United States Department of the Interior

BUREAU OF LAND MANAGEMENT
California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov

July 10, 2003

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

EMS TRANSMISSION: 7/10/03
Instruction Memorandum **No. CA-2003-048**
Expires: 09/30/2003

To: All California Employees

From: State Director

Subject: Disconnection of Information Technology Systems and Computers from the Internet
DD: 7/18/2003

The attached Washington Office (WO) Instruction Memorandum (IM) No. 2003-205 provides guidance and direction to comply with a Temporary Restraining Order (TRO) issued on June 27, 2003, by Judge Lamberth. The TRO directs the Department of the Interior to immediately disconnect all information technology systems and computers that house or provide access to individual Indian trust data from the Internet.

By July 18, 2003, all computers must be certified or re-certified using the Bureau of Land Management (BLM) Lotus Notes Certification Database. Certifications are to be completed by the individual employee using the computer on a routine basis. If an employee is absent or is unable to perform the certification in person, their respective supervisor or office manager may complete the certifications on the employee's behalf to meet the deadline.

Re-certification must be performed for all computers certified during February and March 2002. Any computers currently in use, not previously certified, must receive an initial certification. All computers removed from service and currently listed in the New '03 Desktop/Laptop Certification database, must be identified in the certification database. This will enable the BLM to provide a full and complete accounting of its certified computers.

Also attached is a quick reference guide to assist you in completing the certification of your computer. If you have any questions, please contact your local systems administrator or the California Help Desk at (916) 978-4560.

Questions concerning this IM should be directed to Rob Cervantes, State Chief Information Officer at (916) 978-4541.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachments:
#1 - WO IM No. 2003-205 (5 pp)
#2 - Quick Reference Guide for Recertification/Certification of Desktop/Laptop Systems (8 pp)

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

July 3, 2003

In Reply Refer To:
1280 (500) I

EMS TRANSMISSION 07/03/2003
Instruction Memorandum No. 2003-205
Expires: 09/30/2004

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

From: Assistant Director, Information Resources Management

Subject: Disconnection of Information Technology Systems and Computers from the Internet **DD: 7/03/03; 7/18/03**

Program Area: Information Resources Management

Purpose: This Instruction Memorandum (IM) is being issued to comply with a Temporary Restraining Order (TRO) issued June 27, 2003, that directs the Department of the Interior to immediately disconnect all information technology systems and computers that house or provide access to individual Indian trust data (IITD) from the Internet.

Policy/Action: All information technology systems and computers, that house or provide access to IITD, must be immediately physically disconnected from the BLM telecommunications networks, except as exempted in the TRO. The TRO allows:

"*Any system essential for protection against fires and other threat to life or property is exempted from this order*."

As a result, the BLM's network telecommunications systems, network shared file servers, the Lotus email system, and desktop and laptop computers and servers essential for protection against fires and other threat to life or property are exempted from disconnection. Any individual desktop or laptop computers or server, essential for protection against fires and other threat to life or property, that was disconnected due to the TRO, may be reconnected immediately provided that they are recorded as exempted from disconnection in the Lotus Notes Certification Database prior to reconnection.

No computers containing IITD, except those specifically exempted from disconnection, shall be connected to the Internet or the BLM Intranet using remote access connections. All computers listed in the original 2002 certification as "does contain IITD" or "may contain IITD" must be disconnected, regardless if that system currently contains IITD or not. These systems may not be reconnected to the BLM's Intranet or the public Internet until they have been re-certified as not containing IITD.

Data may be moved from computers containing IITD in order to reconnect them, provided that Departmental guidance on moving the data is followed (see Attachment 1), and provided that those computers are re-certified as "does not contain IITD" prior to reconnection.

Additional exemptions from disconnection may be requested in writing to the Assistant Director for Information Resources Management. If the exemption requests are approved by the Director, those computers may be reconnected provided that they are recorded as exempted from disconnection in the Lotus Notes Certification Database prior to reconnection.

