



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



In Reply Refer to:

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November 5, 2008

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Instruction Memorandum No. OR-2009-005

Expires: 9/30/2010

To: All Oregon/Washington Employees

From: State Director, Oregon/Washington

Subject: Use of Personally-Owned Information Technology Equipment for Bureau of Land Management 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.

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

Timeframe: Effective immediately.

Budget Impact: None.

Background: The convenience of using personally-owned equipment is overshadowed by the Bureau of Land Management's IT security restrictions; liability issues, both to the individual and to the government; as well as other potentially costly issues.

Manual/Handbook Sections Affected: None.

Coordination: None.

Contact: Questions about this policy may be referred to Cynthia Yee, State Information Technology Security Manager, 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 with assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
Paj Shua Cha
Records Section

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