

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 33: Office of Valuation Services

Originating Office: Office of Valuation Services

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33.1 Mission. The mission of the Office of Valuation Services (OVS) is to provide independent real property valuation services in an efficient, timely, and fiscally responsible manner in accordance with the highest professional and ethical standards.

33.2 Functions. The responsibilities and functions of the OVS include:

A. Serving as the Departmental authority on valuation services. This includes providing valuation program management, oversight, and policy guidance for bureaus and offices in the Department.

B. Providing real estate valuation services to the Department's bureaus and offices and to other Federal agencies, as required. Services include appraisals, appraisal reviews, and consultation services for Department and client agencies that conform to the Uniform Appraisal Standards for Federal Land Acquisitions, as appropriate for the assignment, and the Uniform Standards of Professional Appraisal Practice.

C. Providing mineral evaluation oversight to the Department's bureaus and offices and to other Federal agencies, as required, including mineral evaluation policy development, mineral commodity evaluations, mineral evaluation reviews, and consultations.

D. Providing quality assurance and compliance reviews of valuation services and valuation training to the Department's bureaus and offices and to other Federal agencies, as required.

E. Providing Federal contracting of valuation services for the Bureau of Land Management (BLM), U.S. Fish and Wildlife Service (FWS), National Park Service (NPS), and Bureau of Reclamation (BOR), and consultative services to the Office of Appraisal Services in the Office of the Special Trustee.

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33.3 Organization. The OVS is in the Office of the Assistant Secretary – Policy, Management and Budget.

A. Director. The Office is headed by a Director who reports to the Deputy Assistant Secretary – Technology, Information, and Business Services. The Director provides leadership and strategic direction and is responsible for carrying out program management and real estate valuation functions. (Organization chart is attached) The following divisions report to the Director:

(1) Business and Administrative Management Division. The Chief of the Business and Administrative Management Division is responsible for development and implementation of administrative policy; and management, coordination, and oversight of a variety of recurring and special assignments as they relate to OVS. The responsibilities include: strategic and business planning and coordination, management and execution of budgetary and financial activities, administrative audits, records management, and human resources management.

(2) Valuation Systems Division. The Chief, Valuation Systems Division is responsible for the OVS Contracting Branch and serves as the system owner for the Interior Valuation Information System and other systems as assigned by the Director. The OVS Contracting Branch receives policy guidance and functional oversight from the Bureau Procurement Chief for the Office of the Secretary.

B. Deputy Director. The Deputy Director works closely with the Director for overall OVS leadership and acts in the absence of the Director. The Deputy Director has final authority for valuation policy and guidance on behalf of the Department. (The Deputy Director must have demonstrated qualifications and experience, hold a General Certification from a state appraisal licensing board, and have a professional designation or accreditation that requires classroom training in appraisal practice and experience requirements approved by the Appraiser Qualifications Board, as well as a demonstration report, and a comprehensive exam.) The following divisions and program office report to the Deputy Director:

(1) Valuation Services Divisions. There are three Valuation Services Divisions: Valuation Services for Public Lands (client: BLM), Valuation Services for Parks and Reclamation (client: NPS & BOR), and Valuation Services for Fish & Wildlife (client: FWS). Each Division is headed by a client service manager responsible for coordinating services for their designated Bureau(s).

(2) Technical Services Division. The Chief Appraiser leads the Technical Services Division and is responsible for technical valuation issues including developing real property valuation policy and guidance and serving as the Department's expert on real property valuation. The Chief Appraiser ensures the technical quality of valuation services that OVS provides and oversees the internal and external compliance reviews for OVS. The Chief Appraiser is also responsible for developing an annual Quality Assurance Report for the Director.

(3) Minerals Evaluation Division. The Chief, Minerals Evaluation Division oversees minerals evaluations for the Department's bureaus and offices, including the Bureau of Indian Affairs, the Office of Hearings and Appeals, and the Office of the Special Trustee for American Indians.

(4) Apprentice Program Office. The Apprentice Program Manager is a Supervisory Review Appraiser who manages and provides oversight to apprentices pursuing state certification, under criteria established by the Appraiser Qualifications Board and adopted by the various states, as real estate appraisers.