All computers (exempted and non-exempted) shall be certified or re-certified using the BLM Lotus Notes Certification Database. Certifications should be completed by the individual employee who uses the computer on a routine basis to the maximum extent possible. If the employees are unable to perform the certification, their respective supervisors or managers should complete the certifications so that all computers in their office are certified by the July 18th deadline. Re-certification shall be done for all systems previously certified in February/March 2002. Any computers currently in use, not previously certified, must receive an initial certification regarding whether they contain IITD. All computers still in the database that have been removed from service since the previous certification must be identified in the certification database so that all computers owned by BLM since the last certification are accounted for.

The BLM Certification Databases can be accessed through your Notes desktop client by using the following Notes pull-down command sequence:

<u>Server Database:</u>
File>Database>Open>LMWOA1>*New '03 Indian Trust Systems – Server Certif*

<u>Desktop/Laptop Database:</u>
File>Database>Open>LMWOA1>*New '03 Desktop/Laptop Certification*

Timeframe: This IM is effective upon receipt. Disconnection of computers with IITD that are not exempted from disconnection, must be completed by July 3, 2003. Certification and recertification of all computers must be completed by July 18, 2003.

Budget Impact: The specific effect on the budget due to this IM is uncertain, but it will definitely impact BLM's ability to conduct business.

Background: The Department was issued a Temporary Restraining Order on Friday, June 27, 2003. The TRO affected those bureaus/offices that had systems containing IITD data that had previously been authorized by the Court to access the Internet. The order says:
"… that Interior defendants immediately shall disconnect from the Internet all information technology systems which house or provide access to individual Indian trust data until such time as the Special Master has determined that all Individual Indian Trust data is properly secured; and …that Interior defendants immediately shall disconnect from the Internet all computers within the custody and control of the Department of the Interior, its employees and contractors, that house or provide access to individual Indian trust data until such time as the Special Master has determined that Individual Indian Trust data is properly secured."

The Court provided the following specific exemption:
"Any system essential for protection against fires and other threat to life or property is exempted from this order.""

The BLM strategy was to immediately disconnect trust systems with the greatest IITD content as our highest priority, followed by those systems that have lesser amounts of IITD so that the process would be orderly and documented. BLM's sequential steps to accomplish the Court requirements in a managed and orderly process are:

1. Immediately disconnect BLM's major IITD systems.
2. Physically disconnect all additional systems, listed in February 2002 BLM IITD Certification Database as "does contain IITD" or "may contain IITD", and record actions taken.
3. Physically disconnect any remaining systems that contain IITD, not previously certified and not previously exempted from disconnection.
4. Update the Certification Database to reflect the IITD content, network connection, and exemption status of all BLM systems.

The Notes Certification Database has been expanded to allow users to add new records for equipment acquired after the baseline database was locked for permanent record. The database has all records status marked as "not certified" to initialize them for the current certification requirement but will also retain all previous certification information. New fields have been added to record the re-certification. Fields have been added to document those IITD systems that are exempted from disconnection and the reason for exemption.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the Department, Executive Leadership Team and the BLM CIO-Council.

Contact: If there are any questions regarding this IM, contact Mike Howell or Donna Scholz at 202-208-7701.

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

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

1 Attachment:
1 - Guidance on Isolating and Housing Individual Indian Trust Data (2 pp)

United States Department of the Interior

OFFICE OF THE SECRETARY Washington, D.C. 20240

JAN 2 3 2002

MEMORANDUM

To: Solicitor
Assistant Secretaries Inspector General
Heads of Bureaus and Offices

From: James E. Cason ~ { ~ Associate Deputy s~r~tary ~-

Subject: Guidance on Isolating and Housing Individual Indian Trust Data

As agreed to in our meeting on January 11, 2002, the following guidance is provided to assist Bureaus and Offices that have Individual Indian Trust Data (IITD) and suggested procedures for isolating and protecting this data. Using the IITD definition from the Consent Order signed December 17, 2001, Heads of Bureaus and their designated representatives are reminded to exercise great care and caution when working with this information to ensure its protection. Refer to my memorandum of January 10, 2002, for IITD identification guidance, and where IITD has been identified, review the following requirements for housing, isolating and protecting this data.

