



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3rd Battalion 381st Regiment (TS)
310 Armed Forces Drive
GRAND PRAIRIE, TEXAS 75051

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter # 14: Use of Battalion Communication Assets

1. References:

- a. Department of Defense (DOD) 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2).
- b. Army Regulation 380-19, Information Systems Security, 27 February 1998.
- c. Army Regulation 25-1, Army Information Management, 15 February 2000.

2. Purpose: To define the Policy concerning the use of Federal Government communication systems and resources.

3. Applicability: This policy applies to soldiers, civilian employees, and contract personnel assigned. This policy is punitive and any violation may be prosecuted under the UCMJ or punished appropriately under civilian personnel regulations.

4. Policy: Federal communication assets "shall be for official use and authorized purposes only" (JER 2-301). Federal Government communication assets include Government owned and leased telephones, cellular phones, facsimile machines, computers, typewriters, calculators, libraries, electronic mail (e-mail), and access to the Internet and commercial systems when use is paid for by the Federal Government. Security of our information systems is vital to our mission and it is the responsibility of every user and systems administrator to comply with current Information Assurance (IA) policies and guidance.

a. "Official Use" includes communications that are necessary in the interest of the battalion as well as emergency communications. Official use may be extended to Government employees deployed away from home for an extended period of time on official business, especially to individuals deployed to remote training areas at which pay telephones are difficult to find or use. In those instances, cell phones may be used on an infrequent basis to inform family members of the soldier's status.

b. The Brigade Commander approves use of communications assets for authorized personal purposes from the work place only if they do not interfere with official

AFKR- TTC-BD-DBN

SUBJECT: Battalion Policy Letter # 14: Use of Battalion Communication Assets

requirements and can be reasonably made from the work place. Specific examples include but are not limited to:

- (1) Making Internet searches for professional development purposes, as long as primary duties and the mission are accomplished.
- (2) Brief Internet searches for personal reasons, subject to the restrictions listed below.
- (3) E-mailing short messages to relatives, friends, and fellow employees.
- (4) Receipt of e-mail, as long as comparable receipt would be acceptable via telephone and the use is no more disruptive than a telephone call.
- (5) Sending electronic mailings to announce events sponsored by a non-Federal entity (e.g., Brigade Hail, Commander's luncheon, etc.) if they promote unit cohesion, morale and esprit de corps.
- (6) Use of communication assets during emergencies.

c. Authorized personal use also includes brief communications (including long distance service) from a Federal Government employee in an official travel status made to family or friends, as appropriate, notifying them of schedule changes. All calls will be logged and reimbursed to the government.

d. Per reference c., the Brigade Commander has authority to approve the use of government communications assets within the personal quarters of selected key personnel. Due to infrastructure limitations, these assets will only be installed in government quarters. Use of these assets is to enhance command and control and is for official business only. Calls to local and long distance telephone numbers are authorized as long as they are for official business. The selected key personnel are required to use commercial communications services procured at their own expense for conducting personal business in quarters (paragraph 4.b. above does not apply). Family members are prohibited from using government communications services, to include having access to official e-mail accounts.

e. To ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest (e.g., keeps employees at their desks, enhances professional skills, educates employees on the communication system, or assists in job searches in response to downsizing), this permission is subject to the following:

- (1) Whenever practicable, conduct personal communications before or after work or during lunch or other authorized breaks.

AFKR- TTC-BD-DBN

SUBJECT: Battalion Policy Letter # 14: Use of Battalion Communication Assets

(2) When personal communications are made during work hours, keep the communications infrequent and short in duration.

(3) The Federal Government must not incur any long distance charges for personal communications; the employee must use toll-free numbers, reverse the charges, or charge the cost to a personal credit/telephone card.

f. This policy also applies to the use of government funded cellular phones. In addition to the requirements above, the date, time, and number called must be recorded for each incident of personal use of a cellular phone. The use of cellular phones results in a charge to the Government that will be reimbursed by the user.

(1) Use of cellular telephone is limited to official business. Official calls are defined as in the interest of the government and related to the conduct of Fifth Army, 2nd Brigade 75th Division, and unit mission

(2) Both incoming and outgoing, personal, unofficial cellular telephone calls are prohibited except in emergency, such as injury to or illness of a family member.

(3) Cellular telephone users will not disclose their telephone numbers for unofficial purposes, except to family members. Users must inform family members to call the cellular number only in an emergency.

(4) Brigade S6 will monitor cellular phone usage for headquarters and each battalion by reviewing their month bill. He will present the total monthly bill to the brigade commander during Command and Staff meetings.

(5) The Brigade Commander will not tolerate any abuse of cellular telephone.

g. Even when the above guidance is followed, Federal communications assets may not be used:

(1) To solicit business, advertise, or engage in other selling activities in support of a personal business enterprise.

(2) To offer items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence).

(3) To conduct fund-raisers or membership campaigns for non-Federal entities, other than those fund-raising activities permitted by JER 3-210, (e.g., CFC and AER). Announcing a fund-raising event or membership meeting is permitted.

AFKR- TTC-BD-DBN

SUBJECT: Battalion Policy Letter # 14: Use of Battalion Communication Assets

(4) In any way which would reflect adversely on the Army or which is incompatible with public service (e.g., sending chain letters, harassing telephone calls or electronic mail, accessing sexually oriented Internet sites, or downloading or transmitting sexually oriented material, as per AR 25-1, Army Information Management, http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R25_1/CCONTENTS).

h. Employees use Federal Government communication assets with the understanding that:

(1) Use of such assets serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized;

(2) Use of such systems is not anonymous. For each use of the Internet, the name and computer address of the employee user may be recorded, as well as the locations searched;

(3) Most Government communication systems are not secure. Employees shall not transmit classified information over any communication system unless approved security procedures and practices are used (e.g., encryption, secure networks/workstations); and

(4) Employees shall not disclose communication system access data (such as passwords) to anyone, unless such disclosure is authorized by the Brigade IMO and Battalion ISSO.

i. Any users violating this policy or other applicable IA regulations and policies will have their installation local area network (ILAN) account and/or telephone access suspended. Any computer system or device found to be in violation of current IA directives and policies will be subject to being disconnected from the ILAN or the administrative telephone network. This is necessary to ensure the security of 2nd Brigade, 75th Division. Service will not be reinstated or reconnected until the fault has been corrected and the approval of the brigade commander. Violations include (but are not limited to):

(1) Lack of password protection.

(2) Failure to renew passwords.

(3) Use of passwords not adhering to current policy.

(4) Failure to comply with security directives or policies.

5. Super session. None

AFKR- TTC-BD-DBN

SUBJECT: Battalion Policy Letter # 14: Use of Battalion Communication Assets

6. Ready and Alert!

FERNANDO GUTIERREZ
LTC, QM
Commanding