

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
 1264 (OR-955) P

December 26, 2002

EMS TRANSMISSION 12/31/2002
 Information Bulletin No. OR-2003-051

To: DMs, DSDs, Staff and Branch Chiefs
 Attention: Information Resource Managers

From: Deputy State Director for Management Services

Subject: Lotus Notes Server Consolidation

DD: 01/24/03
 02/07/03

The Bureau of Land Management is working on consolidating servers for budgetary and resource management purposes. At this time, Oregon/Washington has 24 Lotus Notes servers that will be consolidated into four servers in the State Office.

Attachment 1 is an Administrator Procedure list and Attachment 2, an example of what location documents should look like. Lotus Notes Administrators in the State Office and Coos Bay will implement steps one through three by January 24, 2003. The rest of the Districts will implement the steps by February 7, 2003.

The Oregon State Office and Coos Bay will consolidate their servers February 1-2, 2003. This will be the initial deployment phase. The State Office and Coos Bay will be running tests on network load and workstation impact. Attachment 3 is the Network and Client Testing Plan that both sites will run before, during and after the consolidation. Provide all three results, by E-mail, to Lorraine Stebbins upon completion.

The consolidation for the rest of the Districts will be on the following dates:

February 8-9, 2003	Burns, Lakeview and Klamath Falls
February 15-16, 2003	Prineville and Spokane
February 22-23, 2003	Vale and Eugene
March 1-2, 2003	Medford
March 8-9, 2003	Roseburg and Salem

Each District will also run the Network and Client Testing Plan before and after the consolidation. Again, provide the results, by E-mail, to Lorraine Stebbins upon completion.

Once the consolidation is complete for each District, the Lotus Notes Administrators will rename their existing Lotus Notes servers from LMOR9 to LMORA9. "A" is the identifier for a Lotus Notes Application Server. This process

will be coordinated with the National Information Resources Management Center (NIRMC). The application server will hold that District's resource calendars, discussion databases and other non-mail databases. This is only temporary. Applications will also be consolidated to the State Office later in 2003.

Administration of all mail databases will still be the responsibility of the Lotus Notes Administrators at each site. Backup and restoration of mail databases will be the responsibilities of the State Office. The terms for the Cobell litigation are still in effect. All users must follow the requirements of printing and filing all mail regarding Indian Trust and Tribal Trust data. Backup tapes at all sites must be kept indefinitely unless notified.

For further information, contact Lorraine Stebbins, Branch of Information Resources Management, OR-955 at 503-808-6116.

Districts with Unions are reminded to notify their unions of this IB 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
Kathy J. Eaton

Authenticated by
Mary O'Leary
Management Assistant

3 Attachments

- 1 - [Lotus Notes Consolidation Administrator Procedures](#) (2pp)
- 2 - [Location](#): Office Document (3pp)
- 3 - [Network and Client Testing Plan](#) (2pp)

-
Distribution
WO500 (5640MIB)

LOCATION: Office (Network)

Basics

Location type:	Local Area Network	Prompt for time/date/phone:	No
Location name:	Office (Network)	Proxy:	
Internet mail address:	Lorraine_Stebbins@or.blm.gov	Default display name:	Display primary names

Servers

Home/mail server:	LMORM1/BLM/DOI
Passthru server:	LMNIM1/BLM/DOI
Catalog/domain search server:	LMIDM1/BLM/DOI
Domino directory server:	
Sametime server:	

Ports

Ports to use: TCPIP SPX LAN0 COM1 COM2

Mail

Mail file location:	Local
Mail file:	lstebbin
Notes mail domain:	BLM
Internet domain for Notes addresses when connecting directly to the Internet:	158.68.141.90
Recipient name type-ahead:	Local then Server
Activate recipient name type-ahead:	On Each Character
Recipient name lookup:	Stop after first match
Mail addressing:	Local and Server
Send outgoing mail:	through Domino Server
Format for messages addressed to internet addresses:	Notes Rich Text Format
Transfer outgoing mail if:	1 messages pending

Internet Browser

Internet browser:	Microsoft Internet Explorer
-------------------	-----------------------------

Replication

Schedule: Enabled
Replicate daily between: 12:01 AM - 11:59 PM
Repeat every: 15 minutes
Days of week: Mon, Tue, Wed, Thu, Fri, Sat, Sun

High priority replication: Disabled

Advanced Basics

Use operating system's
timezone settings: Yes No
Only for user: *
User ID to switch to: C:\Notes\Data\lstebbin.id
Load images: Always
Bookmarks filename: bookmark.nsf
Subscriptions filename: headline.nsf
Network dialup idle
timeout: minutes

SSL Settings

Accept SSL site certificates: No
Accept expired SSL
certificates: Yes
SSL protocol version: Negotiated

Web Retriever Configuration

Web Navigator database: perweb.nsf
Concurrent retrievers: 15
Retriever log level: None
Update cache: Once per session

Java Applet Security

Trusted hosts:
Network access for trusted
hosts: Allow access only to originating host
Network access for
untrusted hosts: No access allowed
Trust HTTP proxy: No

Secondary Servers

Secondary TCP/IP Notes LMOR11/BLM/DOI
name server:
Secondary TCP/IP host 10.88.0.42
name or address:
Secondary NDS Notes name
server:
Secondary NDS name server
address:
Secondary NetBIOS Notes
name server:

MIME Settings

Outbound attachment Base64
encoding method:
Outbound Macintosh BinHex 4.0
attachment conversion:

LOTUS NOTES SERVER CONSOLIDATION ADMINISTRATOR PROCEDURES

The Districts will do Steps 1-3 and Step 5.

1. Verify that all clients are at version 5.0.8

2. District Lotus Notes Administrators will edit the ACLs on all user mail databases:

Add BLM_OR_SO_ADMIN to the ACL of all username.nsf databases. Do not remove your own admin group.

3. Have a copy of all users' ID files

Have a copy of your user ID files for backup purposes. These IDs will need to be placed in a secured area that no one but authorized personnel has access to.

4. State Office will move mail files to the new servers in the State Office.

Install Groupshield 5.0.A and Hotfix 6 on all 4 mail servers.

Make sure you have a copy of the local replica button and the BLMdirs button from NIRMC. If not, retrieve a copy from the Admin discussion database.

Move user mail files to that site's primary server using the move command:

OSO, Coos Bay	LMORM1
Lakeview, Eugene, Spokane, Vale	LMORM2
Klamath Falls, Prineville, Medford	LMORM3
Salem, Roseburg, Burns	LMORM4

Edit ACLs on all users' databases to add the clustered servers.

Check Admin4.nsf for deletion then run one more replication. Send out the local replica button and BLMdirs button to all users.

5. District Lotus Notes Administrators and State Office IRMs will then verify that the users have clicked the local replica button and the BLMdirs button.

When a user first starts Lotus Notes they will see a request for finalizing the move (local replica button and the BLMdirs button). Users need to click on these buttons to finish. If the users do not do this the move will not be complete.

Attachment 2-1

May need to check the user preferences to make sure the BLMdirs.nsf is added to the local address book field.

6. State Office will replicate mail files between LMORM1, LMORM2, LMORM3 and LMORM4.

NOTE: If the user has problems after the move with Lotus Notes because it can't find the server, check the location document and the person document. Attached is an example of what the location document should look like.

