

# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

ORDER NO. 3251

SIGNATURE DATE: November 12, 2003

Subject: Consolidation of the Department=s Real Estate Appraisal Functions

Sec. 1 **Purpose.** This Order authorizes the consolidation of the Department=s real estate appraisal functions into the National Business Center (NBC) within the Office of the Secretary. The consolidation will ensure appraiser independence, accountability, high standards, appropriate training, and oversight of Departmental appraisal functions.

Sec. 2 **Authority.** This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262), as amended.

Sec. 3 **Establishment of the Office and Transfer of Functions.**

a. The Office of Appraisal Services (Office) is hereby established in the NBC and is headed by the Assistant Director, Appraisal Services. The Assistant Director is the Department=s Chief Appraiser. The headquarters of the Office is located in Washington, D.C., with regional and field offices located throughout the United States. Each region is headed by a Regional Supervisory Appraiser, reporting to the Assistant Director. Field offices will report to the region.

b. Real estate appraisal functions are hereby transferred from all bureaus and offices (with the exception of the Office of the Special Trustee for American Indians) to the Office.

c. Appraisers from the following bureaus are to be transferred to the new office: Bureau of Land Management; National Park Service; U.S. Fish and Wildlife Service; and the Bureau of Reclamation.

Sec. 4 **Appraisal Standards.** All real estate appraisals must be performed pursuant to the Uniform Appraisal Standards for Federal Land Acquisitions or the Uniform Standards of Professional Appraisal Practice.

Sec. 5 **Delegation.** The authority of the Assistant Secretary - Policy, Management and Budget to carry out the real estate appraisal functions is delegated to the Director, NBC. This authority is further delegated to the Assistant Director, Appraisal Services.

Sec. 6 **Implementation.** The Assistant Secretary - Policy, Management and Budget is responsible for ensuring implementation of this Order, including the appropriate transfer of personnel, funds, facilities, programs, records, and property.

Sec. 7    **Expiration Date.**    This Order is effective immediately. It will remain in effect until its provisions are converted to the Departmental Manual, or until it is amended, superseded or revoked, whichever comes first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on October 31, 2004.

/s/ Gale A. Norton  
Secretary of the Interior

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