



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**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

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WO-500