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FSM 5400 – LANDOWNERSHIP

CHAPTER 5410 – APPRAISALS

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Approved: GLORIA MANNING
Associate Deputy Chief

Date Approved: 01/31/2005

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 5400-2003-10 to FSM 5480.

New Document	5410	27 Pages
Superseded Document(s) by Issuance Number and Effective Date	5410 (Amendment 5400-2003-4, 06/11/2003)	18 Pages

Digest:

This amendment revises policy and qualification standards for Forest Service appraisers and appraisal activities and revises direction on release of appraisals or appraisal information requested under the Freedom of Information Act (FOIA). The term “fee appraiser” is changed to “private contract appraiser” throughout the chapter. The term “qualified review appraiser” is changed to “staff review appraiser” throughout this chapter. The amendment also makes additional minor revisions and editorial and style changes throughout the chapter.

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Digest--Continued:

5410.3 – Clarifies and updates agency policy for appraisals associated with realty management programs. Clarifies sources of responsibilities and qualifications of appraisers.

5410.41a – Removes from the Director of Lands, Washington Office, the responsibility for handling requests for exception to policies concerning use of qualified appraisers and adds the responsibility for establishing project priorities for the Chief Appraiser.

5410.41b – Adds the responsibility to the Chief Appraiser to advise Regional Directors of Lands, or equivalent official, in selection of Regional Appraisers, to annually provide each Director of Lands a written technical performance review of the Regional Appraiser and to investigate and report allegations of impropriety or incompetence of appraisers. Specifies the frequency for compliance inspections by the Chief Appraiser of Regional Appraisers to be on a three-year cycle and describes what a compliance inspection entails. Adds the responsibility for handling requests for exception to policies and to develop, implement, and maintain a computer-based system for tracking the valuation process on a case-by-case basis, and to determine when it's appropriate to exceed the waiver valuation threshold. Adds the responsibility for establishing inter-Regional priorities for the Regional Appraiser.

5410.42b – Adds to the Director of Lands, Regional Office, the responsibility to consult with the Chief Appraiser regarding selection of Regional Appraisers. Also adds the responsibility for establishing Regional priorities for the Regional Appraiser.

5410.42c – Increases delegable review authority above which a documented workload analysis is required from \$1,000,000 to \$2,500,000. Adds to the Regional Appraiser the responsibility to provide both technical and administrative supervision of all agency staff appraisers in the Region while allowing re-delegation of supervisory responsibility to Senior Review Appraisers under specified conditions. Specifies the frequency for compliance inspections by the Regional Appraiser of delegated Review Appraisers to be on an annual cycle. Clarifies the requirements for waiver of appraisal review by restricting waivers to appraisals prepared by staff appraisers. Clarifies the Regional Appraiser's duties associated with bargaining or arbitration and procedures for contracting and non-Federal party appraisals. Adds the responsibility to the Regional Appraiser to notify the Chief Appraiser of allegations of impropriety or incompetence of appraisers and the process for evaluating such allegations of impropriety or incompetence. Adds the responsibility to the Regional Appraiser to ensure the same appraiser is used to appraise both Federal and non-Federal lands in all exchange cases. Adds the responsibility to provide advice to the authorized officer concerning appropriateness and reliability of other acceptable and commonly recognized methods to determine market value. Describes the methods for use of specific exceptions to technical appraisal and review guidelines in FSH 5409.12. Adds the responsibility to approve outside employment for Forest Service staff appraisers.

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Digest--Continued:

5410.5 – Clarifies the source of definitions, removes definitions for appraisal, complete appraisal, limited appraisal, appraisal report, self-contained appraisal report, summary appraisal report, restricted appraisal report, and departure provision. Adds definitions for Appraiser, Contracting Officer’s Representative, and Review Appraiser. Clarifies the definitions for market value, private contract appraiser, staff appraiser, and statement of value.

5410.6 – 5410.65 – Adds guidance from Office of Management and Budget Bulletin No. 92-06 concerning State Certification of appraisers. Clarifies direction on experience, production, and training requirements. Increases the review authority for Qualified Review Appraisers from \$500,000 to \$1,000,000, increases the production requirement, and removes conditional status. Increases the review authority for Senior Review Appraisers from \$1,000,000 to \$2,500,000 and adds the requirement for concurrence of the Chief Appraiser for increased delegation to \$10,000,000. Adds Contracting Officer’s Representative responsibilities and clarifies training requirements. Clarifies the experience requirement for Regional Appraisers and removes conditional status.

5410.7 – Adds the Appraisal Institute’s “Dictionary of Real Estate Appraisal” to the list of references.

5411 – Adds requirements and conditions for use of a private contract appraiser.

5412 – Clarifies the responsibilities for release of appraisal information by the Washington Office Director of Lands and Regional Directors of Lands, or equivalent official, in response to written Freedom of Information Act requests. Clarifies the procedures for release and withholding of appraisal information.

5414 – Adds direction for internal release of appraisal information.

5415 – Clarifies direction for updating and supplementing appraisals.

5416 – Adds process for evaluating alleged violations of the Uniform Standards of Professional Appraisal Practice for appraisals prepared by staff and private fee appraisers.

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5410.1 – Authority

At Title 7, Code of Federal Regulations, section 2.60 (7 CFR 2.60), the Secretary of Agriculture has delegated to the Chief of the Forest Service the broad authority granted by various laws to make appraisals in connection with lands actions carried out by the agency (FSM 5401) as follows:

1. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1894; 42 U.S.C. 4601, et seq). This act establishes standards for the appraisal of property for Federal land acquisitions for both purchase and condemnation.
2. Federal Land Exchange Facilitation Act of 1988 (102 Stat. 1086; 43 U.S.C. 1716). This act, which amends the Federal Land Policy and Management Act (FLPMA) provides uniform criteria in exchanges for land appraisals which reflect nationally recognized appraisal standards and establishes procedures for resolution of appraisal disputes in exchanges.
3. Financial Institutions Reform, Recovery and Enforcement Act of 1989, Title XI (103 Stat. 183; 12 U.S.C. 1331). This act requires the establishment of State programs for the licensing and certification of appraisers.

5410.2 – Objective

The objective in appraising for landownership adjustment, acquisition, and land use authorizations (lands actions) is to estimate values that are fair and equitable to the United States and the parties involved. Usually the value sought is market value.

5410.3 - Policy

The following policies apply to appraisal reports prepared for lands actions carried out by the agency.

1. Prepare all appraisal reports and appraisal review reports and ensure that consulting services are performed in conformance with:
 - a. The Uniform Appraisal Standards for Federal Land Acquisitions (FSM 5410.7) and the Federal Uniform Relocation and Assistance Act (42 U.S.C. 4601), including implementing regulations at Title 49, Code of Federal Regulations, part 24 (49 CFR 24).
 - b. The Uniform Standards of Professional Appraisal Practice (FSM 5410.7). If any of these standards conflicts with those in paragraph 1a, then the Uniform Appraisal Standards for Federal Land Acquisitions, and 49 CFR, part 24, take precedence. Restricted use appraisal reports are generally not suitable for agency use.

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2. All appraisal reports or appraisal services shall be requested in writing by the authorized officer. These requests shall specify the intended use and intended users of the appraisal report, legal description of the property to be appraised, the estate to be appraised, current information as to the status of title, ownership, and any information concerning potentially valuable resources, including timber and minerals (FSH 5409.12, sec. 6.9, ex. 01). The authorized officer requesting the appraisal shall provide to the assigned staff review appraiser all available information pertaining to the probability that hazardous substances might be found on the property to be appraised. In the case of private contract or partial estate purchases, provide the assigned staff review appraiser with written permission from the landowner or an authorized representative authorizing the assigned appraiser to enter the property for appraisal purposes. As necessary, the assigned staff review appraiser shall discuss the scope and timing of the assignment with the requesting authorized officer and coordinate timing of the appraisal with the staff responsible for case processing.

3. All staff and private appraisers providing valuation service in support of agency real estate programs shall be qualified in conformance with Title XI of the Financial Institution's Reform, Recovery and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 1331), as amended. In addition, only qualified private contract appraisers, or qualified full time Forest Service staff appraisers, may prepare appraisals for agency lands actions (FSM 5410.6).

4. Forest Service staff review appraisers with delegated review authority shall review all appraisals within 75 days of receipt of a final appraisal report, except noncontroversial cases estimated at \$25,000, or less, where a review is not deemed necessary (FSM 5410.42c). Appraisal reports that are subject to a correlative review (two or more appraisal reports on the same property) shall be joined by the appraisal review report and shall be retained as the value basis for the transaction, unless one or more of the reports fail to comply with the Uniform Standards of Professional Appraisal Practice and the Uniform Appraisal Standards for Federal Land Acquisitions requirements.

5. Use market value, as defined in the Uniform Appraisal Standards for Federal Land Acquisitions (FSM 5410.7), as the basis of any action that might result in a conveyance of title to any interest(s) in real property to or from the United States, unless another definition is required by law, regulation, or policy. A non-economic highest and best use is not a proper basis for the opinion of market value unless an ongoing competitive demand from non-Government buyers can be documented. Accordingly, a highest and best use of conservation, preservation, or other use that requires the property to be withheld from economic production in perpetuity, is not a valid use upon which to estimate market value. Such an estimate is, therefore, not in conformance with the Uniform Appraisal Standards for Federal Land Acquisitions.

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6. Use standards prescribed by the Bureau of Land Management (BLM), Department of the Interior, for the appraisal of property for exchange under authorities of the BLM. Any appraisal prepared for a BLM action under their authorities shall be reviewed and approved by the Department of the Interior, Appraisal Services Directorate. Similarly, any appraisal report prepared for action under another agency's authorities must be reviewed and approved by that agency.

7. For appraisals involving lands under the jurisdiction of another Federal agency, ensure that:

- a. Responsibilities are defined prior to appraisal activities.
- b. The official responsible for approving appraisals for agency use is identified in the assignment of responsibilities.

8. Use appraisal procedures to estimate the land value of the authorized use for land use authorizations where the fee is based on land value or similar private market rentals.

9. Only qualified appraisers shall prepare appraisals and Statements of Value for all lands actions, except in the following situations where appraisals are not required:

- a. Interchanges with Federal agencies, including the Department of Defense, under the Act of July 26, 1956 (16 U.S.C. 505a).
- b. Certain transactions, such as interchange, under authority of the Small Tracts Act of January 12, 1983 (16 U.S.C. 521c-521i).
- c. Certain transactions under the authority of the Federal Land Exchange Facilitation Act of 1988 (43 U.S.C. 1715, 1716), such as approximately equal value exchanges.
- d. Certain transactions governed by the Federal Uniform Relocation and Assistance Act of January 2, 1971 (42 U.S.C. 4601, et seq). The regulation at 49 CFR 24.102 implementing this act states an appraisal is not required if:

(1) The owner is donating the property and releases the agency from this obligation.

(2) The agency determines that an appraisal is unnecessary (may be waived) in a purchase or in a Small Tracts Act case where the valuation is noncontroversial and uncomplicated. The Forest Service may use this appraisal waiver authority, as authorized by regulation at 49 CFR 102(c)(2), for property estimated at \$10,000, or less, based on a review of available data. The authority to determine that a property would most likely be valued at \$10,000, or less, is limited to properly trained Forest Lands personnel, as determined by the Regional Appraiser. Staff appraisers may not

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prepare a waiver valuation because it conflicts with requirements for professional standards and some State certification laws. The determination of qualifications shall be based on documented training and experience, resulting in a delegation by the Regional Appraiser to the qualified Forest Lands specialist to perform this action.

(3) The agency determines that a Statement of Approximately Equal Value for Small Tracts Act (16 U.S.C. 521c-521i) and Federal Land Exchange Facilitation Act (43 U.S.C. 1716) cases is appropriate when the Federal land market value is not more than \$150,000. The authority to determine that a property would most likely be valued at \$150,000, or less, is limited to properly trained Forest Lands personnel, as determined by the Regional Appraiser. Staff and private appraisers may not prepare Statements of Approximately Equal Value because their content conflicts with requirements for professional standards and some State certification laws. The determination of qualifications shall be based on documented training and experience, resulting in a delegation by the Regional Appraiser to the qualified Forest Lands specialist to perform this action.

e. As otherwise authorized by law or regulation.

All other exceptions not specified in the preceding paragraphs 9a through 9e must have the written approval of the Chief Appraiser, Washington Office.

10. Delegations of appraisal review authority from the Chief Appraiser to Regional Appraisers and redelegation to staff review appraisers shall be based on the individual qualifications of the staff review appraiser (FSM 5410.63).

11. Staff appraisers shall comply with regulations of the Office of Personnel Management and the Department of Agriculture concerning employee ethics (5 CFR 2600) and the standards and ethics recognized by the appraisal sponsor organizations of The Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (FSM 5410.7).

12. Appraisal reports that have been reviewed and then rejected or disapproved for agency use because they do not meet agency appraisal standards, or accepted without approval because the value estimate is in doubt or unconvincing, shall either be:

a. Returned within 10 working days following completion of the review to the submitter with a comprehensive review report identifying the deficiencies and statement that the report(s) was rejected or disapproved because it did not meet agency standards, or

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- b. Destroyed to prevent future inappropriate use, or
 - c. Retained when portions of the appraisal report adequately support and incorporate by reference a different value opinion by the staff review appraiser (FSH 5409.12, sec. 73.5).
13. Agency approved appraisal reports shall be retained in accordance with the Records Management Handbook (FSH 6209.11, ch. 40).
14. Appraisal review reports which approve an appraisal report for agency use shall be included with title documents and are retained in compliance with the Records Management Handbook. Appraisal review reports which do not approve an appraisal report for agency use shall be included with the correspondence file and retained in compliance with the Records Management Handbook.
15. All appraisal review reports shall clearly identify the timeframe, not to exceed 12 months, within which the appraisal report is useable for the intended purpose. The expiration date of all Forest Service approved appraisals shall be based upon the market trends as reflected in the appraisal report. No appraisal report shall be used as the basis of any transaction if it does not represent current market conditions and values as of the date of the decision, unless the approved appraisal report is the subject of litigation for which a complaint has been filed against the United States in a court of competent jurisdiction.

In all cases where the identified timeframe has elapsed since the date of value in an approved appraisal and an Exchange Agreement, Option to Purchase, or other binding document has not been executed fixing the approved appraised value(s), the staff review appraiser shall re-examine the market to determine if the value in the Forest Service approved appraisal is still representative of current market conditions. If the appraised value is no longer representative of current market conditions, the appraisal shall be updated. If the value is still representative of current market conditions, the staff review appraiser shall notify the authorized officer in writing of the remaining life of the Forest Service approved value, not to exceed 12 months following the expiration date in the original appraisal review report.

Lands or interests in lands acquired under authority of the Forest Legacy Program and its implementation guidelines are completed by State and local government via a grant to that unit of government. Appraisal review reports prepared by Forest Service staff review appraisers for these acquisitions are exempt from identifying a timeframe.

16. Recognize as a Federal project only those geographic areas where the Forest Service can satisfy the following requirements:
- a. Eminent domain authority;

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- b. A defined project area boundary; and
- c. The intent to acquire by all available means every identified outstanding non-Federal property interest within the project area boundary.

Zoning by local jurisdictions cannot independently designate a Federal project area. The Office of the General Counsel issued an opinion in a December 1, 2000 letter addressed to the Director of Lands, Washington Office, concerning "Scope of the Project Rule." In part, the opinion states that, "Whether a project exists . . . is a question of law on which the appraiser must be instructed. Whether the property's value has been impacted and the degree of that impact is a valuation question for the appraiser to consider." It is not the appraiser's responsibility to determine if a particular property is in a "project area."

17. Ensure that qualified full-time staff appraisers are not assigned duties as negotiators or case processors for Forest Service land transactions.

18. Staff appraisers shall not prepare appraisal reports for donations of land or interests in land. Staff appraisers are considered "excluded individuals" for Internal Revenue Service (IRS) purposes as defined in IRS Publication 561, Determining the Value of Donated Property.

19. The release of appraisals and appraisal information shall be conducted in accordance with Title 7, Code of Federal Regulations, section 1.11, and direction in FSM 5412, FSM 6270, and FSH 6209.13.

20. Forest Service staff appraisers shall not prepare administrative review reports.

21. Appraisal reports prepared under authority of the Cabin User Fee Fairness Act of 2000 (114 Stat. 1014; 16 U.S.C. 6201, et seq) shall not be prepared by Forest Service staff appraisers.

5410.4 - Responsibility

For responsibilities and qualifications of appraisers, see FSH 5409.12, Appraisal Handbook, FSM 5410.6, and FSM 5411.

5410.41 - Washington Office

5410.41a - Director of Lands

The Director of Lands is responsible for:

- 1. Setting policy on valuation procedures and standards.

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2. Providing training to field personnel and units on how to implement and maintain those procedures and standards.

3. Approving the release of appraisals or appraisal information for the Washington Office in response to written requests under the Freedom of Information Act (FSM 5412). This responsibility may not be delegated.

4. Establishing project priorities for the Chief Appraiser (FSM 5410.41b).

5410.41b - Chief Appraiser, Lands Staff

In addition to the responsibilities in FSM 5404.15a, the Chief Appraiser, Lands Staff, has the responsibility to:

1. Serve as the agency's real property valuation expert and represent the Forest Service in that capacity in coordination with other agencies and nongovernmental organizations.

2. Advise the Regional Director of Lands, or equivalent official, in the selection of Regional Appraisers and provide guidance through career development and training plans for development of Regional Appraisers to fully meet the requirements of FSM 5410.6. The qualifications of a Regional Appraiser determine the level of authority the Chief Appraiser may delegate to the Regional Appraiser. Qualification deficiencies, course of remedy, and potential effects on the Regional program of work shall be identified in the Chief Appraiser's delegation to the Regional Appraiser with written notice to the Director.

3. Recommend policy decisions related to real property valuation procedures and standards and provide training for Regional personnel on how to implement and maintain those procedures and standards.

4. Make compliance inspections of each Regional Appraiser on a three-year cycle to ensure that real property valuation procedures and standards are being maintained. Compliance inspections shall include evaluation of compliance with agency appraisal policy, standards, staffing, training, level of professionalism, and work assignments and shall be documented in a written report to the Regional Office Director of Lands, or equivalent official. The Chief Appraiser's report to the Regional Director of Lands shall specifically address compliance with the Regional Appraiser's technical performance elements. Copies of all appraisal reports and appraisal review reports which include consideration of project influence with a date of value that is less than three years of the date of the compliance inspection shall be examined.

