

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL APPLIED RESOURCE SCIENCES CENTER
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February 23, 1999

In Reply Refer To:
1690 (RS-100) P

Instruction Memorandum No. RS-99-027
Expires: 09/30/00

To: All National Applied Resource Sciences Center Employees
From: Director, National Applied Resource Sciences Center
Subject: Activity-Based Costing (ABC) Training

ABC is a method that measures the cost and performance of activities. It assigns costs to activities based on their use of resources to identify and understand the true cost of providing a service or producing a product.

In FY 1998, BLM initiated an ABC pilot project in Montana. The approach used in Montana has been adopted by the BLM and will be used by all BLM offices to gather ABC data for the rest of the agency. The first phase in this effort will be to gather labor information from each BLM employee for the ABC activities and tasks worked on in FY 1998. The schedule for completing this first phase is March 22, 1999.

To meet this requirement, training has been developed and scheduled to assist NARSC employees in gathering and documenting the necessary information. The training will be held in the Lakewood Conference Room, and each session will take approximately 1 hour. The following is the ABC training schedule for each NARSC group:

<u>Group</u>	<u>Date</u>	<u>Time</u>
RS-100	3/4/99	1:00 p.m.
RS-110	3/4/99	10:00 a.m.
RS-120	3/2/99	1:00 p.m.
RS-130	3/2/99	10:00 a.m.

RS-140	3/3/99	10:00 a.m.
RS-150	3/3/99	1:00 p.m.

This is mandatory training for all NARSC employees. You must be excused by your supervisor if you have a conflict with the above schedule and cannot attend the training.

Signed by:
Lee Barkow, Director
National Applied Resource
Sciences Center

Authenticated by:
Rheda Dodd
Staff Assistant

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RS-150, BLM Library

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