



United States Department of the Interior
OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, D.C. 20240

September 5, 2003

Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices

From: Assistant Secretary – Policy, Management and Budget /s/ P. Lynn Scarlett

Subject: Real Estate Appraisal Functions

As you know we are seeking congressional approval for a reprogramming to consolidate the real estate appraisal functions within the Department of the Interior. On June 19, 2003, Secretary Norton announced her intent to consolidate these functions in order to achieve significant reform of the appraisal function. In making this announcement, the Secretary indicated that the Department expects to formally establish the new organization effective at the beginning of Fiscal Year 2004.

Since July, an Appraisal Reform Team (Team), comprised of career professionals from the respective bureaus and offices has been preparing the framework for managing the transition to a new consolidated structure. The Team has recommended the placement of the new organization in the National Business Center (NBC), and is currently addressing a variety of short and long-term issues to ensure a smooth transition to the new organization. The NBC will be working with your bureaus and offices to provide the details for the transition of services.

During this transition period, however, I ask that you ensure that your bureaus and offices continue to provide the appraisers with the support they need to continue their function, including bureau support for travel authorizations and arrangements, contracting, full administrative support, and training. Please ensure that your organization gives the team and the appraisal staff the full support they need and that there is no interruption in service. If you have questions about this matter, please contact Larry Finfer in the Office of Policy Analysis at (202) 208-1452 or Sherry Morissette in the NBC at (202) 208-5398.

cc: Realty Chiefs
Appraisal Reform Team
Bureau Budget Officers