



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

<b>Title: Manage Land Use Support Activity</b>	<b>Process Number</b> <b>UM.3</b>
<i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	

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

<b>1.1 Starts With</b>	The completion of wide area plan and contract preparation activities. Also, a request from tribes or allottees for technical program assistance or request inquiry.
<b>1.2 Process Overview</b>	This process develops the criteria to fill gaps between the MU Plan and actual use. Specifics are defined for what, where, when, how, completion metrics, and any other relevant terms and conditions.  For a detailed explanation of this process, see the following: UM.3.1 Define Support Activity Criteria UM.3.2 Contract for Support Activity UM.3.3 Perform Program Support Activity UM.3.4 Provide Land Use Technical Assistance
<b>1.3 Stops With</b>	Identify the organization and requirements to fulfill the supplemental need(s).  The completion of the consultation activity.  The completion of land use management conservation measure procurement.  Completion of support and maintenance activity and recording of such applications/improvements.

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

<b>Goal/Objective</b>
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.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS - 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.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain



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**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
<p>A beneficiary may request a support activity.</p> <p>A beneficiary may be consulted during the development of support criteria.</p> <p>A beneficiary may be consulted prior to or during a land or natural resource support activity.</p>

**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.*

<b>Organization</b>	<b>Office</b>	<b>Role</b>	<b>Contribution</b>
BIA	Agency or Regional Office		<p>Establish priorities for support activities as necessary to support wide-area and MU plan objectives.</p> <p>Prepare annual action plans for land operation activities.</p> <p>Prepare realty action plans for realty activities.</p> <p>Determine the need for vendor services.</p> <p>Set priorities and determine work activity performance standards.</p> <p>Perform routine resource management applications or conservation measures.</p> <p>Provide the tribe, tribal program staff, individual allottees and lessees with information and advice on BIA programs, regulations, policies and how such are applied to a specific situation.</p>



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Organization	Office	Role	Contribution
Tribe	Tribal Program Office		May review and recommends support activities as necessary to support wide area and program plan objectives.
Tribe	Tribal Administration Headquarters		Approve action plans for support activities for trust programs. Approve tribal procurements.
Tribe	Tribal Servicing Office		Perform routine resource management application or conservation measures.
Bureau of Reclamation	Field Office		Assist with irrigation water management.
US Fish and Wildlife Service	Field Office		Assist with wildlife and fishery management.
Tribe	Tribal Program Office		May review and recommend support activities as necessary to support wide-area and program plan objectives.
Tribe	Tribal Administration Headquarters		Approve action plans for support activities.
Compacted or Contracted Tribe	Tribal Office		Perform 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
USDA – Farm Services Agency (FSA)	Provide for USDA funding of conservation measures on Indian lands within conservation districts to eligible cooperators.  Assist local working cooperator groups and district boards to set conservation funding priorities.



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External Organization	Contribution
USDA - Natural Resource Conservation Service (NRCS)	Provide technical planning and design of conservation measures.  Determine if USDA funded conservation practices are properly constructed or implemented.
USDA Natural Resource Conservation Service and FSA	Design and fund conservation projects for users of Indian land.
Environmental Protection Agency	Superfund clean up, clean water, solid waste management, clean air etc. support activities.

**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
Wide-area and Management Unit Planning	Planning will establish goals and objectives with associated tactical requirements to meet those objectives.	5-10 year cycle
Land use contracts	Completed agreements contain provisions for use requirements	1-25 year cycle
Assessment Report	Assessment reports may determine need for reclamation or other conservation measure application.	Annually
Annual appropriations approval	Annual appropriations allow for the planned support activities to be funded.	Annually
Request from the Tribe or Individual	A request for technical assistance, technical consulting or general information is initiated	

**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
Wide Area and Program Plans	Plans provide actions steps for land preparation and treatments.



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<b>Input</b>	<b>Description</b>
Beneficiary Intentions	Beneficiary may indicate restrictions or desired goals for the use of their land.
Management Unit Plan	Resources inventories, status, estimated FMV, necessary valuations, Land use history. Identifies the attributes and condition of the Management Unit to be marketed.
Requests from beneficiaries	Beneficiaries provide input into management options through BRDM channel.
Land suitability analysis	Analysis may conclude that certain improvements are needed to prepare the land for contracting.
Management Unit Assessments	Monitoring and assessments provides for short term support activities as a result in recent changes in land conditions.
Land records	Land records will provide for detailed information which may be sought by person making the inquiry

**6.2 Outputs**

<b>Output</b>	<b>Description</b>
Conservation measure	Activity that brings the resource into compliance with the wide-area plan.
Physical land improvements	Land improvements that bring the property into compliance with the wide-area plan.
Completion of a technical assistance activity	Technical assistance provided to tribal governments, tribal programs, tribal enterprises, lessees and individual allottees.
Support activity determinations and action steps	Once a review is performed of the wide area, program use plans and actions steps then operation plans or actions are initiated to accomplish individual land use management applications, conservation measures, etc.
Support activity contract or procurement	Contracted services to provide land use support activity.
Noxious weed inventory control	Inventory and control of Noxious weeds are commonly performed to prevent land from becoming unusable or less marketable.
Tree thinning	Undesirable and weedy vegetation is cleared to reduce the fire hazard in forests.



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Output	Description
Range utilization surveys	Annual surveys to gather forage production utilization to assist with other resource data to make conclusions as to the appropriate stocking of range land.
Range condition surveys	Field surveys to determine the relative healthiness of the rangeland based on plant composition as compared to ideal ecological conditions.
Advice	Verbal ideas and suggestions to parties who requested information that is of a general or routine in nature.
Consulting report	A formal report as to findings or detailed information in response to a formal request for information or consulting.

## 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 attached Schedule 1		

### 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
DLRM	DOI-wide land resource management system.



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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
UM.1	Contract Preparation	Land use requirements may dictate support activity.
B.2.4	Transfer Inquiry / Request to appropriate office	Transfer request for land use technical assistance or support.
UM.4	Monitoring LNR use	From land use assessments, there may be new requirements to apply land measures to ready the land to future contracting.

**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
UM.1	Contract Preparation	Support activity may result in changes to the land use requirements.
P.2.1.1	Request Resources	Provide subject matter experts to serve on a wide-area planning team.
P.3.1	Coordinate and Deliver Planning Assistance	Provide subject matter expertise to fill the beneficiary's planning support request.
B.5.1	Conduct Outreach Activity	Identify potential outreach-educational opportunities concerning land and natural resource use and management and support the conduct of the outreach program.
B.5.2	Post Outreach Activity	Participate in the analysis of the outreach lessons learned and action items. May be responsible for specific action items.
B.6.1	Provide Counsel on Asset Options	Participate in the provision of counseling and technical assistance regarding use of land to beneficiaries.
FO.3.1	Create Funds Payable	Monies will be disbursed against a contract for land use management support.



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**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