



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF

APVR-RIM

15 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Government Communications Resources (CG/CofS Policy Statement #0-3)

1. References:

- a. DoD 5500.7-R, *Joint Ethics Regulation (JER)*, August 30, 1993, as amended.
- b. Executive Order 12674, *Principles of Ethical Conduct for Government Officers and Employees*, April 12, 1989, as amended.
- c. 5 C.F.R. §§ 2635.703-705, *Standards of Ethical Conduct for Employees of the Executive Branch*.

2. The purpose of this memorandum is to set policy for USARAK and tenant organizations regarding the use of government communications resources including, but not necessarily limited to, computers, Internet access, e-mail accounts, telephones, and facsimile machines.

3. Government communications resources are provided to employees for the purpose of conducting the government's business. Use of such resources is limited to official uses and other specifically authorized uses. Further, any use of a government communications resource is subject to monitoring by the Army.

4. "Use" of a communications resource includes creating, accessing, storing, downloading, copying, or transmitting data. "Official uses" are those that are reasonably necessary to carry out one's official duties. "Authorized uses" are those limited types of personal uses as set out in paragraph 6, below.

5. Notwithstanding any other provision of this policy, any use of a government communication resource which is illegal, inappropriate, offensive, or interferes with the performance of one's official duties, undermines readiness, overburdens a communications system, or reflects negatively on the Department of Defense or the Army, is prohibited. In addition, the following uses, while not all-inclusive, are specifically prohibited.

- a. Transmitting chain letters or other unofficial mass mailings.

b. "Spamming" (flooding a system or a specific user with unsolicited messages), sending "letter-bombs" (propagating a message which exploits the address list of the receiving party and automatically re-transmits the message without the receiver's knowledge or approval), "spoofing" (assuming another's identity by using his or her account or password), and other hacker type actions.

c. Making threatening or harassing communications.

d. Transmitting ethnic, sexual, or religious jokes or materials.

e. Gambling activities.

f. Downloading, storing, creating, viewing, or transmitting sexually oriented materials or extremist or terrorist organization materials and propaganda.

g. Transmitting partisan political opinions, editorials, information, or articles.

h. Using government communications resources in support of private commercial business activities or private organization activities, unless otherwise permitted by the JER.

i. Downloading games or unlicensed software from the Internet. Downloading computer software programs from the Internet without having first obtained the Information Management Officer's (IMO) permission.

6. Personal use of government communication resources is authorized for purposes such as when an employee needs to make a brief communication with family members while TDY to notify them of transportation or schedule changes or brief communications made from an employee's usual work place to spouses, children, schools, repair persons, doctors, etc., when most reasonably performed during work hours. However, the following minimum conditions apply to any type of personal communications. Supervisors are authorized to issue more restrictive conditions.

a. The consent of the immediate supervisor must be obtained

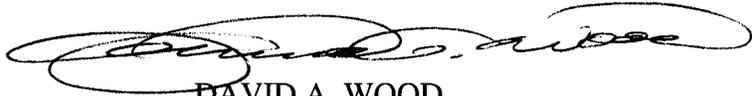
b. The use must be of reasonable duration and frequency and made during an employee's personal time (e.g. before or after normal work hours, break periods, lunch) whenever possible.

c. Personal uses must not result in any cost to the government such as toll charges or access fees.

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7. Violators of this policy are subject to punitive action under the Uniform Code of Military Justice to include Article 92 (failure to obey lawful general order). Civilian employees who violate this policy may also be subject to adverse action and discipline in accordance with applicable regulations. Commanders and supervisors should seek the advice of their legal counsel or Civilian Personnel Office specialist when contemplating action under this paragraph.



DAVID A. WOOD
COL, GS
Chief of Staff

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