



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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April 30, 2004

In Reply Refer To:
1400-732 (CA-945) I

EMS TRANSMISSION: 4/30/04

Instruction Memorandum No. **CA-2004-032**

Expires: 09/30/05

To: District Manager, Field Managers, and Deputy State Directors

From: Deputy State Director, Support Services

Subject: Federal Payroll and Personnel System (FPPS) Access **DD: 05/12/04**

Program Area: Human Resource Management

Purpose: This Instruction Memorandum requests verification of users to the Federal Payroll and Personnel System (FPPS).

Policy/Action: As a result of recent KPMG audit finding, new guidelines governing FPPS Security have been developed. In addition to new standardized procedures for providing FPPS access to new employees and revoking access for departing employees, we are required to review access requirements for all existing users and recertify as to their need. In accordance with IM-2004-162, dated April 15, 2004 (attachment 1), access is to be limited to the smallest number of employees necessary to accomplish the work of the Bureau.

All managers are requested to review the listing of employees who currently have access to FPPS (attachment 2) and determine the need for access. Either provide a brief justification for users who continue to require system access, or indicate the access is to be revoked. Please provide your response to this request via electronic mail to Keith Arnold, CA-945.

Program Oversight and Evaluation: The California Human Resources Office is responsible for overseeing FPPS user access and program effectiveness.

Timeframe: Responses are due NLT May 12, 2004

Background: Personnel accessing FPPS data must justify that the need is mission essential and a requirement of their position. Adding or removing employees from FPPS access requires proper notification to the Security Point of Contact (SPOC).

Manual/Handbook Sections Affected: None.

Contact: For questions concerning this memo or FPPS security, please contact Keith Arnold at 916-978-4470 or by e-mail.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

2 Attachments:

1. IM 2004-162, dtd 4/15/04 (3 pp)
2. FPPS User listing (3 pp)