

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL APPLIED RESOURCE SCIENCES CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
P.O. BOX 25047  
DENVER, COLORADO 80225-0047

April 13, 1999

In Reply Refer To:  
1200 (RS-150)P

Instruction Memorandum No. RS-99-037  
Expires: 09/30/00

To: All National Applied Resource Sciences Center Employees  
Directors NBC, NHRMC, and NIRMC  
Director, Special Initiatives and Projects

From: Director, National Applied Resource Sciences Center

Subject: Color Copier Support and Foamcore Mounting Charges

The purpose of this instruction memorandum is to assist Bureau employees who have work-related needs for color copy services and foamcore mounting.

**1. Obtaining Color Copies:**

All commercial color copy requests should be processed through Sherri Hendren (BC-650B). Employees are encouraged to identify special color copy requests to Ms. Hendren as soon as needs are identified (i.e., quantity, paper size, time frame, double sided, etc.). Most needs can easily be accommodated by the existing contract.

Limited color copy support is also available from the color copier located in Building 50. However, this copier is part of the office equipment utilized by the graphics support staff (RS-150C) to support customers throughout the Bureau. To avoid potential problems associated with conflicting employee workload and copier needs, we ask that any employee requiring copies to first ask the graphics staff as to the availability of the copier for any use. For the most part, if the number of copies to be made exceeds 50 total pages, commercial reproduction services should be used. Special and/or conflicting priorities for the use of the copier will be negotiated with and decided by Roger Molinar, Information and Communications Group Supervisor.

**2. Foamcore Mounting:**

Foamcore mounting (dry mounting) of posters, documents, etc., will incur a cost to the benefitting project or office. Requesting individuals must provide a charge code to cover the cost of materials only.

Any questions pertaining to these operating procedures should be directed to Roger Molinar, Information and Communications Group Supervisor, at (303) 236-6547.

Signed by:  
Michael J. Kirby  
Acting Director  
National Applied Resource  
Sciences Center

Authenticated by:  
Rheda Dodd  
Staff Assistant

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