

## Administrative User-Pay Cost Share

The Department of the Interior, Environment, and Related Agencies Appropriations Act, 2006 included the following requirement for disclosure of overhead, administrative and other types of spending (consistent with a similar requirement in fiscal years 2004 and 2005):

*"Section 405. Estimated overhead charges, deductions, reserves or holdbacks from programs, projects and activities to support governmentwide, departmental, agency or bureau administrative functions or headquarters, regional or central office operations shall be presented in annual budget justifications. Changes to such estimates shall be presented to the Committees on Appropriations for approval. "*

The Service utilized a Cost Allocation Methodology (CAM) to allocate overhead costs for several years. In 2004, the Service formed a cross-program team to review all administrative costs by region and revise the CAM. The CAM was significantly changed as a result of this review. In FY 2005, the Service completed the review and a reprogramming of the Resource Management appropriation allowed space costs, which were previously paid out of a central account, to be paid by the user accounts. Thus, this centralized CAM method of paying Resource Management space costs has been eliminated. The Resource Management programs will now budget for these costs/expenses through their annual budget process. However, payment of space costs for the non-Resource Management accounts will continue through a centralized process, so that these programs contribute their share of these Servicewide bills. Funding to support central, regional and operational support is limited to the amounts enacted plus user-pay cost share funding from non-Resource Management accounts, and like all budget line items subject to reprogramming guidelines.

The user-pay cost share data provides full disclosure of the Service's administrative costs and the basis to comply with the *Section 405* directive. Pursuant to this directive, each region has reported on common program services (shared costs) and direct charges. A summary of these regional costs appears at the end of this section.

In additional response to *Section 405*, the General Operations Activities Section also discusses other external administrative costs. The Service receives services through the Department's Working Capital Fund (WCF). The WCF consists of Centralized Billings and Direct Billings for Departmental and Government-wide costs. President's budget request changes are for the Centralized Billing portion of the WCF occurs through Fixed Costs changes or program changes. The Centralized bill includes products and services that are not severable by Bureau or items that are inefficient to bill for the exact service. Examples of services include such automated systems as the Federal Personnel Payroll System (FPPS); Federal Financial System (FFS); Fixed Assets and Inventory Subsystems; Interior Department Electronic Acquisition System (IDEAS); Federal Procurement Data System (FPDS); aircraft services; travel management; electronic commerce; electronic time and attendance system (QuickTime); mainframe time-sharing; and Internet publishing. Direct Billings are products and services that are severable and based on customer orders. Examples of these services includes: Aviation Management, Microsoft Enterprise Licenses, and Financial Management Services; these services are funded through the General Operations program.

Finally, the Service Director manages a deferred allocation fund in the amount of one-half of one percent of the current year Resource Management appropriation. These funds are reserved for unanticipated requirements and are applied consistent with the original appropriation. The Service strictly adheres to the policy that Congressional earmarks and priorities must be funded in their entirety and may not be subjected to the deferred allocation or user pay cost share.

