In Reply Refer to:
1264 (OR-955)  P

November 2, 2005

EMS TRANSMISSION   November 2, 2005
Instruction Memorandum No. OR-2006-006
Expires:  9/30/2007

To:        DMs, DSDs, Staff and Branch Chiefs
From:      State Director, Oregon/Washington
Subject:   Use of Personally Owned Information Technology Equipment for BLM Work

Program Area:  Information Resources Management.

Purpose:  This directive reissues a long-standing policy that personally owned information technology (IT) equipment (PCs, handhelds, flash drives, etc.) may not be used to perform Government work.  Please share this information with your employees.

Policy/Action:  Oregon/Washington (OR/WA) offices must provide employees the information technology they require to perform their duties, whether working in the office or off site.  Personally owned information technology (IT) equipment (PCs, handhelds, flash drives, etc.) may not be used to perform Government work.

Background:  The convenience of using personally-owned equipment is overshadowed by the Bureau’s information technology security restrictions; liability issues, both to the individual and to the Government; as well as other potentially costly issues.

Timeframe:  Effective immediately.

Budget Impact:  None. This is a long-standing policy.

Contact:  Questions about this policy may be referred to Cynthia Yee, OR/WA Information Technology Security Manager (OR-955.1), at (503) 808-6117.
Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
Michael Paschall
FOIA/Privacy Act Assistant

Distribution
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