

Template Memorandum Requesting Transfer

[Caption]

Memorandum

To: Director, Bureau of Indian Affairs
From: Regional Director, [Regional Office]
Subject: Requests to Transfer Excess Real and Related Personal Property for the [Tribe],
Located in [area], containing [XX] acres, more or less

This is regarding the subject transfer request on the behalf of the [Tribe]. The parcel(s) are excess to the property-holding agency's mission, are located [on- or off-reservation], and we seek to transfer the properties to [Tribe] under [ISDEAA § 105(f), codified at 25 U.S.C. § 5324(f) OR 40 U.S.C. § 523] in [fee if ISDEAA OR trust if § 523].

The parcels are eligible for transfer under this authority because [describe how the property will be used for ISDEAA-contracted functions OR affirm that the property is within the boundaries of the Tribe's reservation].

By [Tribal Resolution or Act], dated [XXXX], the [Tribe] requests that the subject property be transferred to the [Tribe]. The properties are identified as follows:

[Property descriptions]

The Bureau of Indian Affairs, Regional Director, [Region] recommends approval of this transfer. The properties will provide the Tribe opportunities for economic development, self-determination, and self-sufficiency.

[Any other details or information]

Transfer Approved: _____ Date: _____
Assistant Secretary, Indian Affairs