
United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service

Mission Area Directive

MRP 5000.3

06/07/2022

Government Furnished Equipment for Telework and Remote Employees

TABLE OF CONTENTS

1.	PURPOSE.....	1
2.	SPECIAL INSTRUCTIONS AND REPLACEMENT HIGHLIGHTS	1
3.	BACKGROUND	2
4.	AUTHORITIES AND REFERENCES	2
5.	SCOPE.....	2
6.	ACRONYMS.....	2
7.	POLICY	3
8.	ROLES AND RESPONSIBILITIES	4
9.	PROCEDURES.....	6
10.	RECORDS MANAGEMENT	7
11.	INQUIRIES AND ADDITIONAL INFORMATION.....	7

1. PURPOSE

This Directive establishes Marketing and Regulatory Programs (MRP) policy for the issuing and control of government furnished equipment (GFE) for telework and remote employees. This policy also includes government furnished information technology (IT); and it ensures MRP complies with Federal Property Management Regulations to protect against the fraud, waste, and abuse of Federal equipment.

2. SPECIAL INSTRUCTIONS AND REPLACEMENT HIGHLIGHTS

- a. All MRP organizations must ensure compliance with the provisions of this regulation.
- b. This Directive is in force until canceled or superseded.

- c. All equipment must be managed in accordance with the MRP Property Manual.

3. BACKGROUND

- a. In November of 2021, the Office of Personnel Management (OPM) published final regulations that provided:
- Federal agencies guidance on developing telework arrangements laws, agency roles and responsibilities and guidance to develop agency telework policies.
 - Technical guidance on remote work: A review of implications, considerations, and strategies for the appropriate use of remote work arrangements was completed by the supervisors in coordination with Human Resources (HR) guidance.
- b. On March 15, 2020, the Office of Management and Budget (OMB) provided guidance to:
- Maximize the use of teleworking
 - Promote social distancing
 - Decrease and slow the spread of COVID-19

4. AUTHORITIES AND REFERENCES

- a. OPM 2021 Guide to Telework and Remote Work in the Federal Government [2021 Guide to Telework and Remote Work in the Federal Government](#)
- b. Manager and Employee Telework Flexibilities Related to COVID-19 While Continuing USDA's Services to the American People [USDA All Employees Expanded Telework Guidance](#)
- c. USDA DR Subject Telework and Remote Work Program. [DR4080-811-002, Telework and Remote Work Programs \(usda.gov\)](#)
- d. MRP Personal Property Manual.

5. SCOPE

- a. This Directive applies to MRP programs and employees.

6. ACRONYMS

AAMD – Acquisition and Asset Management Division

APHIS – Animal and Plant Health Inspection Service

AMS – Agricultural Marketing Service

APO – Accountable Property Officer

CEC – Client Experience Center

CSSD – Cyber Security Services Directorate

GFE – Government Furnished Equipment

IT – Information Technology

MRP – Marketing and Regulatory Programs

PMO – Property Management Officer

USDA – United States Department of Agriculture

7. **POLICY**

MRP policy is to:

- a. Comply with all Federal and Departmental rules, regulations, and policies governing GFE category rating.
- b. Provide each employee with a standard computer package as approved by the Department and provided as part of a standard issue workstation, including but not limited to:
 - One Laptop **or** Desktop Computer
 - Docking Station
 - Mouse
 - Keyboard
 - Power Supplies
- c. Make Optional Equipment available to all telework and remote duty station employees upon request including but not limited to:
 - One Monitor
 - Headset and/or Speaker
 - Webcam
 - Additional Docking Station
- d. Make approval only available with approval by the Deputy Administrator, or their delegate, and which requires a business justification based upon the employee's duties as noted on his/her position description, including but not limited to:
 - Printer
 - Second Monitor
 - Other devices above the standard and optional equipment (e.g., cell phone, tablet, etc.)

- e. Consider this package to be GFE issued to each employee and that it can be in the employee's regular office/workspace or at a telework/remote location.
- f. Seek replacement equipment should any of the previously listed equipment be inoperative or missing.
- g. Consider it standard practice that employees will not be issued duplicate sets of GFE to include IT equipment for multiple locations. For exceptions, see the [Acquiring Non-Standard, Duplicate, or Ergonomic GFE section](#) of this document.
- h. Have telework and remote employees provide all other equipment and furnishings such as a desk, bulletin board, and a bookcase.
- i. Have a signed [Hand Receipt](#) for all GFE assigned to a core telework/remote employee site.
- j. Have the Accounting Property Officer (APO) maintain official records of Hand Receipts and send copies to the employee.
- k. Have the APO maintain a spreadsheet of all GFE and supporting documentation such as hand receipts to ensure adequate tracking and accountability.
- l. Have the APO review, at least annually, all telework and remote duty station agreements, assigned GFE, or whenever a change of property occurs.

