

In Reply To:

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

1270 (934.TB) P

July 23, 2003

EMAIL TRANSMISSION -7/23/03
Instruction Memorandum No. MT-2003-060
Expires: 9/30/04

To: Field Managers

From: Deputy State Director, Division of Support Services

Subject: Cost Recovery Study

DD: July 31, 2003

As per guidance provided in Washington Office Instruction Memorandum No. 2003-220 (Attachment 1), please compile a current list of products and services that your office provides to the public for a fee. The intent of this collection is to include those offices with unique products and services in the actual cost recovery study, and to produce a new cost recovery fee schedule inclusive of all BLM products and services.

In addition to providing an itemized list of the products and services, it is imperative to provide the equipment used for each type of product/service. Your office may use more than one type of equipment to produce a particular end product; if so, list each product and equipment on a separate line. For example:

Name of Product/Service

Equipment Used (Name/Model)

Standard Size Copy	KM 4230 Copier
Standard Size Copy	Lanier 6532 Copier
Non Standard Size Copy	Xerox 3030
Aperture Card/Fiche Copies	Minolta 609Z Reader/Printer
Aperture Card/Fiche Copies	Minolta MicroSP2000 Reader/Printer

Please submit your completed list on the form provided in WO IM No. 2003-220 to Teri Bakken, MT-934, by July 31, 2003.

For additional reference as to the types of products and services to be studied, refer to WO IM No. 2003-215, which has also been attached for your reference. Contact Teri at 406-896-5069 if you have any questions.

2 Attachments

1-WO IM No. 2003-220 (3 pp in its entirety)

2-WO IM No. 2003-215 (6 pp in its entirety)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

July 18, 2003

In Reply Refer To:
1270-2 (560) P
Ref. IM No. 2002-073

EMS TRANSMISSION 07/18/2003
Instruction Memorandum No. 2003-220
Expires: 09/30/2004

To: All WO and FO Officials

From: Assistant Director, Information Resources Management

Subject: Cost Recovery Study

DD: 08/04/2003

Program Area: Cost Recovery

Purpose: The intent of this Instruction Memorandum (IM) is to gather current information for a Bureauwide cost recovery study. The goal of the study is to improve the methodology for assigning fees to all situations, and to produce a new cost recovery fee schedule for Bureauwide use.

Policy/Action Required: Each State Office is required to provide a complete and current list of services and products sold to the public, including information from all Field Offices. Based on the information provided, certain offices will be selected to participate in an actual cost recovery study. The intent is to limit the study to as few offices as possible while still collecting all the data necessary to establish current fees. Upon receipt of the lists, the Cost Recovery Team will review and compile the lists and make a determination of which State and Field Offices will be asked to participate in the actual cost recovery study. The eventual findings of the study will be used to develop methodology for future calculations and to develop a new cost recovery fee schedule. The results will be distributed in a future IM.

Timeframe: Each State Office is to submit a list of products, services, and equipment to the Information Resources Management's Policy and Records Group (WO-560), by August 4, 2003. The list must include all State and Field Office products, services and equipment. Please use the attached format for submissions.

Budget Impact: None.

Background: The Office of Management and Budget (OMB) Circulars A-130 and A-25, permit Federal agencies to collect the actual costs for providing certain products and services to members of the public. The Bureau of Land Management (BLM) has traditionally collected cost recovery fees from members of the public compliant with OMB guidance. Regulations require Federal agencies to create and maintain a Cost Recovery Program. The last cost recovery initiative undertaken by the BLM was in 1992. Since that time, new products have been created and equipment acquired for which accurate cost recovery fees have not been determined. Actual costs for existing products and equipment may also have changed since 1992. Since that time, new products have been created and equipment acquired for which accurate cost recovery fees have not been determined. Actual costs for existing products and equipment may also have changed since 1992. A new cost recovery study is necessary to establish a sound baseline for assigning standard fees for all services and products sold to the public.

Manual/Handbook Sections Affected: Manual 1270-2 - Cost Recovery; Manual 1271 - BLM Information Access Centers.

Coordination: State Records Administrators; Information Access Center Leads, Chris Turner, Supervisor of the Collection and Billing System Help Desk

Contact: Ted Weir, Bureau Records Administrator (WO-560) at (202) 452-7793.

