H-1270 - Cost Recovery

H-1270-2 - COST RECOVERY

1. Explanation of Material Transmitted: This Handbook describes BLM's cost recovery data collection instructions, and cost recovery matrix instructional guidelines.

2. Reports Required: None.

3. Materials Superseded: None.

4. Filing Instructions: File as directed below.

REMOVE: INSERT:

None 1270-2

(Total: 9 Sheets)

Assistant Director, Management Services

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Chapter I. INTRODUCTION

This handbook describes the overall procedures for data collection for establishing Bureauwide cost recovery rates to recover information dissemination costs when providing records and services to Federal and non-Federal users. BLM will establish a consistent and equitable Bureauwide fee for products and services provided to Federal and non-Federal users by all BLM employees.

Chapter II. COST RECOVERY DATA COLLECTION INSTRUCTIONS

All State Offices, Service Center, and NIFC must collect data using the following instructions. Data must be collected, compiled and submitted in a consolidated format to the Washington Office. Categories have been grouped into similar types of equipment and media that perform the duplication. In general the categories are:

Paper copies: standard size, plat size, and oversize.

Microfilm copies (paper copies from microforms): standard and plat size.

Microform duplicates: aperture cards and fiche duplicates.

Each office must keep accurate figures of the actual time spent providing various services to the public. Equipment costs are easy to calculate if additional information is tracked. Personnel costs are the most difficult to track, but they also factor in the majority of the costs involved. Since there are fewer categories it will simplify the data collection and rate calculation.

A. Data Collection Tools. The current Copy Work Request BLM Form 1370-44 (or other authorized receipt per BLM Manual 1372.25W) can be used to track product dissemination and personnel time. The method of duplication should be indicated in the "Document or Record (Type)" area of the form as well as the copy machine used. These should correspond to the cost recovery matrix categories identified below. Personnel time should also be tracked on the Copy Work Request BLM Form 1370-44. The total time in minutes to provide the service should be entered by category on the form. The individual performing the service is already identified in the "Completed by" block. An example is attached showing one method of how to annotate the form. Daily or weekly summaries by category can be compiled from the forms and entered into a spreadsheet or data base tracking system for annual reporting capability.

See Product/Service Descriptions listed in BLM Manual Section 1270-2, Cost Recovery.

Suggested method for tracking equipment and supplies costs: Track total yearly costs for purchase, lease, maintenance, repair, and supplies (i.e., paper, undeveloped microform, toner, ribbon, ink, developer, fixer, lenses, and bulbs). Track total number of copies produced from machine counter (if no machine counter, then a manual log must be maintained on total copies produced). Obtain total copies provided to public from summary of BLM Form 1370-44. Use the percentage of copies disseminated to public divided by total copies produced by product category to enter into the cost recovery summary matrix.

Suggested method for tracking personnel costs: Track actual time spent retrieving file, documents, or microfilm and making duplicates. Track time for preparing for delivery, whether over-the-counter or by mail. Track by individual and their appropriate salary rate (grade and step). Also, include time to receive payment and to issue a receipt for funds collected. If a centralized cashier is used, total time spent receiving and receipting can be calculated separately by using an average time per order and the total number of orders processed. At the end of the year, use the percentage of time (in hours) spent providing cost recovery products and services to the public divided by total hours (2080) and enter along with the pay scale for the individual into the cost recovery summary matrix.

Any costs that are reimbursed for a resource (service) provided by a BLM office (such as map printing or stocking at the Service Center) should be reported by the servicing office, not the office that disseminates the product or pays the reimbursement. Costs that are reimbursed outside the BLM are reported by the reimbursing (benefitting) office.

B. Costs Not Tracked.

Time spent assisting the public in interpreting maps, regulations, visitor sites, and case files is not included as a part of cost recovery.

Costs involved in certification are not included. These costs are set by statute and are not considered in cost recovery. The rate is included in the cost recovery schedule to identify the correct charging rate only.

Do not track the costs associated with duplicating and distributing the oil & gas sale lease and results lists. This product is outside the scope of cost recovery, but the price is included in the cost recovery schedule for information.

Do not track costs involved with disseminating other agency produced maps. The fee charged is the rate already established by the producing agency.

