

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
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May 15, 2001

EMS TRANSMISSION

Instruction Memorandum No. BC-2001-030

Expires: 9/30/2002

To: All Washington Office and Field Officials
Attn: Sign Coordinators

From: Director, National Business Center

Subject: Funding for Signs Program

Program Areas: All Bureau Programs

Purpose: This Instruction Memorandum (IM) explains the Bureau of Land Management's (BLM) new pricing policy for both bulk and special purpose signs.

Policy/Action:

Bulk Signs: These signs are ordered in bulk and stocked at the Printed Materials Distribution Services (PMDS) warehouse in Denver, Colorado. In the past, the Washington Office has provided the funds needed to support the bulk sign requirements of BLM's various program elements through central funding. However, the bulk signs program is no longer being supported by central funding. Ordering offices will now be expected to pay for all signs (regardless of quantity) ordered from the PMDS. The PMDS will post on its website, <http://ncweb.sc.blm.gov/pmds/>, the "Catalog of Signs, Posters, and Decals." This document will contain the sign number, title, and cost for all signs stocked by the PMDS. Signs are to be ordered using a separate requisition form (B 1556-001, PMDS Requisition Form) for each sign. Please include a Government Purchase Card number or charge code and program/project number, if any, to cover the cost of the ordered signs.

Special Purpose Signs: These are signs that are ordered from the National Sign Center located in Rawlins, Wyoming. In the past, the National Sign Center charged its customers only the cost of the materials and shipping for each sign they produced. The Wyoming State Office funded all other costs associated with the operations at the Sign Center. The National Sign Center is now charging its customers the full cost of producing each sign. Orders should still be submitted on Form 9130-3, "Bureau Sign Shop Requisition." A Government Purchase Card number or office cost code will be accepted for payment. The National Sign Center's website, <http://web.wy.blm.gov/signshop/signshop.html#A-lookup>, contains information on estimating the cost of each sign. For questions concerning this process, please contact the Sign Center at 307-328-4327.

Time Frame: This Instruction Memorandum is effective immediately.

Budget Impact: Offices will have to budget for the cost of the signs ordered from each source.

Background: Central funding or other special sources are no longer available to cover the costs of procuring or producing bulk and special purpose signs. When ordering these signs, the requesting offices must now provide funding information to pay for the cost of their order.

Manual/Handbook Sections Affected: None.

Coordination: Coordination occurred between the National Sign Center, Printed Materials Distribution Services Staff, Working Capital Fund Manager (BC-610), a sampling of the requesting offices, and the Bureau Sign Coordinator.

Contact: If you have any questions or concerns, please contact Lee Campbell at 303-236-9422.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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