
INFORMATION TECHNOLOGY

Use of Government Electronic Equipment and Systems

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PURPOSE

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

BACKGROUND

The Department of Health and Human Services (HHS) policy on improving the quality of work life for its employees states that Agencies should increase their investment in workplace learning, to include the development of knowledge and skills that employees need to achieve strategic goals and objectives. Use of electronic equipment and systems provides employees access to, among other things, the World Wide Web and the Internet. Through the personal use of electronic equipment and systems, employees will develop competence in the effective use of technology for job-related tasks. In addition, since the Agency pays one flat fee for all Internet access, there is no additional cost for individual access or use.

REFERENCES

FDA Policy on Use of Government Electronic Equipment and Systems (1997)

SCOPE

This policy applies to all CDER employees, electronic equipment and systems (used in government offices, at home, or in remote work sites) and associated procedures and technologies. Examples of equipment and systems include, but are not limited to, personal computers (PCS), the Internet, e-mail, copy machines, FAX machines and word processing software.

POLICY

CDER employees are authorized to use government electronic equipment and systems for appropriate and reasonable use as long as such use:

- Is appropriate under the government's Standards of Ethical Conduct.
 - Meets the Agency's security requirements.
 - Does not create more than incidental costs to the government.
 - Does not interfere with the completion of government business.
 - Enhances an employee's skills in using such equipment.
 - Is conducted on the employee's personal time.
 - Is not intended to enhance an employee's personal financial gain.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.