C. Tracking Codes. Possible codes to use for tracking the different product and service categories on BLM Form 1370-44, Copy Work Request:

CODE PRODUCT/SERVICE CATEGORY

CS paper Copies Standard

CP paper Copies Plat size

CO paper Copies Oversize

MS Microfilm copies Standard

MP Microfilm copies Plat size

A microform duplicate Aperture

F microform duplicate Fiche

P computer Printouts public room

FX FaX transmissions

Maps (see below)

PE Photo Enlarging

R Research

Other (description should be complete to identify product)

Aerial Photos - SC Only (description should be complete to identify type of product)

Patents - ESO Only (description should be complete to identify product)

Overhead (generally not tracked on request form)

Maps must be tracked separately by type which includes scale, color and method of production or duplication.

Offices should check with their State Office Data Administrators for existing standards and documentation required for creating new codes. Include a description in the "Document or Record (Type)" area of the BLM Form 1370-44, Copy Work Request, that will identify the specific type of map.

D. Cost Recovery Data Collection Instructions Clarified.

Do not modify spreadsheet. Inexperienced users cause corruption to the formulas and data analysis.

Enter all data from the State Office into one spreadsheet.

Do not identify resource costs (i.e., equipment and personnel) that do not result in a product such as a brochure display rack, bookcase or display case. **Do** report resource costs that provide service to an end product even though they alone do not result in a product. A good example is a microfilm reader that does not provide a paper copy output, but provides a service for viewing and selecting fiche or copies that are purchased from the result of viewing. Another example are terminals that are used for viewing automated data which is printed out and purchased. The percentage for resource attributable should be for the product disseminated (the percentage may be small and not 100 percent).

If a quantity is produced, then there should be a cost, at least personnel time. An example is the mining claim microfiche which only involves personnel time at SO and is reported under microform duplicate fiche. The SC reports other costs involved. If a quantity is produced, identify equipment to produce (e.g., microfilm printer) even if no cost is involved so it does not appear something is omitted.

If a cost is reported, a product quantity produced should be reported.

Do not guess the amount of employee time spent. Some offices report costs involved with non-existent equipment or service such as research.

Only report percentage of use for public products disseminated. **Do not** assume 100 percent for any product category. An easy way to track for equipment is the number disseminated divided by total run which can be obtained from equipment counter or maintenance records. If your equipment is old and takes more than one try to provide a good copy, track those copies that are adequate and those wasted copies separately, in order to capture both parts of the supply costs.

Place percentage of cost under appropriate category, do not lump items under overhead.

Only put costs for equipment under correct category.

On any individual row, the total percentage of resource that can be allocated is 100 percent.

Enter only one type of resource per line e.g., do not include personnel with equipment on one line. The percentage of allocation by product category probably will be different.

Only report costs and quantities disseminated.

Other agency maps or other products are disseminated according to their price schedule. **Do not** include the storage and dissemination costs in matrix as they are not recoverable. Since offices should have a written agreement to provide this service, they should be getting something in return from the other agency.

Chapter III. COST RECOVERY MATRIX INSTRUCTIONAL GUIDELINES

Instructional guidelines will be provided on when to conduct data collections for establishing and/or revising cost recovery rates. Each State Office, SC, and NIFC was provided a floppy diskette of the spreadsheet for their use. The matrix is to be used to track and report the costs for a given timeframe of a specified Fiscal Year. The compilation of information is summarized by the Branch of Information Access.

A. Cost Centers. The BLM Information Access Center/Public Room (Cost Center), is broken down into generic resource components i.e., Local Area Network (LAN), terminals, and printers. For each resource, the user is asked to provide: (1) the annual costs of the component i.e., leasing, purchasing, maintenance, and salaries, (2) the fraction of the resource used for servicing the public, and (3) the breakdown of products and services provided by the resource. A recommendation is to use your current annual work plan and other budget tracking documents as references.

B. Resource Description.

Column B:

Include the resources used to provide products for dissemination to the public. Column designations are printed within parentheses at the top of each column.

Column D:

Number of items within each resource should be provided. Note: This number is used for tracking information only and is not used in calculations.

