



**DRYDEN
POLICY
DIRECTIVE**

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Compliance is mandatory.

RESPONSIBLE OFFICE: V / Chief Information Officer

SUBJECT: Personal Use of Government Office Equipment Including Information Technology

1. POLICY (See Enclosure A for Definitions)

Federal employees are permitted limited use of government office equipment for personal needs if the use does not interfere with official business and involves minimal additional expense to the Government. This limited personal use of government office equipment should take place during the employee's non-work time. This privilege to use Government office equipment for non-government purposes may be revoked or limited at any time by appropriate Federal agency or department officials.

1.1 Specific Provisions on Use of Equipment and Services

a. Employees are authorized limited personal use of Government office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the Government in areas such as:

- (1) Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.
- (2) Use of consumables in limited amounts; e.g., paper, ink, toner, etc.
- (3) General wear and tear on equipment
- (4) Data storage on storage devices
- (5) Transmission impacts with moderate e-mail message sizes such as e-mails with small attachments

1.2 Inappropriate Personal Uses

a. Employees are expected to conduct themselves professionally in the workplace and to refrain from using government office equipment for activities that are inappropriate. Misuse or inappropriate personal use of government office equipment includes:

- (1) Any personal use that could cause congestion, delay, or disruption of service to any government system or equipment. For example, greeting cards, video, sound, or other large file attachments can degrade the performance of the entire network. "Push" technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.
- (2) Using the Government systems as a staging ground or platform to gain unauthorized access to other systems.
- (3) Creating, copying, transmitting, or retransmitting chain letters or other unauthorized mass mailings regardless of the subject matter.
- (4) Using government office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- (5) Creating, downloading, viewing, storing, copying, or transmitting sexually explicit or sexually oriented materials.
- (6) Creating, downloading, viewing, storing, copying, or transmitting materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited.
- (7) Using for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of business transactions, sale of goods or services).
- (8) Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
- (9) Using for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a Federal Government employee, unless appropriate Agency approval has been obtained or uses at odds with the agencies mission or positions.
- (10) Any use that could generate more than minimal additional expense to the government.
- (11) The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trade marked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

1.3 Privacy Expectations

- a. Employees do not have a right, nor should they have an expectation, of privacy while using any Government office equipment at any time, including accessing the Internet or using e-mail. To the extent that employees wish that their private activities remain private, they should avoid using Agency or department office equipment such as their computer, the Internet, or e-

mail. By using Government office equipment, executive branch employees imply their consent to disclosing the contents of any files or information maintained or passed through Government office equipment.

b. By using this office equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet, using e-mail. Any use of government communications resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

c. System managers do employ monitoring tools to detect improper use. Electronic communications may be disclosed within an agency or department to employees who have a need to know in the performance of their duties. Agency officials such as system managers and supervisors may access any electronic communications.

1.4 Sanctions for Misuse

a. Unauthorized or improper use of Government office equipment could result in loss of use or limitations on use of equipment, disciplinary or adverse actions, criminal penalties, and/or employees being held financially liable for the cost of improper use.

2. SCOPE AND APPLICABILITY

This policy applies to all federal employees, interns, and students located at NASA/Dryden Flight Research Center.

Contractors and non-government employees are not authorized limited personal use unless Agency officials apply this policy through incorporation by reference in contracts or memorandums of agreement as conditions for using Government office equipment and space.

This policy in no way limits Agency personnel in the use of Government office equipment including information technology for official activities.

3. AUTHORITY

Authority for this policy is cited as:

a. 5 U.S.C. Sec 301, Departmental Regulations, provides that the head of an executive department or military department may prescribe regulations for the use of its property

b. Executive Order 13011, Federal Information Technology, section 3(a)(1), which delineates the responsibilities of the Chief Information Office (CIO) council in providing recommendations to agency heads relating to the management and use of information technology resources.

4. REFERENCES

- a. 5 CFR 2635 – Standards of Ethical Conduct for Employees of the Executive Branch
- b. Part 1 of Executive Order 12674 – Implementing Standards of Ethical Conduct for Employees of the Executive Branch -
- c. 5 CFR 301 – Departmental Regulations
- d. 41 CFR 101-35.201 - Telecommunications Management Policy

5. RESPONSIBILITY

a. It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using government office equipment for non-government purposes. If there is expectation that such a personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. One acceptable disclaimer is –*“The contents of this message are mine personally and do not reflect any position of the Government or my agency.”*

The Standards of Conduct states - “...an employee shall not use or permit the use of their Government position or title or any authority associated with his public office in a manner that could reasonably be construed to imply that his agency or the Government sanctions or endorses his personal activities...” (Section 2635.702(a)).

6. DELEGATION OF AUTHORITY – None

7. MEASUREMENTS – None

8. CANCELLATION

- a. Memo, F-96-30, Use of Internet
- b. Memo, F-96-24, Appropriate Use of Government Computer Resources

/S/ Kevin L. Petersen or Delegated Official

ENCLOSURE:

A. Definitions

DISTRIBUTION:

DM3, Branch Chiefs, public email, IDMS, CIO home page

Enclosure A – Definitions

- a. Privilege means, in the context of this policy, that the Executive Branch of the Federal Government is extending the opportunity to its employees to use government property for personal use in an effort to create a more supportive work environment. However, this policy does not create right to use government office equipment for non-government purposes. Nor does the privilege extend to modifying such equipment, including loading personal software, or making configuration changes.
- b. Government office equipment including information technology includes but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to internet services, and e-mail.
- c. Minimal additional expense means that employee's personal use of government office equipment is limited to those situations where the government is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include making a few photocopies, using a computer printer to printout a few pages of material, making occasional brief personal phone calls, infrequently sending personal e-mail messages, or limited use of the Internet for personal reasons.
- d. Employee non-work time means times when the employee is not otherwise expected to be addressing official business. Employees may, for example, use government office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times).
- e. Personal use means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Employees are specifically prohibited from using government office equipment to maintain or support a personal private business. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service. The ban on using government office equipment to support a personal private business also includes employees using government office equipment to assist relatives, friends, or other persons in such activities. Employees may, however, make limited use under this policy of government office equipment to check their Thrift Savings Plan or other personal investments, to seek employment, or communicate with a volunteer charity organization.
- f. Information technology means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

Document History Log

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		4-9-2004		
Admin. Change	Baseline	11-19-04	All	<ul style="list-style-type: none"> • Added Document History Log. • Added "Compliance is mandatory" to first page. • Corrected typographical, grammatical, and some format errors.
Admin. Change	Baseline	10-20-05	All	<ul style="list-style-type: none"> • Moved to Code V. • Corrected inaccurate numbering.