

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	4600
<b>DIRECTIVE TITLE:</b>	Personal Use of Government Information Technology Resources
<b>EFFECTIVE DATE:</b>	8/7/2006

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**1. POLICY:** The Federal Law Enforcement Training Center (FLETC) requires that users of FLETC information technology (IT) systems and resources use and operate FLETC IT systems and resources in accordance with acceptable personal use standards.

**2. SCOPE:** This directive applies to all individual users and administrators of FLETC IT systems —IT systems owned or operated by FLETC and those IT systems maintained or operated on the behalf of FLETC through contracted services. Individual users and administrators include FLETC personnel, detailees, guests/visitors, FLETC students, student interns, contractors, and Partner Organization personnel when using FLETC IT systems. Specific acceptable personal use guidelines for contractors may be specified in individual contract requirements. This directive does not apply to IT systems that are owned or operated by the FLETC Partner Organizations or on their behalf through contracted services.

**3. REFERENCES:**

- a. 5 U.S.C. § 552a, The Privacy Act of 1974.
- b. 18 U.S.C. § 1030, Computer Fraud and Abuse Act of 1986.
- c. 5 U.S.C. §§ 7321-7326, The Hatch Act.
- d. 5 C.F.R. § 2635.704, Standards of Ethical Conduct for Employees of the Executive Branch.
- e. Executive Order 12674, Principles of Ethical Conduct for Government Officers and Employees.
- f. Executive Order 13011, Federal Information Technology.
- g. OMB Circular A-130, Management of Federal Information Resources.
- h. Department of Homeland Security (DHS) Management Directive (MD) 4300.1, Information Technology Systems Security.
- i. DHS Sensitive Systems Policy 4300.A.
- j. DHS Sensitive Systems Handbook 4300.A.

- k. DHS MD 4600.1, Personal Use of Government Office Equipment.
  - l. DHS MD 0480.1, Ethics/Standards of Conduct.
  - m. FLETC Directive 4900, Information Technology System Rules of Behavior and Use Agreements.
- 4. CANCELLATION:** None.
- 5. ADDITIONAL GUIDANCE:** [FLETC Manual 4600](#), Personal Use of Government Information Technology Resources.
- 6. OFFICE OF PRIMARY INTEREST:** Chief Information Officer Directorate.

[Signature on file](#)

Connie L. Patrick  
Director