HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 100-3 5 May 1997

AUTOMATION MATTERS

AUTHORIZED USE OF GOVERNMENT COMPUTER NETWORKS

1. **Summary**. To provide guidelines governing personal use of computer networks at Headquarters, United States European Command (HQ USEUCOM).

2. **Applicability**. This policy applies to users of HQ USEUCOM computer networks and systems.

3. **Internal Controls**. This Staff Memorandum contains internal control provisions and is subject to the requirements of the internal management control program. The applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements**. ECJ6 C4I Networks Plans Branch is responsible for this publication. If you have suggestions for improvement, or if you find errors, please contact us at:

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5. **References**.

a. Public Law 100-235, *The Computer Security Act of 1987*

b. Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation (JER)*, 30 August 1993 (w/ch2).

c. EUCOM Directive (ED) 25-5, *Automated Information Systems Security Policy*, 1 March 1996.

d. EUCOM Staff Memorandum (SM) 100-2, *Use of USEUCOM SECRET LAN Bulletin Board*, 13 June 1995.

e. HQ USEUCOM LAN User Manual, Basic User Guide, 3 March 1994.

6. **Background**.

a. Most Department of Defense (DoD) members have access to government computers, and most government computers are now connected to a network. Computer networks facilitate communication via electronic mail (e-mail), on-line chat, file transfer, and numerous other methods. As a result, leaders are increasingly dealing with issues of permissible personal use of e-mail and other access to computer networks using government resources.

b. There have been cases of misuse. Misuse will likely increase as automation resources become more widely available and easier to use. This memorandum defines policy and gives specific examples of what is permissible and what is not when dealing with personal use of government computer networks.

7. **Policy**.

a. General. Use of government computer networks and systems shall be for official use and authorized purposes only. Official uses are those uses directly related to the discharge of your duties. Authorized purposes are those uses expressly permitted by this policy which fall outside the scope of 'official use'. Users must also comply with any policies or procedures associated with specific computer systems.

b. Authorized Uses. The following paragraphs derived from the Joint Ethics Regulation cite examples of authorized use of government computer networks and systems. These uses are subject to the restrictions in paragraph 7.c. below.

(1) You may access and use network resources, such as e-mail, mailing lists, news groups, and the World Wide Web, for professional development and continuing education purposes, subject to ensuring that such use does not impede your primary duties and mission.

(2) You may access and use network resources for other personal reasons, such as occasional use of e-mail to correspond with spouse or minor children or to send directions to visiting relatives, scheduling appointments, brief internet searches, and reading professional magazines.

(3) In appropriate cases and with the approval of your supervisor, you may use e-mail and other network resources in support of your personal and private participation in non-Federal, not-for-profit professional organizations or learned societies (see Appendix A).

c. Restrictions. Your authorization to use government computer networks is subject to the following restrictions and constraints.

(1)Your use must not adversely affect or impede the performance of official duties.

(2)Your use must serve a legitimate public interest, such as keeping you at your work place, enhancing skills, furthering education, or improving morale.

(3)Your use must be during your off-duty hours or during authorized breaks in the course of your duty day and should be of short duration.

(4)Your use must not overburden the network.

(5)Your use must not result in significant use of consumable resources (i.e., printer paper and toner).

(6)You must abide by applicable licensing agreements and assume all risks for any non-supported software (i.e., software not provided by the system or network administrator) installed on your computer. All non-supported software must be legally purchased and approved for installation by your agency, office, or directorate. No personal software of any kind shall be approved for installation on government computers.

(7)You must keep personal files stored on network drives and local hard drives to a minimum.

(8)You must guard against introducing malicious software (i.e., viruses) to the system. Use an approved anti-virus program to scan downloaded files, e-mail attachments, and floppy disks before opening them.

(9)Your use must not incur any tolls, charges, or other fees for which the government is liable, except when specifically authorized in writing at the directorate level.

