DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE McGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA 8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity – Dix Policy Memorandum #14 - World Wide Web, Internet, E-Mail, and Electronic Communications

1. This memorandum supersedes Installation Command Policy Memorandum #25 - World Wide Web, Internet, E-Mail, and Electronic Communications, dated 22 July 2009.

2. APPLICABILITY: This policy is applicable to all military and civilian personnel assigned to or training at Army Support Activity (ASA) - Dix and Devens Reserve Forces Training Area and contractor personnel working or training at ASA -Dix and DRFTA.

3. REFERENCE: Department of Defense DOD 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2 amendment 1996).

4. Use of federal communication resources, including government-owned and leased telephones, facsimile machines, electronic mail (e-mail) and other access to the Internet, shall be for official use and authorized purposes only (JER 2-301).

a. The Internet provides a tremendous resource for information interchange and other communication through such vehicles as mail list servers, databases, files, and web sites.

b. In general, federal employees have permission to use workstation computers to access and use Internet resources for official use, including professional development purposes.

c. Employees are permitted limited use of government communications resources, including the Internet, for personal reasons.

5. I hereby establish the following policy for personal use of federal government communications resources by ASA – Dix and Devens RFTA personnel:

a. Employees are permitted to make infrequent and brief personal communications made from one's normal workplace, such as checking in with spouses or children and making medical or similar appointments.

b. Employees may use their workstation computers to access and use Internet resources for the following personal reasons subject to the limitations listed below in paragraph 4: e-mail correspondence with family members; reading business, news, or information web pages; authorizing personal financial transactions; or obtaining reference material.

c. Employees may not incur any long distance tolls or other usage fees or expenses chargeable to the government. Employees may use toll-free numbers or charge the communications access, other fees or expenses to their personal accounts (e.g., personal credit cards).

d. This permission does not extend to personal communications to solicit business, advertise, or engage in other selling activities in support of private business enterprises; fundraising activities in support of private business enterprises; fundraising activities (other than those permitted by JER 3-210); or any other use that would reflect adversely on the Army or which is incompatible with public service (e.g., chain letters, harassing e-mail, surfing sexually explicit sites, or downloading sexually oriented material).

e Personnel may not send group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence). Personnel may not send group electronic mailings to announce events sponsored by a non-federal entity without prior supervisor approval.

7. Any use of government communications resources is with the understanding that no privacy rights or interests are created or protected. A decision by any employee to utilize such resources for personal use shall serve as a consent to being monitored.

PATRICK J. SLOWEY
Colonel, IN
Commanding

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