

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

CHANGE TRANSMITTAL SHEET

- DIRECTIVE
 REVISION
 AMENDMENT
 OTHER

FSIS DIRECTIVE
BROADBAND HOME USAGE POLICY

1304.2
Amendment 1

10/26/06

I. PRINCIPAL CHANGE

This amendment transmits revised page 7 that modifies the signature authority for FSIS Directive 1304.2, Broadband Home Usage Policy.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 1304.2



Assistant Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

7

Insert New Pages

7

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FSIS DIRECTIVE	1304.2 AMENDMENT 1	10/26/06
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BROADBAND HOME USAGE POLICY

I. PURPOSE

This directive establishes standard broadband usage policy for employees and contractors working from home.

II. CANCELLATION

This directive cancels FSIS Notice 3-06, dated 1/11/06, Reimbursement to FLS for Broadband Access at Home.

III. REASON FOR ISSUANCE

This directive:

- A. Provides guidance and procedures for accessing the FSIS network through a broadband service.
- B. Establishes broadband service reimbursement procedures for the OFO FLSs.

IV. REFERENCES

DR 3140-2, USDA Internet Security Policy
DR 3300-1, Internet, Appendix I
DM 3525, USDA Internet and Email Security

CS-003 USDA Internet Access Security for Private Internet Service Providers
CS-015 Cyber Security Guidance on Security Awareness
CS-029 Cyber Security Guidance Regarding Telework and Remote Access

FSIS 4610.7 Flexiplace/Telecommuting Program

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V. ABBREVIATIONS AND FORMS

The following appear in their shortened form in this directive:

DSL	Digital Subscriber Line
EFT	Electronic Funds Transfer
FLS	Front-Line Supervisor
GOE	Government Owned Equipment
NIC	Network Interface Card
OCIO	Office of Chief Information Officer
OFO	Office of Field Operations

SF-1164, Claim for Reimbursement for Expenditures on Official Business

VI. POLICY

It is FSIS policy to:

- A. Restrict access to the network from a user-owned personal computer. User-owned personal computers connected to the FSIS network are not authorized nor supported.
- B. Provide Agency configured virtual private network to access USDA individual mission area, Agency staff, or office networks; but access Outlook Web Mail via any internet connection using an authorized FSIS Login identification.
- C. Not reimburse employees or telework employee's additional telephone lines or broadband connection cost unless covered under Subparagraph VI. D.
- D. Reimburse OFO FLS who are approved to purchase broadband access at home (cable, modem, or DSL service) to accomplish Agency work.
 1. Offsetting dial-up charges to FSIS increases productivity due to substantial timesaving resulting in faster telecommunication speeds is a significant cost savings.
 2. This policy applies to OFO FLS. The Agency recognizes that other OFO employees may have similar volumes of telecommunication activity; however, users have access to Government telecommunications.
- E. Authorized limited GOE personal use to include:
 1. Minimal additional expense to the Government (normal wear and tear; low electricity, ink, toner, or paper use).
 2. Use during the employee's personal time (**examples:** weekends, before and after work, lunch time, or during scheduled break periods).

3. No interference with the Agency's mission or operations.

F. Initiate disciplinary action up to and including termination of employment against employees who violate this policy.

VII. DEFINITIONS

A. **Broadband.** Telecommunication (cable modem or DSL service) in which a wide band of frequencies are available to transmit information.

B. **Digital Subscriber Line.** High speed data technology that uses modulation schemes to pack data onto the same copper wire as a regular telephone line. They are sometimes referred to as last-mile technologies because they are used only for connections from a telephone switching station to a home or office, not between switching stations.

C. **Employees.** An individual currently working for FSIS, whether full-time, part-time, intermittent, consultant or on contract basis.

D. **Firewall.** A set of related programs, located at a network gateway server that protects the resources of a private network from users from other networks.

E. **Patches.** A patch (sometimes referred to a "fix") is a quick-repair job for a piece of programming. A patch is an immediate solution users may download from the software maker's Web site.

F. **Telecommuter.** An employee or supervisor performing duties at a workplace other than the traditional office. FSIS Directive 4610.7, Flexiplace/Telecommuting.

G. **Telework Employee.** An employee who works at an approved alternate work location (**example:** home, telecenter, or other satellite work location) either on a regular and recurring schedule for a minimum of one day a pay period or on a temporary basis. Schedules for telework must be officially approved.

H. **Virtual Private Network.** A network that uses a public telecommunication infrastructure to provide remote offices or individual users with secure access to the organization's network.