Signed by:
Michael J. Howell
Acting Assistant Director
Information Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment:

1 – Sample of the Kinds of Data Needed for Collection (1p)

SAMPLE OF THE KIND OF DATA NEEDED FOR COLLECTION

Name of Product/Service	Equipment Used (Name/Model)
O AND G LISTS/COMPETITIVE AVAILABLE LIST	XEROX 2080 OR EQUIVALENT COPIES
O AND G LISTS/NONCOMPETITIVE AVAILABLE LIST	FAX TRANSMISSIONS
PATENT/COPIES	MICROFILE AND APERTURE CARD COPIES
PHOTO LAB WORK/ BLUELINE/BLACKLINE	COLOR COPIER COPIES
FILM/1:250,000 FLIGHT LINE INDEX	COMPUTER GENERATED COPIES
ORTHOPHOTO/ CONTACT PRINT MATTE-SHEET AND SQUARE FEET	
AERIAL PHOTOGRAPHS	
RESEARCH/SEARCH	
ALL PLOTTER PRODUCTS	
ES GENERAL LAND OFFICE OPTICAL SYSTEM	
CERTIFICATION OF RECORD	
LR 2000 REPORTS AND OUTPUT	
MAPS (PUBLISHED)	
APERTURE CARDS AND FICHE DUPLICATES	
BLM MAPS: 1:100,000, 1:500,000, 1:1,000,000	

Office Name: _____ -

State Office Field Office

Please use a separate line for each type of equipment used for each product. It is likely you may use more than one type of equipment for a particular service or product.

Name of Product/Service	Equipment Used (Name/Model)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

July 15, 2003

In Reply Refer To:
1270-2, 1271 (520) P
Supercedes IM No. 2002-073
Ref. IM No. 2002-126

EMS TRANSMISSION 07/16/2003
Instruction Memorandum No. 2003-215
Expires: 09/30/2004

To: All Washington Office and Field Office Officials
From: Assistant Director, Information Resources Management
Subject: Cost Recovery Fee Schedule for the Public

Program Area: Cost Recovery

Purpose: This Instruction Memorandum (IM) reissues and updates the cost recovery fee schedule to provide field office Information Access Centers with current guidance and rates for collecting costs for sales to members of the public.

Policy/Action: This IM updates and replaces IM No. 2002-073. The new fee schedule changes the cost recovery rates for plotter products and color copies; eliminates separate research/search rates for Freedom of Information Act (FOIA) and non-FOIA requests by adopting the new Department of the Interior FOIA search fees (43 CFR Part 2, Appendix C); incorporates quantity discount pricing for 1:100,000 scale Surface and Mineral Management Maps (set by IM No. 2002-126); and clarifies the copy price for double-sided copies. The new fee schedule should be posted in Information Access Centers.

Although the Bureau of Land Management (BLM) offices have attempted to standardize as much as possible, some offices may still have unique equipment and data. Circumstances can occur when a member of the public requests copies of information or data for which no fee is listed. When these unique situations occur, the State Records Administrator should develop an estimate of the costs involved. Please forward the suggested fee and justification to Ted Weir, Bureau Records Administrator, for review.

Timeframe: Effective immediately.

Budget Impact: None.

Background: Office of Management and Budget (OMB) Circular A-130 permits Federal agencies to collect the actual costs for providing copies of information to members of the public. Consistent with OMB guidance, the BLM has traditionally sold copies of records and information to members of the public.

Manual/Handbook Sections Affected: Manual 1270-2 Cost Recovery; Manual 1271 BLM Information Access Center.

Coordination: State Records Administrators; Chris Turner, Functional Project Lead for Collections and Billing System (CBS), Terrance Worthington, Bureau Records Disposition Specialist and Cost Recovery Analyst.

Contact: If you have questions about this IM, contact Ted Weir, (202) 452-7793.

Signed by:	Authenticated by:
Michael J. Howell	Barbara J. Brown
Acting Assistant Director	Policy & Records Group, WO-560
Information Resources Management	

1 Attachment

1 - Cost Recovery Fee Schedule (5pp)

COST RECOVERY FEE SCHEDULE

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
STANDARD COPIES 8 1/2 x 11 up to 11 x 17	\$0.13/p (\$0.26 for double-sided)	All paper copies, sized as shown, reproduced on a copy machine or computer printer	Dept. Regulations 43 CFR Part 2, Appendix C
COLOR COPIES 8 1/2 x 11 8 1/2 x 14 up to 11 x 17	\$0.90/p \$1.50/p	All paper copies reproduced on a color copier or color computer printer	Dept. Regulations 43 CFR Part 2, Appendix C
NON-STANDARD SIZED COPIES (Any size larger than Standard copies) (i.e., copies from 2510, 2520 or 3001 sheet feed copier)	\$2.75/p	All paper copies, sized as shown, reproduced	
XEROX 2080, 510 DP or EQUIVALENT COPIES	\$4.20/p	Paper copies produced on 24" or 36" roll feed paper	
FICHE COPIES (STANDARD/NON-STANDARD SIZED)	\$1.10/p	All paper copies produced from micrographics reader/printer	
MICROFILM AND APERTURE CARD COPIES	\$1.10/p	All paper copies produced from micrographics reader/printer	
FAX TRANSMISSIONS	\$1.10/p + Research time + Any duplication fee	Documents sent via fax machine	No charge for transmission or cover page

