated Line Official Decision to Accept/Deny Application	Delegated Line Official reviews recommendation and makes an informed decision to approve or disapprove the application request.

**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
Recommendation	Program Staff will prepare a Report of Investigation, Finding of Fact or Memorandum detailing Statutory Authority, Background, Purpose, Scope of the recommendation based upon their investigation of the request for acquisition and supporting documentation. Standardization of this report is essential.