

U.S. Department of
Homeland Security

United States
Coast Guard



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Ninth Coast Guard District

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D9PUB P2060.1J

NINTH DISTRICT COAST GUARD TELEPHONE DIRECTORY (CHANGE 1)

Subj: POLICY CONCERNING PERSONAL USE OF COAST GUARD FURNISHED
TELECOMMUNICATIONS EQUIPMENT

Ref: (a) Telecommunications Manual, COMDTINST M2000.3C
(b) Ninth Coast Guard District Telephone Directory D9PUB P2060.1J
(c) Limited use of Government Office Equipment COMDINST 5375.1B

1. PURPOSE: Outline policy and procedures for Ninth District personal use of Coast Guard furnished telecommunication equipment which includes telephone lines, cell phones, and TREO's. This change will specifically make an official change to page 6 of reference (b). Telecommunications provides a tremendous asset to Coast Guard mission and operational readiness. Good stewardship and common sense are essential to prevent unnecessary and unauthorized expenditures.
2. ACTION: All Ninth District personnel whose duties require access to telephone, and wireless communications provided by the Coast Guard, are subject to the policy outlined in this instruction and references (a), (b) and (c).
3. AUTHORIZED USES: The use of Government Telephone Systems and computer access has been set by the Federal Acquisition Regulations. Current policies give agencies the authority to prescribe situations when personal use of government telephone networks is permitted under the following guidelines:
 - a. Calls to verify a medical or dental appointment or scheduling a procedure.
 - b. Calls to notify the family member when an employee is injured on the job.
 - c. Calls to arrange transportation for childcare.
 - d. Brief calls to speak to spouse, minor children or those responsible for child care.
 - e. Calls that can only be placed during working hours such as a local government agency or medical and Dental appointments.
 - f. Calls to arrange for emergency repairs to a home or auto.

g. Telephone access to the internet must be used in accordance with reference (c).

4. **PROHIBITED USES:** The following uses are strictly prohibited. Violation of these restrictions may result in administrative or disciplinary action.

a. Using government office equipment to view, download, store, display, transmit or copy any materials that are sexually explicit, or are predominantly sexually oriented.

b. Engaging in any fund raising activity, endorsing a company, or service engaging in any political activity.

c. Using government office equipment for commercial purposes or to support a private or personal business. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service.

d. Accessing dating services, online chat, streaming video, and gambling web sites.

e. Creating, copying or transmitting any material that is illegal or offensive to fellow employees or the general public, such as hate speech, or material that ridicules others based on race, creed, color, sex, national origin or sexual orientation.

4. **QUESTIONS OR CONCERNS:** Common sense and good stewardship is the key to proper use of government telecommunications equipment. Check with your direct supervisor to clarify any issues or contact the Chief of District Response Telecommunications (drt) at (216) 902-6029.

J.R. CASTILLO //s//
Chief of Staff