



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

Title: Beneficiary Involvement for Land & NR Planning <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number B.6.2.2
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Obtain beneficiary intent and interests in Land Use Plan
1.2 Process Overview	<p>The Beneficiary Involvement for Land and Natural Resource Planning process performs an interactive service function between the beneficiary and the Land and Natural Resource Planning (LNRP) process to explain, collect and disseminate information. The process begins through either a beneficiary making contact, or a proactive contact to the beneficiary. All contacts require that the beneficiary's identity is verified, and the contact is documented in the tracking system.</p> <p>Upon request, or whenever necessary, the land and natural resource planning process is explained to the beneficiary or any authorized 3rd party. In addition, reservation wide land use plans, based upon an accurate inventory of trust assets, are also explained. As the plans are reviewed and explained, beneficiary input is collected. The trust officer provides all explanations with assistance and support from the LNRP process.</p> <p>As plans are being developed, the interactive process engages the beneficiary in the planning process by obtaining their intent, interest, priorities and participation for land use and land use alternatives that balance economic, environmental and community needs. Checklists are used to ensure that all information is collected and a workflow tool makes the information available to the appropriate office for inclusion in developing land use alternatives.</p> <p>The trust officer also assists the LNRP process with engaging beneficiary input by helping to facilitate the public meetings or forums where the land use vision and alternatives can be deliberated. The process also assists in disseminating plan drafts and obtaining beneficiary support on the proposed plan and related environmental conditions. The finalized land use plans are also be distributed to beneficiaries and interested parties.</p>
1.3 Stops With	Ensure beneficiary's intent is incorporated into Land Use Plan.

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

Goal/Objective
Provide beneficiaries with convenient access to trust account services and information.
Develop and maintain effective communications with beneficiaries to facilitate their involvement in improving trust management, acquisition and disposal, and conveyances of trust assets, consistent with DOI's fiduciary duties.



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Goal/Objective
Develop an accessible point of contact who can provide any individual Indian or tribal representative with any requested trust asset information or service regardless of ownership region or area.
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.
Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Discussions are held with the beneficiary to gather the needed information, including intent, and / or complete the required documents for land and natural resource planning related transactions.

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 (Integrated Servicing Office)		Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning land and natural resource planning trust transactions.
OST	Agency (Integrated Servicing Office)		Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning land and natural resource planning trust transactions.
BLM	Field Office		Serve as subject matter experts to support land use planning.



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Organization	Office	Role	Contribution
MMS	ICAM		Serve as subject matter experts to support land use planning.
OHA	Regional Office		Decision on appeal concerning land and natural resource planning use alternatives.
OSM	Regional Office		Support the planning process as it relates to mining alternatives.
Compacted / Contracted Tribes	Tribal / Consortium Office		Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning land and natural resource planning trust transactions.
Fish and Wildlife Service	Regional Office		Serve as subject matter experts to support land use planning.
National Park Service	National Park		Serve as subject matter experts to support land use planning, concerning adjacent lands.
Bureau of Reclamation	Regional Office		Serve as subject matter experts to support land use planning.

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

External Organization	Contribution
Environment Protection Agency	Assist in enforcing National Environment Policy Act (NEPA)
U.S. Department of Agriculture	Serve as subject matter experts to support land use planning, concerning adjacent lands.
Federal Highways	Assist with transportation planning by holding meetings with tribes.
State and Local Governments	Serve as subject matter experts to support land use planning, concerning adjacent lands.
Indian Health Service	Serve as subject matter experts to support land use planning, concerning public health services and infrastructure.



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External Organization	Contribution
Army Corps of Engineers	Serve as subject matter experts to support land use planning, concerning water sheds and dams.
State Historic Preservation Office	Serve as subject matter experts to support land use planning, concerning cultural resources.

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 for land use plan	Plans may be either voluntary on behalf of the beneficiary or involuntary in cases where they are statutorily mandated.	

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
Tribal resolution to invoke a land use plan	A tribe passes a resolution to initiate a land use plan.
Request for a land use plan	The request may be either verbal or written.

6.2 Outputs

Output	Description
Assembled information	Assembled information from the beneficiary is provided to the appropriate office.
Land use plan	Deliver and explain approved land use planning document.



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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
Secretary's Trust Principles		Provides guidance on responsibility for the management of the Indian trust assets, information and records.
5 USC 552 (Privacy Act / Freedom of Information Act)		Provides protection of the beneficiary's identification and confidential personal information.
25 CFR 1200 (American Indian Trust Fund Management Reform Act)		Establishes oversight on DOI Trust reform efforts and allows the Secretary to discharge trust responsibilities.
25 USC 2201 (Indian Land Consolidation Act)		Provides guidance for tribes to acquire encumbered allotments.
25 USC 4001		Provides authority for 25 CFR 1200.
Note: Reference the Fiduciary Obligations Plan.		
Note: Cross-reference the Land and Natural Resource Planning process for additional obligations and controls.		

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.



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System Name	Support
Trust Integrated Data	Provides access to the beneficiary's land and natural resource planning information.
Tracking System	Tracking data is annotated with the details of the land and natural resource planning transaction and with the recipients of the land use planning documentation.

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.2.1.1	Request Resources	Assist with assembling beneficiary representation on the planning team.
P.2.3.1	Select Land and Natural Resource Use	Review alternative land uses with beneficiary to obtain their support.
P.2.3.2	Prepare Documentation	Review the preliminary draft of the plan with beneficiary to obtain feedback and support.
P.2.4.1	Request Environmental Clearances and DOI Approvals	Review the environmental compliance documents, if necessary.
P.2.4.2	Document Support for the Plan	Review draft plan with beneficiary to obtain feedback and support.

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	Provide response to inquiry / request to the requestor.



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Process No.	Name	Condition of Relationship
P.2.2.1	Understand Beneficiary's Intent	Receive assistance in collecting information on the beneficiary's intended use of land and natural resources and supporting documentation.
P.2.2.2	Collect Pertinent Data	Receive pertinent planning data collected from discussions with the beneficiary.
P.2.3.1	Select Land and Natural Resources Use	Receive alternative land and natural resources use collected from discussions with the beneficiary.
P.2.3.2	Prepare Documentation	Receive documentation collected from discussions with the beneficiary.
P.2.4.2	Document Support for the Plan	Receive Tribal concurrence for the plan and its supporting NEPA documentation.

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	