



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

January 5, 2010

Memorandum

To: All Regional Directors, All Regions
Attention: Regional Foresters/Fire Management Officer

From: Director, Branch of Wildland Fire Management

Subject: Approval Process for the Use of Google Earth on TrustNet Computers

A handwritten signature in cursive script, appearing to read "Lyle Carlin".

A major update to the Wildland Fire Management Information System (WFMI) was implemented on December 2, 2009. A couple changes that were incorporated in the update utilize the Google Earth (GE) application. Specifically, these changes are;

1. When entering or editing a fire report, users can now view the point-of-origin coordinates in Google Earth to verify the fire location is entered correctly.
2. A new Google Earth export allows users to create a .kmz file of selected fires. When opened using Google Earth, the .kmz file displays the fire locations as dots. Hovering the mouse cursor over a dot reveals the fire name, year, and number. Clicking on a dot opens a pop-up table showing the reported information for that fire. Alternately, the export file can be displayed (without downloading) in a Google Maps webpage.

Since these are powerful enhancements available to WFMI users, Bureau of Indian Affairs, National Interagency Fire Center, is clarifying the process for TrustNet users to have GE added to their computers. Attached is the process that must be followed for individuals that do not already have GE on their computer.

Questions should be directed to Scott Bradshaw, National Fire Planner, 208.387.5373 or Steve Larrabee, National Fire Planner, 208.387.5586.

Attachment: Approval Process for use of Google Earth on TrustNet Computers

Approval Process for use of Google Earth on TrustNet Computers (directed to WFMI Fire Reporting Module users)

Issue: All BIA users of the Wildland Fire Management Information (WFMI) System Fire Reporting Module are encouraged to have access to Google Earth; however, there are special permissions required to have the free version of Google Earth installed on BIA TrustNet computers and for BIA employees to use it.

Exclusions: This notice does not apply to the following:

- Non-BIA employees using non-TrustNet computer assets (e.g. Tribal employees/computers).
- BIA employees using non-TrustNet computer assets (e.g. BIA employees in an interagency dispatch center that use USFS computers connected to the USFS network. In such cases, the host agency's policies and regulations should be observed, provided that they are equally or more restrictive than the BIA policy and regulations.).
- BIA employees who are already formally authorized to use a (non-free) version of Google Earth associated with a valid enterprise license.

Background: In December 2009, the WFMI Fire Reporting module was upgraded to include new features that work in conjunction with Google Earth. When entering a fire report in WFMI, users now have an option to view the location coordinates in Google Earth to ensure they are correct. Also, users can export their historic fire records to a .kmz file, which can then be viewed in Google Earth. Access to Google Earth is not provided directly on WFMI – rather, both of these new features require Google Earth to be installed on the user's computer. However, the DOI and BIA have restrictions on installing and using the free version of Google Earth. The DOI Office of the Solicitor, Sheryl Rakestraw, Attorney-Advisor, Intellectual Property, Office of the Solicitor, Division of General Law, Branch of Acquisitions and Intellectual Property, issued an opinion paper in December 2007 defining those restrictions. Accordingly, BIA users must seek specific approval to use the free version of Google Earth from the Office of the Chief Information Officer (OCIO), Configuration Management Group (CMG). In addition, users of TrustNet computers must invoke the assistance of the OCIO Help Desk to obtain and install the free version of Google Earth.

Following is the recommended process for seeking authorization from BIA's CMG to use the free version of Google Earth and for getting assistance from the OCIO Help Desk to have it installed on a user's TrustNet computer. Please note that your local and/or regional Information Technology staff may impose a different process.

Process:

- 1) Process for getting the free version of Google Earth installed on BIA TrustNet computers:
 - a) Requests must be made through the Help Desk to initiate a "ticket" to have Google Earth installed on a TrustNet computer.
 - b) A request to have Google Earth installed on a TrustNet computer is dependent upon the user(s) of that computer being granted permission to use Google Earth. Accordingly, the Help Desk will forward the "ticket" to the CMG to initiate the process of getting approval for the user (see step #2 below).
 - c) To demonstrate that the request is valid and has the support of management, the request to the *Help Desk* should be made by the supervisor of the employee(s) who needs Google Earth installed.
 - i) Preferred method: Supervisor submits an email request to the Help Desk (helpdesk@bia.gov).
 - ii) Alternate method: Supervisor calls the Help Desk (866-703-7100) and makes the request verbally.

- iii) If notifying the Help Desk via email, the supervisor may request Google Earth access for multiple subordinate employees in one email; however, each employee will subsequently be processed in a separate help “ticket”. The email should specify the name and duty station for each employee.
- 2) Process for getting approval for BIA employees to use the free version of Google Earth:
 - a) Upon receipt of a request to install Google Earth on a TrustNet computer, the Help Desk will forward the help “ticket” to the CMG.
 - b) The CMG will email 2 files to the individual user(s) for whom Google Earth has been requested:
 - i) DOI Solicitor opinion addressing the use of the Google Earth free version. Note: One key restriction prohibits DOI employees from using Google Earth images in presentations (it can only be viewed on the employee’s computer screen).
 - ii) Usage Agreement form
 - c) The individual user must complete and sign the Usage Agreement form, then return it to the CMG Office via fax or email of a scanned, completed document in order for installation to occur:
 - i) Fax to: 703-735-4057, or...
 - ii) Email to: Configuration.Management@bia.gov

Key Contacts:

BIA, National Interagency Fire Center

Steve Larrabee, Fire Reporting Subject Matter Expert
208-387-5586; steve_larrabee@nifc.gov

BIA-OCIO, Help Desk

866-703-7100, 703-735-4357; helpdesk@bia.gov

BIA OCIO, Configuration Management

Albert Goss, Configuration Management Manager
703-735-4142; albert.goss@bia.gov