



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

Title: Assess Management Unit Use <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number UM.4.3
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Review relevant Management Unit plans, agreements and inspection reports.
1.2 Process Overview	<p>Management Unit use is assessed against Wide-area and Management Unit Plans and any existing contractual obligations to determine if current status is consistent with expectations. Owner's use is reviewed to determine the need for follow-up action.</p> <p>An assessment report is completed, using a standardized form that allows for unique program (land use types) information. Assessments are recorded in the integrated data.</p> <p>90 to 30 days prior to the expiration of a lease term, the existing land status is reviewed and activities that need to be performed prior to the end of the use agreement period are documented.</p>
1.3 Stops With	Complete Management Unit Assessment Report and request any enforcement actions or perform program support activity as necessary.

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 be contacted to determine land status.



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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		Assess monitoring report to see if activities are in compliance with the plan objectives and lease terms; or in the case of non-contracted lands, if there is a determination of inappropriate resource use.
MMS	Servicing Office		Levy assessments for incorrect or late reports and for failure to report under 30 CFR 216.40 and 2218.40 MMS. Issue bills for collection when payor over-recoupment has occurred.
BLM	Servicing Office		Produce production and royalty reports for solids. Send initial lease production notice to MMS. Witness meter calibrations.
OSM	Servicing Office		Determine compliance with Surface Mine Control and Reclamation Act and mine plans. Determine if reclamation is adequate for bond release. Provide Notice of Violations (NOVs) if noncompliance work is identified.
Compacted or Contracted Tribe	Tribal Program Office		Perform all DOI functions except those considered inherently federal.



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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
Data and field observations are collected	From field visits to the lands under management and agreements, the data and observations gather are review against plans and agreement requirements to determine compliance	

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
Field data collected	Information of activities occurring on the land or agreement location.
Wide-area and Management Units plans and agreement terms of conditions	Wide Area and Management Unit Plans and agreement terms and conditions provide for requirements and a basis for determining current activities are in compliance with such requirements.
Mine plans	Detailed surface mine plan for coal surface mining

6.2 Outputs

Output	Description
Assessment report	This document provides for a determination of needed corrective measures, enforcement actions, new operational support requirements and/or documenting variances to existing plans.



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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
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
BIA Leasing Procedure Handbook	Internal control	Manage land and natural resource assets effectively and proactively.
BIA Range Handbook	Internal control	
BIA Forestry Handbook	Internal control	
BIA Forestry Inter-Agency Handbook	Internal control	
MMS/MRM Release 1.0 Minerals Revenue Management	Internal control	

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 and workflow tool	Supports the documentation and recordation of assessments into the data back and will provide for prompting of additional necessary reviews



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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.4.1	Monitor Management Units	Monitoring process will provide data for assessments
UM.4.2	Document Owner or Special Use	Administration of non-contracted use may result in recommendations to update management unit plans.
UM.4.6	Reconcile Production Reporting	Reconciled production reports will be evaluated as part of a MU use assessment.

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.4.4	Perform Enforcement Action	Assessments may make determinations that further enforcement actions are necessary.
UM.3.1	Define Support Activity Criteria	Changes to land conditions may result in new requirements for determining support criteria.
UM.2.7	Administer Land Use Contract	Assessments may cause actions to modify the land use terms and conditions.
UM.2.1	Solicit Land Use Contracts	In cases where owners use needs to be under a contract to provide for compensation to other co-owners, a use contract will be initiated.
UM.4.5	Report Land Status Summary	Assessments are recorded into the land data system which summarized reports are generated.
B.6.2.3	Beneficiary Involvement for LNR Use and Management	Provide assessment results to the beneficiary.



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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