

5 FAM 500 TELECOMMUNICATIONS

5 FAM 510 TELECOMMUNICATIONS SERVICE AND EQUIPMENT

*(TL:IM-36; 12-09-2002)
(Office of Origin: IRM/APR/RG)*

5 FAM 511 GENERAL

(TL:IM-36; 12-09-2002)

a. Telecommunications services and equipment include telephones, radios, satellite links, computers and networks, facsimile machines and televisions.

b. All telecommunications equipment and services are for official U.S. Government use with only limited personal use by employees authorized as follows:

(1) Employees may use Department of State unclassified office equipment (telephones, computers, printers, copiers, and facsimile machines) for limited personal use.

(2) Limited personal use is authorized when it involves no additional expense (i.e., e-mail) or negligible expense to the government (e.g., electricity, ink, small amounts of paper, ordinary wear and tear) and is not excessive. Under no circumstances can U.S. Government resources be used to support the operation of one's personal business.

(3) Employees are to use personal time to perform tasks that are not official business. Employees must ensure that these personal tasks do not interfere with the conduct of official business, nor detract from the employee's performance in the workplace.

(4) Supervisors are authorized to, and should, limit personal use of U.S. Government equipment and resources if it becomes necessary because of cost, time away from official duties, degraded systems performance, or other business reasons. Limited personal use of government equipment and supplies is a privilege and not a right. Use may be restricted or revoked whenever appropriate in the interest of the government.

(5) Limited personal use does not apply to classified equipment or services. An exception is made for occasional electronic mail if the employee has no access to an unclassified e-mail system.

c. Users of telecommunications equipment and services must observe the procedures described in 5 FAH-2, *Telecommunications Handbook*.

d. All personnel performing communications security (COMSEC) accounting must observe the procedures described in 5 FAH-6, *Communications Security Handbook*, a classified publication.

e. Department domestic organizations and posts abroad must address telecommunications outages and anticipated recovery actions in their electronic information processing continuity of operations plans or contingency plans. A contingency plan is mandatory. Telecommunications outages can have a significant effect on the effective accomplishment of the Department's mission. See OMB Circular A-130, Management of Federal Information Resources and 12 FAM 622.3, *Backup and Contingency Planning*.

5 FAM 512 SCOPE AND AUTHORITIES

(TL:IM-36; 12-09-2002)

This chapter contains telecommunications policies for all users of the telecommunications systems identified and specific personnel where indicated. The authorities established for this policy are as follows:

- (1) 5 CFR 2635.704, Use of Government Property;
- (2) 5 CFR 2635, Standards of Ethical Conduct for Employees of the Executive Branch;
- (3) 41 CFR subpart 101, Federal Property Management Regulations;
- (4) Executive Order 12472 (April 3, 1984), Assignment of National Security and Emergency Preparedness Telecommunications Functions;
- (5) National Security Decision Directive (NSDD) – 211, Diplomatic Telecommunications Service;
- (6) OMB Circular A-130, Management of Federal Information Resources, February 8, 1996; and
- (7) OMB Circular A-123, Management Accountability and Control, June 21, 1995

5 FAM 513 through 5 FAM 519 UNASSIGNED