(10)Your use must not solicit business, advertise, or engage in any other selling activities in support of private business enterprises or fundraising activities, other than those permitted by JER 3-210 (see Appendix B). The HQ USEUCOM Bulletin Board System may be used to post want ads, non-commercial items for sale, announcements, and other articles as defined in reference d.

(11) Your use must not reflect adversely on HQ USEUCOM, the Department of Defense, or the United States Government (e.g., sending chain letters, sending harassing e-mail, or viewing/transmitting/receiving pornographic or obscene material).

8. **Consent to Monitoring**. Your use of government computer networks and systems is subject to monitoring. Activity on computer networks, government or otherwise, is not anonymous and does not provide any expectation of privacy.

9. **Policy Violations**. This staff memorandum is directive in nature. Failure to comply with provisions of the Joint Ethics Regulation, as incorporated into this Staff Memorandum, may result in revocation of computer system accounts, loss of access to all HQ USEUCOM automated information systems, punishment under the Uniform Code of Military Justice, termination of employment, and/or criminal prosecution. Report violations to the Information System Security Officer (ISSO) for the system in question via the HQ USEUCOM C4I Helpdesk at 430-4174, or the HQ USEUCOM JDISS-CSE Helpdesk at 430-4272 for Intel systems. The ISSO will report the incident to the individual's chain of command to take appropriate action.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

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LTC, USA
Adjutant General

Appendixes
A - Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation*, paragraphs 3-300 through 3-305
B - Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation*, paragraph 3-210

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Appendix A
Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation*, paragraphs 3-300 through 3-305

SECTION 3. PERSONAL PARTICIPATION IN NON-FEDERAL ENTITIES

3-300. Participation

a. Fundraising and Other Activities. Subject to other provisions of this Regulation, DoD employees may voluntarily participate in activities of non-Federal entities as individuals in their personal capacities, provided they act exclusively outside the scope of their official positions.

(1)Except as provided in 5 CFR 2635.807(b) (reference (h)) in subsection 2-100 of this Regulation, DoD employees may not use or allow the use of their official titles, positions or organization names in connection with activities performed in their personal capacities as this tends to suggest official endorsement or preferential treatment by DoD of any non-Federal entity involved. Military grade and military department as part of an individual's name (e.g., Captain Smith, U.S. Navy) may be used, the same as other conventional titles such as Mr., Ms., or Honorable, in relationship to personal activities.

(2)Purely personal, unofficial volunteer efforts to support fundraising outside the Federal Government workplace (which includes the entire DoD installation) are not prohibited where the efforts do not imply DoD endorsement. The head of the DoD Component command or organization may, on a limited basis, authorize their DoD employees or their dependents to participate in fundraising activities in designated areas on the Federal Government workplace, such as public entrances, in community support facilities and in personal quarters. See E.O. 12353 (reference (l)), 5 C.F.R. 950 (reference (m)), and DoD Directive 1344.7 (reference (v)). These activities may be further limited by Federal Government building and grounds regulations.

b. Professional Associations and Learned Societies. Agency Designees may permit excused absences for reasonable periods of time for their DoD employees to voluntarily participate in the activities of non-profit professional associations and learned societies and may permit the limited use by their DoD employees of Federal Government equipment or administrative support services to prepare papers to be presented at such association or society events or to be published in professional journals when:

(1)The participation or paper is related to the DoD employee's official position or to DoD functions, management or mission; and

(2)The Agency can derive some benefit from the participation or preparation, such as expansion of professional expertise by DoD employees or improved public confidence derived from the professional recognition of the DoD employee's competence;

(3)The participation or preparation of the paper does not interfere with the performance of official DoD duties.

c. Community Support Activities. Agency Designees may permit excused absences for reasonable periods of time for their DoD employees to voluntarily participate in community support activities that promote civic awareness and uncompensated public service such as disaster relief events, blood donations, and voting and registering to vote.

d. Impartiality of Agency Designee and Travel Approving Authority. When a DoD employee requests permission to travel to or participate in activities of a non-Federal entity and the Agency Designee or travel approving authority is an active participant in the non-Federal entity, that Agency Designee or travel approving authority may not act on the DoD employee's request but shall defer such action to the next higher superior or another independent DoD authority. See 5 C.F.R. 2635.402 and 2635.502 (reference (h)) in subsection 2-100 of this Regulation and 18 U.S.C. 208 (reference (i)).

