



United States  
Department of Agriculture

Office of the Chief Information Officer

DN 3300-011

## Commercial Wireless Technologies in USDA – Acceptable Use Policy



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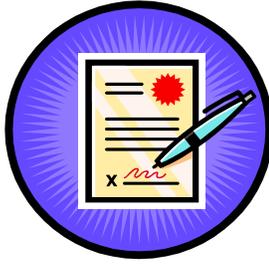
U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

DEPARTMENTAL NOTICE		Number: 3300-011
SUBJECT:  Commercial Wireless Technologies in USDA – Acceptable Use Policy	DATE: April 20, 2005	
	OPI:	
CODIFICATION/EXPIRATION; This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.		

**PURPOSE**

The United States Department of Agriculture (USDA) agencies and staff offices are adopting commercial wireless technologies at a more accelerated pace than in the past. This Departmental Notice (DN) establishes enterprise-wide policy and assigns the responsibilities for acceptable use of commercial wireless products and services in USDA.

## POLICY



USDA employees are authorized limited personal use of IT and telecommunications resources in the workplace on an occasional basis provided that the use involves minimal expense to the government and does not interfere with official business. Occasional personal use of telecommunications resources shall normally take place during the employees' personal or off-duty time. Official government business always takes precedence over the personal use of telecommunications resources. Specific procedures, and examples of acceptable and unacceptable personal use may be found in Section 6 of this DN.

## APPLICABILITY AND SCOPE



This notice applies to all USDA agency and staff office personnel, including non-government personnel authorized to use USDA wireless networks.

It applies to all commercial wireless devices, services and technologies that transmit voice and data including video. This also includes portable electronic devices (PED) such as laptop computers with wireless capability, cellular/personal communications system (PCS) devices, personal digital assistants (PDA), paging devices, Global Positioning System (GPS) receivers, Radio Frequency Identification Devices (RFID), fixed telemetry devices, and any other commercial wireless devices capable of storing, processing, or transmitting information. Services include Wireless Local Area Network (LAN), Wireless Wide Area Network (WWAN), and Personal Area Network (PAN). This policy does not address classified communications.

This policy supplements Figure MB-1 in Departmental Regulation 3300-1, "CIO Council Review Approval of Limited Personal Use Policy". Agencies may further supplement this policy with additional guidance in order to enforce more restrictive standards as appropriate. Employees should refer to their agency's internal policy, which may have additional information or clarification of this enterprise policy.

## REFERENCES



General Service Administration, *Draft Chapter 102 Federal Management Regulation, Subchapter F, Part 101-35 -Telecommunications Management Policy.*

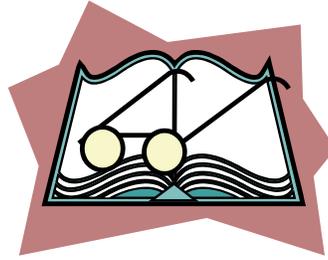
USDA, DR 3300 -1, *Telecommunications & Internet Services and Use*, March 23, 1999.

USDA, DN 3300 - 12, *Commercial Wireless Technologies in USDA - Unclassified Security Requirements for Wireless Networks in Unlicensed Frequencies.* April, 2005.

USDA, DN 3300 - 13, *Commercial Wireless Technologies in USDA - Unclassified Security Requirements for Wireless Devices.* April, 2005.

USDA. Cyber Security Manual, Series 3500 DRAFT Chapter 10, Information Technology Systems, Part 3, Portable Electronic Devices (PED) and Wireless Technology. U.S. Department of Agriculture. September 28, 2004.US Congress, Use of Government Property, Code of Federal Regulations, Title 5, Section 2635.704 National Archives-.

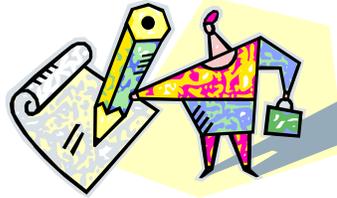
## DEFINITIONS



- a Employee personal time. Personal time means non-work hours. Employees may use government office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times).
- b Government office equipment including Information Technology. It includes but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to internet services, and E-mail. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment.
- c Local Commuting Area. The local duty station's immediate commuting area is defined as the area from which an employee regularly commutes. The definition of local commuting area assumes local, as opposed to long distance telephone connections.
- d Minimal additional expense. Employees' personal use of government office equipment is limited to those situations where the government is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper. Examples of minimal additional expenses include, making a few photocopies, using a computer printer to printout a few pages of material, making occasional brief personal phone calls, infrequently sending personal E-mail messages, or limited use of the Internet for personal reasons.
- e Personal use. An activity conducted for purposes other than accomplishing official or otherwise authorized activity. Executive Branch employees are specifically prohibited from using government office equipment to maintain or support a personal private business. Examples of this prohibition include employees using government office equipment to maintain or support a personal private business, or a government computer and Internet connection to run a travel business or investment service. The ban on using government office equipment to support a personal private business also includes employees using government office equipment to assist relatives, friends, or other persons in such activities. Employees may, however, make limited use under this policy of government office equipment to check their Thrift Savings Plan or other personal investments, or to seek employment, or communicate with a volunteer charity organization.

- f [Secure Government Facility](#): a government facility with controlled physical access.
- g [Teleworking](#): Performance of official duties at an alternative work site (i.e., home, telecenter, or other satellite work location), which is not the employee's official duty station.
- h [Wireless Equipment/Devices](#). Physical hardware capable of transmitting or receiving information across a wireless medium.