C. Annual Costs. This category is divided into four groups: lease (Column F); purchase (Column H) and year of purchase (Column I); maintenance (Column K); and salary (Column M). The user is asked to provide the total annual costs of leasing, maintenance, and salary. For the purchase cost of a resource, the user should enter the total purchase cost, as well as the year of purchase. The spreadsheet depreciates the purchase costs over a 5-year period and uses this portion of the purchase costs in the rest of the spreadsheet. If there are several purchase years within a given resource, list each separately to ensure that the costs are depreciated properly. Add a factor of +18 percent to the personnel costs. (Note: For each row, if more than one unit is identified in Column D, be sure to enter the total cost of all the units, not a per unit cost, in Columns F through M.)

Column F:

This column is used to display leasing costs. Show the total equipment lease cost not including maintenance which is billed separately. Also, be certain to include the portion of space lease costs that support resources for disseminating products.

Column H:

This column is used to display total purchase costs. This column is used for BLM owned equipment and facilities. For BLM owned facilities report only the cost of Public Room space, docket space, cashier's space, and other space used to provide products. If this column is used for a resource, then the year of purchase must be included in Column I. This does not include supplies or other recurring purchases.

Column I:

See Column H. This column should show the fiscal year of purchase. Enter only the last two digits of the fiscal year the item was purchased i.e., if the actual fiscal year is 1994, enter 94.

Column K:

This column is used to display supplies and maintenance costs. Include all supplies as well as maintenance cost for equipment and facilities. Also include utilities cost if not included in lease cost (include only the portion of utilities that support resources for providing products to the public).

Column M:

This column is used to display the total salary costs. Includes annual base salary (grade and step) of each individual involved plus benefits and the COLA and locality rate pay, as applicable. A factor of +18 percent is added (to cover the benefits cost) to the personnel costs.

Column O:

Calculation Only Column: The formula is built-in to compute total Annual Costs (Lease, Purchase, Maintenance and Salary). The computer will add the total lease costs or the total purchase costs divided by five if the equipment is 5 years old or less, add total maintenance costs and total salary costs. For example, if the resource item is equipment and it was purchased more than five years ago, the formula will ignore the purchase price and only total maintenance costs. If the equipment is leased, only the annual lease cost and annual maintenance costs are totaled.

D. Product/Service Description.

Columns Q through AY:

The figures used in these columns should reflect the percentage of resources in Column B that are used to produce the products listed in these columns. In any given row, these columns cannot exceed a total of 100 percent. Usually it is less than 100 percent since percentages only reflect the amount of use applicable to the disseminated products. Overhead is indirect costs not specifically attributable to an individual product.

This part of the spreadsheet allows the user to allocate those resource costs associated with servicing the public to the individual products or services provided. Based on workload estimates, the percentage of resource usage determined to be associated with each product or service should be entered. For example, if 100 percent of the printer workload associated with public usage can be attributed to providing printouts e.g., serial register pages, then "1.00" should be entered in the column labeled "computer printouts" in the row labeled "printers." The spreadsheet will calculate the resultant dollar amount, sum this with the other entries in the "computer printouts" column, and display the total recoverable cost for this category.

If a single resource supports more than one product category, the percentage of support for each product category should be identified so the appropriate share of costs will be attributed to each product category.

Columns BA through BR:

Displays Public Production Costs. Protected formula for calculation only. The spreadsheet will automatically calculate the resultant dollar amounts per Product/Service based on percentage of resource use and total annual cost.

Column BS:

This is a calculated field for data verification. The total should not exceed 100.0 percent. It is the sum of Columns Q through AY which reflects the percentage of the resource in Column B that is used to produce the products listed. In any given row, this column cannot exceed a total of 100 percent. If it does, there is an error in Columns Q through AY.

E. Annual Public Dissemination Usage.

Column BX:

This column reflects the number of annual dissemination of each product. Collect the total usage/distribution of the products identified for the year, regardless of the public recipient. Enter the total usage for the year for each product.

Columns CA through CI:

These columns are calculated by the Lotus spreadsheet. Computes the Charge (Billing) Rate based on total costs per Product/Service divided by usage.

F. Supporting and Supplemental Data. The following data must be retained as backup documentation and submitted with the summary matrix:

For Oversize Paper Copies: The size of products produced (also include by linear foot if roll stock). If special media used such as mylar, or surcharges from lease or maintenance costs are incurred with oversize products, be sure to include those additional costs separately.