A storage device (server or mainframe) that contains only IITD, requires little further action. Isolate the system by disconnecting the system from both Internet and Intranet service until Bureau systems housing IITD are approved by the Special Master to reconnect to the Internet.

When a storage device shares IITD with other data, the IITD must be isolated and protected. There are three options:

(1) Remove non-IITD data from the server and place on another server.
(2) Remove the IITD from the server & place on another server dedicated to housing IITD.
(3) Leave both types of data on the server and disconnect it from the communications networks (e.g., Internet, Intranet and local area network).

For those systems found to contain IITD, ensure the certification process has been completed for all PC's/laptops connected to that server, as described in my January 10,2002, memorandum on the Certification process. For PC's certified to contain IITD, the IITD must be isolated and protected by using the same three options listed above.

If your choice is to relocate the IITD data located on a server or PC/laptops, option (2), follow the procedures listed below to ensure proper protection of the data. It is strongly suggested that three levels of redundancy are implemented during the isolation process.

1. Copy the IITD files to a backup; document the date and time of the backup, type of media, and label of the media; verify the accuracy of the backup by comparing the directory listings between original system and the backup.

2. Move the application to a system identified for IITD use; document the application names for the new system; provide a registry listing of the new system that demonstrates the applications presence.

3. Load the backed up IITD files to the new system; document the directory listing from the original system and the new system.

4. Demonstrate access to IITD on the new system; load the file and provide a screenshot or printout of this data.

5. Remove IITD from original system; provide a new directory listing of the original system demonstrating the files have been removed.

6. Perform a "wipe" disk utility on the original system to ensure the IITD is completely removed and cannot be recovered.

7. Document and save a description of the procedures used and results obtained.

Note: Where duplicate system hardware is not available or is impractical, (e.g., duplicate mainframes) one of the following options may be considered:

.Mainframe: Create a separate Logical Partition to isolate llTD.
.Mainframe: Utilize Disk Access Storage Device. Verify data and data recovery capability is demonstrated.
.Network Area Storage/Storage Area Network: Verify data and data recovery capability is demonstrated.
.Tape Backup: Verify data and data recovery capability is demonstrated.

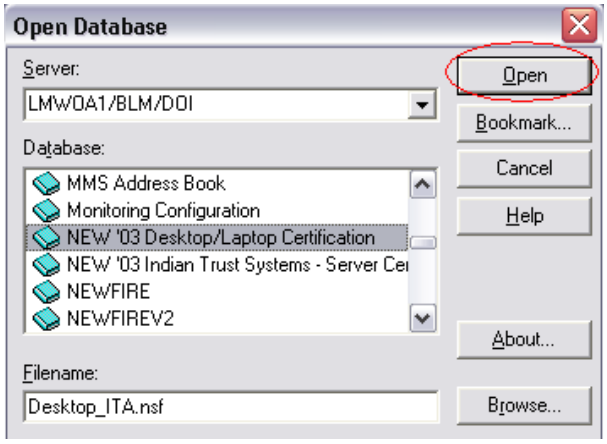
If you should have questions regarding these procedures, please contact your Bureau or Office CIO.

cc:
Bureau CIOs .'

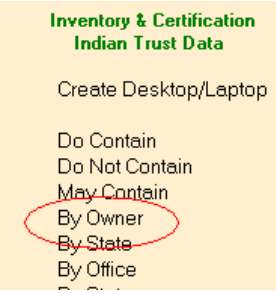
Quick Reference Guide
For
Recertification/Certification of Desktop/Laptop Systems

Recertification:

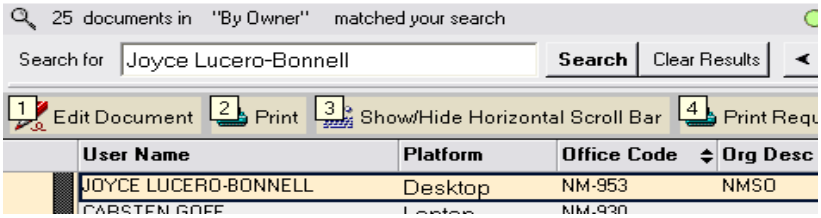
- In Lotus Notes, open database application by following the below directions
- File>Database>Open>*Under Server select*> Other…> LMWOA1>New '03 Desktop/Laptop Certification



- If not already showing by owner, select By Owner from menu on the left.



