


# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 65 IAM 5	SUBJECT Personal Use of Government Resources Policy	RELEASE NUMBER 07-46
FOR FURTHER INFORMATION Information Security and Privacy (DISP) Bureau Information Technology Security Manager (BITSM)		DATE

**EXPLANATION OF MATERIAL TRANSMITTED:**

This policy conveys the mandates, authorities, responsibilities, and compliance requirements for personal use of Government resources in accordance with the Department of the Interior (DOI) Security Policy Handbook and Standard.



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Deputy Assistant Secretary – Indian Affairs (Management)

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**FILING INSTRUCTIONS:**

Remove: NPM-IT-6, 5/27/2003

Insert: 65 IAM 5

# INDIAN AFFAIRS MANUAL

**1.1 Purpose.** This policy conveys the mandates, authorities, responsibilities, and compliance requirements for personal use of Government resources in accordance with the Department of the Interior (DOI) Security Policy Handbook and Standard.

**1.2 Scope.** This policy applies to all users including employees and contractors accessing Bureau of Indian Affairs (BIA) information technology resources for and on behalf of IA, to include telework, travel, off-site locations, and labor-management agreements. This policy encompasses personal use of information technology (IT) resources for non-Government purposes when such use: involves minimal additional expense to the Government; is performed on user non-work time; does not interfere with the IA mission or operations; and does not violate the Standards of Ethical Conduct for Employees of the Executive Branch.

**1.3 Policy.**

## **A. Limited Personal Use of Government Office Equipment**

- a. Employees may only use Government office equipment for official business or as otherwise authorized by the Government. This policy authorizes limited personal use of certain Government property as long as it occurs on non-duty time, does not interfere with official business, is not a commercial gain activity or is otherwise prohibited, and the expense to the Government is negligible.
- b. Managers may only place additional restrictions on the use of Government property for personal purposes in instances of abuse of this policy or in order to meet management needs and mission objectives.
- c. Local management shall fulfill labor-management obligations with their employees' exclusive bargaining representative(s) as appropriate prior to adopting and/or implementing this policy, paying particular attention to any applicable collective bargaining agreement containing language on the use of equipment and technology. Such language prevails over this policy until the contract provides that this policy applies or the parties agree to other language concerning these issues.
- d. Email messages and other electronic information are Government resources that may be covered by the Federal Records Act and/or Freedom of Information/Privacy Acts. Employees have no expectation of privacy in these communications resources to include email, faxes, Internet, cell phones, and computers. By use of Government resources for personal purposes, employees consent to monitoring and recording with or without cause is implied.
- e. The following limited personal uses of Government office and library collections are hereby authorized for all employees. Supervisors shall be consulted prior to any personal use of Government office equipment if there is any question whether such use is appropriate under the terms of this policy.

# INDIAN AFFAIRS MANUAL

Part 65  
Chapter 5

Information Security  
Personal Use of Government Resources

Page 1

- i. **Office equipment**—Employees on non-duty time are allowed limited use of office equipment for personal use that involves only negligible expense to the Government to include electricity, sheets of paper, ink, and ordinary wear and tear, and does not interfere with official business. For purposes of this policy, office equipment includes copy machines, computers, printers, and fax machines. Copy machines, fax machines, and printers are for official business; however personal use of less than ten pages per week is permissible on occasion. Loading personally-owned software to include tax preparation programs and computer games on Government machines is prohibited. Color copiers and color printers when used to print in color are excluded from this policy due to the high associated costs. Employees may not use official stationery, envelopes, or postage for personal purposes under any circumstances.
- ii. **Internet**—Employees on non-duty time are allowed to use the Internet for personal use as set forth in and in accordance with the **Internet Acceptable Use Policy**, IRM Bulletin 1997-001 available on DOI home page, <http://www.doi.gov/orim/bulletins>. Except as prohibited by this policy, employees are allowed to make some personal purchases through the Internet only during non-duty time. When making such purchases, employees must have the purchases sent to a non-Government address. Purchasing activities that are prohibited, restrictions on "push" technology, and using the Internet as a radio or music player are listed in the section of this policy entitled Improper Use of Government Office Equipment.
- iii. **Email**—Employees on non-duty time are allowed to use Government email systems and computers for limited personal use with the following restrictions:
  - a. The cost to the Government for the personal use of email shall be negligible. Personal use of email shall not cause congestion, delay, or disruption of service to any Government system or equipment such as by transmitting large attachments. Employees shall follow guidance provided by their Bureau or Office Systems Administrator.
  - b. Employees may use email for personal point-to-point electronic transmissions or personal transmissions not to exceed five addressees per email both as employee-generated personal messages and in response to personal messages received by the employee. Broadcast transmissions, mass mailings, or bulletin boards for personal use are prohibited unless specifically authorized by the IA or Office Systems Administrator.

