



Probate Evaluation  
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

**My Workspace**  
Status - All

- All Years
- 2018
  - 18-001T CY Justin's Ranch
    - Acquisition & Disposals
    - Agriculture
    - Appraisals
    - Beneficiary Process Proc
    - Business Leases
    - Forestry
    - Grazing
    - Information Technology
    - Land Title and Records C
    - Oil & Gas
    - Probate**
    - Residential Leases
    - Rights-of-Way
    - Sand & Gravel
    - Supervised Accounts

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All Assessments

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Question	Response	Upload Required	Comment
1 Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?			<a href="#">Click to add comments</a>
1a If no, please explain how the Tribe determines land ownership.			<a href="#">Click to add comments</a>
2 Do tribal employees have access to Protrac at the Tribe's location for this particular program?			<a href="#">Click to add comments</a>
2a If no, does the Tribe receive a list of probates in process report from ProTrac from the Agency or Region? (25 CFR §1000.355(d)(7))			<a href="#">Click to add comments</a>
2a1 If yes, please provide list.		Yes	<a href="#">Click to add comments</a>
2b If yes, does the Tribe utilize the ProTrac report for case tracking and case management purposes? (25 CFR §1000.355(d)(7))			<a href="#">Click to add comments</a>
3 Do you maintain a log to document every transaction? (25 CFR §1000.355(d)(7))			<a href="#">Click to add comments</a>
3a If yes, please upload log of approved transactions within scope of review		Yes	<a href="#">Click to add comments</a>
3a1 If yes, please provide list.			<a href="#">Click to add comments</a>

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Snipping Tool  
Drag the cursor around the area you want to capture.

Evaluation	Required Documents	Response	Upload Required	Comment
4 25 CFR §1000.355(d)(7)	Question Do you utilize an internal control to help ensure accuracy in the processing of trust transactions? (e.g. policy, checklist, desk operating procedures) (25 CFR §1000.355(d)(7))			<a href="#">Click to add comments</a>
4a	If yes, please upload what is utilized.		Yes	<a href="#">Click to add comments</a>
4b	If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.			<a href="#">Click to add comments</a>
5 25 CFR §15.503	Do you maintain your records in compliance with approved Departmental records retention procedures under the Federal Records Act? (25 CFR §15.503)			<a href="#">Click to add comments</a>
5a	If no, please explain.			<a href="#">Click to add comments</a>
6 25 CFR §1000.355(d)(7)	Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7); GAO Internal Control Management and Evaluation Tool)			<a href="#">Click to add comments</a>
6a	If yes, upload Tribe's policy or desk operating procedures.		Yes	<a href="#">Click to add comments</a>
6b	If no, please explain.			<a href="#">Click to add comments</a>
7 25 CFR §1000.355(d)(7)	Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))			<a href="#">Click to add comments</a>

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7a	Question If yes, upload a copy.			Click to add comments
7b	If no, please explain.			Click to add comments
8	25 CFR §1000.355(d)(7) Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))			Click to add comments
8a	If no, has the Tribe developed its own policies and procedures?			Click to add comments
8a1	If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
9	25 CFR §1000.355(d)(7) Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (25 CFR §1000.355(d)(7); MYFA Trust Programs Section - Trust Records Management)			Click to add comments
9a	If no, please explain.			Click to add comments
10	25 CFR §1000.355(d)(7) Is there a policy and/or procedures that restricts trust records so that only authorized personnel have access to them? (25 CFR §1000.355(d)(7))			Click to add comments
11	Are you aware of any instances of fraud, waste or abuse?			Click to add comments
12	25 CFR §1000.355(d)(7) Do you have any probates in process (Case Prep Status) before it is sent to BIA. (25 CFR §1000.355(d)(7))			Click to add comments

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12a If yes, how many? Please upload list reflecting the status with notification of death dates.		Yes	Click to add comments
13 25 CFR §§15.101, 25 CFR §15.103 Is the Bureau of Indian Affairs or Office of the Special Trustee servicing office immediately notified when either an official or unofficial death notification is received at the Tribe? (in order to establish an estate account) (25 CFR §§15.101, 15.103)			Click to add comments
14 25 CFR §§15.104, 25 CFR §15.105 Upon Notification of Death, does the tribe contact potential heirs for the required documents, family history, etc.? (25 CFR §§15.104, 15.105)			Click to add comments
15 25 CFR §1000.355(d)(7) During this reporting period, how many probate cases have been submitted to Office of Hearing and Appeals (OHA)? (25 CFR §1000.355(d)(7))			Click to add comments

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