- Search for your name by typing your first name, then your last name. As you begin to type a pop up window will appear. The name to use should be the same as your Lotus Notes user name. Also check for possible mis-spellings.



If you do not see any records for you then you did not certify a machine the last time certifications were done. If this is the case move to the ***Certification*** *instructions*

- Once you find your name, double click your name. This will bring up the certification window so you can recertify an existing system. **PLEASE READ THE INFORMATION ON THESE SCREENS DO NOT SKIP**.

INVENTORY AND CERTIFICATION OF A USER DESKTOP BLM INDIVIDUAL INDIAN TRUST DATA

United States District Court Judge Royce C. Lamberth signed a Temporary Restraining Order on June 27, 2003 that requires those DOI bureaus/offices that have Internet access and have Individual Indian Trust Data (IITD) to disconnect from the Internet any information technology system that houses or provides access to IITD. **Systems necessary to protect life and property are exempt from disconnection. Within BLM, exempt systems include those used to support Fire, Law Enforcement, enterprise networks, shared file servers, the enterprise Notes/Domino email system, and bureau financial systems (FMIS, CBS, and BPS).**

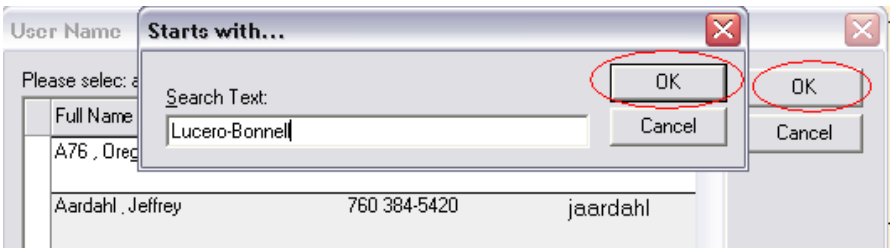
- Scroll down as you read until you reach the section where you see the **Select Name** button there are six steps outlined that you must follow to comply with the TRO follow those six steps. Verify the information (which is pulled directly from Lotus Notes) correct anything in the **User Information** area that is in error by first clicking the **Select Name** button and entering your last name and then highlighting your name from the list of users. Correct the other user information in the window if necessary. **DO NOT** change the computer information.

1. Provide or correct all data this is missing from the chart.

Select Name

User Information		Desktop Data	
User Name	LUCERO-BONNELL , JOYCE	Manufacturer	Dell
Title/Position	Computer Specialist	Model	Optiplex GX300
Org Description	NMSO		
Org Code	NM-953	Property Number	0449934

To Select Name, start typing your name and a search box will appear. When the system finds your name (last name first) click OK. Then click OK again to complete the search.



Click Certify to complete the certification of your computer.

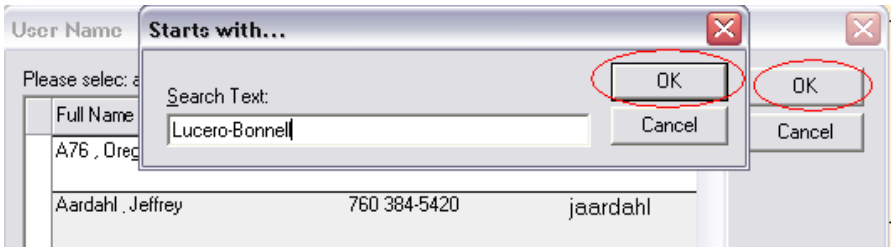
Department of the Interior: Bureau of Land Management

Certify

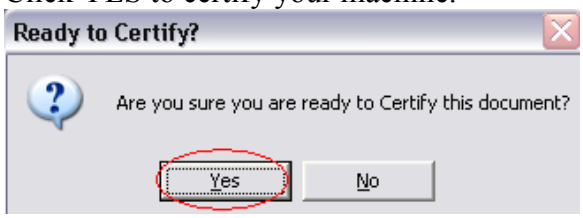
As the certifying operator of this desktop, please click the "certify" button.