# INDIAN AFFAIRS MANUAL

Part 65  
Chapter 5

Information Security  
Personal Use of Government Resources

Page 1

- c. Employees using email for personal purposes shall not represent themselves as acting in an official capacity.
  - d. Employees shall use caution when giving out their Government email address for personal purposes, particularly when "registering" at various Internet sites. Registering may result in the employee receiving unwanted email that may strain the DOI network resources with increased email traffic.
- iv. **Library collections**—Employees on non-duty time are allowed to use DOI library collections to include books, microfiche, newspapers and other materials, for personal purposes.

## **B. Improper Use of Government Office Equipment**

- a. Unauthorized or improper use of Government office equipment may result in disciplinary or adverse personnel action. Employees are prohibited from using Government office equipment and email for personal uses except as authorized by this policy.
- b. Employees are prohibited from using Government office equipment at any time for activities that are illegal to include gambling (5 CFR 735.201) or that are inappropriate or offensive to co-workers or the public to include use of sexually explicit material or material or remarks that ridicule others on the basis of race, creed, religion, color, sex, disability, age, national origin or sexual orientation.
- c. Employees are prohibited from using Government office equipment at any time for any outside fundraising activity, endorsing any product or service, participating in any lobbying activity, or engaging in political activities. Different rules for lobbying and political activity apply to employees appointed by the President and confirmed by the Senate.
- d. Employees are prohibited from using Government office equipment at any time to make purchases for personal commercial gain activity.
- e. Employees are not authorized to remove Government property from the office for personal use.
- f. Employees are prohibited from using Government-provided access to the Internet to present their personal views in a way that would lead the public to interpret it as an official Government position to include posting to external news groups, bulletin boards, or other public forums.
- g. Employees are prohibited at any time from using the Internet as a radio or music player. Such live-stream use of the Internet may strain the BIA network and significantly slow communications inhibiting IA employees and contractors from conducting official business.
- h. Employees are prohibited at any time from using "push" technology on the Internet or other continuous data streams unless they are directly

associated with the employee's job. Push technology from the Internet means daily, hourly, or continuous updates via the Internet to include news, stock quotes, weather, and similar information. Continuous data streams may degrade the performance of the entire network.

- C. Government Charge Cards**—Government charge cards are absolutely not to be used for personal use in any circumstances.
- D. Government Equipment Not Covered by this Policy**—Government equipment excluded from this Limited Personal Use Policy includes but is not limited to: color copy machines; color printers when used for color printing, scientific equipment; heavy equipment; photographic equipment; computer projector equipment to include LCD projectors; scanners; slide projectors; overhead projectors; TVs; VCRs; specialized testing, measuring, or engineering equipment; machine shop tools and equipment; firearms; map reproduction machines; lawn mowers; chainsaws; and any other similar equipment.
- E. Statutes and Regulations**—This policy does not override any statutes or regulations governing the use of specific Government property.
- F. Conservation of Government Property**—Employees shall be mindful of their responsibility in using Government property to protect and conserve such property and to use official time in an honest effort to perform official duties.

#### 1.4 Authority.

##### A. Department of the Interior (DOI)

- a. Security Policy Handbook and Standard
- b. Personnel Handbook
- c. IRM Bulletin 1997-001, DOI home page <http://www.doi.gov/orim/bulletins>
- d. Policy on Limited Personal Use of Government Office Equipment, June 14, 2000

#### 1.5 Responsibilities.

**A. Chief Information Officer and OCIO Staff** are responsible for creating and/or revising information technology policies and ensuring that the information in the IAM for the programs and functions within their authority, including references and citations, is accurate and up-to-date.

**B. Bureau Information Technology Security Manager (BITSM)** shall ensure that the policy and processes in the IAM conform to applicable statutes, regulations, Federal standards, and policies.

**C. Authorized IA Users**, defined as IA employees, contractors, and other individuals who have been granted explicit authorization to access, modify, delete, or utilize IA information, shall adhere to this policy.

# INDIAN AFFAIRS MANUAL

- 1.6 Sanction of Misuse.** In accordance with 370 DM 752, personnel are individually responsible for protecting the confidentiality, availability, and integrity of data and information accessed, stored, processed, and transmitted. Individuals are accountable for actions taken on and with IA and BIA IT information resources. Failure to comply with this policy may lead to disciplinary action. Unauthorized disclosure of sensitive information may result in criminal or civil penalties.
- A.** Disciplinary actions for noncompliance with this policy shall be handled in accordance with Departmental personnel policies and the DOI Personnel Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions.
  - B.** Selection of the penalty may be the least severe penalty necessary to correct misconduct and to discourage repetition. The supervisor retains full authority to set penalties as he/she deems appropriate based on the particular circumstances and specifications of the offense.
  - C.** Corrective action covers a full range of remedies that may include oral and/or written warnings or reprimands, suspension without pay, or removal from Federal service.
  - D.** Supervisors shall consult with their Human Resources office immediately in the case of a serious offense where formal action may be taken.