



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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October 14, 2011

In Reply Refer To:  
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EMS TRANSMISSION: 10/17/2011  
Instruction Memorandum No. OC-2012-003  
Expires: 09/30/2013

To: All Washington Office and Field Officials  
Attn: State and Center Collections and Billings System Core Team  
and Management of State and Center Core Team Members

From: Director, National Operations Center

Subject: Procedures for the Management of the Collections and Billings System (CBS)  
Application Access: Creation, Management, Periodic Review and Appropriateness of  
User Accounts

**Program Area:** Security.

**Purpose:** This Instruction Memorandum (IM) establishes procedures for the management of user accounts for the CBS.

**Policy/Action:** The attached document describes the Bureau of Land Management's (BLM) security procedures on the management and protection of the CBS. The BLM's implementation of these procedures provides security management of the CBS user accounts.

**Time frame:** This IM is effective immediately upon receipt.

**Budget Impact:** None.

**Background:** This written procedure is being issued to satisfy requirements set forth in the Office of Management and Budget Circular A-130, Appendix III, Security of Federal Automated Information Resources. The CBS is used to perform a variety of functions including sales, refunds, transfers (both internal to the BLM and transfers to other Federal agencies), reconciliations, deposits, billing, and reports for all BLM offices. The Department of the Interior's strict security requirements are needed to ensure data integrity and proper internal controls are in place.

**Manual/Handbook Sections Affected:** The BLM Collections Reference Guide.

**Coordination:** This IM was coordinated with the BLM National Operations Center financial personnel.

**Contact:** Please direct questions regarding this memorandum to the CBS Security Coordinator at 303-236-9512.

//Signed/ dkr FOR/10-14-2011//

Signed by:  
Linda B. Stelzer  
Director, National Operations Center

Authenticated by:  
William J. Mills  
Records Administrator

Attachment

[System Access Controls – Management of the CBS User Accounts and User Access \(10 pp\)](#)

Distribution

WO-850, M St., Rm. 2219

WO-880, M St., Rm. 2219

OC-110, William J. Mills