



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, D.C. 20240



IN REPLY REFER TO:

## National Policy Memorandum

**Bureau of Indian Affairs  
Deputy Bureau Director  
Office of Trust Services**

**Effective: October 29, 2012**

**Number: NPM-TRUS-30**

**Title: Enterprise License Agreement (ELA) Reconciliation and Ordering Process policy**

### 1. Purpose

The purpose of this memorandum is to update the Environmental Systems Research Institute (ESRI) Enterprise License Agreement (ELA) reconciliation and ordering process, to ensure a more streamlined and efficient management of Geographic Information Systems (GIS) licenses. Forms used for reconciliation have been modified and are attached to the NPM.

### 2. Scope

This policy applies to the Bureau of Indian Affairs employees and associated contractors who are participants to the DOI's ELA with ESRI.

### 3. Policy

It is the policy of Indian Affairs that reconciliations account for the validation of software, users and primary contacts for the participating organizations of the ELA program and will be required once per year. Reconciliations are to be submitted on or before August 31, and will be effective until August of the following year. Verification or updates to reconciliations by August 31st of each year are critical for compiling reports and statistics to submit to the BIA Deputy Bureau Director, Office of Trust Services (OTS) for negotiations within the Department of the Interior.

The identification of inactive users of the license program is an integral data element that supports the BIA position for further development of the Geospatial activity for the Bureau and Tribal programs. The absence of reconciliation submissions will identify those licenses as inactive. This will not prevent the use of the software, but rather postpone services provided by the ELA (Helpdesk and training) until reconciled. The identification of inactive licenses allows the Geospatial Service staff (OTSGS) to effectively deploy licenses across the organization and Tribal programs in the most efficient and cost effective manner possible.

To better serve the needs of the BIA and tribal entities with regard to individual software needs, Indian Affairs is asking everyone to evaluate how each of their users utilize the software,

differentiating between users that need to edit ArcGIS data frequently; users who rarely edit data; and users that need to view the data but not edit it.

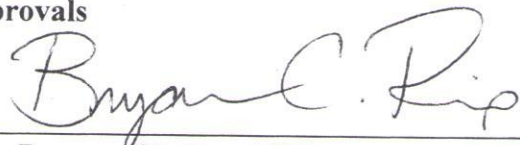
Changes to the names of the GIS Functions now align with ESRI's naming conventions. This will help in determining what license level is adequate for BIA/tribal needs (\*Note: according to current deployment practices, all BIA users will still be using the ArcInfo [Advanced] license level even though they may have varied GIS Functions). All users that need the ability to edit data will be encouraged to select either the Advanced (formerly Data Creator), Standard (formerly Data Analyst) or Basic (Data Viewer) GIS Function. A fourth GIS Function called "Viewer" has been added to the option list. This will help to assist in determining whether a user will need ArcGIS for Desktop or ArcGIS Explorer Desktop/ArcReader. Finally, a "frequency of use" for each user will be solicited to aid OTSGS staff in recommending needed levels of software.

This policy is effective as of the date of signature, and its provisions remain in effect until incorporated into the Indian Affairs Manual or Departmental Manual.

#### 4. Roles and Responsibilities

- A. Director, Bureau of Indian Affairs is responsible for the development of National Policy affecting Indian trust resources.
- B. Deputy Bureau Director, Office of Trust Services is responsible for administering this policy.
- C. Deputy Director, Field Operations, BIA is responsible for overseeing the Regional Directors and dissemination policy to them.

#### 5. Approvals



\_\_\_\_\_  
Director, Bureau of Indian Affairs

10/29/2012  
\_\_\_\_\_  
Date



**Please confirm or update the following ArcGIS user contact information. Use as many sheets as needed.**

*This is a fillable form. Please tab to each field and enter the requested information. To select a function, click on the box next to your selection. To remove the check, click on the box again.*

User Name:		<input type="checkbox"/> Tribal <input type="checkbox"/> BIA <input type="checkbox"/> BIA Contractor	Phone Number:
Title:			Fax Number:
Department:			Email:
Address:		City/State/Zip:	
Primary GIS Function (Please choose one)	<input type="checkbox"/> Advanced: GISP, cartographer, GIS analyst, full editing, analysis and advanced training/education		
	<input type="checkbox"/> Standard: Some analysis, editing and moderate training		
	<input type="checkbox"/> Basic: Limited editing and preliminary training		
	<input type="checkbox"/> Viewer: View existing maps or data only, no editing and little to no GIS training		
	<input type="checkbox"/> REMOVE USER		
Comments:			

User Name:		<input type="checkbox"/> Tribal <input type="checkbox"/> BIA <input type="checkbox"/> BIA Contractor	Phone Number:
Title:			Fax Number:
Department:			Email:
Address:		City/State/Zip:	
Primary GIS Function (Please choose one)	<input type="checkbox"/> Advanced: GISP, cartographer, GIS analyst, full editing, analysis and advanced training/education		
	<input type="checkbox"/> Standard: Some analysis, editing and moderate training		
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