8. ROLES AND RESPONSIBILITIES

The implementation of the policy and procedures as established by this directive requires the responsibilities of the following individuals and/or groups:

Supervisor /APO responsibilities

The Supervisor/APO will:

- a. Ensure the telework or remote location has the minimum safety and security requirements as outlined in the telework agreement.
- b. Ensure the employee is issued GFE required by their position.
- c. Ensure employees who took furniture (e.g., chair, adjustable stand-up desk attachments, etc.) home during maximum telework understand the equipment is considered "grandfathered," and employees may only retain that equipment until the time at which they separate from MRP.

- Programs will maintain a detailed list of this offsite inventory which will be maintained by their APO.
 - Duplicate items (special desks, chairs, etc.) will not be provided for telework employees for use in the office setting. Employees who took furniture home and will be teleworking, may not request additional similar furniture for use in the office.
- d. Approve the use of program funds for the qualified purchase of Reasonable Accommodations or ergonomic requirements.
- e. Ensure employees who work from home adopt all digital work processes that minimize the need for printing and scanning.
- f. Verify the employee completed the [Rules of Behavior for Government Furnished Mobile Devices](#) and place the verification in the employee file.

Employee responsibilities

The Employee will:

- g. Comply with telework/remote duty agreements and ensure GFE is safe and secure from damage, loss, or theft.
- h. Ensure there is adequate power and internet connectivity to support work activity.
- i. Report loss, damage, or theft of GFE immediately to the Supervisor/APO via the [AD-112 Form](#).
- j. Refrain from attaching any personal printers and/or scanners to GFE (laptops/tablets).
- k. Comply with [Rules of Behavior for Government Furnished Mobile Devices](#). Employees are liable for any injury or safety issues incurred related to setting up their workspace while working from the telework/remote site.

9. PROCEDURES

Supervisors will perform the following procedures to ensure necessary GFE is provided based on work requirements.

Acquisition:

- a. GFE for telework/remote offices will be acquired through the employee's respective Program APO, with the request fulfilled through the Client Experience Center's (CEC's) Digital Workplace.
- b. Any requests for additional/duplicate equipment will follow the guidance delineated by the Reasonable Accommodation Program per MRP 4300.2.
- c. Programs will use program funds to purchase equipment (and duplicate equipment).
- d. Any ergonomic equipment requirements should be routed through the Animal and Plant Health Inspection Service (APHIS) Ergonomics Program.

Disposal of excess GFE:

- e. Excess, inoperative or outdated GFE shall be returned to the Supervisor/APO. When returned, it will be annotated, dated, and initialed on the hand receipt.
 - If the returned property is deemed reusable, the Supervisor/APO will report it to the AAMD Property Manager using [SF-120 Report of Excess Property](#).
 - If the returned property is not reusable, the Supervisor/APO will report it to the AAMD Property Manager using [AD-112 Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property](#).
- f. The AAMD Property Manager can help guide the Supervisor/APO on reusability by considering the property's:
 - Estimated commercial value.
 - Health, safety, or security factors.
 - Cost of handling and estimated small lot sales proceeds.
 - Applicability to any regulation or policy.
 - Estimated cost of repair.

Questions regarding GFE or personal property, will be directed to MRPBS AAMD Property at AAMD.Personal.Property.Services@usda.gov

Printer Guidance Remote and Telework Employees:

- g. Can print from home ONLY if they have a GFE printer and have a signed letter of agreement with MRP-IT's Cyber Security Services Directorate (CSSD). Letters of agreement can be accessed here and will be filled out, signed, and sent to mrprcbranch@usda.gov.
- h. Must agree and understand they are responsible and liable for any information they print at home and must secure documents in a locked file drawer.
- i. Must submit an exemption request if they believe they have an official use-case qualifying them for a print from home exemption using their personal printer. Requests should be sent to MRP-IT CSSD at mrprcbranch@usda.gov. Their use-case will be reviewed based on MRP-IT and Department cybersecurity guidelines.

10. RECORDS MANAGEMENT

Federal records created by this Directive must be maintained in accordance with the established [General Records Schedule \(GRS\)](#), [AMS](#) and [APHIS](#) Records Management Handbooks (when applicable), and the [OPM Delegated Examining Handbook \(Appendix C\)](#). If employees are named in an active litigation hold, Freedom of Information Act (FOIA) request, and/or other action, those records, regardless of media, must be preserved and maintained in their native format until otherwise notified by your Agency Records Officer and/or the Office of General Counsel.

- a. [MRP-IT, Information Management Branch \(MRP-IT, IMB\)](#) is the official recordkeeper of this Directive which is to be preserved permanently, per [Paperwork and Data Management \(PDM\) 4-1](#).
- b. [MRP-AAMD, Personal Property Branch](#) is the official recordkeeper of accountable personal property records and policy related to property management.

11. INQUIRIES AND ADDITIONAL INFORMATION

- a. This Directive can be accessed online via the [AMS](#) or [APHIS](#) Issuance Web page.
- b. Requests for policy interpretations should be directed to Acquisition and Asset Management Personal Property at AAMD.Personal.Property.Services@usda.gov.
- c. Requests for IT information may be made to MRP-ITD-Customer-Relationship-Branch@usda.gov.

/s/

Robert J. Huttenlocker
Deputy Administrator
Marketing and Regulatory Programs Business Services
Animal and Plant Health Inspection Service