

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005

REPLY TO

ATTENTION OF:

CEFC-Z

10 February 2000

MEMORANDUM FOR ALL USACE FINANCE CENTER EMPLOYEES

SUBJECT: Policy Statement on Home Use of Government-Owned Personal Computers -
Policy Memorandum Number 97-05

1. Ordinarily, USACE Finance Center (UFC) employees should not perform any work at home for which they expect to be compensated. If there is work which must be performed outside of an employee's normal duty hours, such work should be performed at the work place and should be directed and approved in advance by the employee's supervisor.
2. There is a need, however, for certain UFC automated systems to be monitored at times other than normal UFC duty hours. For this reason, certain UFC employees may be authorized to have government-owned personal computers placed in their homes. The government-owned computers will be used for monitoring automated systems and simple trouble-shooting in emergency situations only. No dedicated phone lines will be authorized for these computers. If work other than monitoring or simple troubleshooting must be performed, the employee should contact his supervisor for approval of compensation and report to the work place to perform such work.
3. The employees will be required to produce the government-owned computers and any associated government-owned equipment for inventory/inspection purposes.

STANLEY N. WRENN
Director
USACE Finance Center

