



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



In Reply Refer to:

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June 18, 2007

EMS TRANSMISSION 06/18/2007

Instruction Memorandum No. OR-2007-064

Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Bureau of Land Management (BLM) Information Technology
(IT) Investments Used Outside the Bureau

Program Area: IT Investment Management.

Purpose: To comply with Washington Office (WO) Instruction Memorandum (IM) No. 2007-083.

Policy/Action: Per WO [IM No. 2007-083](#), dated March 15, 2007, "BLM Information Technology (IT) Investment Initiatives Proposed for External Use." Please ensure that, at a minimum, Resource staffs, Geographic Information System (GIS) coordinators, and IT staffs receive this IM.

All IT investments, e.g., applications, hardware, and software, considered for use or expansion outside of the BLM must be vetted through the Bureau Chief Information Officer (CIO) for review and approval. Bureau CIO approval must be done prior to entering into any agreement resulting in an expanded user base for external use, interagency/inter Bureau use, or transfer of source code. Data is not considered part of the investment group requiring CIO approval. This policy ensures that cost and risk factors will have been properly staffed and coordinated between all parties prior to any formal agreement being put into place. The policy is effective immediately for new shared investments, or existing investments that are increasing their scope to include other bureaus or agencies. Submit the shared investment information using Exhibit 300, found at <http://web.blm.gov/itim/>, to the Oregon/Washington (OR/WA) CIO for routing to the WO-500. After the Bureau CIO has approved the project, it will be processed through the National Information Technology Investment Board (ITIB), regardless of the dollar value.

Timeframe: Effective immediately.

Budget Impact: Unknown.

Background: To ensure BLM resources are not inappropriately directed and all schedules remain intact, these requests are to be reviewed by the CIO before any formal agreements are made. From a Bureau perspective, it is critical that the BLM mission goals and priorities are not compromised through informal agreements that have not been thoroughly reviewed. A key component of the Bureau's IT investment portfolio, applications and applications support infrastructure must be effectively managed during this period of reduced budgets and major organizational change.

Manual/Handbook Sections Affected: None.

Coordination: The development of this policy has been coordinated within WO Assistant Directorates.

Contact: Questions concerning this IM can be directed to Thuy Ta (503)808-6269 or Lloyd Gilham (503)808-6063.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
Rita Wallberg
Records Section

Distribution

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