



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

JAN 30 2003

MEMORANDUM FOR CIVILIAN AND MILITARY PERSONNEL
EMPLOYED BY AND ASSIGNED TO THE OFFICE
OF THE INSPECTOR GENERAL OF THE
DEPARTMENT OF DEFENSE

SUBJECT: Policy on Personal Use of Federal Communication Resources

Department of Defense Directive 5500.7-R, "Joint Ethics Regulation (JER)," provides that "Federal communication resources," including government owned and leased telephones, cell phones, facsimile machines, and computers (for e-mail and Internet access), shall be used "for official use and authorized purposes only." Authorized purposes include limited personal use of these resources, provided this is properly authorized.

While your immediate supervisor may have already authorized limited personal use of Federal communication resources, I hereby generally authorize their use by all Office of Inspector General personnel for (1) brief communications made while traveling on government business to notify family members of transportation or schedule changes; (2) brief communications reasonably made from the normal workplace or from a cell phone carried for official purposes, such as checking in with family members, making appointments, and making financial transactions; and, (3) e-mail/access to the Internet.

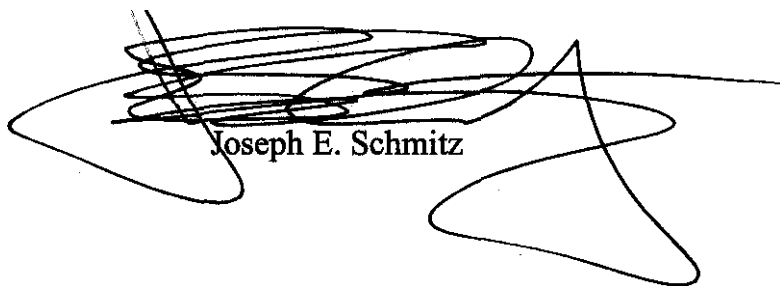
In order to ensure that authorized personal use of Federal communication resources is consistent with Secretary Rumsfeld's pledge of "better stewardship of the taxpayers' dollars" (Pentagon Town Hall Meeting – November 12, 2002) and does not adversely affect the performance of official duties, overburden communication systems, or violate other rules and regulations, this authorization is subject to the following guidelines:

- To every possible extent, limit your personal use of Federal communication resources to before or after work hours or during lunch/authorized breaks. While personal use of Federal communication resources is authorized during normal work hours, do this infrequently and strictly limit the time involved.
- Your personal use of Federal communication resources must not result in any long distance tolls or other usage fees

chargeable to the government. Instead, use toll-free numbers or charge tolls and usage fees to a personal credit/calling card.

- You may not use Federal communication resources to solicit business, advertise, or engage in other selling activities in support of private business enterprises; to support fundraising activities (other than those permitted by JER 3-210); or for any other use that might reflect adversely on the OIG or DoD or be incompatible with principles of public service.
- You may not send group e-mails to offer items for sale or rent, to announce events sponsored by a non-Federal entity, or for other personal purposes.
- You may download or forward electronic materials, whether audio, video, or written, only when this will not violate applicable copyright restrictions.
- You may use e-mail and other Internet access in support of personal and private participation in non-Federal and not-for-profit professional organizations (see JER 3-305), only when this is individually authorized by your supervisor/chain of command.

Because inappropriate use of Federal communication resources may result in disciplinary action, ask your supervisor or our Designated Agency Ethics Official if you have any doubt about the extent or application of the authority contained in this memorandum. Remember, too, that use of Federal communication resources is not secure or anonymous. All use of these resources, to include personal use, is subject to monitoring for maintenance, auditing, security, and investigative functions.



Joseph E. Schmitz