



United States Department of the Interior

BUREAU OF RECLAMATION
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IN REPLY REFER TO:

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VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: All Bureau of Reclamation Employees and Contractors

From: Karla J. Smiley 
Director, Information Resources Office

Subject: Rules of Behavior Regarding Personal Devices and Bureau of Reclamation Networks

Users are reminded that the Department of the Interior policy and the General Rules of Behavior prohibit connecting personal devices to Reclamation wired and/or wireless networks. Furthermore, policy and guidance related to Bring Your Own Device has not been issued; therefore, the current prohibition of this activity is still in effect. This memorandum transmits a reminder of those policies.

As a Reclamation computer network user, you must refrain from attempting to connect personal devices or other unauthorized computer equipment to the Reclamation computer network, including wireless networks, without appropriate authorization. This policy applies to all Reclamation employees, contractors, volunteers, and other individuals, hereafter referred to as "employees."

Unauthorized computer equipment can introduce viruses and malware to the Department of the Interior computer network. Examples of personal devices and other unauthorized computer equipment include, but are not limited to:

- Thumb drives
- Laptops and personal computers
- Cell/Smart phones
- Wireless access points
- Personal scanners and/or printers
- Digital cameras
- Tablet devices

Employees should be aware that there is no reasonable expectation of privacy when using Reclamation Information Technology (IT) resources. Additionally, Department of Interior and Reclamation IT security monitors the usage of IT resources by using various tools to detect and identify inappropriate use, including unauthorized access to computer networks.

Any Reclamation employee who is found violating this policy will receive the appropriate disciplinary action.

Questions related to this memorandum or Reclamation's IT Security Program may be forwarded to Mr. Ben Weinischke, Chief Information Security Officer at bweinischke@usbr.gov. He may also be reached at 303-445-2911.

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