



Environmental Management Consolidated Business Center (EMCBC)

Subject: Policy for Issuing Specialized Information Technology Equipment

Policy

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Information Resource Management

1.0 POLICY

It is the policy of the Environmental Management Consolidated Business Center (EMCBC) that the appropriate Information Technology (IT) equipment, commensurate with the requirements associated with specific position functions, will be issued by the EMCBC Office of Information Resource Management (IRM) to enable individual employees to perform their job duties. Supervisors are expected to evaluate employee requirements and needs for usage of IT equipment. IRM will assist in this evaluation by providing supervisors with information concerning the available technology and the costs associated with providing the technology. EMCBC organizations requesting specialized IT equipment for more than one third of their employees will require the approval of the EMCBC Director.

2.0 SCOPE

The issuance of Blackberry Devices, Personal Digital Assistants (PDAs), portable computers (e.g., laptops), desktop printers or scanners, cellular telecommunication devices and other government property personal IT equipment are within the scope of this policy.

3.0 APPLICABILITY

This policy is applicable to all EMCBC employees. Serviced Site employees that obtain Information Technology support from the EMCBC Office of Information Resource Management may implement this policy under the direction of the local site management.

4.0 REQUIREMENTS

- 4.1 DOE O 205.1A, Department of Energy Cyber Security Management
- 4.2 DOE O 203.1 Limited Personal Use of Government Office Equipment Including Information Technology
- 4.3 The Rehabilitation Act of 1973, as amended (P.L. 93-112), Sec. 508 (29 U.S.C. 701 et seq.)
- 4.4 Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation
- 4.5 Americans with Disabilities Act, 42 U.S.C. 12101 et seq.
- 4.6 The Telecommunications Act of 1996 (P.L. 104-104), Sec. 255

5.0 DEFINITIONS

- 5.1 Designated Personnel – Employees that have been designated by EMCBC senior managers as essential to the mission of the organization, and who may need specialized IT equipment to accomplish their job functions. Implementation of the DOE-Flex (Telecommuting/Telework) program does not independently establish an employee’s need for specialized IT equipment.
- 5.2 Specialized IT equipment – Any and all equipment beyond the scope of the standard office setup of desktop computer, basic monitor, keyboard and telephone.

6.0 RESPONSIBILITIES

- 6.1 EMCBC Director - Approve specialized IT equipment needs that serve more than one third of a specific EMCBC organization’s employees.
- 6.2 Project Directors (PDs) - Evaluate the functions of their organization to determine if any specialized IT equipment is required in order to support the mission of their Project. Implement the Policy for Issuing of Specialized Information Technology Equipment at their sites. Approve employee requests for IT equipment.
- 6.3 Assistant Directors (ADs) – Evaluate the functions of their organization to determine if any specialized IT equipment is required in order to support the mission of the EMCBC and Service Level Agreement (SLA) site staff. Approve employee requests for IT equipment.
- 6.4 Supervisors - Assess employee needs for IT equipment and recommend approval to the AD.
- 6.5 Assistant Director for Information Resource Management (IRM) – Issue and track IT equipment. Make listing of Specialized IT equipment, their functionality and associated costs available to ADs, PDs, and supervisors.
- 6.6 All EMCBC Staff – Review and ensure compliance with established Departmental and Organization Policies.

7.0 GENERAL INFORMATION

- 7.1 Employee Needs - IT equipment can greatly enhance productivity of employees, especially those who frequently work extended hours or who travel extensively. Specialized IT equipment may be provided for those qualified employees or applicants with disabilities who utilize certain IT devices as a Reasonable Accommodation. The costs associated with issuing equipment can be high and put an undue strain on resources, especially if issued in an environment where equipment is requested as a matter of course rather than a matter of need. By assessing and monitoring the requirements for IT equipment, employees and supervisors are good stewards of limited resources.

- 7.2 Cyber Security Considerations – The Cyber Security requirements of DOE O 205.1A, Department of Energy Cyber Security Management, mandate that the Least Functionality principal be applied to the access and use of Information Technology. Supervisors need to be aware that use and distribution of mobile devices such as Blackberry devices, PDAs and laptops may create an increased risk for loss of data or compromise sensitive information. These risks must balance the employee needs for Specialized IT equipment since such risks are inherently increased with each device issued.
- 7.3 Continuity of Operations - Supervisors should ensure that Designated Personnel that support Continuity of Operations and other continuous (around the clock) functions have suitable communications tools available.
- 7.4 Reasonable Accommodation – Determinations of the need for or the type of Reasonable Accommodation for a qualified employee or applicant with disabilities will be made following agency administrative procedures and in accordance with regulatory and statutory requirements.

EMCBC RECORD OF REVISION

PS-205-10 Rev. 1, Policy for Issuing Specialized Information Technology Equipment

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

1 Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

1 Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Policy Statement	All	07/26/10