**Fiscal Year 2006 DRAFT Non-Resource Management Cost Share Distribution**

Items	Total Non-Res Mgmt	Construct.	Land Acq	NWRP	Rec. Fee	Wildland Fire Mgmt.	Mig. Bird Consvt.	Federal Hwys	Central Hazmat	NRDAR	CESC Fund	Federal Assistance		Land Owner Incent.	State Wildlife Grants	NAWCF
												Wildlife	Sportfish			
<b>Cost Distribution by Actual Usage</b>																
<sup>1</sup> National FTS & Telecom	64,739	12,188	5,436			1,523	14,432					8,836	579			21,744
<sup>1</sup> Worker's Compensation	263,130	988	77,813	102	1,720	148,858	3,856			117			29,676			
<b>Subtotal, actual cost basis</b>	<b>327,869</b>	<b>13,176</b>	<b>83,249</b>	<b>102</b>	<b>1,720</b>	<b>150,381</b>	<b>18,288</b>	-	-	<b>117</b>	-	<b>8,836</b>	<b>30,255</b>	-	-	<b>21,744</b>
<b>Cost Distribution by FY 2003 FTE Usage</b>																
<sup>1</sup> Unemployment Compensation	166,419	25,354	16,163	4,542	7,144	53,398	15,337	2,797	1,374	3,200	5,324	10,021	11,681	1,466	3,097	5,523
<sup>2</sup> Working Capital Fund	1,646,903	250,902	159,948	44,944	70,694	528,435	151,774	27,675	13,602	31,670	52,688	99,169	115,598	14,503	30,646	54,654
<sup>1</sup> Postage	68,916	10,499	6,693	1,881	2,958	22,113	6,351	1,158	569	1,325	2,205	4,150	4,837	607	1,282	2,287
<sup>1</sup> Printing	43,881	6,685	4,262	1,198	1,884	14,080	4,044	737	362	844	1,404	2,642	3,080	386	817	1,456
<sup>1</sup> National IRTM Security Activites	193,094	29,417	18,753	5,270	8,289	61,957	17,795	3,245	1,595	3,713	6,177	11,627	13,553	1,700	3,593	6,408
<sup>1</sup> Asst. Secretary - FWP	84,393	12,857	8,196	2,303	3,623	27,079	7,777	1,418	697	1,623	2,700	5,082	5,924	743	1,570	2,801
<sup>1</sup> Misc. Support RSA's	66,914	10,194	6,499	1,826	2,872	21,470	6,167	1,124	553	1,287	2,141	4,029	4,697	589	1,245	2,221
<sup>1</sup> IDEAS Support	48,433	7,379	4,704	1,322	2,079	15,540	4,463	814	400	931	1,549	2,916	3,400	427	901	1,607
<sup>3</sup> Facilities	133,736	20,374	12,989	3,650	5,741	42,911	12,325	2,247	1,105	2,572	4,278	8,053	9,387	1,178	2,489	4,438
<sup>1</sup> Washington Office Support	3,877,256	590,691	376,561	105,811	166,433	1,244,079	357,318	65,155	32,023	74,560	124,041	233,470	272,148	34,145	72,148	128,671
<sup>1</sup> Regional Office Support	4,413,293	672,355	428,621	120,440	189,443	1,416,074	406,718	74,163	36,450	84,868	141,190	265,747	309,773	38,866	82,123	146,460
<sup>1</sup> Memberships	10,196	1,553	990	278	438	3,272	940	171	84	196	326	614	716	90	190	338
<sup>1</sup> Lit. Search	18,572	2,829	1,804	507	797	5,959	1,712	312	153	357	594	1,118	1,304	164	346	616
<sup>1</sup> Document Tracking System	41,787	6,366	4,058	1,140	1,794	13,408	3,851	702	345	804	1,337	2,516	2,933	368	778	1,387
<sup>1</sup> Economics Contracts	46,430	7,073	4,509	1,267	1,993	14,898	4,279	780	383	893	1,485	2,796	3,259	409	864	1,541
<sup>1</sup> E-Gov Initiatives	80,114	12,205	7,781	2,186	3,439	25,706	7,383	1,346	662	1,541	2,563	4,824	5,623	706	1,491	2,659
<b>Subtotal, FTE cost basis</b>	<b>10,940,336</b>	<b>1,666,736</b>	<b>1,062,531</b>	<b>298,565</b>	<b>469,620</b>	<b>3,510,379</b>	<b>1,008,234</b>	<b>183,847</b>	<b>90,359</b>	<b>210,383</b>	<b>350,004</b>	<b>658,774</b>	<b>767,912</b>	<b>96,346</b>	<b>203,579</b>	<b>363,068</b>
<b>FY 2006 TOTAL</b>	<b>11,268,206</b>	<b>1,679,912</b>	<b>1,145,780</b>	<b>298,667</b>	<b>471,340</b>	<b>3,660,760</b>	<b>1,026,522</b>	<b>183,847</b>	<b>90,359</b>	<b>210,500</b>	<b>350,004</b>	<b>667,610</b>	<b>798,167</b>	<b>96,346</b>	<b>203,579</b>	<b>384,812</b>

**Sources:**

- <sup>1</sup> Based on 2006 Budget Changes - Post Reprogramming
- <sup>2</sup> WCF - based on 2006 Budget Changes - Post Reprogramming, less Aviation Management (\$1,587,900) and Appraisal Services (\$1,470,000)
- <sup>3</sup> Based on 2005 enacted, post reprogramming. Straightline to FY 2006.