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
RESEARCH/SEARCH (includes automated data compilation, manipulation, or searching) (No charge for assistance provided to the public (see Manual 1271.21 and .22 for definitions of assistance and research))	\$18.40/hr \$32.00/hr \$46.40/hr No charge if under 1/4 hour search	Clerical (GS-1 through GS-7) Professional (GS-8 through GS-12) Managerial (GS-13 and above)	Total time taken to locate a record when such time exceeds 15 minutes (Charge by 15 minute increments) Rates subject to change based on current pay scale; see Dept. Regulations 43 CFR Part 2 Appendix C
APERTURE CARDS AND FICHE DUPLICATES	\$0.50/fiche	Duplicate Celluloid	
MAPS (Published by other entities)	Various Prices	Maps produced by other agencies or the private sector	Includes USGS maps at their established prices
MAPS (1:100,000 Surface and Mineral Management Status)	\$4.00 (1-49 maps) \$2.40 (50 or more)	Volume discount applies to same or mixed map titles totaling 50 or more	Volume discount applies to maps sold at BLM offices or BLM internet sites (see IM 2002-126)
MAPS (Published by BLM)	\$4/map	All BLM maps sold to the public	
O&G SALES LIST/ GEOTHERMAL SALES LIST/ NONCOMPETITIVE LANDS AVAILABLE LIST	\$10/over 250 pages \$5/ up to 250 pages	Paper copies of either Sales or Results list	Policy set forth by WO Fluid Mineral Div.
O&G RESULTS LIST GEOTHERMAL RESULTS LIST (COMPETITIVE & NONCOMPETITIVE)	Free for one page. \$5 for more than one page		
PUBLICATIONS	Actual Cost		Includes cost of printing, storage and distribution only; cannot recover cost of product creation

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
LR 2000 (LEGACY REHOST 2000) REPORTS AND OUTPUT	\$0.75/p \$0.13/p \$0.13/p + Research time (see Research rates) Research time (see Research rates) + cost of media	Serial Register Pages Standard reports/ printouts (other than Serial Register Pages) Non-standard (specially- formatted) reports/printouts created by BLM staff Soft copy (electronic media) outputs created by BLM staff	Adjustments to these rates will be made when BLM has developed more precise fees
ALL PLOTTER PRODUCTS	Paper copies \$2.50 \$5.00 \$7.50 \$10.00 Mylar copies \$5.33 \$10.66 \$16.00 \$21.33	9 inches length 18 inches length 27 inches length 36 inches length 9 inches length 18 inches length 27 inches length 36 inches length	Fee scaled for every 9" of length printed (based on the fees for an "average" plot size of 27x32 set in the previous fee schedule, IM 2002-073)
PATENTS	\$15/per patent	Paper copy of Patent from bound volume at ESO only	
CERTIFICATION OF RECORD	\$0.25/per certification		43 U.S.C. 1460
MAILING COSTS	Actual cost of special postage (overnight, FedEx, etc.) plus cost of mailing container		Charges that exceed the cost of first class postage
\$3 MINIMUM COLLECTION	Offices may waive up to \$3 in cost recovery fees for requests received by mail, telephone, or fax		This waiver may be applied at the discretion of the local office.

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
AERIAL PHOTOGRAPHS, ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS	Use the current USGS rate for 7.5 Minute Quads		BLM will continue to coordinate with the USGS on the cost recovery rates for these products.
WEB SITE INFORMATION AND DATA BASES PROVIDED FOR THE PUBLIC	No charge for viewing; cost recovery rates will apply to copies requested by the public.	Information and data bases, such as GCDB data or GIS data provided on web sites for the convenience of the public	Offices may elect to place publicly available data bases on web sites for free public viewing if more cost effective than handling traditional requests for information
REQUESTS FOR DATA/ INFORMATION FROM MICROCOMPUTERS OR OTHER COMPUTERS	Research time (see Research rates) (Personnel time required to process request) + Cost of media + \$0.13 per page (if provided on paper)		No charge for research time if less than 1/4 hour personnel processing time involved
EASTERN STATES (ES) GENERAL LAND OFFICE OPTICAL SYSTEM (GLO)			
GLO retrieval	\$2 cost/query session minute		
Fax Server	\$0.13/p		
Paper (Same as Standard Copies)	\$0.13/p		