Name of Certifying Official	Joyce Lucero-Bonnell
Title	
Telephone Number	
Email Address	Joyce_Lucero-Bonnell@nm.blm.gov

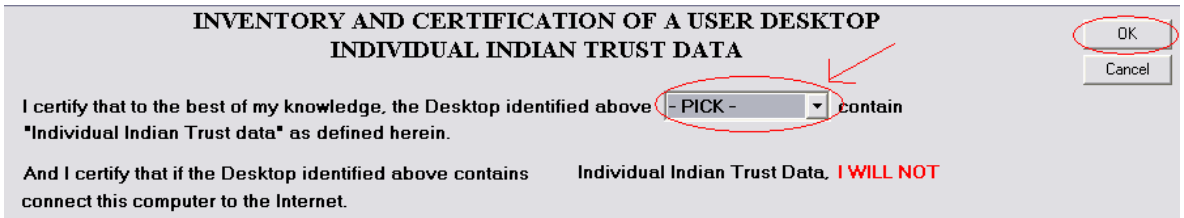
Select your name from the list.



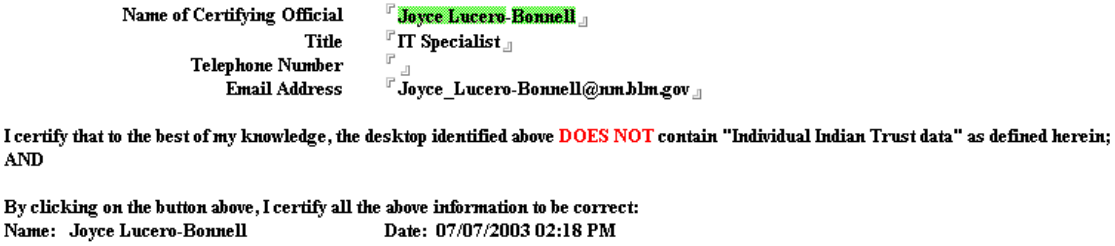
Click YES to certify your machine.



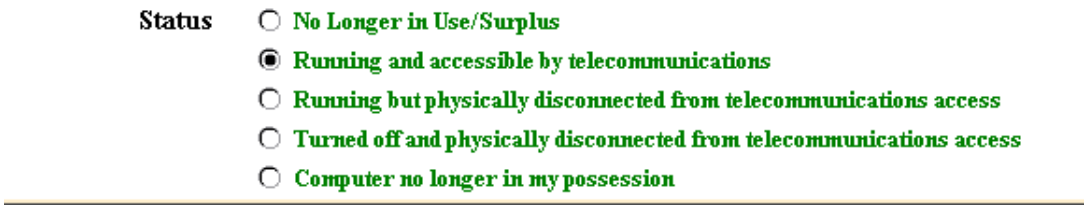
IMPORTANT – Select the appropriate response for your computer. Does, Does Not, May contain IITD. Click OK to save your response.



- **<u>If you still have the systems listed</u>**, select **Certify** (type in your last name and click OK once you locate your record) and as instructed select either **DOES**, **DOES NOT**, or **MAY**. Then select the appropriate Status of the system. Most users should select "Running and accessible by telecommunications" if you are not sure check with your local IRM staff.



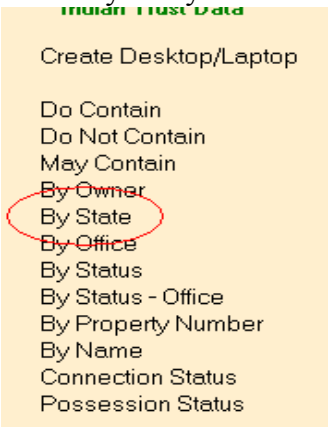
- Make sure you choose the appropriate status for your computer:



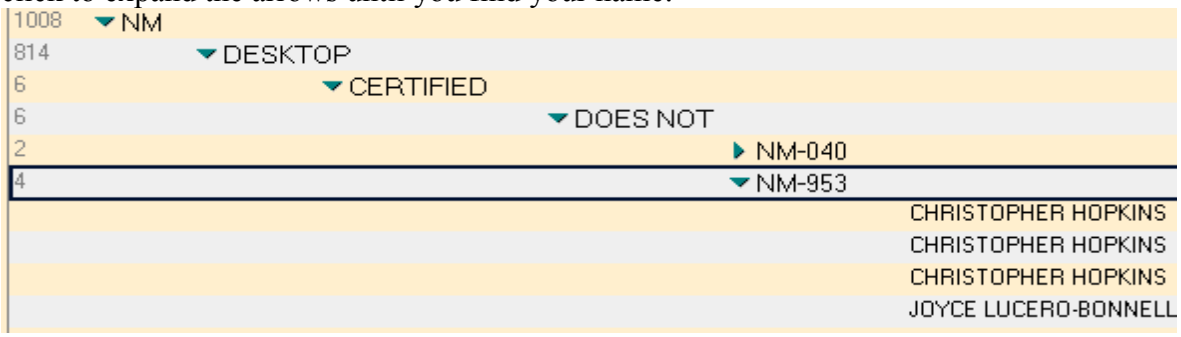
- Then select Save and Close button and then exit the application or repeat for each system you are responsible for.

- **<u>If you no longer have the system listed</u>**, select **Certify** (type in your last name and click OK once you locate your record) and as instructed select **DOES NOT**, then scroll down to the next box with the Status options and select **Computer no longer in my possession** then select Save and Close button. Once this is done you will need to check the database to determine if the property number (select By Property Number from menu on the left) of your current system is in the database under someone else's name. If so then follow the instructions and certify the system under your name.

To verify that your certification was saved, click By State



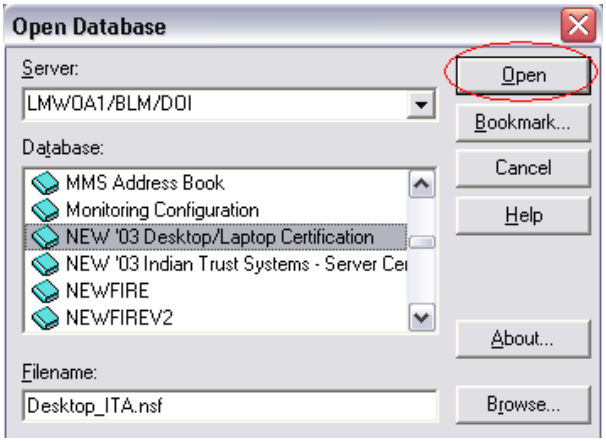
Navigate to NM (double-click to expand), then navigate to the appropriate device type and double-click to expand the arrows until you find your name:



New Computer Certification:

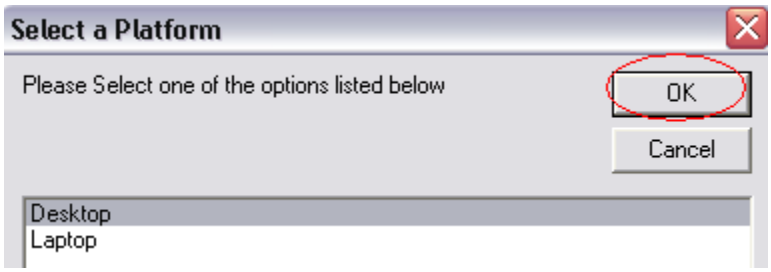
- Open database application:

- File>Database>Open>*Under Server select*> Other…> LMWOA1>New ’03 Desktop/Laptop Certification



- Select Create Desktop/Laptop from the button at the top of the list or from the selection menu on the left. Indicate which one you are creating Desktop or Laptop from the pop up window.

Highlight the appropriate equipment type, click OK:



- This will bring up the certification window so you can recertify an existing system. **PLEASE READ THE INFORMATION ON THESE SCREENS DO NOT SKIP**.

