



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

Title: Issue the Plan <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number <u> P.2.5 </u>
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A final plan and Environmental Impact Statement, if one is required
1.2 Process Overview	After the planning team receives beneficiary support of the final plan and its associated Environmental Impact Statement, signatory DOI approval is also secured. When DOI develops the plan, the final plan itself serves as the record of decision.
1.3 Stops With	The plan is ready for implementation and distribution.

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

Goal/Objective
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.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
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
Tribes	Tribal Office		Receive the completed plan.
BIA	Regional Office Agency/Field Office		Summarize the program areas and environmental findings.



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Organization	Office	Role	Contribution
			Describe the conditions under which the plan will be implemented. Document related DOI decisions, if required. Coordinate publication. Distribute the plan to interested parties.
BIA	Regional Office Agency/Field Office		Approve the plan.
OST	Regional Office Agency/Field Office		Approve the plan.
BIA	Regional Office Agency/Field Office		Recommend approval. May be required to sign documentation.

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

External Organization	Contribution
Government Printing Office	Publish the plan.

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
None		

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.*



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6.1 Inputs

Input	Description
A macro-level land and natural resources plan	May be a wide-area plan, a program-area plan, or a combination of both.
NEPA documentation	Clearances issued.

6.2 Outputs

Output	Description
A published wide-area plan	
Implementation conditions	

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 Schedule 1 Attached		



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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).

Control	Reason	Description
None		

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
Document imaging	The ability to scan hardcopy documents into a digital format.
Archiving software	Track plan history and revisions.
Database indexing software	Easy retrieval of documents.

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
P.2.4.2	Document Support for the Plan	After DOI approval and beneficiary support for the plan has been documented, the plan is ready for dissemination to interested parties.

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	BRDM: Communicate Information	Distribute the plan to interested parties.



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Process No.	Name	Condition of Relationship
UM.1.1	LNRUM: Establish Management Unit Baseline	Implement the plan.
P.4	Evaluate and Existing Plan	If changes to land and natural resources ownership, status and/or use occur, the plan will be evaluated for continued viability.

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