3-301. Membership and Management. DoD employees may become members and may participate in the management of non-Federal entities as individuals in a personal capacity provided they act exclusively outside the scope of their official position. Except for such service in the organizations listed in subsection 3-210.a. of this Regulation, above, a DoD employee may not serve in a personal capacity as an officer, member of the Board of Directors, or in any other similar position in any non-Federal entity offered because of their DoD assignment or position. DoD employees may authorize an allotment for membership dues to a non-Federal entity as provided in 5 C.F.R. 550.311 and 550.331 (reference (w)) and DoD 7000.14-R (reference (x)).

3-302. Impartiality of DoD Employees. DoD employees are generally prohibited from engaging in any official activities in which a non-Federal entity is a party or has a financial interest if the DoD employee is an active participant in the non-Federal entity or has been an officer in the non-Federal entity within

the last year. See 5 C.F.R. 2635.402 and 2635.502 (reference (h)) in subsection 2-100 of this Regulation and 18 U.S.C. 208 (reference (i)).

3-303. Interference with Employment of Local Civilians. Enlisted members on active duty may not be ordered or authorized to leave their post to engage in a civilian pursuit, business, or professional activity if it interferes with the customary or regular employment of local civilians in their art, trade, or profession. See 10 U.S.C. 974 (reference (f)).

3-304. Competition with Civilian Musicians. Members of military bands are very restricted in the degree to which they may compete off base with civilian musicians. See 10 U.S.C. 3634, 6223 and 8634 (reference (f)).

3-305. Use of Federal Government Resources

a. Authorized Uses. See subsection 2-301 of this Regulation, above.

b. Prohibited Uses. Because of the potential for significant cost to the Federal Government, and the potential for abuse, DoD employees, such as secretaries, clerks, and military aides, may not be used to support the unofficial activity of another DoD employee in support of non-Federal entities, nor for any other non-Federal purposes, except as provided in subsections 3-211 and 3-300.b. of this Regulation, above.

Appendix B
Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation*, paragraph 3-210

3-210. Fundraising and Membership Drives

a. DoD employees shall not officially endorse or appear to endorse membership drives or fundraising for any non-Federal entity except the following organizations which are not subject to the provisions of subsection 3-211 of this Regulation, below:

(1)The Combined Federal Campaign (CFC);

(2)Emergency and disaster appeals approved by the Office of Personnel Management (OPM);

(3)Army Emergency Relief;

(4)Navy-Marine Corps Relief Society;

(5)Air Force Assistance Fund, including:

(a)Air Force Enlisted Men's Widows and Dependents Home Foundation, Inc.;

(b)Air Force Village;

(c)Air Force Aid Society;

(d)General and Mrs. Curtis E. LeMay Foundation.

(6)Other organizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or their dependents when approved by the head of the DoD Component command or organization after consultation with the DAEO or designee. (This includes most morale, welfare and recreation programs, regardless of funding sources).

b. Fundraising by DoD employees is strictly regulated by E.O. 12353 (reference (l)), 5 C.F.R. 950 (reference (m)), DoD Directive 5035.1 (reference (n)), DoD Instruction 5035.5 (reference (o)), DoD Directive 5410.18 (reference (p)), 5 C.F.R. 2635.808 (reference (h)) in subsection 1-200 of this Regulation, and by the prohibitions against preferential treatment established in subsection 3-209 of this Regulation, above.