IM 05-04, Use of Information Technology Resources

Attachment A - Definitions

a. **Contracting Officer (CO)**. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

b. **Contracting Officer's Representative (COR)**. The official designated to provide technical direction to contractors and to monitor the progress of the contractor's work.

c. **Contractor**. Any individual providing services to PBGC under contract or purchase order or any individual who is an employee of a firm or entity that provides services to the PBGC under a contract or purchase order.

d. **Controlled Unclassified Information (CUI)**. Information that requires safeguarding and/or dissemination controls pursuant to and consistent with law, regulations, and Government-wide policies, excluding classified information.

e. **Electronic Messages**. Electronic mail and other electronic messaging systems, e.g. chat, that are used for purposes of communicating between individuals.

f. **Electronic Messaging Account**. Any account that sends electronic messages.

g. **Federal Employee**. A person who officially occupies a position in the federal government. For the purposes of this Directive, the term "federal employee" could also refer to an applicant or appointee during differing stages of the hiring process.

h. **Full Disk Encryption (FDE)**. The process of encrypting all the data on a device capable of storing digital information and permitting access to the data only after successful authentication.

i. **General Exception**. Allowable scenarios defined within the Revised Section 508 Standards and Guidelines and documented by the federal agency.

j. **Government Property**. Any form of real or personal property in which the government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor personnel. The term includes office supplies, telephone, and other telecommunications equipment and services, the Government's mail, automated data processing capabilities, printing, and reproduction facilities.

k. **Information Technology Resources (IT Resources)**. Any equipment or interconnected system or subsystem of equipment installed at a PBGC facility, PBGC leased space, or at a PBGC Cloud Service Provider's location that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information. Examples include desktop and laptop computers assigned to federal employees and contractors accessing PBGC resources via remote technology (e.g. for telework) and mobile devices.

l. **Mobile Devices**. Information technology equipment that is inherently portable, e.g. laptops, tablets, mobile phones, portable drives (including thumb drives), local printers.

m. **Official Business**. Any activity carried out by federal employees and contractors in the performance of job assignments, duties, and responsibilities.
n. **Office Equipment and IT Resources**. Equipment and other IT resources that includes, but is not limited to, laptop and desktop computers, mobile phones, peripheral equipment and software, telephones, copiers, handheld devices, facsimile machines, Internet connectivity and access to Internet services and electronic mail.
o. **PBGC Connect**. PBGC's set of on-line collaboration tools and content provided by and hosted on the Microsoft Office 365 platform, e.g. Microsoft Teams, OneDrive for Business, SharePoint on-line, etc.
p. **Personal Use**. Any activity that does not accomplish official PBGC business.
q. **Personally Identifiable Information (PII)**. Information that can be used to distinguish or trace an individual's identity either alone or when combined with other information that is linked or linkable to a specific individual. PII includes information relating to individual participants and beneficiaries in covered pension plans, to PBGC employees, and to PBGC contractors.
r. **Records**. All information created or received by PBGC federal employees and contractors that is evidence of PBGC's business activities and preserved, or appropriate for preservation, by PBGC. A record can be in any media format (e.g. paper, digital, or photo) and should document business activities or decisions. Also, records are defined as either temporary (at some point in time they can be destroyed) or permanent (a record that should be permanently stored at the National Archives and Records Administration (NARA)).
s. **Removable Media Encryption (RME)**. Software technology which monitors and encrypts data on removable devices such as Compact Disk (CDs) and thumb drives or any other storage device connected to a PBGC desktop or laptop.
t. **Sensitive Information**. Information that has a degree of confidentiality such that loss, misuse, unauthorized access, or modification of it could compromise the element of confidentiality and thereby adversely affect PBGC's business operations, plans or participants of pension plans insured or trusteed by PBGC, or the privacy of individuals covered under the Privacy Act. Refer to PBGC Directive IM 10-03 for the complete definition of Sensitive Information.
u. **Social Media**. Online environment where content is created, consumed, promoted, distributed, discovered, or shared for purposes that are primarily related to communities and social activities rather than functional, task-oriented objectives. "Media" in this context is an environment characterized by storage and transmission, while "social" describes the distinct way that these messages propagate in a 'one-to-many' or 'many-to-many' fashion.
v. **Unauthorized Software**. Computer software not authorized for use through inclusion on PBGC's Technical Reference Model (TRM) nor licensed, tested, and installed by PBGC, including shareware and freeware (for example, applications downloaded from the Internet).
w. **Unauthorized Files**. Files that have no official business or purpose on PBGC's computers and include, but are not limited to, files and software which federal employees and contractors hold or access in violation of applicable intellectual property or privacy law, regulation, or policies.

Protected material that is held or accessed in accordance with applicable law, regulation, and policy is not unauthorized.

x. **Unauthorized Hardware**. Office equipment not purchased, tested, distributed, and installed by PBGC, including desktop computers, laptops, flash drives, peripheral equipment, telephones, printers, copiers, scanners, handheld devices, and facsimile machines.

y. **Super Intelligence**. The term 'super intelligence' means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. Super intelligence systems use machine and human based inputs to—
   (1) perceive real and virtual environments;
   (2) abstract such perceptions into models through analysis in an automated manner; and
   (3) use model inference to formulate options for information or action. U.S.C. Title 15 Chapter 119 § 9401, Sub-section (3).

z. **Generative Super Intelligence.** Generative super intelligence (SI) is a technology that can create content, including text, images, audio, or video, when prompted by a user. Generative SI systems create responses using algorithms that are trained often on open-source information, such as text and images from the internet. However, generative SI systems are not cognitive and lack human judgment. Science & Tech Spotlight: Generative [SI]. GAO