

FEMA TEMPORARY DIRECTIVE TRANSMITTAL

IT-MA-PR

January 5, 2000

00-01(T)

Interim Policy on Limited Personal Use of Government Equipment

1. **Purpose.** This temporary directive transmittal establishes the Federal Emergency Management Agency's (FEMA) policy regarding limited personal use of government equipment. This policy does not take precedence over Federal statutes, rules, and regulations. It clarifies policies and procedures governing the use of specific types of government property, or the use of government-owned or -leased motor vehicles (e.g., 31 U.S.C. 1344).
2. **Applicability and Scope.** This temporary directive is applicable to all FEMA employees in headquarters, regions, and field establishments, including disaster field offices and disaster fixed sites. The conduct of official government business always takes precedence over any personal use of government resources. In using Agency office equipment, employees must be cognizant of their individual responsibility to protect and conserve such government-owned property. Employees have a continuing responsibility to safeguard government property and for its care, security, and effective use.
3. **References.**
 - a. FEMA Manual 1500.1, FEMA Information Resources Management Policy and Procedural Directive (FIRMPD), dated April 14, 1997.
 - b. FEMA Manual 6150.1, Personal Property Management Program, dated July 22, 1996.
 - c. FEMA Manual 6250.2, Motor Vehicle Management and Operation, dated May 13, 1993.
4. **Policy.** Each supervisor shall ensure that all members of his/her staff are familiar with the content of this transmittal. The use of Agency office equipment and office supplies for personal reasons is a privilege that can be limited or revoked at any time at the discretion of the employee's supervisor. Even though the employee is engaged in personal use of government equipment he/she should have no expectation of privacy. Employees are expected to exercise common sense and good judgement in the personal use of Agency office equipment and supplies.

5. **Definition.** The term "government office equipment" includes:
 - a. Personal computers, related equipment and software;
 - b. Telephones, fax machines and copiers; and
 - c. Internet connectivity and e-mail.

6. **Authorization.** Supervisors may authorize employees limited use of government equipment for personal purposes when it:
 - a. Involves minimal additional expense to the government;
 - b. Does not interfere with official business;
 - c. Takes place during the employee's non-work hours; and
 - d. Does not support a personal private business.

7. **Permitted activities** could include:
 - a. Making a few photocopies;
 - b. Printing out a few pages on a computer printer;
 - c. Making occasional brief personal phone calls;
 - d. Infrequently sending or receiving personal e-mail messages; and
 - e. Limited use of the Internet for personal reasons.

8. **Inappropriate Use of Government Equipment.** The following inappropriate uses would include, but are not limited to:
 - a. Transmission of chain letters or other mass mailings through e-mail;
 - b. Engaging in fund raising activities;
 - c. Distribution of copyrighted material or privacy information;
 - d. Support of activities that are illegal, offensive, or inappropriate; and
 - e. Downloading or transmitting of sexually explicit materials.

9. **Point of Contact.** Direct questions regarding this policy to Paul Krueger, Chief, Policy and Requirements Branch, Management Division, Information Technology Services Directorate at FEMA Headquarters, Federal Center Plaza Building, room 262. He can be reached at FSN 651-2893.

10. **Subject Classification.** The provisions of this temporary directive transmittal will be incorporated into FEMA Manual 1500.1, FEMA Information Resources Management Policy and Procedural Directive.

11. **Expiration Date.** January 31, 2001.

/s/

G. Clay Hollister
Chief Information Officer