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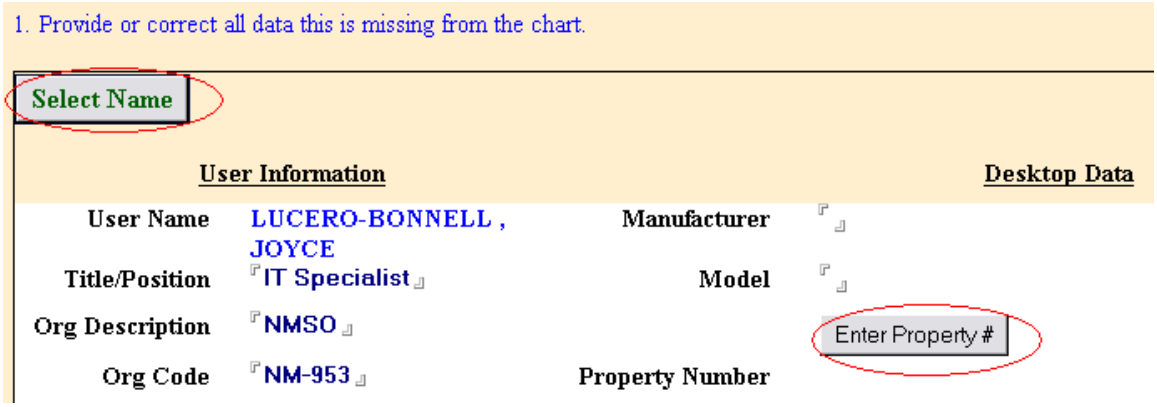
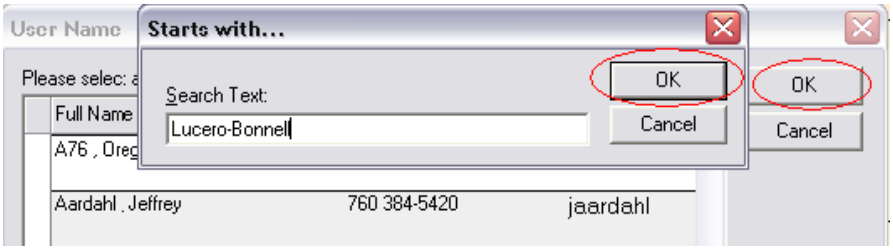
Scroll down as you read until you reach the section where you see the **Select Name** button there are six steps outlined that you must follow to comply with the TRO follow those six steps. Click the

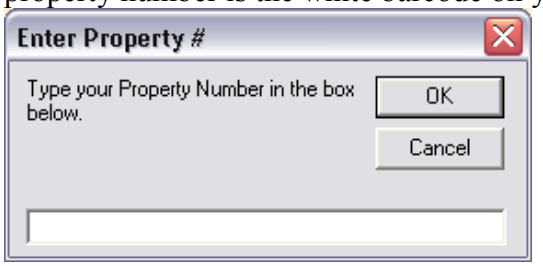
Select Name button and entering your last name and then highlight your name from the list of users and click **OK**. Correct the other user information in the window if necessary. Enter the computer information which should be available on the system, if you are unsure of this information contact your local IRM staff for assistance.



To Select Name, start typing your name and a search box will appear. When the system finds your name (last name first) click OK. Then click OK again to complete the search.

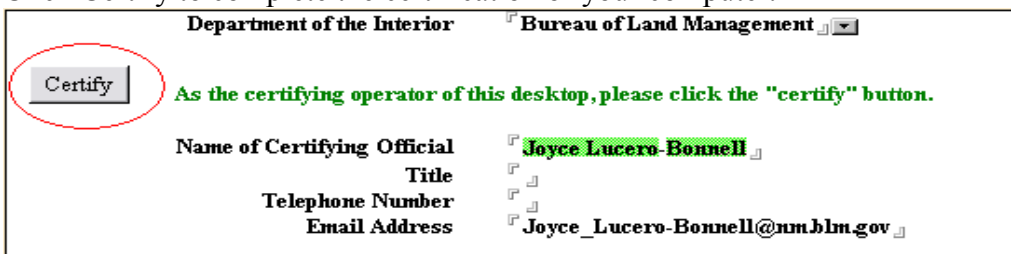


Make sure to fill in the property number for your machine, This field is required information. The property number is the white barcode on your computer:

