



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE STE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO  
ATTENTION OF:

15 SEP 2011

IMNE-MEA-LA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum# 36, Use of Federal Communication Resources

1. References: Department of Defense (DoD) 5500-7.R, Joint Ethics Regulation (JER), 30 Aug 93 (w/ch 6, 23 Mar 06), AR 25-1, Army Knowledge Management and Information Technology, 4 December 2008, AR 25-2 and Information Assurance, 23 March 2009, AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
2. Use of federal communication resources (including government-owned and leased telephones, facsimile machines, electronic mail (e-mail), and other commercial systems when use is paid for by the government) " shall be for official use and authorized purposes only." (JER section 2-301). "Authorized purposes" may include personal use as permitted by "Agency Designees" within specified parameters.
3. I hereby establish the following policy for personal use of federal government communications resources by personnel of the US Army Garrison, Fort Meade. Supervisors may issue more restrictive guidance.
4. Some personal communications with federal communications resources are permitted. Those include communications most reasonably made from your normal work place, such as checking in with a spouse or child; making medical, home, automobile repair and similar appointments; or, making a bank or other financial transaction (this does not include stock trades and other such transactions). Use of wireless telephones for such purposes is routinely not permitted.
5. In order to ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest, this permission is subject to the following:
  - a. Whenever possible, make personal communications before or after your work hours or during lunch or other authorized breaks;
  - b. Keep the communications to a reasonable duration and frequency;
  - c. You may not incur any long distance tolls or other use fees chargeable to the government; you must use toll-free numbers or charge the communications or other fees to your personal credit card;

IMNE-MEA-LA

SUBJECT: Fort George G. Meade Policy Memorandum# 36, Use of Federal Communication Resources

d. This permission does not extend to personal communications to solicit business, advertise, or engage in sale activities in support of private business enterprises; fundraising activities other than those permitted by JER section 3-210 or any other use that would reflect adversely on the US Army or which is incompatible with public service (e.g. chain letters, harassing e-mails, viewing sexually-oriented sites or downloading sexually-oriented material). AR 25-2, para. 4-5r (7).

e. You may not transmit group electronic mailings to offer items for sale or for other personal purposes (e.g. selling an automobile or renting a private residence). You may not transmit group mailings to announce events sponsored by a non-federal entity or private organization.

6. Cell Phones and Other Wireless Devices. Such devices include portable computer, mobile, cellular, and wireless telephones and devices.

a. These types of telephones will not be used in lieu of established "wired" telephones.

b. These devices are to be used for official business and authorized use only.

c. They may be approved for handheld portable use and or installed in Government vehicles.

d. Authorized personal use of cell phones is subject to the same restrictions and prohibitions that apply to other communications systems. Authorized use is limited since these types of telephones cannot be use in lieu of established "wired" telephones."

e. Cellular phones may not be used while operating a vehicle, unless the vehicle is safely parked or a hands-free device is being used. (See AR 190-5).

7. In addition, the internet provides a tremendous resource of information interchange and other communication through such vehicles as mail list servers, data base files, and web sites. Use of this resource is subject to the restrictions in subparagraph 5c through e and above. In addition:

a. You are authorized to use Government computers connected to the Fort George G. Meade (FGGM) Installation Network to access and use internet resources for professional development purposes, provided your primary duties and mission are completed

IMNE-MEA-LA

SUBJECT: Fort George G. Meade Policy Memorandum# 36, Use of Federal Communication Resources

b. You are authorized to use Government computers connected to the FGGM Installation network to access and use internet resources for any other personal reason such as routine e-mail correspondence, reading a business magazine web site, or checking stock quotes; but you may only do this before and after work hours, or during your lunch period, or other authorized breaks during the work day;

c. Due to DoD and US Army communications security restrictions, if your computer is connected to the FGGM Installation Network; you may not use your computer to connect to an external internet or Commercial or Private Network. Access to the internet must be accomplished through the DoD NIPRNET. In addition, you may not have an internal modem or an external modem connected to your computer unless authorized by the Network Enterprise Center (NEC). Exceptions and authorizations will be handled by NEC on a case-by-case basis.

8. In appropriate cases your supervisor, after consultation with the Staff Judge Advocate, may also authorize you to use e-mail and other internet resources in support of your personal participation in non-federal and not for profit professional organizations (See JER 3-305) subject to the limitations of paragraph 5 above.

9. You should be aware that any use of government communications resources is with the understanding that such use is generally not secure, not anonymous, and serves as consent to Communication Resources monitoring. Misuse of government communications resources may result in disciplinary action and a requirement to reimburse the government for the cost of the misuse.

10. Staff, directors, and supervisors are reminded of their responsibility to ensure compliance with the policy detailed in this memorandum and should disseminate its contents to all personnel.

11. Questions regarding this policy should be addressed to the Office of the Staff Judge Advocate at 301-677-9174.



EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding