

FEDERAL COMMUNICATIONS COMMISSION Washington, DC 20554 FCC DIRECTIVE	TITLE
	FCC Information Technology Equipment
	Directive Number: 1461.1 Effective Date: August 2018

1. **PURPOSE:** To establish policies and procedures for Federal Communications Commission ("FCC" or "Commission") distribution of both essential and supplemental Information Technology ("IT") equipment to Commission employees that is supported by a legitimate business need.
2. **SCOPE AND APPLICABILITY:** This Statement of FCC Policies and Procedures applies to all FCC locations and facilities.

All requests for IT equipment to accommodate disabilities as a reasonable accommodation are outside the scope of this policy and will be handled separately by the Office of Workplace Diversity (OWD), consistent with law, rule, and regulation, including all applicable sections of the Rehabilitation Act of 1973.

3. **RESPONSIBILITIES:**
 - A. The Managing Director (MD), Chief Information Officer (CIO), and Deputy Chief Information Officers (DCIOs) are responsible for approving exceptions to this policy.
 - B. The CIO and DCIOs are responsible for ensuring IT equipment is available for the Commission and providing inventory consistent with Bureau needs as determined by the Agency.
 - C. The FCC Chief Information Security Officer (CISO) is responsible for determining whether devices meet the Commission's established security standards.
 - D. The IT Service Center is responsible for routing policy exception requests for approval and issuing equipment as approved or directed.
4. **POLICY:** It is the policy of the FCC to provide government furnished IT equipment to all employees and contractors that is supported by a legitimate business need. Permanent exceptions to this policy must be approved by the CIO or DCIOs, with consultation from the Managing Director, as necessary.

IT equipment issued prior to this policy, including secondary monitors, will be permitted to remain until it is end-of-life, recalled for security reasons, removed from the approved equipment list, or until the employee departs from their current duty position.

A. Essential IT Equipment Policy:

- (1) As a standard equipment baseline, FCC employees are provided one virtual desktop infrastructure (VDI) unit or functional equivalent and required peripheral equipment, including one monitor, one keyboard, and one mouse.
- (2) Employees performing non-standard activities are considered **advanced technology users**. Users with this business need validated by their respective bureau or office are not subject to the standard IT equipment baseline, and IT will issue equipment and/or software to support these needs, or work with the employee and bureau or office to find a suitable alternative. These non-standard activities include, but are not limited to, the following:
 - a. Use of Geographic Information System (GIS) or complex enterprise-level applications
 - b. Interaction with big data or multiple large disparate data sets
 - c. Data analysis, data visualization, advanced simulations, engineering models, or econometric and statistical modeling
 - d. Use of specialized software tools for unique Commission needs
 - e. Creation of complex reports for public or Congressional use
- (3) Upon request, a smartphone or tablet may be issued to Senior Executive Service employees, supervisors, and others with a verified business need. Once the need has been established, the Agency retains discretion to evaluate on an ongoing basis whether such a business need continues to exist. The Agency will be transitioning away from Blackberries to iPhones or other comparable smartphone devices. If the Agency determines there is a need to activate the "Find my iPhone" or other similar tracking mechanism for a bargaining unit employee's FCC-owned device, it will notify the employee.
- (4) An Executive or Special Assistant to a Bureau or Office Chief may be issued the same equipment as their senior leader.
- (5) Upon request, pursuant to the Section B.5., below, all employees may seek additional equipment with supervisory approval.
- (6) There is a maximum of one smartphone or tablet per employee with few exceptions (such as field agents, travelers) who may be issued both if the Agency determines there is a verified business need for an employee to receive both. The Agency retains the right to evaluate the business needs of an employee under this section on an ongoing basis.
- (7) Contractor employees will not be issued mobile computing devices, except as specifically defined in a contract, or as required by their duties (IT support, etc.).
- (8) The FCC offers an optional service that permits official email access using personally owned devices (Bring Your Own Device – BYOD). All employees are eligible to participate if their device meets technical and security requirements, but no employee will be required to do work on their own device.

