



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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March 21, 2003

In reply, refer to:
1280(CA-946)P

EMS TRANSMISSION: 3/21/03

Information Bulletin No. CA-2003-031

To: All California Employees

From: State Director

Subject: Installation of Microsoft XP Professional and Office XP

The purpose of this Information Bulletin is to convey and highlight critical features of the Washington Office (WO) IB No. 2003-057. The WO IB defines the process for the deployment and installation of the Bureau's new standard operating system for personal computers (Microsoft XP Professional) and the new standard office automation software package (Microsoft Office XP). The IB also discusses the following changes to our policies and practices:

1. As a part of the "XP" rollout all existing software/applications and data on desktop and laptops will be deleted and replaced with the new standard operating system and office automation software.
2. System administrators will provide instructions to employees on how to backup their existing software/applications and data.
3. The new office automation package will include Microsoft Word, Excel, PowerPoint and Access and a limited number of Publisher licenses.
4. Employees should notify their system administrator of any special/non standard software that will require reinstallation after the system upgrades.
5. Employees will no longer be authorized to install software without a waiver. Requests for waivers must be submitted in writing through the State CIO, Rob Cervantes, to the BLM Assistant Director for IRM.
6. Corel suite components such as WordPerfect and Quattro-Pro will not be reinstalled during the rollout.

The installation of Microsoft XP Professional and Microsoft Office XP is anticipated to begin near the end of summer due to the expected coordination efforts necessary to assure successful deployment. This notification has been coordinated with both Local 951 and Local 2152. Questions on this deployment should be directed to your local system administrator or the state help desk.

Signed by:
Mike Pool
State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
#1 – WOIB-2003-057 (3pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

February 6, 2003

In Reply Refer To:
1118, 1262, 1263, 1280 (500) N
Ref. IM 2002-235
IB 2002-128
IM 2002-173

EMS TRANSMISSION 02/11/2003

Information Bulletin No. **2003-057**

To: AD's, SD's, and CD's
Attention: Chief Information Officers (CIO's) and IRM Advisors

From: Assistant Director, Information Resources Management

Subject: Installation of Microsoft XP Professional and Office XP

Program Area: Information Resources Management (IRM)

Purpose: This Information Bulletin (IB) defines the process being developed for the deployment and installation of Microsoft XP Professional and Microsoft Office XP and how BLM computers and employees will be affected.

Policy/Action: During the remainder of Fiscal Year 2003, February 2003 - September 2003, the BLM will implement a bureauwide effort to install the Microsoft XP Professional operating system and Microsoft Office XP office automation suite (a.k.a. XP rollout) on all desktop and laptop computers. The XP rollout effort will change the way the Bureau implements software changes and will ensure our alignment with Bureau standards. These standards are defined in the Bureau Enterprise Architecture (BEA) and Technical Reference Model (TRM). The XP rollout effort will erase all software/applications and data on desktop and laptop computers and install the latest version available through the Bureau enterprise license agreements.

As part of the XP rollout, your local IRM staff will be or have been preparing by:

Modifying desktop computers, as necessary, to assure data is stored on network servers (a.k.a. mapped drives). This is a vital step in the process as the XP rollout requires the internal disk drive(s) to be reformatted and all information including locally saved data (including any local desktop copies of employees' Lotus archive files) to be destroyed. This data cannot be recovered from an employee's desktop and/or laptop once reformatting occurs.

Providing instructions to BLM employees using laptop computers on how to backup their laptop files to a network server or removable media such as floppy, CD or Zip disks for the same reason as with desktop computers, the internal disk drive(s) will be reformatted.

Advising employees on how to prepare for the complete erasure (reformatting) and reconfiguration of their desktop and/or laptop computers.

Informing employees that the desktop and laptop computers will be installed with the new BLM standard operating system and office automation suite, Microsoft XP Professional and

Microsoft Office XP respectively which will include the removal of the Corel suite of software, i.e. WordPerfect, Quattro-Pro, etc.