**Fiscal Year 2007 DRAFT Non-Resource Management Cost Share Distribution**

Items	Total Non-Res Mgmt	Construct.	Land Acq	NWRP	Rec. Fee	Wildland Fire Mgmt.	Mig. Bird Conservt.	Federal Hwys	Central Hazmat	NRDAR	CESC Fund	Federal Assistance		Land Owner Incent.	State Wildlife Grants	NAWCF
												Wildlife	Sportfish			
<b>Cost Distribution by Actual Usage</b>																
1 National FTS & Telecommunicatio	64,739	12,188	5,436			1,523	14,432					8,836	579			21,744
1 Worker's Compensation	263,130	988	77,813	102	1,720	148,858	3,856				117		29,676			
<b>Subtotal, actual cost basis</b>	<b>327,869</b>	<b>13,176</b>	<b>83,249</b>	<b>102</b>	<b>1,720</b>	<b>150,381</b>	<b>18,288</b>	<b>-</b>	<b>-</b>	<b>117</b>	<b>-</b>	<b>8,836</b>	<b>30,255</b>	<b>-</b>	<b>-</b>	<b>21,744</b>
<b>Cost Distribution by FY 2003 FTE Usage</b>																
1 Unemployment Compensation	183,808	28,003	17,851	5,016	7,890	58,978	16,939	3,089	1,518	3,535	5,880	11,068	12,902	1,619	3,420	6,100
2 Working Capital Fund	1,764,971	268,889	171,415	48,167	75,762	566,319	162,655	29,660	14,577	33,940	56,465	106,278	123,885	15,543	32,843	58,573
1 Postage	68,916	10,499	6,693	1,881	2,958	22,113	6,351	1,158	569	1,325	2,205	4,150	4,837	607	1,282	2,287
1 Printing	43,881	6,685	4,262	1,198	1,884	14,080	4,044	737	362	844	1,404	2,642	3,080	386	817	1,456
1 National IRTM Security Activities	193,094	29,417	18,753	5,270	8,289	61,957	17,795	3,245	1,595	3,713	6,177	11,627	13,553	1,700	3,593	6,408
1 Asst. Secretary - FWP	84,393	12,857	8,196	2,303	3,623	27,079	7,777	1,418	697	1,623	2,700	5,082	5,924	743	1,570	2,801
1 Misc. Support RSA's	81,480	12,413	7,913	2,224	3,498	26,144	7,509	1,369	673	1,567	2,607	4,906	5,719	718	1,516	2,704
1 IDEAS Support	48,433	7,379	4,704	1,322	2,079	15,540	4,463	814	400	931	1,549	2,916	3,400	427	901	1,607
1 Facilities	133,736	20,374	12,989	3,650	5,741	42,911	12,325	2,247	1,105	2,572	4,278	8,053	9,387	1,178	2,489	4,438
1 Washington Office Support	3,817,352	581,565	370,743	104,177	163,862	1,224,858	351,798	64,149	31,528	73,408	122,125	229,863	267,944	33,618	71,034	126,683
1 Regional Office Support	4,451,256	678,139	432,308	121,476	191,073	1,428,256	410,217	74,801	36,764	85,598	142,405	268,033	312,438	39,200	82,830	147,720
1 Memberships	10,196	1,553	990	278	438	3,272	940	171	84	196	326	614	716	90	190	338
1 Lit. Search	18,572	2,829	1,804	507	797	5,959	1,712	312	153	357	594	1,118	1,304	164	346	616
1 Document Tracking System	41,787	6,366	4,058	1,140	1,794	13,408	3,851	702	345	804	1,337	2,516	2,933	368	778	1,387
1 Economics Contracts	46,430	7,073	4,509	1,267	1,993	14,898	4,279	780	383	893	1,485	2,796	3,259	409	864	1,541
1 E-Gov Initiatives	80,114	12,205	7,781	2,186	3,439	25,706	7,383	1,346	662	1,541	2,563	4,824	5,623	706	1,491	2,659
<b>Subtotal, FTE cost basis</b>	<b>11,068,419</b>	<b>1,686,249</b>	<b>1,074,970</b>	<b>302,060</b>	<b>475,118</b>	<b>3,551,476</b>	<b>1,020,038</b>	<b>186,000</b>	<b>91,417</b>	<b>212,846</b>	<b>354,101</b>	<b>666,487</b>	<b>776,903</b>	<b>97,474</b>	<b>205,962</b>	<b>367,318</b>
<b>FY 2007 TOTAL</b>	<b>11,396,288</b>	<b>1,699,425</b>	<b>1,158,219</b>	<b>302,162</b>	<b>476,838</b>	<b>3,701,857</b>	<b>1,038,326</b>	<b>186,000</b>	<b>91,417</b>	<b>212,963</b>	<b>354,101</b>	<b>675,323</b>	<b>807,158</b>	<b>97,474</b>	<b>205,962</b>	<b>389,062</b>

