

POLICY

Office of Business Informatics

Use of Government Electronic Equipment and Systems

Table of Contents

PURPOSE.....1
BACKGROUND1
POLICY.....1
REFERENCES.....2
RESPONSIBILITIES2
EFFECTIVE DATE.....2
CHANGE CONTROL TABLE.....2

PURPOSE

This MAPP describes CDER's policy authorizing appropriate and reasonable personal use of government electronic equipment and systems by employees, on employee time.

BACKGROUND

Use of electronic equipment and systems provides employees access to the Internet. Through the personal use of electronic equipment and systems, employees can develop competence in the effective use of technology for job-related tasks, and establish a work-life balance. In addition, since the Agency pays one flat fee for all Internet access, there is no additional cost for individual access or use.

POLICY

FDA employees are authorized to use Government electronic equipment and systems for appropriate and reasonable personal use as long as such use:

- Is appropriate under the Government's Standards of Ethical Conduct
- Meets the Agency's security requirements
- Does not incur additional cost to the Government
- Does not stop, interrupt, or interfere with official Government business
- Is conducted on the employee's personal time
- Is not for an employee's personal financial gain
- Is in compliance with all provisions of The Hatch Act
- Is consistent with applicable Federal, State, and local laws.

REFERENCES

1. FDA, 1999, Staff Manual Guide 3140.1, FDA Policy of Use of Government Electronic Equipment and Systems.
 2. HHS, 2010, OCIO Policy for Information Technology.
 3. HHS, 2006, OCIO IRM Policy for Personal Use of IT Resources.
 4. Office of Special Counsel, 1993. The Hatch Act.
-

RESPONSIBILITIES

It is the responsibility of all Center, offices, supervisors, and employees to adhere to the policy stated above and further developed in SMG 3140.1

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
5/8/98	initial	n/a
11/14/12	1	Updated policy and reference.