



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

Title: Document Owner or Special Use	Process Number UM.4.2
<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*

1.1 Starts With	Identification of non-contracted use or historical use without contract or permit.
1.2 Process Overview	<p>An Indian landowner has the right to use his/her/their trust property. If the landowner has an undivided interest and is using the land, they/he/she must obtain permission or a lease from the remaining landowners to continue use of the land.</p> <p>Land and natural resource use that may be unknown, not currently supported by an existing contract or permit, or an unrecorded historical use is identified and documented. These instances are usually discovered through general monitoring activities or by notification received from interested parties.</p> <p>The basis for non-contracted use or non-use and any recommended actions to change the land status are documented.</p>
1.3 Stops With	Record non-contracted or owner's LNR use.

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.
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

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
A beneficiary may report changes to owner's use or provide consent to lease or permit for special use.



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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		Provide a schedule of lands to be monitored. Review non-contracted land and gather necessary data to assist with determination as to changes to the MU plan.
Compacted or Contracted Tribe	Tribal Program 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
None	

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 plan approval	Wide Area plans will indicate additional requirements for administering and monitor scheduling.	Every ten years
Complaint is received	Individuals may report suspected cases of non-contracted use.	Varies



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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
Non-contracted use land schedule	A list of all tracts that are non-contracted.
Wide-area plan	A wide-area plan is revised.

6.2 Outputs

Output	Description
Field data and observations	Information gathered from field inspections and surveys that describe actual land use conditions and activities.

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		



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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
Land/lease reporting system	Supports the documentation and recordation of activities to administer non-contracted lands. Also to provide for land use reporting of the various types of reserved status categories.

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.*

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.4.1	Monitor Management Units	Monitoring process will generate information as to existing and new non-contracted land use and when they were monitored last. Monitoring activities will provide information of owner use activities.
B.2.4	Transfer Inquiry / Request to Appropriate office	Transfer notification of owner's use. Update land use records.

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.4.3	Assess Management Unit	Administering non-contracted land use will identify specific current conditions to be assessed against general trust fiduciary standards and existing plans governing such non-contracted use.
B.6.2.3	Beneficiary Involvement for LNR Use and Management	Make notification concerning the condition of land or a trespass on trust lands.
B.6.1	Provide Counsel on Asset Options	Participate in the provision of counseling and technical assistance regarding owner or special use to beneficiaries.



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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