



DEPARTMENT OF THE ARMY
6TH AREA SUPPORT GROUP
UNIT 30401
APO AE 09107-0401

08 JUN 2004

AESG-LC

MEMORANDUM FOR Service Members & Civilian Employees of the 6th ASG

SUBJECT: 6th ASG Command Policy Letter 41, Personal Use of Government Email and Internet Access

1. REFERENCES:

- a. 5 Code of Federal Regulation (C.F.R.) 2635, Standards of Ethical Conduct for Employees of the Executive Branch, 7 Aug 92.
- b. DOD 5500.7-R, The Joint Ethics Regulation, 25 Mar 96.
- c. AR 25-1, Army Information Management, 31 May 02.
- d. AR 25-11, Record Communications and the Privacy Communications System, 4 Sep 90.
- e. AE Supplement 1 to AR 25-1, Army Information Management, 27 Feb 04.
- f. AE Regulation 25-22, Use of U.S. Government Telecommunications Systems for Morale Purposes, 25 Mar 04.
- g. USAREUR Pamphlet 25-1, USAREUR Information Systems Architecture, 11 Jul 00.

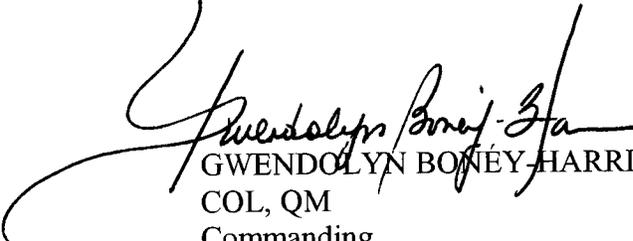
2. Government computers are for official use and authorized purposes only. Staff principals (LTC, GS-13, or higher) will develop and implement guidance that determines what purposes are appropriate and reasonable within the context of the organization's mission, resources, and security requirements. Government email systems and networks are authorized for limited personal use, using the criteria listed below:

- a. Does not adversely affect performance of official duties.
- b. Is limited to reasonable amounts of time and, when possible, to personal, non-duty time.
- c. Does not result in significant additional costs to the Government or require system upgrade or expansion.
- d. Does not overburden the communication system.
- e. Serves a legitimate public interest.

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- f. Does not adversely reflect on the U.S. Government.
3. Deployed personnel and their family members may use Government telecommunications systems for morale purposes IAW AE Reg 25-22.
 4. Unauthorized use of email and the Internet includes:
 - a. Transmitting, storing, or copying obscene or sexually explicit information or pictures, e.g. pornography. This includes but is not limited to accessing, reading, downloading, and copying private or commercial information, web pages, shareware, and freeware from the Internet that is obscene, sexually explicit, illegal, or pornographic.
 - b. Transmitting information that advertises or publicizes individual or non-Government groups that may gain a financial or competitive advantage or increased prestige.
 - c. Transmitting or forwarding chain letters, personal announcements, or advertisement for the sale or solicitation of goods or services for personal gain.
 5. Use of Government automation resources by an individual constitutes consent to being monitored. Unauthorized use of Government computers is considered abuse, and violators can face disciplinary (including UCMJ) and other adverse actions.
 6. Current operations may necessitate the temporary elimination of the privilege of using Government computers for personal use to ensure maximum bandwidth is available.
 7. The point of contact for this policy is the Stuttgart Law Center, DSN 421-2817.


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Commanding