5. Maintain the National Directory of Forest Service Appraisers (FSM 5410.7).

6. Assist Regional Foresters in developing and maintaining a trained and viable appraisal organization.

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7. Report allegations of impropriety or incompetence of staff appraisers or private contract appraisers to the appropriate State licensing authority. Investigate all reported allegations of impropriety or incompetence and document in writing the validity of the allegations. If warranted, take appropriate action to limit, suspend, or revoke a staff appraiser's delegated appraisal authority. Report the findings of the investigation and/or the findings of the State licensing authority to the Washington Office, Director of Lands, and appropriate Regional Director of Lands, or equivalent official.

8. Annually, provide each Regional Director of Lands, or equivalent official, a written technical performance review of the Regional Appraiser for the Regional Director's use in the employee's Performance Plan and Appraisal, Form FS-6100-37.

9. Approve or reject requests for exceptions to valuation policies or procedures.

10. Develop, implement, and maintain a uniform, comprehensive computer-based system that tracks for each appraisal all steps in the valuation process, including the initial request for appraisal services, appraiser and reviewer actions, contracting actions, and disposition.

11. Determine when it is appropriate to exceed the \$10,000 waiver valuation threshold, up to a maximum of \$25,000, consistent with 49 CFR 24.10(c)(2)(ii)(c).

12. Establish inter-Regional priorities for the Regional Appraiser.

5410.42 - Field Units

5410.42a - Regional Forester

The Regional Forester has the responsibility to:

1. Coordinate and monitor real property appraisal work within the Region.
2. Maintain appraisal expertise needed for the valuation of real property within the Region.
3. Sign letters that deny a requester access to valuation information or that notify a requester that the requested valuation records do not exist (FSH 6209.13, para. 13.04a).

5410.42b - Director of Lands, Regional Office

The Regional Office Director of Lands, or equivalent official, has the responsibility to:

1. Approve the release of appraisal reports or appraisal information for field units in response to written requests under authority of the Freedom of Information Act (FSM 5404.22, para. 3, FSM 5412). This responsibility may not be delegated.

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2. Consult with the Chief Appraiser regarding selection of Regional Appraisers and ascertain whether the Chief Appraiser may delegate sufficient appraisal review authority to support the Region's valuation program of work (FSM 5410.41b, para. 2).

3. Establish internal Regional priorities for the Regional Appraiser.

5410.42c - Regional Appraiser

The Regional Appraiser has the responsibility to:

1. Provide planning, development, and technical coordination of the overall real property valuation program of the Region. The Regional Appraiser has authority to review and approve all real property appraisals within that position's delegated authority. The Regional Appraiser may delegate authority to review and approve real property appraisals to named staff Senior Review Appraisers, up to \$10,000,000. Delegations above \$2,500,000 must be justified by a documented workload analysis reflecting the dominance of actions exceeding \$2,500,000 and require the written concurrence of the Chief Appraiser. This authority may not be further delegated. The Regional Appraiser shall provide both technical and administrative supervision of all staff appraisers within the Region, including evaluation of compliance with appraisal policy, standards, staffing, training, professionalism, and work assignments. This responsibility may be redelegated to a Senior Review Appraiser when the span of Regional Appraiser supervisory control would be onerous. Delegation of administrative and technical supervision by the Regional Appraiser to a Senior Review Appraiser requires written concurrence of the Chief Appraiser and Regional Office Director of Lands, or equivalent official.

2. Serve as the real property valuation expert and represent the Region in that capacity in coordination with other agencies, individuals, and nongovernment organizations.

3. Make annual compliance inspections of each delegated staff review appraiser within the Region. Compliance reviews of Qualified Review Appraisers (QRA) may be redelegated to a Senior Review Appraiser who has been delegated supervisory responsibility over those QRAs (para. 1).

4. Annually, by January 1, certify each staff appraiser's qualifications and submit a summary of the information for inclusion in the "National Directory of Forest Service Appraisers" (FSM 5410.7).

5. Notify the Chief Appraiser of any valuation problem which may attract Congressional, public, or media attention.

6. Authorize preparation of an appropriate appraisal report estimating the market value of the Federal or non-Federal lands involved in competitive exchange proposals. This is necessary to comply with oversight requirements of Congress and legal requirements associated with agency exchange authorities. Regional Appraisers may prepare Statements of Value up to

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the limit of their delegated review authority in support of legislative lands actions. This responsibility cannot be redelegated. Statements of Value are not subject to review (36 CFR 254.9 (d)(1)). A Statement of Value can be prepared only by qualified appraisers as described in FSM 5410.62 and 5410.63. The Statement of Value may be used only in lands exchange actions that:

- a. Have little potential to be appealed,
 - b. Are not politically sensitive, and
 - c. Involve noncomplex parcels with no significant improvements, commercial timber, or mineral potential.
7. Recommend to the Chief Appraiser, or designee, for final approval any appraisal report prepared for an eminent domain action.
 8. Provide technical compliance evaluations of all appraisals submitted for consideration in either bargaining or arbitration of pending exchange cases.
 9. Provide advisory consultation to the authorized officer in bargaining and to legal counsel in litigation settlement negotiations that provides known parameters of the marketplace within which property(ies) may compete, while ensuring that this advisory consultation is provided in a manner that does not conflict with the Uniform Standards of Professional Appraisal Practice. The consultation shall cite all current appraisals relevant to the property and identify the competitive range of value within which the appraised property may compete, notwithstanding the agency-approved appraisal.
 10. Assist the authorized officer in preparation of the arbitration agreement.
 11. Provide training to Forest realty personnel in market data analysis so they are able to determine if a property under consideration for acquisition meets the appraisal waiver threshold (FSM 5410.3, para. 9d(2)) and Statement of Approximately Equal Value requirements of the Small Tracts Act and Federal Land Exchange Facilitation Act (FSM 5410.3, para. 9d (3)).
 12. Monitor and provide oversight for appraisal waiver and Statement of Approximately Equal Value delegations. Monitoring and oversight parameters shall be included in the Regional Appraiser's delegation letter to the realty staff earning the delegated authority.
 13. Waive the need for reviews of individual appraisals prepared by Qualified Appraisers, Qualified Review Appraisers, and Senior Review Appraisers for purchase and Small Tracts Act cases that are noncontroversial and simple in character when the value is \$25,000, or less. Waivers must be documented in writing.

