



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS US ARMY GARRISON  
2837 BOYD AVENUE  
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (380)

29 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy – Responsible Use of Federal Government Communications Systems

1. References:

- a. Memorandum from the Administrative Assistant to the Secretary of the Army, 7 March 2000, subject: Personal Use of Government Telephones, Internet, and E-mail.
- b. Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation (JER), with four changes, 30 August 1993.
- c. AR 25-1, Army Information Management, 31 May 2002.
- d. AR 380-19, Information Systems Security, 27 February 1998.
- e. AR 380-53, Information Systems Security Monitoring (ISSM), 29 April 1998.
- f. TRADOC Regulation, 25-50, Network Services, 7 July 2000.

2. Purpose. To provide the Fort Huachuca Command Policy concerning the responsible use of unclassified communications systems, which include Government telephones, facsimile machines, Internet and e-mail services and systems.

3. Applicability. This policy applies to all users of Government communications maintained on Fort Huachuca. Under the Federal Acquisition Regulation, this policy is extended to contractor employees who require use of the Federal Government Communication System(s) (e.g., data, voice, or video). Commanders and supervisors may issue more restrictive guidance for units/activities under their command or control.

4. Policy. Government communications systems are provided “for official use and authorized purposes only” (JER 2-301). Official use is that which is reasonably necessary for military programs, policies, or operations. Authorized purposes include brief communications made by Department of Defense employees while they are traveling on Government business to notify

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family member of official transportation or schedule changes. They also include personal communications that are most reasonably made while at the work place (such as checking on a spouse or children, coordinating auto repair or medical appointments, brief internet searches, e-mailing directions to visiting relatives, etc.). Personal use is generally authorized to the extent that it does not interfere with official duties or otherwise violates the standards set forth in this policy letter.

5. Authorized Personal Use. Personal use of Government communications systems is authorized, subject to these requirements:

a. Personal use should be infrequent and brief to minimize the burden on system resources.

b. Users should limit their personal use to non-duty hours and authorized break periods whenever possible.

c. Receipt of brief e-mails and facsimiles is permitted, provided that a comparable receipt would be acceptable by phone and is no more disruptive than a phone call.

6. Restrictions. Use of Government communications is subject to the following restrictions:

a. Personal Internet use must not interfere with or overburden the network system. Use during the lunch period should be minimized due to the excessive burden typically placed on Fort Huachuca's Internet capacity during that peak period of usage.

b. Conducting private business on the Internet is strictly prohibited. Prohibited conduct includes communicating to solicit or conduct business, advertising or other selling activities in support of a private business enterprise or other nonfederal organization, and the individual sale or soliciting relative to private property (i.e., a house, car, stereo, etc.) regardless of whether for profit.

c. Any use that would reflect adversely on the Army or which is incompatible with public service is prohibited. Prohibited uses include:

- Threatening, violent or harassing phone calls or e-mails.
- Excessive bandwidth consumption or sending unsolicited e-mail or chain letters.
- Accessing, storing, processing, displaying, or distributing offensive, obscene, or sexually explicit material such as pornography and hate literature.

- Extremist organizations; terrorist organizations.
- Messages of a religious, political, or racial nature in an unofficial capacity.
- Unauthorized fundraising.
- Gambling, or similar activities.
- Any other use, which violates statute or regulation.

d. Government computers may not be used to play any games. Exceptions from this policy are the games that are included with the operating system.

e. Downloading and/or installation of unapproved software are strictly prohibited. Authorized software/media will be scanned for viruses prior to installation downloading.

f. E-mail will not be used to transmit chain letters, jokes, stories, or unofficial holiday messages. Government e-mail is for official use and not for personal use with the exception noted herein paragraph 5. E-mail chain letters will not be condoned. E-mail distribution list need to be kept to a minimum to ensure the system is efficient. Inbox sizes will be set to a default of 25MBs and can be extended to 100MBs upon request. E-mail attachment will be kept under 5MB in size for outbound (outside of the FTHUA domain) traffic and 20MB for on-post traffic (within the FTHUA domain). For larger attachments, file compression or FTP is recommended. Failure to adhere to the e-mail guidelines above could result in account suspension or removal.

g. Users may not incur any telecommunication charges (i.e., long distance charges, access fees, 1-900, etc.) that are chargeable to the US Government except in an emergency situation. Any resulting fees must be reimbursed to the Government. Under no circumstances may a supervisor or member of the Chain of Command approve the funding of personal long distance telephone calls. If an employee has a need to make a personal long distance telephone call he/she is encouraged to obtain a personal calling card or use a pay phone.

h. Participation in nongovernmental “chat rooms” is prohibited without prior approval from a commander or supervisor (i.e., medical personnel may have a valid need to join a medical chat room, etc.). Likewise, posting agency information to nongovernmental bulletin boards, news groups, or other public forums is prohibited without prior authorization.

i. Users are prohibited from connecting to live radio and television broadcasts using “streaming” data files (e.g., “PointCast”). Other types of prohibited use are streaming stock quotes or sport scores.

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j. Users will not use private e-mail accounts (i.e., AOL, Hotmail, etc.) to conduct official (or unofficial) government business. All official e-mail will be sent using either a Fort Huachuca Exchange account or an AKO account from <http://www.us.army.mil>.

k. Users are responsible for safeguarding their computer passwords and limiting computer and file access to authorized personnel. Passwords must never be shared with unauthorized personnel. Computers will be logged off or turned off when not in use.

7. Use of Voice Mail. All Directorates and customer service points of contact will ensure that central telephone numbers are answered throughout the duty day, to include lunch breaks. Voice mail is not intended to replace human telephone reception.

8. User Privacy. Personnel using Government communication systems have no expectation of privacy. Use of government communication systems constitutes consent to monitoring and all use is subject to monitoring. Information obtained by monitoring may be the basis of adverse administrative or criminal action against civilians or soldiers.

9. All personnel are responsible for proper use of Government communications systems. Supervisors will ensure that all users understand this policy. Commanders and supervisors may terminate the use privileges of those who violate it. Misuse of Government communications systems may violate the United States Code, the Uniform Code of Military Justice, and/or this Command Policy, and may result in adverse administrative or criminal action. If a contractor is in violation of this policy, the contractor may be billed for government time and materials to investigate the incident.

10. Point of contact for this action is the Director of Information Management, Mr. Doyle, 533-5211.

//original signed//

LAWRENCE J. PORTOUW  
Colonel, MI  
Commander, US Army Garrison

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