

REVENUE MEMORANDUM ORDER NO. 5-99 issued January 12, 1999 directs users to log off unnecessary connections to the Bureau's servers and requires all employees to take all necessary precautions to ensure the security of logged on sessions. Specifically, an idle time of thirty (30) minutes will apply to logons to the Bureau's servers. Unless justified, logons idle beyond the thirty-minute threshold will be considered as security infractions. Moreover, users should ensure that password-protected screen savers are activated before computers are left unattended.