

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
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October 17, 2003

In Reply Refer To:  
1264 (FA-260) P

EMS Transmission 10/18/02  
Director's Office Instruction Memorandum No. 2003-001  
Expires: 09/30/04

To: All NIFC BLM Employees  
  
From: Director, Office of Fire & Aviation  
  
Subject: Internet Use Policy

**Program Area:** Information Security and Employee Responsibilities and Conduct.

**Purpose:** This Instruction Memorandum (IM) reiterates previously issued policy, forwards access to the Department of Interior's (DOI) INTERNET Acceptable Use Policy dated May 23, 1997, [http://www.doi.gov/footer/doi\\_aup.html](http://www.doi.gov/footer/doi_aup.html), and provides additional guidance.

**Policy/Action:** If a supervisor determines it is in the best interest of BLM, and if an employee needs Internet access to accomplish their assigned duties, the employee is permitted to retrieve non job-related information to develop or enhance their Internet skills. However, certain limitations must be understood and abided by. The use of Government equipment to access, retrieve, and/or print text and graphic information which exceeds the bounds of generally accepted standards of good taste and ethics (e.g., sexually oriented or pornographic material) **will not be tolerated**. This applies during working and non-working hours.

All Internet activity is logged and the above-mentioned activities are monitored. Individuals found in violation of this policy will be disciplined. The penalty for a first offense ranges from a letter of reprimand to a five (5) day suspension, depending upon individual responsibilities and severity of the violation. The second offense may lead to a stricter penalty, up to removal.

According to IM No. WO-2002-064, Policy on the Use of Strong Passwords, each employee is responsible for all activity logged under their User ID. User IDs and passwords must not be disclosed or shared with anyone, including BLM system administration personnel.

**Timeframe:** This IM is effective immediately upon issuance.

**Background:** Access to the Internet provides government agencies with the opportunity to locate and use current and historical data from multiple sources worldwide in their decision-making processes.

**Manual/Handbook Sections Affected:** No BLM-OF&A Manuals or Handbooks are affected.

**Coordination:** This guidance was coordinated with Larry Hamilton, Director of the Office of Fire & Aviation; John Gebhard, Chief Information Officer; Don Lee, Information Technology Security Manager; Jim Knox, Human Resources Officer; and Barb Sivey, Human Resources Specialist.

**Contact:** If you have questions or concerns regarding this policy, please contact Don Lee at (208) 387-5747 or by e-mail.

Signed by:  
Jack W. Sept  
Acting Director  
Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.  
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