

## Office of Secure Transportation Policy Information

Policy Background	
<p><b>Document Title:</b> Use of DOE-Owned or Personal Property, Equipment, and Resources</p>	<p><b>Document Number:</b> <i>(Assigned by POPD)</i> OST P 1.33</p>
<p><b>Document Owner(s):</b> <i>(Identify by name and organization)</i> Michele Mancuso-Nelson, POPD</p>	<p><b>Policy Approval Authority:</b> <i>(Identify by name and title)</i> Dennis J. Reese, PDADA Craig A. Tucker, ADA</p>
<p><b>Notify of Changes to Policy:</b> OST Federal and Contractor Employees</p>	
<p><b>Record Document(s):</b> <i>(Documents used as reference or input into Policy; documents developed as a result of the Policy and Forms completed as part of the Policy).</i></p> <p>See External/Internal Documents listed in Policy.</p>	

Policy History		
Rev	Date	Description of Change <i>(Include name of individual making the revision)</i>
	4/12/07	New Policy Signed – J. Wilson

## OFFICE OF SECURE TRANSPORTATION

### POLICY NUMBER: OST P 1.33

**TITLE:** Use of Department of Energy (DOE)-Owned or Personal Property, Equipment and Resources

**EFFECTIVE DATE:** 04/12/07

**PURPOSE:** This Policy establishes the guidelines for federal and contractor employee use of property/equipment/resources in the performance of assigned government work and during limited use of a personal nature. Resources include funding and time of federal employees or contractors. Assigned government work is defined as the tasks identified in a federal employee's position description, special projects assigned by an employee's direct supervisor, or as defined by contract.

**SCOPE:** This Policy applies to all Office of Secure Transportation (OST) Offices, Commands/Divisions, and Branches as well as support service contractors.

**PROPONENT:** Program Office for Planning and Directives

#### EXTERNAL RECORD DOCUMENTS:

- DOE Order 203.1, Limited Personal Use of Government Office Equipment Including Information Technology
- 41 CFR 101, Federal Property Management
- 41 CFR 102, Federal Management Regulation
- 41 CFR 109, DOE Property Management Regulation
- DOE O 580.1, DOE Personal Property Management

#### INTERNAL RECORD DOCUMENTS:

- Approval Memo for Use of Law Enforcement Sensitive Property/Equipment

### POLICY

#### 1. Objectives/Expectations

a. **DOE-owned Property/Equipment/Resources:** Employees are expected to refrain from using government property/equipment/resources inappropriately. Inappropriate use of property, equipment, and resources includes, but is not limited to, the following:

- (1) Modification of DOE-owned property/equipment without approval.
- (2) Purchase of property/equipment for use in assigned government work without approval.
- (3) Frequent use of property and equipment for personal use (such as computers, telephones, Xerox machines, fax machines) that causes delay or disruption for others or may be cost prohibitive.


- (4) Using DOE-owned property/equipment for commercial pursuits, to support for-profit activities, or to benefit one's outside employment or business activities (e.g., receiving personal business calls on the office telephone, using government issued credentials or identification to purchase personal items, sending or receiving emails related to a part-time business, or selling/trading property/equipment over the internet).
  - (5) Utilizing the OST mail system to transmit or receive personal correspondence such as bills, magazines or publications (excludes government credit card statements or credit union statements), or sending or receiving packages not directly needed to perform assigned government work.
  - (6) Using law enforcement sensitive equipment or property for non-official/non-assigned government work.
  - (7) Using equipment, property and resources for personal activities.
  - (8) Directing the help of federal employees or contractor resources in pursuit of personal or non-assigned government work projects (e.g., attorney, computer support, armorer, logistics).
- b. **Limited Personal Use of DOE-owned Property/Equipment/Resources:** It is acceptable for employees to use DOE-owned property, equipment, and resources for personal activities when the cost is minimal to the government, does not interfere with the mission or operations, and is otherwise permissible under DOE Orders. This does not grant employees with an "inherent right to use" government property, equipment or resources. Examples of appropriate limited use is as follows:
- (1) Internet use during non-work hours to visit approved sites to obtain detailed information or conduct research (e.g., reading newspaper articles, compare airline prices, or compare automobile prices).
  - (2) Occasional use of OST-issued pagers, laptop computers, personal data assistants, and cellular phones (when such use will not incur additional charges).
  - (3) Personal use of government-provided long distance telephone service consistent with General Services Administration regulations.
  - (4) Use of copier and fax machine where use has a minimal impact on cost, workday time, and consumable items (ink, paper, toner, etc.).
  - (5) Property or equipment (to include credentials and identification) assigned to an individual in the performance of government work *will not be* used for personal activities if the use creates the impression that the employee is acting in an official capacity.
- c. **Law Enforcement Sensitive Property and Equipment:** Employee-owned/employee-purchased weapons, ammunition, weapon-mounted optics, and gas masks will not be used in the performance of government-assigned work unless approved, in writing, by the employee's supervisor up to the office manager.
- d. **Expectation of Privacy:** Any use of government resources is with the understanding that such use is generally not secure, private, or anonymous (18 U.S.C. Section 2511).

- e. **Reporting Instances of Inappropriate/Unauthorized Use:** Instances of inappropriate or unauthorized use of DOE-owned property, equipment and resources shall be reported, documented and investigated. As a minimum, this will include notifying appropriate supervision; determining circumstances or cause; determining responsibility and financial liability for unauthorized use; and identifying actions taken to prevent further unauthorized use.

**2. Responsibilities**

- a. Office Managers, Division/Command Directors and Branch Chiefs will ensure employees are aware of this policy and will ensure employees use of DOE-owned property/equipment is appropriate.
- b. Office Managers, Division/Command Directors and Branch Chiefs will also approve, in writing, the use of employee-owned/employee-purchased law enforcement sensitive property and equipment for government-assigned work.
- c. Federal and contractor employees will ensure DOE-owned property, equipment, and resources assigned to them in the performance of government work are used appropriately.
- d. Federal and contractor employees will ensure that personal use of DOE-owned property, equipment and resources is limited, does not place a cost burden on OST, and use does not give the impression the employee is acting in an official capacity.
- e. Federal and contractor employees will report any misuse of DOE-owned property/equipment to their immediate supervisor. Misuse may result in losing or having limitations placed on use of government resources, disciplinary or adverse actions, criminal penalties, and/or financial liability for the cost of improper use.

**APPROVING OFFICIAL:**

  
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Craig A. Tucker, Assistant Deputy Administrator  
Office of Secure Transportation

4/12/07  
Date