**Sources:**

1/ Based on 2007 Budget Request, less passback changes. Comp table dated 01/10/06.

2/ WCF - based on 2007 Budget Request, less passback changes. Reduced for Aviation Management (\$1,518,800) and Appraisal Services (\$1,494,600) and Enterprise Messaging System (\$2,561,400) direct charges.

**Common Program Services / Direct Charges Summary: All Regions**

Category	Item	FY 2006		Program contribution										
		dollars	FTE	End. Sp	Refuges	Fisheries	Mig Birds	Hab. Cons	Law Enf	Land Ac.	Constr	Fed Aid	Fire	Other
<i>(Source: CAM Report, September 2004)</i>														
<b>Facilities Management: Building infrastructure and security</b>														
	Building Security/Security ID cards	71,997	-	599	24,175	24,150	5,054	2,497	2,666	1,026	944	641	0	10,255
	Space Management Consultant	4,889	-	548	1,189	1,183	123	302	0	730	0	71	294	449
	Space Improvements	179,563	-	20,118	43,692	43,442	4,510	11,079	0	26,821	0	2,624	10,788	16,489
	Parking	624,744	-	140,784	184,788	17,604	52,795	0	35,196	61,596	43,992	43,997	0	43,992
	Regional Office Building Items	16,269	-	3,232	3,207	984	673	0	662	575	0	930	0	6,006
	Other (specify) Wellness Room													0
	LAN Lines	3,659	-	737	1,181	858	81	235	0	520	0	47	0	0
	Unanticipated Operational Items	30,499	-	2,800	11,200	2,700	2,400	2,400	1,500	0	3,100	3,900	203	296
<b>Total</b>		<b>931,620</b>	<b>-</b>	<b>168,818</b>	<b>269,432</b>	<b>90,921</b>	<b>65,636</b>	<b>16,513</b>	<b>40,014</b>	<b>91,268</b>	<b>48,036</b>	<b>52,210</b>	<b>11,285</b>	<b>77,487</b>
<b>Office Support: Supplies and services shared by all programs</b>														
	Mailroom	125,183	-	38,519	35,850	22,211	2,537	2,780	5,394	2,588	2,338	3,378	1,246	8,342
	Motorpool	40,917	-	3,923	13,087	4,524	365	1,634	0	1,201	1,200	2,853	423	11,707
	Recycling	9,360	-	235	4,343	1,839	462	615	345	116	213	83	0	1,109
	Postage (RO)	261,542	-	34,739	73,817	46,826	25,313	7,754	9,522	3,964	1,264	6,047	966	51,330
	Printing (RO)	2,000	-	50	950	393	99	131	74	25	24	18	0	236
	Telephones (RO)	270,416	-	50,030	53,117	19,003	19,197	6,194	13,695	31,372	5,675	19,421	900	51,812
	Telephones expansion (RO)	6,131	-	687	1,492	1,483	154	378	0	916	0	90	368	563
	Supplies/Fedstrip/Materials/Paper	40,563	-	3,817	10,854	4,958	3,520	3,342	914	3,254	2,096	622	940	6,246
	Warehouse supplies	50,000	-	902	23,734	9,827	2,824	3,286	1,844	618	602	445	0	5,918
	Other:													0
	Greenwire Subscriptions	2,657	-	1,175	675	506	5	83	0	31	0	28	135	19
	Mail Meter Machine	12,000	-	3,511	6,358	1,466	290	0	375	0	0	0	0	0
	Property Disposal	7,135	-	342	1,855	357	1,213	514	214	0	0	0	0	2,640