Gathering information (via surveys, inventories or other methods) on special software/hardware that may be installed on affected computers so as to ensure that it can be reinstalled, upgraded, or replaced after or during the XP rollout.

Gathering information on the current state of all systems (via surveys, inventories and other methods) to ensure that all systems can and will be able to accommodate the new operating system and office automation suite.

Employees should do their best to assist the XP rollout by responding to their IRM staff requests for information. It is very probable that not all vital information unique to some employees' desktop and/or laptop computer has been captured. Therefore, employees should volunteer any information they feel has not been captured and/or that may seriously affect their working environment due to the XP rollout. Examples: specialized software, specialized equipment, software licensed exclusively to a computer or user.

Hardware equipment and peripherals such as digital cameras, Palm and iPaQ handheld devices, digitizers, and those peripherals that require special connection software (drivers) should be reported to the local IRM Helpdesk so that the drivers can be verified for compatibility with Microsoft XP Professional and Office XP.

Software installed by employees should be reported to the local IRM Helpdesk so the IRM staff can plan to assist in the software reinstallation when the desktop and laptop computers are upgraded during the XP rollout. The software should meet normal legal requirements including adherence to licensing and all copyrights before it can be reinstalled. The employee should have the installation media (original CDs or floppy disks) available in order to have the IRM staff reinstall it.

Employees will not be allowed to install software on desktops and laptops after the XP rollout without a waiver. Employees desiring a waiver must submit a request in writing through their State CIO to the BLM Assistant Director for IRM as outlined in IM-2002-235. (Elevated Privilege Access to Computing Systems) dated August 21, 2002.

Corel Suite components such as WordPerfect and Quattro-Pro will not be reinstalled during the XP rollout. Each State/Center is prepared to provide conversion assistance using local processes and policies (IB 2002-128, August 12, 2002). Employees are reminded that the Bureau standard office automation suite is the Microsoft Office/Office XP suite (IM 2002-173, May 22, 2002). Employees are required to create all new documents with the products provided in the Microsoft Office suite.

Management officials are encouraged to use this opportunity to request cooperation from their employees for this rollout.

Timeframe: XP rollout will be staggered by State/center during the period of February 2003 through September 2003. The State/center Chief Information Officer will advise their state/center management of the scheduled rollout and any unforeseen delays or changes.

Budget Impact: This policy has a positive long-term impact on IT budgets, because it enables the BLM to maximize its dollars by taking advantage of savings inherent in standardizing the BLM Windows Architecture. Short-term impacts should be anticipated as the need arises to replace peripherals and/or applications that are determined to be incompatible with XP. Some overtime for IRM staffs could be required to meet schedules and/or lessen impacts on essential operations.

Background: In July 2000, the BLM entered into a three year Enterprise Agreement with Microsoft Corporation to provide a standard desktop application suite using Microsoft Office and to upgrade existing client and server computer operating systems to Windows 2000. In addition, BLM is entitled to all subsequent operating system upgrades that are released by Microsoft during the term of the agreement. The BLM has completed testing of the XP Professional operating system and will upgrade all client systems, desktops and laptops, as allowed in the Microsoft agreement. This IB also supports the enforcement of IM 2002-173 Office Automation Standard, Microsoft Office XP, May 22, 2002.

Manual/Handbook Sections Affected: None.

Coordination: States should make certain that these efforts are coordinated with their Field Offices. Offices with Unions are reminded to notify their unions of this directive and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Contact: Questions concerning this IB can be addressed to Mike Howell, IRM CIO, at (202) 208-7701; questions concerning the Office Automation (OA) standards should be directed to Pamela Chesla, OA Project Manager at (907) 271-4216; and questions concerning the Operating System (OS) standards should be directed to John Hackbarth, Window2000 Project Manager at (541) 683-6973.

Signed by:
Michael J. Howell Jr.,
Acting, Assistant Director
Information Resources Management

Authenticated by:
Robert M. Williams
Policy and Records Group, WO-560

Directives forwarded to State Director, CA-940, CA-946

2/11/03