



Natural Resources Conservation Service
1203 College Park Drive, Suite 101
Dover, Delaware 19904

Phone: 302-678-4160
FAX: 302-678-0843
www.de.nrcs.usda.gov

DELAWARE BULLETIN NO. DE270-4-01

Subject: IRM - Information Systems Security

Date: September 8, 2004

Purpose: To remind employees of limited personal use policy.

File code: 270

Expiration Date: September 30, 2005

ACTION REQUIRED BY: October 15, 2004

The following is information and reminders regarding limited personal use of government equipment.

Please be reminded that the limited personal use of telecommunications resources by USDA employees in the workplace is authorized on an occasional basis, with prior supervisory approval, provided that the use occurs during the employees' *non-work time*, involves minimal expense to the government, and does not interfere with official business. Government office equipment, including information technology, includes, but is not limited to, the following: personal computers and related peripheral equipment and software, library resources, telephones (office and cellular), facsimile machines, photocopiers, office supplies, Internet connectivity, and access to Internet services and e-mail.

Please familiarize yourselves again with information in the National Information Security Handbook, http://policy.nrcs.usda.gov/scripts/lpsiis.dll/H/H_270.htm, and read the attachment to this bulletin. After reading the attachment, sign and return to Linda Lewis, Delaware Security Officer, by **October 15, 2004**.

Also, review ethics training module, Government Property and Time, at: http://www.usda-ethics.net/training/module_11/index.htm.

Other pertinent websites regarding limited personal use can be found at:
<http://www.usda.gov/ocio/directives/DR/DR3300-1-B.html>,
<http://www.usda.gov/ocio/directives/DR/DR3300-1-I.html>,
http://policy.nrcs.usda.gov/scripts/lpsiis.dll/H/h_270_615_1.htm.

If you have any questions, please contact Linda Lewis at 302-678-4165, or Eileen Campbell, Ethics Officer, at 302-678-4161.

/S/

Ginger L. Murphy
State Conservationist

DIST: E

Enclosures