<b>Total</b>		<b>827,904</b>	<b>-</b>	<b>137,930</b>	<b>226,132</b>	<b>113,393</b>	<b>55,979</b>	<b>26,711</b>	<b>32,377</b>	<b>44,085</b>	<b>13,412</b>	<b>32,985</b>	<b>4,978</b>	<b>139,922</b>
<b>ITM Support: network, hardware, and software</b>														
	ESRI License Agreement	178,114	-	17,294	114,162	14,785	2,449	28,578	0	0	0	0	0	846
	FWS IT Priorities	87,341	-	30,999	25,012	17,978	626	567	3,981	992	0	1,357	710	5,119
	LAN and IT costs	260,144	-	46,744	88,807	41,974	10,026	16,749	11,238	5,374	8,343	10,605	817	19,467
	Microsoft Enterprise	170,162	-	2,280	62,566	50,908	14,761	7,182	4,656	2,105	2,048	1,514	0	22,142
	RO Network	70,000	-	3,360	18,200	3,500	11,900	5,040	2,100	0	0	0	0	25,900
	ITM Staff	1,030,589	-	25,355	282,805	58,512	19,504	38,033	24,380	0	0	0	0	582,000
	IT Support	98,567	-	43,594	25,058	18,782	190	3,075	0	1,132	0	1,033	5,006	6,971
<b>Total</b>		<b>1,894,917</b>	<b>-</b>	<b>169,626</b>	<b>616,610</b>	<b>206,439</b>	<b>59,456</b>	<b>99,223</b>	<b>46,355</b>	<b>9,603</b>	<b>10,391</b>	<b>14,509</b>	<b>6,533</b>	<b>656,171</b>
<b>Employee Support Services: Specific services, support, and training opportunities available for employees</b>														
	Diversity Day	16,039	-	530	6,901	2,757	878	994	634	340	649	446	0	1,910
	Employee Assistance Program	82,573	-	11,063	43,267	11,880	2,143	6,197	2,800	878	532	403	0	3,410
	Federal Executive Board	15,004	-	4,389	7,947	1,837	362	0	469	0	0	0	0	0
	Health Unit	69,071	-	9,435	24,710	5,259	8,093	3,172	2,104	0	0	0	0	16,298
	Invest in People Initiatives	50,000	-	6,200	24,200	6,500	900	5,900	4,400	0	900	1,000	0	0
	Labor Relations/Union costs	7,320	-	169	1,971	0	1,548	253	0	0	0	0	0	3,379
	Length of Service/Retirement Pins	17,872	-	5,500	8,407	2,548	358	28	621	50	0	68	36	256
	Regional Resource Center	62,800	1	2,512	31,400	6,280	6,280	3,768	6,280	0	0	0	0	6,280
	Training													
	Floor Monitor, AED, Evac Chairs	10,917	-	889	3,309	790	904	1,071	553	779	1,082	990	0	550
	Regional	3,500	-	250	1,875	958	0	250	0	167	0	0	0	0
	Stepping Up/Advanced Leadership	67,993	-	11,698	28,564	11,880	2,319	3,888	3,399	213	0	379	0	5,653
	Watercraft Safety	166,409	-	42,872	68,361	31,298	1,538	1,802	12,447	982	0	1,342	702	5,065
	Admin Workshop	11,879	-	4,216	3,402	2,445	85	77	542	134	0	184	97	697
	EEOC Supervisory Training	8,000	-	700	4,540	1,057	0	1,128	192	168	0	0	0	215
	DCR Video Library	3,497	-	1,240	1,003	720	25	23	159	40	0	54	28	205
	Executive Seminar Program	3,934	-	1,227	1,317	1,021	50	0	189	47	0	83	0	0
	Transit	47,306	-	9,920	9,909	2,920	1,852	98	1,821	1,687	0	2,558	24	16,517