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14. Periodically review samples of appraisals exempted from formal appraisal review by the preceding paragraph 13.

15. Return all unsolicited appraisal reports which have not been requested by an authorized officer in compliance with FSM 5410.3, paragraph 2, unless the Regional Appraiser is directed in writing by the Regional Office Director of Lands, or equivalent official, to review the reports as a part of the agency's program of work. All unsolicited appraisal reports prepared by appraisers who do not meet minimum Forest Service qualifications requirements shall be returned without review.

16. Contract for appraisal services within the limitations of annual budgets and use collection agreements with non-Federal parties to increase the number of appraisals procured under direct Forest Service authority.

17. Notify the Chief Appraiser of any internal or external allegations of impropriety or incompetence of staff appraisers or private contract appraisers. Provide the Chief Appraiser with written documentation of the allegations (FSM 5416).

18. Ensure that the same appraiser is used to appraise both the Federal and non-Federal lands in all land exchange cases, unless waived in writing by the Regional Appraiser.

19. Provide advice to the authorized officer, in the absence of current market information reliably supporting value, concerning the appropriateness and reliability of other acceptable and commonly recognized methods to determine market value.

20. Follow technical appraisal and review guidelines in FSH 5409.12 unless a specific exception is requested and approved by the Chief Appraiser (FSM 5410.41b, para. 9). The request and approval shall be documented.

21. Safeguard appraised values against internal and external disclosure prior to review and approval of appraisal reports or other value conclusion documents.

22. Provide written appraisal instructions to private contract appraisers and staff appraisers following receipt of a complete Request for Appraisal Services and participate in a pre-work conference prior to beginning work, unless the pre-work conference is waived in writing by the assigned staff review appraiser.

23. Notwithstanding approval by a Forest Service ethics officer, Regional Appraisers must approve non-Forest Service employment by staff appraisers in their respective Regions if the outside employment involves appraisal practice as defined in the Uniform Standards of Professional Appraisal Practice. The Regional Appraiser shall advise the Chief Appraiser when outside employment is approved for a staff appraiser.

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5410.42d - Forest Supervisor

The Forest Supervisor is responsible for coordinating appraisal activities with other Forest functions.

5410.42e - District Ranger

The District Ranger is responsible for coordinating appraisal activities with other District functions.

5410.5 - Definitions

Except where specifically noted, appraisal terms in this chapter are defined in the current edition of the Uniform Standards of Professional Appraisal Practice.

Administrative Value. The Agency-approved value which may be based upon an appraisal(s) or other authorized methods.

Appraiser. This term, as used in this chapter, includes staff appraisers and private contract appraisers.

Contracting Officer's Representative (COR). An individual designated by a Contracting Officer to administer a contract within authorities and limitations specified in the delegation of authority.

Market Value. The amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal (Uniform Appraisal Standards for Federal Land Acquisitions) (FSM 5410.7).

This market value definition is appropriate for use in appraisal assignments where another definition required by law, regulation, or policy is not included in the assignment instructions. For land exchanges under the authority of the Federal Land Exchange Facilitation Act of 1988 (FLEFA) use the following definition:

The most probable price in cash, or terms equivalent to cash, which lands or interest in lands should bring in a competitive and open market under all conditions requisite to a fair sale, where the buyer and seller each acts prudently and knowledgeably, and the price is not affected by undue influence. (36 Code of Federal Regulations, Subpart A, 254.2)

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Private Contract Appraiser. A non-Federal appraiser who is paid a fee under the authority of an agency or private contract for the appraisal assignments performed.

Review Appraiser. A staff appraiser who is qualified as either a Qualified Review Appraiser, a Senior Review Appraiser, a Regional Appraiser, or the Chief Appraiser.

Staff Appraiser. A fulltime Federal appraiser employed by the Forest Service.

Statement of Value. A summary appraisal report, with a maximum value estimate of \$150,000, prepared by a qualified staff appraiser in conformance with the Uniform Standards of Professional Appraisal Practice. Regional Appraiser prepared Statements of Value are not subject to the \$150,000 maximum (FSM 5410.42c, para. 6). Unlike other summary appraisal reports, a Statement of Value is not subject to technical review, but may be reviewed as a part of an overall compliance inspection.

5410.6 - Appraiser Qualifications

An appraiser is a trained professional who has the experience to make defensible judgments concerning real property value. The appraiser must be knowledgeable of appraisal ethics, principles, theory, methods, practices, and techniques, as well as applicable Federal, State, and local laws, ordinances, codes, and procedures. The appraiser must also have practical knowledge of certain aspects of realty, accounting, engineering, architecture, soils, forestry, silviculture, surveying, construction, mineralogy, agriculture, and associated areas. Primarily, the appraiser must have the ability, ingenuity, and resourcefulness to gather and analyze sales, cost, income, social, economic, and political data and the ability to process these data into defensible valuation conclusions.

1. Staff Appraisers. Staff appraisers accepting assignments in support of lands programs shall hold general certification under applicable State law and are encouraged to be active members of and to hold a professional appraisal designation from a sponsor organization of The Appraisal Foundation.

The Office of Management and Budget Bulletin No. 92-06 includes guidance to Federal agencies on standards and practices for real estate appraisals and real estate appraisal training. The Bulletin provides that Federal staff appraisers need only be licensed or certified in one State or territory to perform real estate appraisal duties as Federal employees in all States and territories. Therefore, Forest Service staff appraisers only need to be certified in one State or territory to perform their duties as staff appraisers in all States or territories.

(a) Training Requirements. Appraisers shall successfully complete a variety of acceptable courses presented by recognized professional appraisal organizations, such as those presented by sponsor organizations of The Appraisal Foundation, or courses by accredited universities or colleges covering the same subject matter. In

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developing training plans for staff appraisers, select courses in consultation with the Regional Appraiser and include course work on all phases of appraisal practice dealing with properties which are the subject of Forest Service lands activities. These courses must deal specifically with:

- (1) Professional standards and ethics.
- (2) Real property appraisal principles, concepts, and theory.
- (3) Basic valuation procedures.
- (4) Techniques and mathematics of capitalization.
- (5) Rural property valuation.
- (6) Partial interests.
- (7) Appraisal review.

