

# OST DIRECTIVES TRANSMITTAL SHEET

(Modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
120 DS 1	Negotiated Due Dates for	14-14
FOR FURTHER INFORMATION	Appraisal Requests	DATE
Office of Appraisal Services		<b>OCT 23 2014</b>

## EXPLANATION OF MATERIAL TRANSMITTED:

This chapter prescribes the policy and process for use of negotiated due dates on appraisal requests received by the Office of Appraisal Services within the Office of the Special Trustee for American Indians. This release is for the purpose of conforming to the OST Directives System Handbook. This chapter has been reformatted with no substantive change to its content.



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Office of the Principal Deputy Special Trustee

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## FILING INSTRUCTIONS:

Remove: 120 OM 2 and  
120 OM 2, Appendix 1

Insert: 120 DS 1

Office of the Special Trustee for American Indians  
DIRECTIVES SYSTEM MANUAL

Part 120  
Chapter 1

Office of Appraisal Services  
Negotiated Due Dates for Appraisal Requests

Page 1

- 1.1 Purpose.** This chapter prescribes the policy and process for use of negotiated due dates on appraisal requests received by the Office of Appraisal Services within the Office of the Special Trustee for American Indians.
- 1.2 Scope.** This policy applies to OST Office of Appraisal Services employees. Contracted Appraisers must abide by timeframes given in the Statement of Work that coincides with the negotiated due dates.
- 1.3 Policy.** It is the policy of OAS to provide reliable service by producing appraisal reports on or before the due date negotiated with the client on a consistent basis.
- 1.4 Authority.**
- A. Statutes.**
- 1) 25 U.S.C. §§ 4001 et seq., The American Indian Trust Fund Management Reform Act of 1994, P.L. 103-412
  - 2) 25 CFR § 152.24, Appraisal
  - 3) 25 CFR § 162.211, Leases and Permits
  - 4) 25 CFR § 162.604(b), Special Requirements and Provisions
  - 5) 25 CFR § 169.12, Consideration for Right-of-Way Grants
- B. Guidance.**
- 1) Uniform Standards of Professional Appraisal Practice (USPAP), as promulgated by the Appraisal Standards Board of The Appraisal Foundation
  - 2) Uniform Standards for Federal Land Acquisitions (UASFLA or “Yellow Book”), as promulgated by the Interagency Land Acquisition Conference, as applicable
- C. Handbooks.**
- 1) 1998 BIA Real Estate Services Appraisal Handbook
- 1.5 Responsibilities.**
- A. Director – Office of Appraisal Services.** Manages the overall OST appraisal program operations and supervises 12 Regional Supervisory Appraisers, GS-1171-14 positions. The Director has the authority to confirm cancelled appraisal requests.

- B. Deputy Director – Office of Appraisal Services.** Assists the Director in managing and overseeing OST's appraisal program and provides support to the client organizations through the Regional Supervisory Appraisers (RSA's) and their subordinate staff. Functions together with the Director as a technical advisor concerning the application of established appraisal standards to complex, unusual and unique appraisal assignments.
- C. Regional Supervisory Appraiser – Office of Appraisal Services.** Responsible for planning, organizing and executing the activities of OST's appraisal program regional offices and subordinate staff. Manages program workflow within the regional office by providing administrative direction, with assignments, in terms of broadly defined missions and function. Accepts appraisal requests, assigns, directs and reviews the work of the regional staff appraisers.
- 1.6 Definition. Past Due** – An appraisal request pending past the negotiated due date agreed to by the client and OAS.
- 1.7 Standards and Requirements.** The following describes the steps necessary to process negotiated due dates for appraisal requests.
- A. Processing Negotiated Due Dates for Appraisal Requests**
- 1) Bureau of Indian Affairs (BIA) Realty Office (RO) will:
    - Initiate an Office of Appraisal Services Information System (OASIS) request which includes a target due date for completion of the requested appraisal service.
    - Ensure that all required appraisal documentation is uploaded from a BIA line official (typically Superintendent).
    - Submit the appraisal request via OASIS to the Regional Office of Appraisal Services (OAS) for processing.
- B. Processing the Appraisal Request**
- 1) For hard copies of an appraisal request, OAS Staff will:
    - Receive the appraisal request.
    - Enter information into an automated mail log.
    - Conduct a preliminary screening of the appraisal request for completeness and validity.
    - Enter the appraisal request into OASIS.
  - 2) For OASIS requests, OAS Staff will:
    - Accept information in OASIS if the appraisal request is found to be complete

and valid.

- Alert the Regional Supervisory Appraiser (RSA) of the due date set by the client for completion of the appraisal request.
- Work with the client to get the information if the appraisal request is incomplete or invalid. The RSA, once informed by the Appraisal Program Specialist of the incomplete or invalid request will return the appraisal request within 5 days. This is provided that the client cannot meet the timeframe. The appraisal request is not entered into OASIS.
- The RSA will accept and assign the appraisal request for completion without contacting the client if the requested due date is achievable by OAS.
- Contact the BIA Superintendent or the appropriate line official to negotiate a new due date acceptable to both parties before the appraisal request is assigned for completion if the requested due date is not achievable by OAS.

**C. Changing the Due Date for an Appraisal Request**

- 1) The due date for an appraisal request will be changed only when:
  - The change does not negatively affect the client's transaction schedule with the transaction schedule being reasonable and attainable in the normal course of business.
  - The client identifies and sets a higher priority. In the event of priority conflicts, OAS will consult with affected clients to reprioritize its schedule.
  - The client agrees to a proposed change in the due date to meet OAS workload demands (only after the client checks with the Landowner for consent to change the due date).
  - Consent has been obtained from the tribal official representing a 638-Contract or Self-Governance Compact Realty Program.
- 2) RSA must not change the due date unilaterally to manage appraisals past due or accommodate workload demands.
- 3) RSA does not have the authority to cancel appraisal requests without concurrence from the OST OAS, Director or the Deputy Director and the original requestor of the appraisal.
- 4) RSA must work collaboratively with BIA Superintendents and Deputy Superintendents, realty officers, tribal/village/corporate officials, and Regional Directors to negotiate appraisal request due dates and manage priorities based on risk.