

All FCC Directives are available at <https://www.fcc.gov/fcc-directives>

<b>FEDERAL COMMUNICATIONS COMMISSION Washington, DC 20554</b>	<b>TITLE</b>
	<b>FCC Information Technology Equipment</b>
	<b>Directive Number: 1461.2</b>  <b>Effective Date: December 8, 2022</b>

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 and applicable BNA provisions.

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. Any exceptions to this policy must be approved by the CIO or DCIOs, with consultation from

the Managing Director, as necessary. Though there will be no exceptions to the requirement to use a government issued laptop as described in Section 5 below, unless the CIO or DCIOs, in consultation with the Managing Director as necessary, decide(s) to make an exception to this requirement for a particular individual.

5. With the exception of laptops previously provided to perform FCC work, IT equipment issued prior to this policy (such as 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. The FCC will replace such equipment as it deems necessary.

A. Essential IT Equipment Policy:

(1) As a standard equipment baseline, FCC employees are provided with the following IT equipment:

- a. To perform in-office work, FCC employees are supplied, and must use, a government issued laptop with integrated SmartCard reader that IT deems appropriate for **standard technology users** and meets the FCC's established security standards as determined by the CISO. Also, employees are supplied peripheral equipment: docking station; headset; keyboard; mouse; and monitor(s). With respect to the above-cited reference to monitor(s), dual monitor configurations are standard for user assigned workspaces in FCC Headquarters, Gettysburg, and Columbia; and employees in other FCC facilities will keep their current monitor setup.
- b. For teleworking purposes, employees are supplied, and must use, the same government issued laptop cited above as well as a supplied power cord.
- c. Upon request, for teleworking purposes, employees will be supplied a hub, docking station, or similar device for use at the alternate worksite.

(2) Advanced Technology Users

- a. Employees performing non-standard activities validated by their respective Bureau or Office may be categorized as **advanced technology users**. Such users are not subject to the standard IT equipment baseline; 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:
  - i. Use of Geographic Information System (GIS) or complex enterprise-level applications;
  - ii. Interaction with big data or multiple large disparate data sets;
  - iii. Data analysis, data visualization, advanced simulations, engineering models, or econometric and statistical modeling;
  - iv. Use of specialized software tools for unique Commission needs; or
  - v. Creation of complex reports for public or Congressional use.
- b. Employees who are categorized as advanced technology users may receive a different government issued laptop from standard technology users based upon the nature of the advanced technology users' job duties, whether they were categorized as advanced technology users under the

prior IT Equipment Directive (Directive Number 1461.1 dated August 2018), and/or whether the laptop provided to non-advanced technology users is sufficient to perform the necessary work. Such a laptop must be deemed by IT as appropriate for advanced technology users and meet the FCC's established security standards as determined by the CISO. Like standard users, advanced technology users are required to use the government furnished laptop for both in-office work and telework.

- (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. 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 6, 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) Loaner Monitor Program:
  - a. Provided it is consistent with law, rule, and regulation, when the Agency inventories its monitors and determines to excise working monitors from its existing inventory (and does not plan to continue using those monitors at an FCC facility), it will make them available to employees at the GS-10 level or below as loaners and for temporary use at their alternative worksite. A monitor will be loaned if the Agency determines an employee has a legitimate business need for a monitor to perform FCC work.
  - b. With the exception of assisting an employee with connecting a monitor to other government issued equipment, no other IT support will be provided for a loaner monitor.
  - c. Employees will be responsible for picking up/returning a loaner excise monitor. If multiple employees request the monitor(s), and there are not enough to accommodate all requests, they will be provided based on reverse grade level and then FCC seniority.
  - d. If an employee is promoted to GS-11, the monitor will be returned to the FCC and made available to other eligible employees if it is in working condition.
- (8) 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.).
- (9) The FCC offers an optional service that permits official email access using personally owned devices. All employees are eligible to participate if their device

meets technical and security requirements, but no employee will be required to access email 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)(1), whether temporary or permanent, or requests for other exceptions to this Directive, should follow the process in Section 6 (“Procedures”).

(3) Secondary monitors

a. Employees who only have one monitor in the office but believe they have a legitimate business need for a second monitor in the office may request one using the procedures outlined in Section 6 of this Directive.

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

(4) Unsupported/End of Life IT Equipment

a. 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 6 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.

b. Employees using equipment that is discontinued may request an updated device following the procedures in Section 6, which the Agency may furnish at its discretion.

6. 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 5.A. 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. Employees should be copied on requests to the IT Service Center or otherwise notified of equipment requests by their Bureau or Office. Additionally, Bureau and Office Chiefs or their designated representatives are responsible for providing adequate funding for requests beyond essential IT equipment addressed in Section 4(A) of this Directive.
- 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.
7. 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.
  8. FCC IT will purchase all IT equipment, with Bureaus and Offices supplying funding as required, for additional items not provided by IT.
  9. Employees must immediately report, namely within 1 hour of discovery, the loss or theft of their government issued equipment (e.g., laptops) and/or Personal Identity Verification (PIV) cards to the FCC's IT Service Center via email ([Service-Center@fcc.gov](mailto:Service-Center@fcc.gov)) and/or phone (202-418-1200).
  10. If employees are experiencing a hardware and/or a software issue with their government issued equipment (e.g., laptops), then they must contact the FCC's IT Service Center via email and/or phone as soon as possible. Employees must be responsive to efforts by the Service Center and take the necessary steps identified by the Service Center to resolve the issue. This is especially true when a hardware and/or a software issue is preventing an employee from performing necessary work.
  11. An employee may be required to bring, or mail, government issued equipment to the office to get serviced in the event that: (1) IT informs the employee that the equipment cannot, or should not, be serviced remotely and/or (2) if IT identifies a security issue relating to the equipment. If an employee must return equipment to IT for servicing, then the employee may receive alternate equipment to use in the interim. Generally, FCC Headquarters employees will be expected to bring their equipment in for servicing and/or to pick up new equipment, rather than doing so via mail.
  12. 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.

Mark Stephens  
Managing Director