Appraisal workshops, approved by the Chief Appraiser and conducted in-Service by Regional Appraisers, may be substituted for up to 40 classroom hours of out-Service training requirements during a 3-year education cycle.

(b) Experience. The Regional Appraiser shall certify annually, by January 1, appraisers who met the minimum experience and training requirements and the level of expertise attained. The Regional Appraiser shall prescribe and monitor any corrective action necessary to maintain appraisers' credentials.

2. Private Contract Appraisers. Private contract appraisers (FSM 5410.5) shall hold general certification under applicable State law. The selection of private contract appraisers shall be based on their qualifications to complete the assignment and past performance.

5410.61 - Apprentice Appraiser

The Apprentice Appraiser is assigned to work with a Qualified Appraiser (FSM 5410.62) in order to learn the process of appraising.

1. Training. The Apprentice Appraiser shall have an approved training and work development plan that will lead to staff certification as a qualified appraiser within 5 years.

2. Experience. None required.

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3. Limitations. The Apprentice Appraiser is authorized to prepare only self-contained or summary appraisal reports, or the equivalent, which shall be cosigned by a Qualified Appraiser other than the assigned review appraiser for that case.

4. Continuing Qualification Requirement. The Apprentice Appraiser must become a Qualified Appraiser within 5 years after being first certified as an Apprentice Appraiser.

5410.62 - Qualified Appraiser

The Qualified Appraiser is a trained professional who has the experience and training to make defensible judgments concerning real property valuation.

1. Training. The Qualified Appraiser must have successfully completed 200 classroom hours approved by the Regional Appraiser.

2. Experience. The Qualified Appraiser must have completed at least 12 approved self-contained or summary appraisal reports, or the equivalent, in the preceding 3 years on a variety of properties that encompass a majority of the property types found within the Region where the Qualified Appraiser is employed. The Qualified Appraiser must be a fulltime appraiser.

3. Limitations. The Qualified Appraiser may appraise all properties within the Qualified Appraiser's technical expertise using self-contained or summary appraisal reports, or the equivalent, and may prepare Statements of Value for noncontroversial land exchanges where neither side of the proposal exceeds \$150,000.

4. Continuing Qualification Requirements. The Qualified Appraiser must successfully complete a minimum of 60 classroom hours of Regional Appraiser approved appraisal training each 3-year period and prepare at least 10 Forest Service approved appraisal reports annually.

5410.63 - Qualified Review Appraiser

A Qualified Review Appraiser must have met the requirements of a Qualified Appraiser and, in addition, must have the ability to objectively and professionally critique the work of staff and private contract appraisers and administer appraisal contracts as a Contracting Officer's Representative (COR) for appraisals performed by private contract appraisers.

1. Training. The Qualified Review Appraiser must meet the same training requirements as a Qualified Appraiser with an additional 40-hour course in appraisal review approved by the Regional Appraiser.

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2. Experience. The Qualified Review Appraiser must meet the same experience requirements as a Qualified Appraiser; must have been certified as a Qualified Appraiser for the preceding 3 years; and can serve as a Contracting Officer's Representative. Once certified by the Regional Appraiser as a Qualified Review Appraiser, occasional appraisal assignments may be required for professional development purposes at the discretion of the Regional Appraiser.

3. Limitations. The Qualified Review Appraiser may review and approve appraisals as specified in the delegation from the Regional Appraiser. The Regional Appraiser may delegate to a Qualified Review Appraiser authority to review and approve appraisals up to \$1,000,000. In addition, the Qualified Review Appraiser may prepare Statements of Value for noncontroversial land exchanges where neither side of the proposal exceeds \$150,000.

4. Continuing Qualification Requirements. The Qualified Review Appraiser must successfully complete a minimum of 60 classroom hours of Regional Appraiser approved appraisal training each 3-year period and must prepare a combination of at least 20 Forest Service approved appraisal reports or appraisal reviews annually.

5410.64 - Senior Review Appraiser

The Senior Review Appraiser is a full-time appraiser who has met the requirements for a professional appraisal or review designation from a sponsor organization of The Appraisal Foundation. The Regional Appraiser may delegate to a Senior Review Appraiser authority to review and approve appraisals up to \$2,500,000. The Regional Appraiser, with the written concurrence of the Chief Appraiser, may delegate to a qualified Senior Review Appraiser authority to review and approve appraisals up to \$10,000,000. A Senior Review Appraiser may also serve as a COR for appraisals performed by a private contract appraiser. The Senior Review Appraiser must meet the following requirements:

1. Training. The Senior Review Appraiser must meet the same training requirements as a Qualified Review Appraiser. The Senior Review Appraiser shall also hold a professional designation from a sponsor organization of The Appraisal Foundation that requires approved classroom training in appraisal practice, experience requirements, a demonstration appraisal report or appraisal review report, and a comprehensive qualifying examination.

2. Experience. The Senior Review Appraiser must have worked during the preceding 2 years as a full-time review appraiser. The Senior Review Appraiser must also have dealt with the more complex appraisal problems in the Region that include a variety of property assignments and types supporting all aspects of lands activities. Occasional appraisal assignments may be required for professional development at the discretion of the Regional Appraiser.

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3. Continuing Qualification Requirements. The Senior Review Appraiser must successfully complete 60 classroom hours of Regional Appraiser approved appraisal related training within a 3-year period. The Senior Review Appraiser must be a full-time appraiser.

5410.65 - Regional Appraiser

The Regional Appraiser must be a full-time appraiser who manages and coordinates the Region's real property valuation program. The Regional Appraiser must meet the same qualification requirements as a Senior Review Appraiser (FSM 5410.64) in addition to the following requirements:

1. Training. The Regional Appraiser shall have successfully completed 40 classroom hours of out-Service appraisal review training as either student or instructor and conducted 24 hours of in-Service training.

2. Experience. The Regional Appraiser must have served as the COR for, or otherwise administered, at least 10 appraisal contracts.

3. Limitations. The Regional Appraiser may review and approve appraisals specified in the delegation from the Chief Appraiser.

5410.7 – References

1. The Appraisal Foundation. Current edition. Uniform Standards of Professional Appraisal Practice. Washington, DC: The Appraisal Foundation.

2. Interagency Land Acquisition Conference. Current edition. Uniform Appraisal Standards for Federal Land Acquisitions. Washington, DC: Interagency Land Acquisition Conference.

3. Chief Appraiser, Lands Staff, Washington Office, USDA Forest Service. National Directory of Forest Service Appraisers. Current edition.

4. Appraisal Institute. Current edition. Dictionary of Real Estate Appraisal. Chicago, Illinois: Appraisal Institute.

5411 - APPRAISALS PREPARED BY PRIVATE CONTRACT APPRAISERS

Appraisal reports prepared by private contract appraisers (FSM 5410.5) and submitted to the Forest Service become the property of the United States and may be used for any legal and proper purpose. This requirement shall be included in all appraisal contract specifications.

Private contract appraisers may prepare real property appraisal reports for Forest Service activities under the following conditions:

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1. The Regional Appraiser has approved the use of a private contract appraiser for a specific project, and the assigned staff review appraiser has provided the non-Federal party names of acceptable private contract appraisers for that specific case.
2. The private contract appraiser is qualified as specified in FSM 5410.6.
3. The private contract appraiser is selected by a Qualified Review Appraiser and participates in a pre-work conference prior to beginning work, unless the pre-work conference is waived in writing by the assigned review appraiser.
4. The estate to be appraised is identified and agreed upon by the authorized Forest officer, the property owner, or the property owner's designated representative.
5. All appraisals are prepared to Forest Service standards and format(s).
6. Appraisals procured by non-Federal parties shall be submitted simultaneously to the non-Federal party and review appraiser.
7. Appraisers must have completed training in the application of the current edition of Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). The seminar, Federal Land Exchanges and Acquisitions: Appraisal Issues and Applications, is the only acceptable substitute for UASFLA training. This requirement also applies to staff appraisers.

The final value opinion shall not be accepted for agency use until the appraisal report has been approved by a Forest Service Qualified Review Appraiser.

5412 - REQUESTS FOR APPRAISAL OR APPRAISAL INFORMATION UNDER FREEDOM OF INFORMATION ACT

Forest Service policy and procedures for responding to requests for information are detailed in FSM 6270 and FSH 6209.13. All written requests for appraisal information shall be processed and tracked as Freedom of Information Act (FOIA) requests.

The Washington Office Director of Lands is responsible for approving the release of appraisal reports or appraisal information for the Washington Office in response to written requests under the FOIA (FSM 5410.41a). The Washington Office Director of Lands shall consider the Privacy Act, the confidentiality of business information in accordance with Title 7, Code of Federal Regulations, section 1.11 (7 CFR 1.11), and the recommendation of the Chief Appraiser before approving the release of appraisal reports or appraisal information.

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The Regional Office Director of Lands, or equivalent official, is responsible for approving the release of appraisal reports or appraisal information for field units in response to written requests under FOIA. The Regional Office Director of Lands shall consider the Privacy Act, the confidentiality of business information in accordance with 7 CFR 1.11, and the recommendation of the Regional Appraiser before approving the release of appraisal reports or appraisal information.

When an information request appears overly broad or unclear, contact the requester to clarify and narrow the scope of the request. In a brief letter of confirmation to the requester, document all contacts which have the effect of modifying the scope of the request and/or response. This clarification process does not change deadlines and time frames established in FSH 6209.13, section 12.

Document the review of confidential or proprietary information by authorized personnel with a written receipt that describes the information under review and the nature of its confidentiality. All market information that is presented as confidential or proprietary business information shall be identified by the source as such. The appraiser shall indicate in the body of the appraisal report specifically which information is confidential or proprietary.

5412.1 - Release of Appraisal or Appraisal Information

Release appraisal reports or appraisal information in accordance with provisions of the Freedom of Information Act (FOIA) (FSM 6270; FSH 6209.13).

Requests involving the release of confidential business information shall be processed in accordance with Title 7, Code of Federal Regulations, section 1.11, unless waived by the holder of the information. Upon receipt of a written FOIA request, provide any confidential business information submitter with prompt notification of a request for that information. Obtain and consider the views of the submitter of the information, and provide the submitter an opportunity to object to any decision to disclose the information in question. Notify the requester of the need to inform the submitter of a request for submitted business information.

Information filed under the name of an individual shall be made available to that individual upon request.

When appraisal reports or appraisal review reports are released under authority of FOIA, the author of the released report shall receive a copy of the request for release and a copy of the release transmittal letter.

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5412.11 – Release of Final Approved Appraisal or Appraisal Review Reports for Land Exchanges

Unless the responsible official documents a sound legal basis for denial of access, the final approved appraisal report(s) and appraisal review report(s) for Federal and non-Federal lands in land exchange transactions shall be made available, upon written request, to all interested parties when:

1. An environmental assessment or draft environmental impact statement is released for public comment identifying a preferred alternative, and the appraisal report(s) have been reviewed and approved for agency use, or;
2. The National Environmental Policy Act (42 U.S.C. 4321) decision to approve an exchange is made, and public notice given.

Prior to release of the final approved appraisal report(s) and appraisal review report(s), the authorized officer shall inform non-Federal exchange parties that they may request in writing:

- a. A copy of the appraisal review report.
- b. A meeting with the assigned review appraiser to discuss the appraisal review report.

5412.12 – Release of Final Approved Appraisal or Appraisal Review Reports for Acquisition of Non-Federal Lands or Conveyance of National Forest System Lands

Copies of final approved appraisal reports and appraisal review reports that are the basis for the acquisition of non-Federal lands or interest in lands, other than by exchange of private or NFS lands, shall be made available, upon written request, to all interested parties once the appraisal report has been reviewed and approved for agency use. The Regional Forester may withhold release of the requested appraisal if there is a sound legal basis for withholding the material.

5412.13 – Release of Final Approved Appraisal Reports and Appraisal Review Reports for Land-Use Authorization Fee Determinations and Other Types of Lands Related Activities

Copies of final approved appraisal reports and appraisal review reports that are the basis for land-use authorization fee determinations, or other lands related activities not previously mentioned, shall be available to all interested parties when the appraisal has been reviewed and approved for agency use.

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5412.2 - Withholding of Appraisal or Appraisal Information

Withhold appraisal reports or appraisal information only in accordance with provisions of FOIA (FSM 6270; FSH 6209.13). Unless otherwise authorized by the responsible Director of Lands, or equivalent official, consider the policy at FSM 5412 when making a determination to withhold appraisal information.

5412.3 - Requests in Conjunction with Legal Proceedings

When the United States is a party to judicial or administrative proceedings resulting in a subpoena, refer any subpoenas for appraisals or appraisal information to the Office of the General Counsel. Transmit the subpoena with a recommendation from the approving Qualified Review Appraiser as to the potential effect, if any, release of the information will have on the agency's programs.

If the United States is not a party to the action that precipitated the subpoena, consider the subpoena as a request for records under the Freedom of Information Act, and consult with the Office of the General Counsel (7 CFR 1.215).

5413 - DATE OF VALUATION

The date of the value estimate is the date the subject property was last inspected by the appraiser, unless otherwise specified. Submit appraisal reports for review within 30 days of inspection, unless otherwise specified in an agreement between the authorized officer and property owner.

5414 – INTERNAL RELEASE OF APPRAISAL INFORMATION

The assigned review appraiser shall, upon request, make copies of approved appraisal reports available to the local administrative unit responsible for negotiations or case processing. Internal transmission of approved appraisal reports and reviews shall be documented in writing. A sample transmittal letter is displayed in FSH 5409.12, section 72.1, exhibit 02.

5415 - UPDATES AND SUPPLEMENTS

When an appraisal is supplemented or updated due to changes in market conditions, the supplement or update is not an extension of the previous appraisal for that property, but a new appraisal assignment (Advisory Opinion 3 (AO-3), Uniform Standards of Professional Appraisal Practice).

Unless otherwise authorized by the Regional Appraiser, only the appraiser who completed the original report may prepare a supplement to update an approved appraisal report. Supplements to the original appraisal report reconsider the value of the property due to changes in the date of valuation, new sales information, property features, or the estate appraised, or they respond to review comments. The opinion of value may or may not change as the result of the supplement.

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Use the same appraisal standards, including required exhibits and reviews, for appraisal supplements as required for the original report. At a minimum, include in all appraisal supplements:

1. A statement of the purpose of the supplement.
2. A summary of the original appraisal findings.
3. The opinion of value and its basis.
4. Appropriate bridging explanation for any change from the original approved value.

All supplements shall comply with then-current Uniform Standards for Professional Appraisal Practice and Uniform Appraisal Standards for Federal Land Acquisitions. Such supplements shall be reviewed by the Qualified Review Appraiser of record for the original appraisal, unless otherwise authorized by the Regional Appraiser.

5416 – EVALUATING ALLEGED VIOLATIONS OF THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

Use the following process to evaluate an alleged violation of the Uniform Standards of Professional Appraisal Practice (USPAP) by a staff or private contract appraiser:

Appraisal reports submitted by non-Federal parties from sources that are not approved because of USPAP violations, or sources not properly qualified in conformance with FSM 5410, shall be treated as unsolicited appraisals and returned to the submitter without review. In no case shall an appraisal report from an appraisal source that is unlicensed, under revocation, suspension, or rescission be acceptable as the basis of any agency action.

1. Evaluation Committee. The Regional Appraiser is responsible for notifying the Chief Appraiser of an alleged violation. When notified, the Chief Appraiser shall, prior to filing a formal complaint, appoint two Regional Appraisers as evaluation committee members, identifying one as committee chair. The Regional Appraisers shall appoint a Senior Review Appraiser as the third member of the evaluation committee. Each member of the committee shall be from a different Region and not have been involved in the specific transaction, appraisal assignment, or review of the work of the appraiser involved in the alleged violation.

Within 60 days of appointment, the committee chair shall convene the committee in a convenient location to evaluate the allegation. The committee may, but is not required to, interview the complainant and subject of the complaint and conduct a desk, partial field, or full field review of the work under evaluation. The committee shall evaluate the allegation for substance and validity and provide a written report to the Chief Appraiser with a recommendation as to whether a formal complaint with the appropriate State licensing authority should be filed. The report must also address the timing of the formal filing and its effect on the Forest Service program of work.

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2. Action on the First Alleged Violation. The Chief Appraiser, upon receipt of the final evaluation committee report, shall advise the appropriate Regional Director of Lands, or equivalent official, and the Washington Office Director of Lands as to the substance of the allegation and the recommendation of the committee. The Chief Appraiser may either dismiss the proceeding, file a Uniform Standards of Professional Appraisal Practice complaint with the State authority who licensed the appraiser and professional appraisal organization(s) to which the appraiser belongs, or take other appropriate action. The actions of the Chief Appraiser shall remain confidential until the Chief Appraiser dismisses the proceeding, the State licensing authority acts upon the complaint, or other appropriate action is taken.

a. State Revocation or Suspension of Appraiser's Certification. When a State licensing authority finds that the allegation is substantive and revokes or suspends the appraiser's certification, the appraiser shall be removed from any list of approved sources of Forest Service appraisal services and shall remain removed until the appraiser can demonstrate evidence of current State general certification in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). If the appraiser is a staff appraiser, all delegated authority to appraise or review appraisals shall be rescinded immediately by the supervising Regional Appraiser or, in the case of allegations against a Regional Appraiser, by the Chief Appraiser. Delegated authority to appraise or review appraisals shall remain rescinded until the appraiser demonstrates evidence of current State general certification and acceptable level of performance.

b. State Actions Short of Revocation or Suspension of Appraiser's Certification. If the State licensing authority imposes a punishment short of revocation or suspension of the appraiser's certification, the Chief Appraiser may consider the licensing authority's action in determining what action the Forest Service may take against the appraiser.

3. Action on a Second Alleged Violation. If there is a second allegation of violation involving a private contract appraiser that is upheld by a State licensing authority, the private contract appraiser shall not be reinstated as an approved source of Forest Service appraisal services for a minimum of three years after State general certification has been reinstated. A second violation by a staff appraiser shall result in rescission of delegated appraisal and review authority until the appraiser completes a long-term remedial, formal, on-the-job training program prepared by the supervising Regional Appraiser and approved by the Chief Appraiser or, in the case of allegations against a Regional Appraiser, prepared by the Chief Appraiser.

4. Action on a Third Violation. A third violation by a private contract appraiser shall result in permanent removal of the appraiser as a source of appraisal work agencywide. A third violation by a staff appraiser shall result in permanent rescission of all appraisal and review duties Servicewide. In the case of staff appraisers, rescission of authority shall be coordinated with Human Resources Management, as appropriate.