



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. **CA-2004-013**
Expires: 9/30/2005

To: ACOs

From: Deputy State Directors, Support Services and External Affairs

Subject: Use of Volunteers with BLM's Computer Systems

Program Area: All

Purpose: This Instruction Memorandum issues direction for the use of Volunteers with the Bureau's computer systems, such as accessing and updating websites, mail list programs, databases, e-mail, and other electronic systems.

Policy/Action: Volunteers may have access to BLM's computer systems from inside the firewall (from a BLM office) by completing a "New User Request." (Send an e-mail message to the California Help Desk to obtain a New User Request form). Volunteers working on computer systems must work with and coordinate closely with the local program lead and/or webmaster. The line manager is ultimately responsible for the accuracy and relevancy of content in electronic systems.

Volunteers **may not have access to BLM's electronic systems from outside the firewall** through either dial-up or VPN access. This restriction is based on the Cobell lawsuit and guidance from the Department.

Time Frame: Effective immediately.

Background: The Bureau is presented with many opportunities to use volunteer labor with electronic systems such as updating web sites, maintaining and updating databases, e-mail, etc. Since such actions directly impact our network and policies established for access behind the firewall, it is essential that the BLM adhere to this guidance to maintain a secure environment.

Budget Impact: None

Contact: Questions and comments should be directed to Rob Cervantes, Chief Information Officer, State Office IRM (916) 978-4541 or Tony Staed, DSD External Affairs (916) 978-4611.

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