B. Exceptions to the Essential IT Equipment Policy:

(1) The Agency will determine on a case by case basis whether there is a verified business need to deviate from the Essential IT Equipment items in this Directive.

(2) Requests for IT equipment outside the standard issue equipment as outlined in Section 4(a), whether temporary or permanent, or requests for other exceptions to this Directive, should follow the process in Section 5 (“Procedures”).

(3) Secondary monitors

a. Employees who believe they have a legitimate business need for a second monitor may request one using the procedures outlined in Section 5 of this Directive.

b. Bureaus and Offices may, at their discretion and if funds exist, provide funds for secondary monitors in the event FCC IT does not have monitors in stock to fulfill an approved request.

(4) Laptop Computers and Other IT Equipment

a. The FCC has and will continue to transition away from the regular and routine use of laptop computers.

b. Following the procedures in Section 5, including required approval by the Bureau or Office Chiefs, employees may be designated full-time laptop users only if, in the Agency’s sole discretion, it determines that there is a verified business need for the employee to be a full-time laptop user.

c. Laptops and mobile equipment may be issued on a temporary basis following the procedures in Section 5, and if the Agency determines there is a verified business need for issuance of the equipment.

d. Unsupported/End-of-Life devices may have vulnerabilities and exploits which create cybersecurity risks to the Commission; therefore, all end-user IT equipment shall be returned/discontinued once it reaches “end-of-life” unless a risk acceptance is requested in writing following procedures in Section 5, and approved by the CIO. To the extent feasible, employees will be notified at least sixty days in advance that it is time to return equipment deemed end of life and told that they need to coordinate replacement requests if needed with their supervisor immediately.

e. Employees using equipment that is discontinued may request an updated device following the procedures in Section 5, which the Agency may furnish at its discretion.

5. Procedures for Requesting Additional IT Equipment:

A. FCC employees who believe they need additional IT equipment, including replacement of unsupported/end-of-life devices, should request in writing from their immediate supervisor any temporary or permanent equipment beyond what the Agency has determined is essential for employees in Section 4(a)(1) of this Directive (e.g. laptops, smartphones, tablets). The request should include an explanation of why the employee believes he or she needs the additional equipment to meet work needs. An immediate supervisor may also request IT equipment on an employee’s behalf in the first instance. If a supervisor or Bureau or Office Chief determines that an employee has an immediate legitimate business need for non-

- standard or additional IT equipment, either temporary or permanent, they may indicate in their request the need for expedited processing, and the ITC will, consistent with work needs and to the extent possible, make the request a priority.
- B. Upon receiving or making a request for IT equipment, the supervisor must consult with the Bureau or Office Chief or their designated alternate to determine whether there is a verified business need for the IT equipment. Bureau and Office Chiefs or their designated alternates are responsible for requesting IT equipment for their staff through the IT Service Center, including temporary and permanent exceptions to this policy, and providing adequate funding for requests beyond essential IT equipment addressed in Section 4(a) of this Directive. The employee should be copied on the request to the IT Service Center or otherwise notified of the equipment request by their Bureau or Office.
 - C. Once the IT Service Center receives an equipment request, the Associate CIO for Budget and Acquisition, or his or her designee, is responsible for validating business needs for mobile devices and non-standard equipment.
 - D. If the Agency denies the request, it will provide a written denial, and the basis therefore, to the employee.
6. The Agency retains the right, on an ongoing basis, to evaluate whether there continues to be a verified business need for an employee to retain any IT equipment he or she has received beyond the essential, standard-issue equipment described in and granted by Section 4(a)(1) of this Directive. The Agency will notify the employee if a verified business need no longer exists for IT equipment, and generally, provide the employee with at least sixty days prior to return the equipment.
 7. FCC IT will purchase all IT equipment, with Bureaus and Offices supplying funding as required for additional items not provided by IT.
 8. Specific questions regarding this policy may be addressed to the DCIO for Technology and Resiliency.

Effective Date and Implementation: These Policies and Procedures are effective and shall be implemented promptly upon distribution to all staff.



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Managing Director