



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:

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December 3, 2009

EMS Transmission: December 8, 2009  
Instruction Memorandum No. WY-2010-010  
Expires: 09/30/2011

To: All Employees  
From: State Director  
Subject: Procurement and Licensing of Information Technology (IT) Hardware and Software

**Program Area:** Information Technology Acquisition.

**Purpose:** This Instruction Memorandum (IM) identifies the requirements for purchasing IT hardware and software as well as proof-of-purchase verification necessary to meet the requirements of software license laws and regulations.

We are continuing the policy of requiring all hardware and software purchases to be reviewed and approved by IT Configuration Management (CM) prior to the actual purchase. This review will help ensure that the product will meet the users' needs as well as be able to function on our network.

We also have a need to comply with software license requirements and laws, and to be able to verify proof of purchase of all our hardware and software acquisitions.

**Policy/Action:** All Purchase Requests (PR) and credit card buys for hardware or software must be coordinated prior to purchase with your supervisor and your local IT staff. Your local IT staff can determine if the requested item is already approved through IT. If it is not, they will assist you with the completion of a Change Request form to initiate a review to determine if the hardware or software can be used on our computers.

Copies of license agreements and invoices sufficient to identify the hardware and software purchased along with number of licenses, and any CDs or DVDs will be provided to the local IT staff who will maintain all this information in a secured storage environment.

**CM approval is required for anything that will connect to, or could be loaded on a computer.** Examples are printers, scanners, GPS receivers, software (including digital camera software), and USB storage devices. Your local IT staff or the State Configuration Manager can assist you in the approval process. The Change Request form to request approval is on the Wyoming internal web page: <http://web.wy.blm.gov/957/configmgt/index.htm>. All GPS related Change Requests will be coordinated with the State Geodesist for review and approval. Receiving IT approval is critical. A copy of the approval, such as an email message from the State Configuration Manager or his designee, must be attached to the bank card statement. Lack of approval for IT purchases could affect your ability to purchase items with a charge card. In the worst case, failure to receive IT approval prior to purchase could result in an employee having to buy the item from personal funds and take it home.

**Time Frame:** This policy is effective immediately.

**Budget Impact:** Using this CM approval process to review proposed purchases will save the Bureau time and money by allowing the BLM to maintain standard IT equipment configurations. Maintaining information about software license purchases will enhance the ability of BLM to adequately meet software license compliance requirements.

**Background:** Continued certification and accreditation of our information system requires that we adhere to specific IT Security controls that are set forth in NIST (National Institute of Standards and Technology) Special Publication 800-53, Recommended Security Controls for Federal Information Systems. These controls require us to:

- Authorize, document, and control changes to the information system using an organizationally approved process,
- Develop, document, and maintain a current inventory of the components of the information system and relevant ownership information, and
- Comply with software usage restrictions, which includes tracking and controlling software distribution.

**Manual/Handbook Sections Affected:** None

**Coordination:** This IM was coordinated with the Business Manager and the Chief Information Officer.

**Contact:** Please address any questions regarding this policy to Sam McReynolds, Wyoming Configuration Manager at 307-775-6065 or to Mike Londe, State Geodesist at 307-775-6209.

Signed by:  
Donald A. Simpson  
State Director

Authenticated by:  
Pamela D. Hernandez  
Wyoming Central Files