

U.S. Merit Systems Protection Board
Zoom for Government (ZfG) Rules of Behavior
for External Participants
(as of April 30, 2020)

APPLICABILITY:

These Rules of Behavior (RoB) apply to external¹ participants in any MSPB ZfG meeting, defined as meetings, conferences, and hearings. These RoB are important to ensure the security of the system, the privacy of individual participants, and the confidentiality, integrity, and availability of information, which includes personally identifiable information (PII) and other sensitive information.

The purpose of these ZfG RoB is to inform external participants of their responsibilities and to provide notice that they are accountable for their actions while participating in an MSPB-hosted ZfG meeting. **By participating in an MSPB-hosted ZfG meeting, you agree to abide by these RoB.**

These RoB are consistent with the privacy and security requirements and recommendations from the Department of Homeland Security (DHS) Cybersecurity & Infrastructure Security Agency (CISA), the Department of Justice (DOJ) Federal Bureau of Investigation (FBI), and Zoom Communications, Inc. They are also consistent with the Privacy Act of 1974, the Freedom of Information Act (FOIA), and the Federal Records Act.

These RoB apply to external participants who participate in an MSPB ZfG meeting from any location, including their primary workplace, their home, an alternative workplace, while traveling, etc.

SYSTEM REQUIREMENTS: To participate in a meeting conducted via ZfG, each participant needs a stable internet connection and a functioning camera and microphone. Participation via ZfG through a tablet or mobile

¹ External participants include agency counsel, appellants and their representatives, authorized witnesses, court reporters, non-MSPB employees, mediators, and other meeting participants.

device is discouraged due to functional limitations. Depending on the circumstances, participation by telephone is also available.

If at all possible, **do not** use the Zoom app for iPhone, Android, or other mobile device to participate in an MSPB-hosted meeting. Mobile devices and Zoom apps have functional limitations.

ACCESS & CONDITIONS:

Only use <https://www.zoomgov.com> to participate in an MSPB-hosted ZfG meeting. **Do not** use the free or commercial version of Zoom. It is further recommended that all participants connect to ZfG via a web browser through the official meeting link, connection, or web address provided by MSPB. Google Chrome is the preferred web browser. Information for meetings, including the Meeting ID and password, will be provided to the parties via a ZfG Notice that will be issued to the parties in advance of the scheduled meeting date.

Do not share or disseminate any MSPB-provided Meeting ID publically (e.g., on social media or websites) or with unauthorized persons, i.e., anyone outside of those specifically approved in advance by the Administrative Judge or other MSPB employee hosting the meeting. If a meeting is compromised by such unauthorized sharing, at the discretion of MSPB, the meeting may be adjourned or participation may be otherwise limited. For hearings, the responsible party may be sanctioned by the Administrative Judge.

Do not use the free or commercial version of Zoom (<https://zoom.us>) to participate in an MSPB-hosted ZfG meeting. The authorized web address for joining the meeting is <https://www.zoomgov.com>.

Do not sign-in to ZfG with a Google or Facebook account.

Do not attempt to alter or bypass access control measures, including any global administrative settings in ZfG.

Participants must sign in to an MSPB-hosted ZfG meeting using their **full names**, e.g., as used in documents submitted to MSPB.

Please participate from a **private space** with a neutral background (i.e., that does not contain any personally identifiable items), free of distractions, and away from any unauthorized individuals (so they do not overhear, view, or record the content of the MSPB-hosted ZfG meeting).

Participants will be placed in the Waiting Room upon joining an MSPB-hosted meeting until they are admitted in to the meeting by the MSPB host, e.g., the Administrative Judge or another MSPB employee. **Only participants invited by or authorized by the MSPB host will be admitted.**

MSPB-hosted ZfG meetings will be locked by the host once all participants are admitted to the meeting. No one else will be admitted to the meeting absent approval from the Administrative Judge or MSPB host.

Once admitted to the meeting, participants will have their audio muted by default and must unmute their audio by clicking on the unmute button (or microphone icon) to be heard by other participants. Participants will have the option of muting their microphones and turning off their web cameras during an MSPB-hosted ZfG meeting; however, they must do so only when directed or approved by the Administrative Judge or the MSPB employee hosting the meeting.

DECORUM: Participants agree to proper decorum when attending an MSPB-hosted ZfG meeting.

RECORDING PROHIBITED: Participants in MSPB-hosted ZfG meetings are strictly prohibited from recording the meeting, its content, or images in any way (e.g., video, photo, or audio).² This includes recording, saving, or

² Only **court reporters** are authorized to record audio for MSPB ZfG meetings. MSPB meetings will be recorded by a court reporter on separate equipment, and the recording will be made a part of the record in the appeal.

otherwise copying the screen. Recording includes, but is not limited to, using a personal device such as a mobile phone camera, a handheld recording device, or a “screengrab” to record a meeting. Once the parties go on the record in a meeting, the audio only will be recorded by the authorized court reporter.

When participating in an MSPB-hosted ZfG meeting, all participants acknowledge that the ZfG meeting is strictly for official Government use and as such is an official record.

TECHNICAL SUPPORT: If you have any questions about how to use ZfG, please review the “Getting Started” and “Zoom Support” links at <https://www.zoomgov.com/>.

Zoom for Government Privacy Act Statement

AUTHORITY: This collection is authorized by 5 U.S.C. §§ 1201 and 1204.

PRINCIPAL PURPOSE(S): This information is being collected for the primary purposes of facilitating video and audio conferencing. The Merit Systems Protection Board (MSPB) uses the Zoom for Government (ZfG) platform to enhance internal collaboration, engage in training and outreach events, and conduct conferences and hearings in the course of the adjudication of appeals and other matters within MSPB’s authority. Through the use of ZfG, MSPB collects information about users including, but not limited to, user names, email addresses, and phone numbers (if provided); technical information about users’ devices, network, and internet connection; users’ approximate location; information about how users access ZfG (e.g., whether they are using a mobile application, web interface, or desktop client); settings and preferences chosen by the user; and other metadata. This information is generally collected to facilitate the administration of the ZfG session, including to transmit invitation links and to provide technical support. For more information on ZfG’s privacy policy, please visit: <https://zoomgov.com/privacy>.

ROUTINE USE(S): The information collected may be shared outside of MSPB as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of

1974, as amended. This includes sharing the information as necessary and authorized by routine uses published in [MSPB/GOVT – 1 Appeals and Case Records, 77 Fed. Reg. 65206](#) (Oct. 25, 2012), and upon written request, by agreement, or as required by law. Some information may be available to the public under the provisions of the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Additionally, the information may be shared as outlined in ZfG’s privacy policy, available at <https://zoomgov.com/privacy>.

DISCLOSURE: The disclosure of information for this collection is voluntary; however, failure to provide the information requested may delay or prevent your access to MSPB web conferencing capabilities and could result in delay of your appeal or matter, if applicable.