



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

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Memorandum

To: Washington Office Directorate

From: Assistant Director - Business Management and Operations

Subject: Guidelines on Washington Office Information Technology (IT) Equipment Purchases

On June 14, 2000, the Assistant Secretary - Policy, Management, and Budget issued the Department's revised policies on limited use of Government equipment and telephones (attached.) The purpose of this memorandum is to remind you of the Service's IT purchase guidelines and to ensure that these guidelines are being followed.

The Division of Information Resources Management (IRM) is responsible for Service-wide oversight and guidance on the acquisition, development, management, and use of information resources. Supervisors and managers are responsible for the reasonable review of telecommunications bills, billing exception reports, financial system cost data, and other similar information. To accomplish this, managers and supervisors must define office practices, develop techniques to determine whether telecommunications bills are reasonable and within expected thresholds, and investigate irregularities consistent with the Departmental policy. IT purchases include all hardware (personal computers, notebooks, palm pilots, servers, and printers) and computer software. Telecommunications resources include wireless services, such as intelligent pagers, satellite phones, cellular, and Personal Communications Systems (PCS) technology.

Managers may order wireless equipment and services when there is a business need for employees to make or receive calls while away from their office. Acquisition requests for IT purchases must be approved by IRM. When ordering wireless services, managers should analyze all billing options to ensure the most economical billing plan is selected and based on business use of the service. Periodically, supervisors will review and compare billing plans to newer and more economical plans. Applicable roaming charges need to be considered and factored as part of the analysis.

Managers will be responsible for administering disciplinary action for any misconduct related to the purchase and use of IT services. For additional guidance regarding disciplinary action, managers should consult with their servicing Personnel Office to determine appropriate corrective action.

For additional information on this guidance, please contact Ms. Debra Brown, Acting Chief, Branch of Technical Services on (703)358-1729 or at debra_brown@fws.gov.

Attachment