



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

Title: Delegated Line Official Decision to Accept/Deny Application (Fee-Trust, On-Reservation Undivided Interest) This includes the acquisition portion of some Partitions and Exchanges **Process Number O.1.4**
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*

1.1 Starts With	Receipt of the automated format to address the background of the application and supporting documentation required to support the decision recommended by the staff.
1.2 Process Overview	The Delegated Line Official reviews information submitted and makes an informed decision to accept or deny the acquisition request.
1.3 Stops With	The Delegated Line Official makes a decision either to accept or deny the conveyance.

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
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 the recommendation submitted, addressing the background of the application and supporting documentation and makes a decision to accept or deny.
BIA	Region		Review recommendation submitted, addressing the background of the application and supporting documentation and makes a decision to accept or deny.
Solicitor	Attached to the Office of the Solicitor and accessible to the BIA Regional Office		Available for any issue at the Regional level that may require a Solicitor's Opinion. For Fee-Trust acquisitions this would be the Preliminary and Final Title Opinions and decisions on appeal.
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
Receipt of recommendation.	Delegated Line Official receives recommendation from Program Staff.	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
Report of Investigation, Finding of Fact, or Memorandum	Preparation of an automated format to detail the background of the application, statutory authority, purpose, scope and any documentation required to support the decision recommended by the staff person.

6.2 Outputs

Output	Description
Decision	Decision to accept the property into trust or deny the request.

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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Obligation	Source	Business Impact
25 CFR 2.7		<p>The official making a decision shall give all interested parties known to the decisionmaker written notice of the decision by personal delivery or mail.</p> <p>All written decisions, except decision which are final for the Department pursuant to § 2.6(c), shall include a statement that the decision may be appealed.</p>

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
Compliance Review/Audit	Verification of compliance with standardization requirements	Annual Central Office review of adherence to Conveyances process requirements

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 Delegated Line Official to receive recommendation from Program staff.
Office Filing System	Documentation will be placed in the Official Record.



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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
O.1.3	Prepare Recommendation for Delegated Line Official	Program staff will prepare a recommendation for the Delegated Authority in automated format to address the background of the application and supporting documentation required to support the decision recommended by the staff.

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
B.3	Communicate Information	BRDM will notify the applicant and provide appeal rights pursuant to 25 CFR Part 2. May be automated if requested.
O.1.5	Close Transaction	Publication of legal notice of acceptance of lands into trust. File is closed. If denied and the appeal period has expired than the file is closed.

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	Pursuant to 25 CFR 151.12 "The Secretary shall review all requests and shall promptly notify the applicant in writing of his decision." If the applicant has placed a request for transmittal of an automated request, a written request would not be required. Appeal information could be included in the automated request.