

GUIDANCE FOR PERSONAL DEVICE USE WHILE REMOTE

In the ideal world, everyone working remotely has a work device (laptop, tablet, mobile phone) with an OCTO-approved image installed, including updated antivirus and a secure VPN account, to remotely access the same environment users can normally access when they are at work.

We know that this isn't the case for everyone. OCTO has put together the following guidance for DC Government employees and contractors using a personal device while working remote.

1. Make sure you have an up-to-date antivirus (for [Windows](#) | for [Mac](#))
2. Familiarize yourselves with your agency's file storage protocols for your personal device(s) and applications you need to access. Your supervisor and / or Agency CIO/IT Lead should be able to help point you in the right direction.
3. Use remote.dc.gov to access common applications, resources and collaboration tools.

Frequently Asked Questions

Can I use VPN from my personal device?

No. The DC Government does not allow the use of personal computers to connect to the VPN.

For instance, if you require access to systems with personally identifiable information, you will not be able to use your personal computer to access those systems.

What resources can be accessed while connected to remote.dc.gov?

Through remote.dc.gov those users using personal devices will have access to a limited set of DC Government applications and systems like PASS, Peoplesoft and Quickbase through a secure virtual browser session.

Your Agency CIO/ IT lead in consultation with your supervisor and Agency Leadership determines what resources you should have access to based on your job needs and requirements.

What is subject to FOIA on my personal device?

Documents concerning public business, including emails, are subject to FOIA requests. The DC Government requires saving all work-related documents concerning public business to your Agency-provided drive. **Such documents should not be saved to your personal device.** If you need further assistance on this issue, or guidance on file storage, contact your manager, who should have received guidance from your Agency Leadership, including your Agency CIO/IT lead.

[If you need technical help, please contact your Agency CIO/IT Lead](#)

If you do not have an Agency CIO/IT Lead, please call OCTOhelps at 202-671-1566