



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227

REPLY TO  
ATTENTION OF

NOV 08 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #29-  
Ethical Use of Telecommunications and Automated Information Systems (TAIS), Internet, and  
Electronic Mail)

1. As we rapidly improve connectivity in the information age, the need to protect our networks and email systems increases. All directors and special staff must ensure compliance with the security policy and ensure that information systems and networks are properly configured and secured. In addition to taking common sense physical security, administrative security measures, and network security policy, directors and supervisors should take the following actions for the ethical use of systems.

2. The Joint Ethics Regulation (JER), DOD 5500.7-R, Change 1, 2 November 1994 and Change 2, 25 March 1996 (published by the General Counsel of the Department of Defense) allows the following:

a. Use of Federal Government communications and systems paid for by the Federal Government shall be for official use and authorized purposes only. Use of these systems by military, civilian, and other employees shall serve as consent to monitoring. Abuses are subject to administrative and punitive action. The systems include government owned telephones, facsimile machines, electronic mail, Internet/Internet systems and commercial systems when the Federal Government pays for use.

b. Classified and sensitive data will be processed only on systems specifically approved for classified use. No classified and sensitive data will be processed on unclassified systems or systems hooked to unclassified systems. Information transmitted over an open unsecured network such as email, the Internet, or telephone may be accessible to anyone else on the network.

3. As the USAG-K agency designee, the following guidelines for authorized use are established:

a. Brief communications may be made by DoD personnel:

(1) While traveling on Government business to notify family members of official transportation or schedule changes.

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(2) From DoD employee's usual work site such as: checking in with spouse or minor children; scheduling doctor, auto, or home repair appointments; brief Internet searches; and email directions to visiting relatives.

b. Personal communications may be made as long as they:

(1) Do not adversely affect the performance of official duties by the employee or the employee's organization.

(2) Are of 10 minutes or less in duration and made during the employee's personal time such as lunch periods, after duty hours and/or weekend periods.

(3) Of a maximum of one page in text with no attachments.

(4) Serve as legitimate public interest:

(a) Keeping the employee at their work site rather than requiring the use of commercial systems;

(b) Educating DoD employee on use of communications systems;

(c) Improving morale of employees stationed for extended periods away from home;

(d) Enhance the professional skills of the employee and job searching in response to Federal Government downsizing.

(5) Do not attempt to use the Federal Government systems which would reflect adversely on the government such as:

(a) Any use involving pornography

(b) Chain letters

(c) Unofficial advertising

(d) Soliciting or selling of any kind

(e) Violations of statute or regulation

(f) Inappropriately handled classified information

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- (g) Political solicitation/commentary
  - (h) Expressions which violate EO/EEO policy
  - (i) Other uses incompatible with public government service.
- c. Communications will not overburden the communication system:
- (1) Such as may be the case with broadcasts and group mailings.
  - (2) Creates no significant additional cost to DoD.

(3) In the case of any long distance communications for personal-use, charges must be: charged to the employee's home telephone number or other non-Federal Government number (using the government to pay for a connection to the employee's personnel commercial email service such as CompuServe or AOL would be prohibited); made via a toll-free number; reversed to the called party if it is a non-Federal Government number (collect call); charged to a personal telephone credit card; or otherwise reimbursed to DoD IAW established collection procedures.

4. Point of Contact for this memorandum is the USAGK Information Systems Security Manager at 493-4222.



LARS N. ZETTERSTROM  
LTC, EN  
Commanding

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