



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS
FORT SHAFTER, HAWAII 96858-5440

CEPOD-OC (25-30q)

19 October 2001

COMMANDER'S POLICY MEMORANDUM #2

SUBJECT: Personal Use of Government Communications Resources (GCR)

1. References:

a. ER 25-1-99, Management and Use of Corpsweb, 30 July 1999
<http://www.usace.army.mil/usace-docs/eng-regs/er25-1-99/>

b. Department of Defense (DoD) 5500.7-R, (Joint Ethics Regulation (JER)),
30 August 1993 (with Change 4), dated 6 August 1998).

2. Policy: The GCR (including government-owned and leased telephones, facsimile machines, electronic mail and Internet access) "shall be for official use and authorized purposes only" (JER 2-301).

a. "Authorized purposes" include personal use as defined by this letter. The personal communications use of GCR include those communications that are most reasonably made from an employee's normal work place, such as checking in with spouse or children; making medical, home, automobile repair, and similar appointments; or making a bank or other financial transaction. POD personnel may also utilize Health, Morale and Welfare (HMW) facilities and services as authorized by the local Major Command (MACOM). For example, in Korea the MACOM has authorized DoD personnel one HMW phone call per month.

b. The communications should be made before or after work hours or during lunch or other authorized breaks, unless it is not possible to contact the other party during these periods.

c. The communications that must be made during work hours should be infrequent and short.

d. The communications must not incur any long distance tolls or other usage fees chargeable to the Government. Employees must charge the communications or access fees to their personal credit cards or accounts.

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e. Employees are not permitted to use GCR to solicit business, advertise, or engage in other selling activities in support of private business enterprises; fund raising activities (other than those permitted by JER 3-210); or any other use that would interfere with official duties, undermine readiness, reflect adversely on the DoD, further any unlawful activity or which is incompatible with public service (e.g., chain letters, harassing e-mail, surfing sexually oriented sites, or downloading sexually oriented material).

f. Employees may not send group electronic mailings to offer items for sale or other personal purposes (e.g. selling an automobile or renting a private residence). Do not send group electronic mailings to announce events sponsored by a non-Federal entity without the prior supervisor approval. (See paragraph 2.j. below for use of the electronic bulletin board for individual personal classified ads.)

g. The transmission of classified material is prohibited.

h. Employees have permission to access and use Internet resources for professional development purposes, subject to ensuring that their primary duties and mission are accomplished.

i. Employees may use GCR for other personal reasons, such as routine e-mail correspondence, reading reference material, or checking stock quotes as long as such use does not interfere with accomplishment of duties and does not burden the government's network capacity. Avoid the following:

(1) Transferring large and/or numerous computer files to network servers. This may cause congestion of communications lines, wide area networks, or local area networks.

(2) Saving large or numerous files to network servers. This practice may use much of the storage capacity of network servers, leaving too little storage space for official business.

j. The electronic bulletin boards at POD, POA, POF, POH and POJ may be used for official and unofficial messages concerning morale, health and welfare or classified advertisements. The electronic bulletin boards may not be used in ways that would reflect adversely on the DoD or which are incompatible with public service. Employees must adhere to the following bulletin board guidelines.

(1) Any fundraiser notices placed on the bulletin board must be for nonprofit entities.

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(2) Buy, sell, or trade advertisements must be for personally owned property. Users may not place commercial solicitation notices on the bulletin board. Commercial solicitations are those on behalf of profit-making enterprises involving more than one-time only sales or transaction.

(3) No solicitations or promotions on behalf of any political organization or candidate are allowed.

(4) Only POD employees may sponsor messages on the bulletin board. POD employees may sponsor messages for non-profit organizations to which they belong.

k. In appropriate cases, supervisors may authorize the use of e-mail and other internet access in support of personal and private participation in non-Federal and not-for-profit professional organizations, subject to the limitations in paragraphs 4 and 10, above, and the JER, paragraph 3-305.

l. Employees should be aware that any use of GCR is generally not secure, not anonymous, serves as consent to monitoring, and is subject to revocation.

m. Any questions regarding this policy should be directed to the POD Office of Counsel at 438-1064.



RONALD L. JOHNSON
Brigadier General, U. S. Army
Commanding

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