



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, California 95825  
[www.ca.blm.gov](http://www.ca.blm.gov)

January 25, 2002

In Reply Refer To:  
1280(P)  
CA-946

EMS TRANSMISSION: 1/25/02  
Instruction Memorandum No. **CA-2002-025**  
Expires: 09/30/2003

To: All Employees  
Attn: System Administrators

From: State Director

Subject: Desktop Inventory, Certification, and Additional Security Requirements **DD: 01/23/2002**

This Instruction Memorandum (IM) transmits Washington Office IM No. 2002-074, "Inventory and Certification of Desktops and Addition of Sign-on Banner" (attachment 1). The Washington Office IM requires an inventory of all BLM-owned desktops, certification of the desktops vis-a-vis Individual Indian Trust Data (IITD) and the installation of a new "Notice of Monitoring" banner on each desktop.

Attachment 2 identifies employees by name who must certify the status of their desktops vis-a-vis IITD. This list is not necessarily complete and any employees who may have IITD data on their desktops should also certify.

This IM is in addition to WO IM 2002-069, Inventory and Certification of Laptops and Addition of Sign-on Banner, which concerned only laptop computers. Staff members who use laptops with docking stations in lieu of a desktop need only certify under WO IM 2002-069. This inventory and certification will be carried out via a different Lotus application than the one used for the laptop inventory. Your system administrators will receive an e-mail with a link to the Lotus notes application to be used for the desktop inventory and certification.

If you have any questions on this matter, please call Rob Cervantes at (916) 978-4541.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachments:  
#1 - WO IM-2002-074 (3 pp)  
#2 - List of Users (3 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
January 24, 2002

In Reply Refer To:

1118, 1263 (560) N  
Ref. IM No. 2002-069

EMS TRANSMISSION 01/24/02  
Instruction Memorandum No. 2002-074  
Expires: 09/30/2003

To: ADs, SDs, and CDs  
From: Assistant Director, Information Resources Management  
Subject: Inventory and Certification of Desktops and Addition of Sign-on Banner  
**DD: 1/25/02**

**Purpose:** This Instruction Memorandum (IM) requires action by all employees who may have Individual Indian Trust Data (IITD) on their desktops. This IM requires an inventory of the Bureau of Land Management (BLM) owned desktops, certification of the desktops vis-a-vis IITD, and the installation of a new ANotice of Monitoring@banner on each desktop.

Attachment 1 identifies employees by name who must certify the status of their desktops vis-a-vis IITD. **This list is not necessarily complete.** In addition to the staff members identified in Attachment 1, all staff members who use AFMMS or Alaska's Land Information System (LIS) must certify their computers. Further, even if you are not on the attached list or have not accessed AFMSS or LIS and believe you have IITD on your system or filed on disks or other storage media, immediately contact Sue Stephens of the Native American Office and provide your name and the nature of your information.

This IM is in addition to IM 2002-069, Inventory and Certification of Laptops and Addition of Sign-on Banner, which concerned only laptop computers. Staff members who use laptops with docking stations in lieu of a desktop need only certify under IM 2002-069.

**Time frame:** The policy is in effect immediately. The banner must be implemented as quickly as possible. **The Inventory and Certification are due by January 25, 2002.**

**Policy/Action:** All BLM owned desktops must be inventoried and certified. The inventory shall consist of the following items:

<u>User Information</u>		<u>Desktop Data</u>	
<b>User Name</b>	[Required]	<b>Serial Number</b>	[Optional]
<b>Loginid</b>	[Optional]	<b>Property Number</b>	[Required]
<b>Phone</b>	[Required]	<b>Host Name</b>	[Optional]
<b>Office</b>	[Required]	<b>Manufacturer</b>	[Optional]
<b>Office Code</b>	[Required]	<b>Model</b>	[Optional]
<b>Address</b>	[Required]		

In addition, the desktop owner shall certify the following concerning the identified desktop:

I certify that to the best of my knowledge, the desktop identified above DOES/ DOES NOT contain "Individual Indian trust data" as defined herein,

AND, I certify that the desktop identified above will not be connected to the Internet until officially notified of approval to do so,

AND, I certify that the "Notice of Monitoring" banner as defined herein IS/IS NOT displayed on my desktop upon login.