	Other (specify)	28,147	-	8,238	14,910	3,439	680	0	880	0	0	0	0	0
	Special Emphasis - DCR	2,000	-	96	520	100	340	144	60	0	0	0	0	740
	Safety Supplies	14,000	-	352	6,446	2,751	691	920	516	173	368	125	0	1,658
	Employee Appreciation	3,200	-	80	1,419	629	158	210	118	40	139	28	0	379
	Competitive Source Training	7,000	-	176	3,123	1,376	346	460	258	87	283	62	0	829
<b>Total</b>		<b>698,461</b>	<b>1</b>	<b>121,753</b>	<b>297,501</b>	<b>98,445</b>	<b>29,550</b>	<b>30,382</b>	<b>38,442</b>	<b>5,785</b>	<b>3,953</b>	<b>7,722</b>	<b>887</b>	<b>64,041</b>
<b>Specific Initiatives</b>														
	ARLIS (shared DOI Library)	163,139	1	4,103	56,085	52,061	8,554	8,721	6,018	2,018	1,963	1,452	0	22,164
	Aviation Management	18,880	-	968	15,885	1,453	574	0	0	0	0	0	0	0
	PCS - RD/DRD/ARD administration	582,996	-	62,736	282,146	80,363	33,665	124,086	0	0	0	0	0	0
	Regional Conferences/Sponsorships	35,000	-	8,115	15,246	5,054	2,604	1,200	2,781	0	0	0	0	0
	Regional Science Advisor - SARD	140,146	1	16,070	40,175	40,175	19,621	24,105	0	0	0	0	0	0
	Project Leaders Meeting/Admin Workshop	129,500	-	23,136	64,718	16,492	2,626	10,400	8,928	0	1,500	1,700	0	0
	Human Resources expertise	298,000	-	44,000	160,000	26,000	4,000	45,000	19,000	0	0	0	0	0
	Contracting expertise	302,000	-	45,000	161,000	26,000	5,000	45,000	20,000	0	0	0	0	0
	Lewis and Clark Exhibit	3,890	-	1,213	1,303	1,009	50	0	187	46	0	82	0	0
	Out and About (Outreach publication)	3,304	-	1,031	1,106	857	42	0	159	39	0	70	0	0
	Outreach Initiatives	44,356	-	19,817	11,276	8,452	86	1,384	0	509	0	465	2,253	314
	Spotlight on Science	2,553	-	531	532	157	101	0	99	92	0	140	0	901
	Western Assoc. of F&W Agencies	4,431	-	1,703	1,285	980	30	77	95	51	0	68	125	17
	Science Officer	66,250	-	19,386	35,101	8,093	1,600	0	2,070	0	0	0	0	0
	CA Bio Diversity	3,942	-	1,744	1,002	751	8	123	0	45	0	41	200	28
	Interim BRT Adjustment	299,999	-	32,283	145,186	41,356	17,323	63,851	0	0	0	0	0	0
	Warehouse Manager	52,970	1	832	15,000	20,410	3,259	3,481	1,954	655	638	471	0	6,270
	Copy Center Technician	35,647	1	897	16,777	7,005	2,260	1,343	815	441	573	317	0	5,219
	IA Activities	103,318	1	2,599	34,042	35,305	5,601	4,790	3,811	1,278	1,243	919	0	13,730
<b>Total</b>		<b>2,290,321</b>	<b>5</b>	<b>285,964</b>	<b>1,057,865</b>	<b>371,973</b>	<b>107,004</b>	<b>333,561</b>	<b>65,917</b>	<b>5,174</b>	<b>5,917</b>	<b>5,725</b>	<b>2,578</b>	<b>48,643</b>
<b>Grand Total</b>		<b>6,643,223</b>	<b>6</b>	<b>884,091</b>	<b>2,467,540</b>	<b>881,171</b>	<b>317,625</b>	<b>506,390</b>	<b>223,105</b>	<b>155,915</b>	<b>81,709</b>	<b>113,151</b>	<b>26,261</b>	<b>986,264</b>