



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

<b>Title: Report Land Status Summary</b>	<b>Process Number</b> <b>UM.4.5</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>	Management Unit Assessment Reports, Management Unit operational activities and financial land use contract data are summarized.
<b>1.2 Process Overview</b>	<p>Departmental actions related to Management Units are summarized and information is provided on a regular schedule to beneficiaries, DOI leadership and other interested parties with an overview of Management Unit status. A major part of the data compilation is automated through the integrated data report generators.</p> <p>An annual land status summary is provided and separate reports for realty and natural resources are consolidated. Status may include an overview of land use contracts, resource conditions, current and projected revenues and other relevant information. LNR classification by program, reservation, and resource may also be included. Spatial analysis and displays of land use conditions is generated to show the variety of land use conditions.</p>
<b>1.3 Stops With</b>	Summary reports generated and provided to management, BRDM and LNRP.

**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>
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
BIA	Agency or Regional Office		Generate land status summary report and distribute to management officials.  Evaluate report for assessing trends, program measures and general trust asset work accomplishments.

**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
None		



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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**

<b>Input</b>	<b>Description</b>
Assessment Reports	Assessment reports are recorded and update land use information
Monitoring Reports	These reports provide for data from onsite observations of land use activities or natural resource conditions.
Land use revenue data	Financial data as to the income derived and distributed owners interest from various use agreements, account receivable in arrears, aging of accounts
Management unit surveys	Natural resources surveys and inventories assessing biological conditions.
Wide-area and program / resource plans	Plans that provide for management and operational objectives and requirements.
Land use contract financial data	Land Use revenues by land use type, location, account type

**6.2 Outputs**

<b>Output</b>	<b>Description</b>
Land Status Summary Report	<p>This report contains all data of land use and leasing/permitting and associated financial metrics to further generate numerous detailed and specific summaries. From the land status summary report other reports can be further generated such as owners use report, range unit land schedule, available lands report, consent reports, and program performance tracking data.</p> <p>Reports may include specialized reports illustrating land status information spatially (GIS generated) or by the use of charts to illustrate trends of various program and performance metrics.</p>



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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
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
GIS system	
Leasing system	

**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.4.4	Assess Management Units	As management units are assessed from onsite field inspections and compliance activities, reports are made and data from those reports are summarized in yearend and periodic Land and Natural Resource reporting.



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**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.*

<b>Process No.</b>	<b>Name</b>	<b>Condition of Relationship</b>
P.2.2.2	Collect Pertinent Data	Summary reports and subsequent updates will provide information to the wide-area planning team.
P.4	Evaluate an Existing Land and NR Plan	Summary reports and subsequent updates will provide information to the wide-area planning team.
B.3	Communicate Information	Provide the beneficiary with his/her/their land use summary.

**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)*

<b>Category</b>	<b>Comment</b>
	None