"**IITD**" is defined as "All data stored in an Information Technology (IT) system upon which the Government must rely to fulfill its trust duties to Native Americans pursuant to the Trust Fund Management Reform Act of 1994 (P.L. No. 103-412), other applicable statutes and orders of the Court reflecting, for example;

- § The existence of individual Indian trust assets (e.g., as derived from ownership data, trust patents, plot descriptions, surveys, jacket files, statement of accounts);
- § The collection of income from individual Indian trust assets (e.g., as derived from deposit tickets, journal vouchers, schedule of collections);
- § Use or management of individual Indian trust assets (e.g., as derived from leases, sales, rights-of-way, investment reports, production reports, sales contracts), or
- § The disbursement of individual Indian trust assets (e.g., as derived from transaction ledgers, check registers, transaction registers, or lists of cancelled or undelivered checks)."

The following banner must be displayed when a user logs on to the desktop (Refer to the IRM Directorate Web Page, specifically under **Internet Shutdown** to review Jim Cason's Memo: Notifications and Clarification Concerning the Continued Prohibition of Internet Access Dated January 11, 2002 (3pp):

THIS IS A NOTICE OF MONITORING OF DEPARTMENT OF THE INTERIOR INFORMATION SYSTEMS. This system and all related equipment may be used only for official U.S. Government business and limited personal use authorized in the Department of the Interior Policy on Limited Personal Use of Government Office Equipment. Notwithstanding this or any other policy guidance, this system may not be connected to the Internet, in any way, unless authorized by the Office of the Secretary. Unauthorized use of this system will subject you to disciplinary action and/or other penalties. Use of this system constitutes consent to monitoring for this purpose.

The inventory and certification will be carried out via a Lotus notes application. Your Chief Information Officer (CIO) will provide information about access to the inventory and certification appellation.

**Budget Impact:** Small

**Background:** As part of the Cobell v. Norton case, the Court issued a Temporary Restraining Order blocking access to and from the Department and Bureau computers to protect IITD. A memorandum by the Associate Deputy Secretary, Continued Prohibition of Internet Access, dated January 11, 2002 (Attachment 2), does not permit certain activities as follows:

You **are not authorized** to connect any IT system housing or providing access to individual Indian trust data to the Internet;

You **are not authorized** to use any Interior-owned or -controlled or laptop for the purpose of connecting to the Internet from your office, while on travel, from your home, or anywhere else;

You **are not authorized** to use any privately owned or laptop at an Interior site for the purpose of connecting to the Internet;

You **are not authorized** to house or access individual Indian trust data in a non-Interior or unauthorized contractor IT system, and

You **are not authorized** to use any or laptop at the site of an Interior contractor whose IT systems house or provide access to IITD.

**Coordination:** This IM has been coordinated through the CIO Council.

Your cooperation is greatly appreciated. If you have questions or concerns regarding this policy, please contact Ted Weir, Bureau Records Administrator (WO-560), at (202) 452-7793.

Signed by:  
W. Hord Tipton  
Assistant Director  
Information Resources  
Management

