

Defense Logistics Agency Instruction



DLAI 4213

Effective Date May 19, 2003

Last Review Date July 6, 2005

J-64

Offsite Use of Government Information Technology (IT) Equipment

References: Refer to [Enclosure 1](#).

1. PURPOSE

- a. Establishes the process for requesting, approving, and using Government IT equipment at private residences or sites not designated as an employee's official duty station. This includes the use of equipment while in a travel status.
- b. DLA approves the use of Government-owned IT equipment at private residences or offsite locations when necessary in order to meet the business needs of employees, consistent with existing laws, regulations, and directives. This includes equipment used by employees while in a travel status.
- c. Ready access to IT equipment at offsite locations or while in a travel status is essential in conducting the day-to-day business that supports our DLA customers.

2. APPLICABILITY. This instruction applies to all Headquarters (HQ) Defense Logistics Agency (DLA) and DLA Primary Level Field Activities (PLFA).

3. POLICY

- a. It is DLA policy that no equipment shall be removed from a DLA Government worksite without DLA Form 1813.
- b. For infrequent travelers or others with a short-term requirement, it is DLA policy that an IT equipment loaner pool be established. The loaner pool ensures that all IT equipment, to include laptop/notebook computers, is in good working order and that all of the equipment is available to the user (i.e., cables, external hardware, other hardware, as required). Each laptop/notebook computer should be configured in accordance with the standard configuration recommended by a Configuration Control Board and approved at the appropriate level of the organization.

c. Personnel performing significant travel on a regular basis should be issued, as appropriate, a notebook computer and port replicator, and retain their external monitor, keyboard, and mouse for use as their standard desktop. The desktop Central Processing Unit will be redistributed to non-travelers or will be properly disposed.

d. Only Government-authorized personnel are authorized to sign DLA Form 1813 as Division Chief (or equivalent) and TASO.

e. An approved DLA Form 1813 may be used to authorize the use of the Government equipment for up to 1 year.

4. RESPONSIBILITIES. User's immediate supervisor, department head, or other authorized official reviews and approves the requirement for temporary or long-term use of IT equipment using DLA Form 1813.

5. PROCEDURES

a. User identifies requirement for Government IT equipment. This could be hardware, software, peripherals, and Personal Electronic Devices, including Personal Digital Assistant devices.

b. User or user's supervisor identifies IT equipment needed on either a temporary or long-term basis. Temporary requirements would include infrequent travelers or individuals who, through illness or other reasons, must work at home for a brief, definable period of time. Long-term requirements would include individuals who are frequent travelers, and managers or others who occasionally work at home. The notebook "loaner" pool technician will issue laptops to infrequent travelers who receive approval. The pool will keep records to ensure that the equipment is returned when the travel is over.

c. User's immediate supervisor, department head, or other authorized official reviews and approves the requirement for temporary or long-term use of IT equipment. DLA Form 1813 is prepared and approved. With very few exceptions, Government equipment can only be used for official Government business, and use for personal gain is prohibited. In all cases, the result must directly benefit the Agency and outweigh the cost. If at any point there is no tangible benefit to the Agency, the approval will be rescinded and the equipment returned to the duty station. Acceptable reasons for granting approval include situations which meet criteria of the Flexiplace Demonstration Project for People with Disabilities managed through the Staff Director, Equal Employment Opportunity; work at a temporary duty station; extraordinary but temporary workload; military mobilization; and Government-sponsored formal training (e.g., private degree programs, the Industrial College of the Armed Forces, the Federal Executive Institute, etc.).

(1) Approval for offsite use of Government equipment, via DLA Form 1813, must be renewed at least annually. However, Agency IT support organizations may direct periodic return of such equipment for inventory purposes and to ensure that software and virus updates are installed.

(2) The TASO verifies that IT equipment, assigned to their specific DLA organization, is appropriately identified, labeled, and tracked prior to being taken offsite. The TASO ensures that all such Government IT equipment is returned when the user transfers, separates from the Government, or the requirement period ends.

(3) The local issuing authority verifies that the equipment provided from the loaner pool is appropriately identified, labeled, and tracked, and ensures all loaner equipment is returned in a timely manner. Loaner equipment requests for organizations serviced and supported by DLA Headquarters IT Services (HQITS) are handled in accordance with the HQITS Laptop Loaner Pool Procedures (https://hqcnnet.hq.dla.mil/itresource/SOP/laptop_loaner.htm).

d. The Help Desk/Deskside local level II technicians should configure any equipment requiring access to a Local Area Network (LAN) in accordance with local procedures governing LAN access. Equipment that develops technical problems after leaving the DLA Government worksite should be called in to the appropriate Help Desk. If the problem cannot be fixed over the phone, the equipment will have to be returned to the issuing authority for further technical support.

6. EFFECTIVE DATE. May 19, 2003

Director, DLA Enterprise Support

Enclosure – References

Enclosure 1
References

1. DOD Joint Ethics Regulation (DOD 5500.7-R), http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/dir.doc.
2. Computer Fraud and Abuse Act of 1986 (Public Law 99-474).
3. Recommended Executive Model Policy/Guidance on “Limited Personal Use” of Government Office Equipment Including Information Technology (Federal Chief Information Officer Council), http://www.cio.gov/archive/perusememo_jun_1999.html.