

***NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 32-101***

***February 26, 1995***

***Information Management***

***PERSONAL USE OF GOVERNMENT COMPUTERS***

**NOTICE:** This publication is available at: <http://www.nmfs.noaa.gov/directives/>.

**OPR:** F/CIO

**Certified by:** F//CIO (L. Tyminski)

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***SUMMARY OF REVISIONS:*** Minor revisions to adopt language from the companion NOAA policy to make the NMFS policy consistent with it.

Signed \_\_\_/s/\_\_\_\_\_ Dec. 3, 2008\_\_\_\_\_

Larry Tyminski

Date

NMFS Chief Information Officer

**Use of Government Equipment.** Users have been educated regarding the use of government equipment and IT resources for personal use. Users are permitted to use government-owned equipment during non-duty hours (before scheduled work hours, lunch times, and after work hours) for personal use. Personal use of government-owned equipment and IT resources must not incur any additional costs to the government and/or violate any federal regulations, DOC or NOAA policies. Activities specifically not permitted on government-owned IT resources include but are not limited to the following: a) private commercial business activities or profit making ventures; b) engagement in matters directed toward the success or failure of a political party; c) engagement in any prohibited direct or indirect lobbying; d) use that could generate or result in an additional charge or expense to the Government; e) viewing, obtaining, creation, distribution, or storing of sexually explicit material; f) participation in or encouragement of illegal activities or the intentional creation, downloading, viewing, storage, copying, or transmission of materials that are illegal or discriminatory; g) Use of Government e-mail addresses in a manner that will give the false impression that an employee's otherwise personal communication is authorized by the Department; h) engagement in unauthorized charitable fund raising (see the Broadcast E-Mail Policy) or soliciting volunteers to raise funds; and/or i) activity that would bring discredit on the Department or violation of any statute or regulation, including applicable copyright laws. Personally purchased software is not allowed on government equipment. DOC IT Security Program Policy and Minimum Implementation Standards Policy for Peer-to-Peer File Sharing (Appendix I) restricts the use of Peer to Peer file sharing. Users will not use Peer to Peer (P2P) connection sharing for transferring copyrighted files.

NMFS guidance on personal use of Government equipment in general is identical to NOAA's policy on Information Technology System: Rules of Behavior, which can be found at [https://www.csp.noaa.gov/policies/NOAA\\_IT\\_System\\_Rules\\_of\\_Behavior\\_2006\\_updated.html](https://www.csp.noaa.gov/policies/NOAA_IT_System_Rules_of_Behavior_2006_updated.html).