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**BUREAU OF ENGRAVING AND PRINTING  
ELECTRONIC MAIL POLICY**

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1. **PURPOSE.** This Policy defines responsibilities and provides guidance for the use of electronic mail (e-mail).

2. **SCOPE.** This Policy is applicable to all Bureau of Engraving and Printing (Bureau/BEP) employees, contractors and others who use e-mail. It applies to the use of e-mail accessed through Bureau resources or accessed while in a duty status or on Bureau premises. The objective is to ensure economical, effective, efficient and secure use of electronic mail.

3. **BACKGROUND.** Access to e-mail provides tremendous benefit to Bureau users by enabling instantaneous communication with other employees, Government agencies, and contractors; effective messaging abilities; and efficient use of resources in scheduling meetings. This access also poses significant security risks related to external threats such as viruses, and internal threats, such as compromise of sensitive information.

4. **REFERENCES.**

Department of the Treasury Information Technology Manual, December 1998.

"Treasury Information Technology (IT) Programs," Treasury Directive TD 81-01.

"Department of the Treasury Electronic Mail Use Policy," Treasury Directive 87-03.

5. **SUPERSESSION.**

"Bureau of Engraving and Printing Internet and Electronic Mail Policy," BEP Circular No. 70-04.4, May 3, 1999, is superseded.

6. **DEFINITIONS.**

a. Official Use refers to use of resources for activities which directly or indirectly support the Bureau's or the Department of the Treasury's mission and the accomplishment of related goals and objectives.

b. Authorized Use of e-mail includes official use and limited personal use. Limited personal use is permitted, providing that this is infrequent, incurs minimal expense to the Government, is during non-work time; does not involve sensitive Government information or put Government information or systems at risk; conforms with Bureau and Department of

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the Treasury policy; and does not interfere with official business. Authorized use of e-mail is similar to authorized use of Government telephones and includes activities such as communication with a spouse or children or scheduling a medical appointment.

c. Bureau Systems refers to computers, networks, personal electronic devices, cellular telephones with e-mail capability or other devices provided by the Bureau to the user for official business, either at Bureau facilities or from a remote site.

d. Minimal additional expense refers to the use of government equipment where the employee is already provided access for official business and where the additional use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper.

e. Non-work time means when the employee is not otherwise expected to be addressing official business. This could be, for example, during lunch periods, authorized breaks, before or after duty hours.

**7. POLICY FOR OFFICIAL AND AUTHORIZED USE.** It is the policy of the Bureau to allow the use of electronic mail to support the BEP mission and to accomplish its goals and objectives.

a. Use of BEP e-mail is only for official use and for authorized use as defined in this policy.

b. Access to electronic mail is a privilege and users shall become familiar with Bureau policy and procedures for use. Managers, Office Chiefs, and Associate Directors shall ensure that sufficient information on Bureau policies and procedures is provided to users and that training is provided if required.

c. Use of Government equipment may be monitored and recorded. Anyone using Government equipment consents to such monitoring and shall have no expectation of privacy. If this monitoring reveals possible evidence of criminal activity or violations of policies or security procedures, evidence may be provided to appropriate Bureau management and/or law enforcement officials.

d. Only Bureau issued or specifically authorized equipment may be used for Bureau electronic communications. Personally owned computers, hand-held electronic devices or cell telephones shall not be connected to or used with Bureau communication systems or Bureau devices.

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e. Employees, contractors, and other users shall exercise judgment and discretion in their use of e-mail. This includes ensuring that personal use does not interfere with official business and that communications are not disruptive to the work place, do not reflect negatively on the Bureau or the Government, do not have the appearance of inappropriate use of Government resources, and do not violate the Public Trust.

f. All users must be aware of the threat of viruses and other malicious code. A user does not need to open an attachment to activate a virus. If there is a suspicion of a virus or other system compromise, the user should stop using the computer immediately and contact the Help Desk.

g. The same coordination and chain-of-command policy and procedures apply to approval and distribution of electronic messages and documents as to physical documents, within the Bureau and between the Bureau and other organizations.

h. Information which is considered "Sensitive But Unclassified", "For Official Use Only", or is otherwise controlled shall be communicated on Bureau e-mail only to authorized parties and in compliance with Department of the Treasury and Bureau Information Security policies and procedures. Questions on the handling of sensitive information should be referred to the Information Technology Security Division.

i. Distribution of chain letters, global (Bureau-wide) distributions of personal items or information, or non-authorized distribution of official communications by individuals is not permitted. However, in some cases, mass distribution of personal information which is of interest to the Bureau workforce may be permitted, but only with the authorization of the appropriate manager. This might include, for example, notices of meetings, parties, funerals, etc. If these distributions are made within an Office, the approval of the appropriate Office Chief (WDC) or Plant Manager (WCF) must be obtained. If they are addressed to one or more Directorates, they must be approved by an Associate Director.

j. Only Microsoft Outlook e-mail is authorized for Bureau users. This means that web browser e-mail, such as Hotmail, may not be used on BEP systems.

k. Limited personal authorized use of e-mail shall be of reasonable duration and frequency and, whenever possible, made during the user's personal time, such as lunch periods or official breaks. Authorized communications shall not:

(1) Adversely affect the performance of official duties.

(2) Place an excessive burden on BEP communications systems or have an adverse impact on the mission or operations of the Bureau.

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(3) Involve the use of pornographic, sexually explicit, or obscene language or materials.

(4) Violate any Bureau, Treasury, or Government law or regulation.

(5) Involve chain letters, unofficial advertisings or mailings, or the pursuit of private commercial business activities or profit-making activities.

(6) Be used to conduct any activity that would adversely affect the United States Government.

(7) Result in additional expense to the Government, other than normal wear and tear on equipment or the use of small amounts of electricity, ink, toner or paper.

(8) Be used concerning matters directed toward the success or failure of a political party, candidate for partisan office, or partisan political group.

(9) Be used directly or indirectly for purposes of lobbying.

(10) Be used to support outside fund raising activities or endorse a product or service.

(11) Be conducted in a manner that may be misrepresented as official business.

**8. RESPONSIBILITIES.**

a. Associate Directors, Plant Managers and Office Chiefs shall:

(1) ensure that access to computer equipment and authorization to use electronic mail is provided to employees when necessary to accomplish the mission of their organization.

(2) ensure that training is provided users in the appropriate use and security of Bureau computer resources, and accountability and responsibility for electronic data dissemination.

(3) ensure that necessary safeguards are in place to protect the availability, integrity and confidentiality of systems for their operation units.

(4) identify and monitor appropriate management controls and technical safeguards for e-mail assignment and usage.

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b. Users shall:

(1) ensure that they understand the policies and rules for use and security of electronic mail.

(2) follow the access policies and the use policies to protect Bureau systems and documents and their rights to utilize the systems.

**9. SANCTIONS FOR MISUSE.** Unauthorized, improper, or insecure use of BEP e-mail may result in suspension of e-mail privileges, disciplinary action (up to and including termination), and/or criminal prosecution depending on the nature and severity of the misuse.

**10. OFFICE OF PRIMARY RESPONSIBILITY.** Associate Director (Chief Information Officer).

**<SIGNED>**

Ronald W. Falter

Associate Director (Chief Information Officer)

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