

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

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In Reply Refer to:

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Ref. IM No. AZ-2000-012

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EMS TRANSMISSION: 3-5-01
Instruction Memorandum No. AZ-2001-013
Expires: 9/30/2002

To: Field Managers; State Office AZ952, AZ955, AZ957, AZ930

From: State Director

Subject: New Cost Recovery Fee Schedule for Material Produced on Plotters

Purpose: To implement a new pricing policy for computer-generated, digital maps (and all other plotter-produced materials) printed in Arizona BLM Information Access Centers (IACs) for sale to the public. The purpose of this policy is to include an administrative fee for these products and to ensure statewide consistency of charges to customers. This Instruction Memorandum (IM) supersedes IM No. AZ-2000-012.

Background: The overall goal and objective of BLM's cost recovery program is to establish Bureau-wide cost recovery rates for products and services provided to the public in compliance with OMB Circular A-130 and BLM Manual 1270-2. The BLM's current cost recovery fee schedule is outlined in Washington Office IM No. 99-063, dated February 10, 1999. An evaluation of existing Arizona policy revealed that we are not collecting all of the cost recovery amounts allowed by these policies.

A survey of other BLM State Offices showed that Arizona was among only a few states who do not charge an administrative fee for these types of products. OMB Circular A-130 defines administrative fees as a component of the "full costs" to be applied to the expenses incurred in the operation of an information processing service organization. OMB Circular A-130 states: "These costs include, but are not limited to, personnel, equipment, software, supplies, contracted services from private sector providers, space occupancy, intra-agency services from within the agency, inter-agency services from other Federal agencies, other services that are provided by State and local governments, and Judicial and Legislative branch organizations."

The evaluation took into consideration Arizona's extensive proto-type mapping program and our partnerships with co-located interpretive center outlets, recognizing that these create cost recovery issues that are not shared Bureau-wide. In Arizona, maps composed from reference themes, in conjunction with other resource data, can be printed on-demand in IACs from a computer program (commonly referred to as "Maps on Demand"). The popularity of this

program has resulted in an increasing number of these products being produced for sale to the public.

Policy/Action: All BLM offices in Arizona shall charge the prices shown on Attachment 1 of this IM for the sale of computer-generated, digital maps produced in IACs. These fees will also be applied to any other plotter-produced materials for sale to the public (i.e., posters, photographs from the Internet, etc.).

Interpretive centers co-located within BLM offices are encouraged to comply with these prices for maps they sell to the public for consistency with their BLM partners.

This pricing policy does not apply to the USGS 1:100,000 scale surface management status and surface & mineral management status maps. These are the printed USGS maps that we order from the Business Center. Those remain at \$4.00 per map as addressed by Washington Office IM No. 2001-091, dated February 12, 2001.

Time Frame: This policy is effective May 1, 2001.

Manual/Handbook Sections Affected: BLM Manual 1270-2.

Contact: Questions about this policy should be directed to Toni Klimek, State Records Administrator at 602-417-9364.

Signed: Lonna M. O'Neal
For Denise P. Meridith

Authenticated: Barbara Bleich
Staff Assistant

Attachments:

1 - Arizona Cost Recovery Fee Schedule for Plotter-Produced Material (1 page)