

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
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In Reply To:  
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EMAIL TRANSMISSION - 03/09/04  
Instruction Memorandum No. MT-2004-039  
Expires: 9/30/05

To: Field Managers  
From: Deputy State Director, Division of Resources  
Subject: Timber Sale Information System and User Permissions

**DD: 03/19/2004**

The Timber Sale Information System (TSIS) has been maintained since the mid-1980s as a computer application that supports Timber Sale and Special Forest Product components of the Bureau of Land Management (BLM) Material Disposal Program. It provides users with a suite of computational tools and procedures for managing routine field office activities associated with product sale, contract administration, and financial accounting. It also is a source of historical information on quantities and values of timber and special forest products that have been removed from lands managed by the BLM.

The TSIS is the BLM's automated system for tracking all timber sales, special forest product disposals, and timber trespass occurrences. Special forest products include vegetative products that are sold such as hay, grass seed, yucca, mushrooms, etc. It does not include any vegetation authorized for grazing under a valid grazing use authorization. Information on these contract sales and trespass cases must be entered and maintained in accordance with the guidelines established in Timber Sale Information System+ Data Entry Users Guide. This guide is found at <http://orso3br101.orso.or.blm.gov/tsis/tsis.pdf>

The information in the TSIS either feeds directly into other Bureau automated systems or is manually compared to other data entry systems such as the Collections and Billings System. It is important for the information to match in order for the BLM to receive clean audits. In order to ensure this consistency, each field office that sells timber or special forest products needs to identify one to three key personnel for TSIS data entry and data maintenance.

The following is the current listing of personnel which are authorized to enter and modify data in the TSIS:

Office Code	Office	TSIS User
MT020	Miles City	Yvonne Wood
		Ray Smith
MT030	North Dakota	Linda Gisvold
MT040	South Dakota	Carla Turbiville
		Dennis Bucher
MT050	Dillon	Angie Morse
		Debra Rose
		Joe Casey
MT060	Lewistown	Barb Hunter
		Bruce Reid
MT070	Butte	Lindsey Goetz
		Mike Small
MT090	Malta	Barb Sereday
		Bruce Reid
MT100	Missoula	Judy Goffe
		John Weinert
		Margaret Heaphy
		Tom Daer

Field Managers are requested to identify any changes to the current the TSIS user list and to identify new users by name by the due date. Additional information may be requested from new users in conformance with Information Technology Security Instruction Memorandum No. 2004-035. New users will be notified as soon as permissions have been established on the Montana and Oregon servers.

If you have any questions pertaining to the TSIS program or user requirements, please contact Bill Hensley at 406-896-5042.

Signed by: Howard A. Lemm

Authenticated by: Merry Prestridge (MT923)

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