## PROCEDURES



Acceptable use: Use of government telephone equipment and services for limited personal use may be authorized if practices satisfy the following criteria:

- (1) It does not adversely affect the performance of official duties by the employee or the employee's organization;
- (2) It is of reasonable duration and frequency;
- (3) Authorization was granted to use such resources for official Government business before they were made available for personal use. The USDA is not required to supply telecommunications equipment and services if they are not required in the conduct of official Government business.
- (4) It could not have been reasonably accomplished at another time, or;
- (5) It is provided for in a collective bargaining agreement.
- (6) Examples of some authorized uses by employees include:
  - (a) Calls to notify family, doctor, etc., when an employee is injured on the job.
  - (b) Calls to notify family of a schedule change while traveling on Government business and delays occur due to official business or transportation.
  - (c) While traveling on Government business, a brief call to his or her residence (but not more than an average of one call per day).
  - (d) Calls to advise his or her family of the change in schedule or to make alternate transportation or child care arrangements.
  - (e) Brief daily calls to locations within the local commuting area to speak to spouse, minor children, or other family members whose "close association" constitutes a "family relationship" (or those responsible for them, e.g., school or day care center).
  - (f) Brief calls to locations within the local commuting area that can be reached only during working hours, such as local government agencies or physicians, or to

arrange for emergency repairs to his or her residence or automobile assuming calls require local, as opposed to long distance telecommunications transmission.

(g) Long distance calls made during working hours for personal reasons that are:

Charged to the employee's home phone number or other non-Government number (third number call); or

Made to a toll-free number.

Charged to the called party if a non-Government number (collect call); or

Charged to a personal credit card or prepaid calling card.

(7) Since a collect surcharge is charged by providers, it is strongly recommended that one of the following efficient and cost-effective methods be used in lieu of collect calls:

(a) Use of FTS2000/2001 Federal Calling Card for employees making frequent long-distance calls;

(b) Use of FTS contract prepaid debit cards

Unacceptable use: The following practices are PROHIBITED in accordance with Draft GSA Federal Management Regulation (FMR) 101-35.104 and Code of Federal Regulations, Title 5, Section 2635.704 – Use of Government Property. Willful violation may result in criminal, civil, or administrative action, to include suspension or dismissal.

- (1) "900" calls are prohibited. This includes dialing a toll free number which will switch to a "900" call, either on or off a federal government network.
- (2) Use of government provided wireless services, equipment, or facilities for other than official business, with the exception of those acceptable uses described in section 6a.
- (3) The unauthorized use of Wireless LAN access points to access USDA networks.
- (4) Unauthorized connection of a wireless laptop to an Agency network.
- (5) Use of camera cellular phones to illegally convey photographic images.
- (6) Any personal use that exposes sensitive USDA data to undue security risks addressed in Departmental Notices 3300-12 and 3300-13 and Cyber Security Manual Series 3500, Chapter 10.
- (7) Making unauthorized calls or using unauthorized data services with the intent to later reimburse the Government.
- (8) Frequent or lengthy personal phone calls.

- (9) Initiating transmissions that result in continuous electronic data streams that degrade the network.
- (10) Peer-to-peer transmissions with the exception of Bluetooth/infrared transmissions as described in DN 3300-12 on wireless networks.
- (11) Using the government systems as a staging ground or platform to gain unauthorized access to other systems (i.e. hacking).
- (12) The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings (i.e., to lists of multiple unknown recipients where no official business relationship exists) regardless of the subject matter using government-owned equipment.
- (13) The unauthorized acquisition, use, reproduction, transmission, and distribution of telecommunications software or other material protected by national and international copyright laws, trade marks or other intellectual property rights.
- (14) Use of Government telecommunications or services for the creation, downloading, viewing, storage, copying or transmission of material pertaining to:
  - (a) Sexually explicit or sexually oriented content;
  - (b) Illegal gambling
  - (c) Illegal weapons
  - (d) Workplace violence
  - (e) Other activities prohibited by law or regulation
- (15) Using the government office equipment for activities that are inappropriate, or offensive and, if done absent use of such equipment would be deemed misconduct (e.g., hate speech, offensive jokes/stories/language).
- (16) Use of Government telecommunications or services for commercial purposes or in support of "for profit" personal activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of personal business/financial transactions or sales of goods or services).
- (17) Use of Government telecommunications or services to engage in:
  - (a) Any outside fundraising activity;
  - (b) Endorsing any product or service;
  - (c) Participating in any lobbying activity or partisan political activity unless authorized by law or labor contract.

- (18) Use of Government telecommunications or services to send or post agency information to external newsgroups, bulletin boards or other forums without authorization.
- (19) Any use of Government telecommunications or services that generates more than minimal additional expense, as determined by USDA agencies and staff offices, to the Government.
- (20) Personal use of Government telecommunications equipment and services that gives the appearance of acting in an official capacity or that the USDA endorses or sanctions those activities if unauthorized. For example, employees may not post USDA information to external news groups, bulletin boards or other public forums without USDA authorization.
- (21) USDA employees are prohibited from using Government-owned wireless equipment and services for Teleworking without the express permission of their supervisor. Wireless networks established for telecommuters must be inspected and approved by Departmental or agency Cyber Security personnel for compliance to Federal and USDA standards.

Use of Personal Equipment for Government Business: USDA reimbursement for charges incurred on personally owned equipment for Government use is at the discretion of the agency or staff office, or in the absence of agency or staff office guidance, at the discretion of the employee's supervisor.

## ROLES AND RESPONSIBILITIES



Agencies and Staff Offices will establish internal approval, and accountability procedures for capturing and recording wireless data packets with wireless “sniffing” or “scanning” tools. Agencies are required to inform USDA personnel that regular data monitoring for security purposes is required according to DN3300-13.

## INQUIRIES



Direct all questions concerning this notice to the Telecommunication Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Officer at (202) 694-5980.