TELEWORK FACT SHEET
FS 12-07: Use of Personally Owned Equipment for Teleworking
January 2012

1. May I use my own computer, printer, etc. when I telework?

DOI prefers that employees use government owned equipment for teleworking. However, the use of personally owed equipment (POE) is permissible when certain conditions are met.

2. What conditions are required for use POE?

The answer to this question depends on several things.

For printers and other non-storage device peripherals, you can use your POE and there are no special conditions that apply.

For storage devices including USB drives, CD, DVD and other similar external storage devices:

    a. You can use your POE without encryption so long as there is no sensitive data on your device. Sensitive data includes: protected health information, personally identifiable information, proprietary information, non-public information or any document that includes an employee's social security number.

    b. You can use your POE only if it has government-approved encryption security for sensitive information.

For your personal computer, you may use this device but you must:

    a. Not process any sensitive information on your computer without the proper encryption software on your computer.

    b. Keep all government information separate from your personal information. This means on a separate drive or in a separate folder.

For email using DOI's web mail system, you may use your POE so long as you do not download any documents to your POE unless your POE is properly encrypted.

3. What are the penalties for violating this policy?

The penalties for violating privacy and security policies are the same for teleworkers and non teleworkers and are decided on a case-by-case basis.

4. Where do I go to get answers to other questions about POE?

Contact your bureau or office information security officer.