Authenticated by:  
Vincent C. Chapman, Jr.  
Policy & Records Group,  
WO-560

1 Attachment:  
1 - BLM Trust Personnel by State (15 pp)

<b>USER NAME</b>	<b>ORG. DESCRIPTION</b>
ATEN, GREGORY J.	BAKERSFIELD FIELD UNIT
BARROW, SHANE	BAKERSFIELD FIELD OFFICE
BISHOP, LANCE J.	BR OF GEOGRAPHIC SERVICES
BURKE, TIME	ALTURAS FIELD OFFICE
BURNS, RICH	UKIAH FIELD OFFICE
CLUETT, SEREYNA	CARSON CITY FIELD UNIT
COLLIE, MICHAEL R.	CARSON CITY FIELD UNIT
DAVIS, MICHAEL	BAKERSFIELD FIELD OFFICE
DEDIOS, NORA	BAKERSFIELD FIELD OFFICE
DOMAN, CHARLES I.	BAKERSFIELD FIELD UNIT
DUKLETH, DAVID	CARSON CITY FIELD UNIT
DURHAM, DENNIS C.	BAKERSFIELD FIELD UNIT
EDGE, KEVIN R.	RIDGECREST FIELD UNIT
FINK, ROBERT G.	RIDGECREST FIELD UNIT
GARCIA, GEORGE	BAKERSFIELD FIELD OFFICE
GARNAND, GLEN	BAKERSFIELD FIELD OFFICE
GRABOWSKI, RICHARD	DIV. OF ENG & MINERALS
GRADEK, PATRICIA	BAKERSFIELD FIELD OFFICE
GRANGER, LUKE B.	BAKERSFIELD FIELD UNIT
HAERTER, JAMES	BAKERSFIELD FIELD OFFICE
HALLER, DAVID H.	RIDGECREST FIELD UNIT
HAMEED, PARVEEN	BAKERSFIELD FIELD OFFICE
HAMILTON, RONALD	BAKERSFIELD FIELD UNIT
HOLCOMB, SILVET	BAKERSFIELD FIELD OFFICE
HOUSTON, RICHARD	BAKERSFIELD FIELD UNIT

KALISH, JOHN R.	PALM SPRINGS-SOUTH COAST FO
KEENA, JIM	PALM SPRINGS-SOUTH COAST FO
KUPFERMAN, STEVE	PALM SPRINGS-SOUTH COAST FO
LAMB, STEVEN	CARSON CITY FIELD UNIT
LEVERTON, RICHARD D.	SHASTA LAKE FIELD UNIT
LEWIS, RUSS	BAKERSFIELD FIELD OFFICE
LIPIEC, DANIEL	SHASTA LAKE FIELD UNIT
LUNSDEN, TAMRA	BAKERSFIELD FIELD UNIT
MARGRAVE, KAREN	BAKERSFIELD FIELD OFFICE
McCAVITT, JAMES B.	FIELD SURVEYS SECTION
McCORMICK, RONALD L.	SHASTA LAKE FIELD UNIT
McFARLAN, JOSEPH M.	SURPRISE FIELD OFFICE
MINK, BILL D.	CADASTRAL SUPPORT SECTION
MOHORICH, LEROY	ENERGY, MINERAL & ADJ.
NELSON, DALE E.	CARSON CITY FIELD UNIT
OATS, WANDA	BAKERSFIELD FIELD OFFICE
O'TOOLE, THOMAS B.	CARSON CITY FIELD UNIT
PANGILINAN, LAWRENCE	CARSON CITY FIELD UNIT
PARKE, DONALD R.	CARSON CITY FIELD UNIT
PATTON, R. EDWARD JR.	RIDGECREST FIELD UNIT
PETROSINE, MARK R.	RIDGECREST FIELD UNIT
PONCE, JOLENE	BAKERSFIELD FIELD OFFICE
POOL, MIKE	STATE DIRECTORS OFFICE
PRUDE, JEFFREY	BAKERSFIELD FIELD OFFICE
RABEDREW, JACK W.	CADASTRAL SUPPORT SECTION
ROGERS, RON	REDDING FIELD OFFICE
ROMERO, RICK	BAKERSFIELD FIELD OFFICE

SARANTOPOULOS, SUSAN	RIDGECREST FIELD UNIT
SCHANK, DANIEL E.	FIELD SURVEYS SECTION
SCHULTZ, CHUCK	REDDING FIELD OFFICE
SCHULZ, RONALD	CARSON CITY FIELD UNIT
SPARKS, ROD	BAKERSFIELD FIELD OFFICE
TAMONDONG, MODESTO	BR OF ENERGY & MINERALS SCI & ADJ
TAUCHUS, THOMAS J.	CADASTRAL SUPPORT SECTION
VARVEL, KENT	BAKERSFIELD FIELD OFFICE
VILLA, MONICA	BAKERSFIELD FIELD OFFICE
WHITCOMB, CHARLES	UKIAH FIELD OFFICE