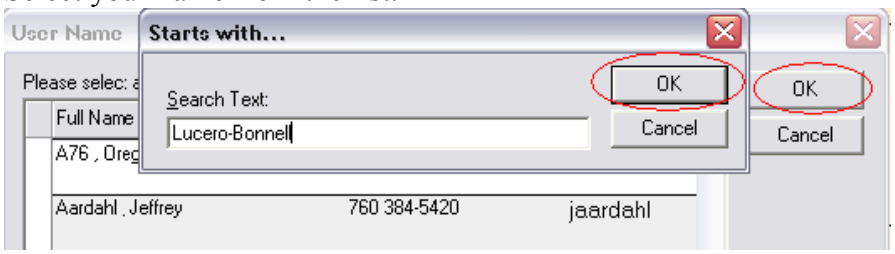


Select **Certify** (type in your last name and click OK once you locate your record) and as instructed select either **DOES**, **DOES NOT**, or **MAY**. Then select the appropriate Status of the system. Most users should select "Running and accessible by telecommunications" if you are not sure check with your local IRM staff. Then select Save and Close button and then exit the application or repeat for each system you are responsible for.

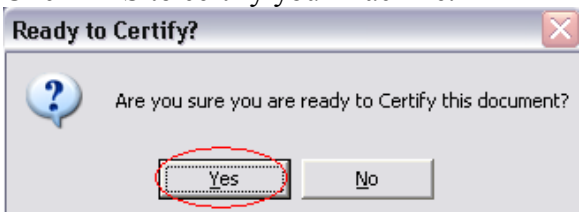
Click Certify to complete the certification of your computer.



Select your name from the list.



Click YES to certify your machine.



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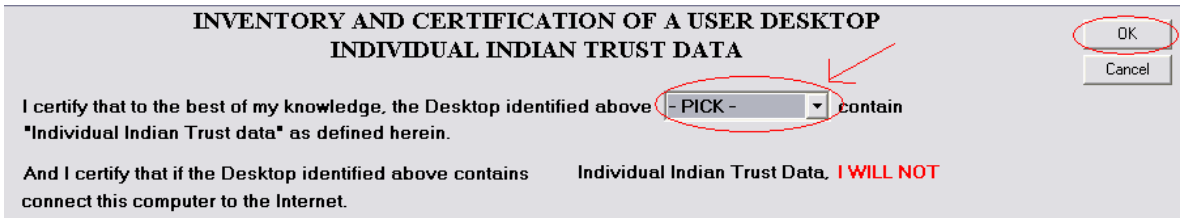


- If you still have the systems listed, select **Certify** (type in your last name and click OK once you locate your record) and as instructed select either **DOES**, **DOES NOT**, or **MAY**. Then select the appropriate Status of the system. Most users should select "Running and accessible by telecommunications" if you are not sure check with your local IRM staff.

Name of Certifying Official	Joyce Lucero-Bonnell
Title	IT Specialist
Telephone Number	
Email Address	Joyce_Lucero-Bonnell@nm.blm.gov

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

By clicking on the button above, I certify all the above information to be correct:
Name: Joyce Lucero-Bonnell Date: 07/07/2003 02:18 PM

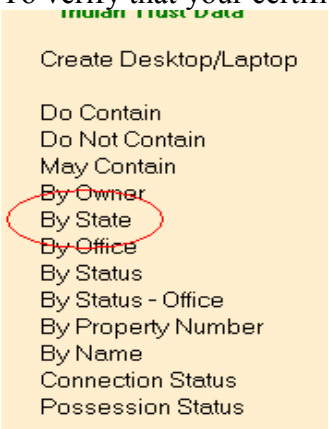
- Make sure you choose the appropriate status for your computer:

Status

- ○ No Longer in Use/Surplus
- ◉ Running and accessible by telecommunications
- ○ Running but physically disconnected from telecommunications access
- ○ Turned off and physically disconnected from telecommunications access
- ○ Computer no longer in my possession

- Then select Save and Close button and then exit the application or repeat for each system you are responsible for.

To verify that your certification was saved, click By State in the left-pane.



Navigate to NM (double-click to expand), then navigate to the appropriate device type and double-click to expand the arrows until you find your name: