

## Acquisition Process – Some Highlights

**TAAMS System.** Features of the Trust Asset and Accounting Management System (TAAMS) Land Buy-Back Program for Tribal Nations (Buy-Back Program / Program) Acquisition Module:

1. Provides a “one-step” offer process
    - Offer packages to include cover letter, instruction sheet, user-friendly deed and purchasable interests inventory, and maps.
    - Allows for expedited review and transaction approval.
    - Includes approval function with automated payment transfer from TAAMS to the sellers’ Individual Indian Money (IIM) accounts maintained by TFAS; title is transferred to tribe
  2. Allows for mass generation of offer packages (based on tribal acquisition priorities and other criteria).
  3. Standardizes all documents, processes, and reports (key for training employees and monitoring program objectives).
  4. Enhances the acquisition process to the extent that manual processing is eliminated with the exception of mailing and filing of hard copy documents.
  5. Expedites the payment process (e.g., SF-1081 process to transfer money to the Office of the Special Trustee (OST) is now automated).
  6. Incoming documents (which are bar coded) are quickly scanned into TAAMS.
  7. Maintains all documents created and scanned in TAAMS electronically, reducing records management costs to include staff time, storage, and supplies.
  8. Provides an effective transition for electronic records to National Archives and Records Administration (NARA) that does not require Buy-Back Program staff time.
  9. Reduces records storage needs (hardcopy / scanned records will be boxed and transitioned to American Indian Records Repository (AIRR) throughout the Program).
  10. Has the capability to generate data for reporting purposes.
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**Staffing.** Bureau of Indian Affairs (BIA) Acquisition organization created with a presence in multiple BIA Regions:

1. Organizational design allows for flexibility considering level of activity as is reasonable to meet Program objectives.
2. Staff will be hired on an “as needed” basis to responsibly manage administrative costs and downtime.
3. Work can be performed by any one office with the ability for work to be shared amongst all staff depending on need, further increasing effective personnel management while minimizing staffing levels.

**Processing.** Mailing of outgoing purchase offer packages and receipt/scanning of incoming packages is planned from a centralized location to reduce staffing, processing, records management, and mailing costs (allows for discounted postal rate).

**Benefits.** Streamlined processes have multiple benefits to tribes and Indian communities.

1. Reducing administrative costs will allow additional funding for land purchases, maximizing number of acres added to tribal land bases that can become usable for long-term planning.
  2. Opportunity for tribes to conduct more extensive outreach and sale support (i.e., since BIA teams are centralized and cooperatively with tribes will be able to provide support for completing applications and answer questions on reservations and at local outreach events).
  3. Process will be less burdensome on willing sellers - they will not have to complete a lengthy application.
  4. Payments to owners will occur more quickly.
  5. Clearer instructions and user-friendly language on offer documents facilitate package completion.
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