For Fax Transmissions: The number of pages and the amount of time for each transmission must be recorded separately.

For Maps: The detailed supporting information itemized by type of map and costs involved.

For Photo Enlarging: Any office providing this product or service must track all costs separately and submit detailed costs.

For Other: Any other different products should be tracked separately and all costs collected separately so the billing rate can be calculated.

For Aerial Photos (SC Only): Costs should be tracked separately for each type of product (e.g., black and white, color, color infrared).

For Patents (ESO Only): All research, duplication, and delivery times should be tracked for each patent provided to the public from the existing patent volumes. Costs involved with the GLO Project to provide copies of patents should be tracked and submitted separately.

Submit any other costs involved such as special media used (mylar) or surcharges from lease or maintenance costs incurred with oversize products.

For offices with special needs or products and want a special fee category established or an exception to the fee categories, they should submit all supporting documentation to justify their unique product.

G. Spreadsheet Submission Instructions.

Spreadsheet Loading Instructions:

Create a subdirectory under your Lotus 1-2-3 directory to store the spreadsheet in, such as COSTREC.

(Using the DOS Make Directory command: C:\123> MD COSTREC)

Change to your new subdirectory.

(Using the DOS Change Directory command: C:\123> CD COSTREC)

Copy the spreadsheet from the floppy diskette.

(Using the DOS Copy command: C:\123\COSTREC> COPY A:CRXXFY.WK1)

Save the diskette for backup.

Rename the spreadsheet so the "XX" corresponds to your state/office abbreviation and the "FY" corresponds to the current FY number.

(Using DOS Rename command: C:\123\COSTREC> REN CRXXFY.WK1

Note: The following instructions will use the generic filename CRXXFY.WK1, so be sure to substitute with your filename.

Using Lotus 1-2-3 Rel 2.3:

Due to the size of the spreadsheet, be sure to have the Undo function disabled. You may set this as a default by:

Hit / to bring up command line.

Select Worksheet, Global, Default, Other, Undo, Disable, Update, Quit

Change the default directory to your subdirectory by:

Hit / to bring up command line.

Select Worksheet, Global, Default, Directory, (type in the new directory name e.g., C:\123\COSTREC and enter), Update, Quit

To load spreadsheet:

Hit / to bring up command line.

Select File, Retrieve, and cursor over to CRXXFY.WK1 and enter

If the filename does not appear, verify you have the correct directory by:

Hit / to bring up command line.

Select File, Directory (type in the new directory name e.g., C:\123\COSTREC and enter)

The spreadsheet is protected so formulas cannot be accidently erased. The spreadsheet will only allow data entry in cells where data is to be entered. It is important not to use the Move function as this will corrupt the formula integrity and invalidate the entire spreadsheet. If data must be relocated within the spreadsheet, use the Copy function to enter the data in the appropriate cell and use the Erase function to remove the original data entry.

Spreadsheet Printing Instructions:

The spreadsheet may be printed using the following parameters:

Range: A1..CK101

Left Margin: 5

Right Margin: 161

Top Margin: 4

Bottom Margin: 3

Page Length: 66

If the printer is set on 12 pitch, the spreadsheet will print out on computer (14 7/8" x 11") paper. If the printer is set on 20 pitch, the spreadsheet will print out on letter size (8.5" x 11") paper.

To print:

Align paper in printer at top of page.

Hit / to bring up command line.

Select Print, Printer, and check for the above settings and change as needed.

Select Align, Go.

After printing select Page, Quit.

After the pages are printed they are arranged in the following sequence:

1	3	5	7
2	4	6	8

Be sure to save your spreadsheet after making changes and before exiting Lotus 1-2-3. Also, be sure to backup the spreadsheet.

Spreadsheet submission instructions:

Electronically mail (EMS) a copy of the completed spreadsheet (columns BA through CI) to the Division of Information Resources Management using the above instructions. As backup, copy the spreadsheet onto a 3.5"or 5/25" MSDOS formatted diskette. Submit printout, diskette, supplemental data, and any comments electronically (EMS) to the Branch of Information Access by formal memorandum to be received by the due date.