VIII. ACCESS TO NETWORK AND EXPENSES

A. Telecommuters often access the FSIS network through:

1. Dial-up connections.
2. DSL.
3. Cable.

4. Wireless technology.
5. Satellite Dish Receiver.

B. FSIS will not reimburse telecommuters for charges incurred while accessing the FSIS network.

IX. **RESPONSIBILITIES**

A. **Agency Responsibilities.**

1. Ensure appropriate software updates, loads, and patches are correctly applied.
2. Provide telecommuters with a computer containing the FSIS Standard Software Load.
3. Provide telephone support to telecommuters. FSIS will not travel to private homes to perform onsite troubleshooting or maintenance.
4. Support a direct-wired connection between broadband services and the GOE computer for users; personally owned or Agency-purchased. The Agency will not support the use of employee-owned computers, routers, or services used as part of a home network.
5. Provide and support a standard security configuration.

B. **Employee Responsibilities.**

1. Agree to protect any GOE and use the equipment for official purposes only.
2. Attend annual Security Awareness Training that covers telecommuting; online or in person.
3. Accept maintenance and repair expenses for internet connection equipment not FSIS supplied.
4. Users should not expect privacy while using broadband technology to access FSIS networks or systems.

X. **BROADBAND REIMBURSEMENT PROCEDURES FOR FLS**

A. **When to Submit.** Approved FLS must submit reimbursement requests quarterly. Quarterly reimbursement is based on FY beginning October 1 and ending September 30.

1. Quarter 1 – October, November, and December.

2. Quarter 2 – January, February, and March.
3. Quarter 3 – April, May, and June.
4. Quarter 4 – July, August, and September.

B. What and where to Submit. Use SF-1164 and attach original cable modem or DSL bill. If unable to locate and send an original bill, obtain a copy, sign and date it; and include the statement “in lieu of original” on it. Send to:

USDA FSIS OCIO
ROOM 201 CQ
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250-3700

C. What is Reimbursable.

1. Reimbursement is limited to monthly broadband cable/DSL service:
 - a. Charges.
 - b. Cable modem rental.
 - c. DSL modems.
 - d. Applicable fees and taxes.
 - e. Installation charges.
2. No other charges are reimbursable.

D. How to Complete an SF-1164. Enter information into the blocks designated (text in *italics* should be entered exactly as indicated).

1. **Block 1.** *USDA, FSIS-OCIO.*
2. **Block 4a.** Last Name, First Name, and Middle Initial.
3. **Block 4b.** Social Security Number.
4. **Block 4c.** *Salary Check Address or Other EFT Account*, followed by the financial institution name, routing transit number, account number, and account type (savings/checking). (**NOTE:** All reimbursements are issued electronically.)
5. **Block 4d.** Your telephone number, in case of questions.
6. **Block 6a.** Months being requested for reimbursement.

7. **Block 6b.** B.
8. **Block 6c.** *Reimbursement for broadband cable/DSL service used for performance of government work.*
9. **Block 6i.** Cost of broadband cable/DSL service, plus all applicable fees and taxes.
10. **Block 7.** Total amount from Block 6i under AMOUNT CLAIMED and again under TOTALS.
11. **Block 10.** X in the CHECK box. (**NOTE:** Checks are issued electronically.) Sign your name and enter the current date. Only forms with original signatures are acceptable for processing.
12. **Block ACCOUNTING CLASSIFICATION.** *Object Code 2321.*
The OCIO will enter the appropriate program code.

XI. **RESTRICTIONS AND AGREEMENTS FOR FLS**

If required and upon request, the OCIO supplies FLS with an NIC and cable to connect their broadband service. The following restrictions and agreements apply.

A. **Restrictions.**

1. Obtain technical installation support, configuration, cable modem maintenance or DSL service from the local broadband provider.
2. OCIO monitors telecommunications charges for FLS's participating in the broadband home usage program to verify reduced modem dial-up charges due to the reimbursement of broadband charges.
3. FLS's personally owned equipment connected to broadband is permitted for personnel use (including family members and friends) provided that the broadband use involves no additional expense to the government and does not interfere with official business.
4. FLS's personally owned equipment may never be used to connect to the FSIS network, either directly or through a virtual private network connection.
5. FLS's agree to protect any GOE and to use GOE for official purposes only. Family members and friends of FLS are not authorized to use any GOE.

B. **Agreements.**

1. Maintain responsibility for all hardware and software installation.

2. Attend annual security awareness training.
3. Maintain current security and software updates.
4. Complete and submit an SF-1164 that constitutes your consent and term agreement.



Assistant Administrator
Office of Management