



## DEPARTMENT OF THE ARMY

121<sup>ST</sup> SIGNAL BATTALION  
CMR 448  
APO AE 09225

REPLY TO  
ATTENTION OF:

AETV-BG-SB

24 JUN 03

### MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 10: Computer and E-mail Use

1. This memorandum is to prescribe policy and procedures for using Government-provided electronic mail (e-mail) systems and for using the Internet for all 121 Signal personnel.
  2. General. E-mail and the Internet may be used only for official and authorized purposes.
    - a. E-mail and Internet use must in no way embarrass or adversely affect the US Government, DA, or the Battalion. **Pornography, obscene, or sexually explicit information is NOT to be viewed on any government equipment and will result in UCMJ action.**
    - b. E-mail transmissions must follow security and privacy restrictions (AR 25-55, AR 340-21, and AR 380-19).
    - c. Classified and unclassified-sensitive information is not authorized on nonsecure common-user e-mail systems according to AR 380-5 and AR 380-19.
    - d. Personal announcements or advertisements for the sale or solicitation of goods or services for personal gain will not be sent through government e-mail.
    - e. Chain mail. Recipients of chain letters will delete them and not forward or respond to them. Users should be especially alert for chain letters that try to elicit sympathy for an individual or a cause.
  3. Authorized Personal Use. Government e-mail systems and networks are authorized for personal use for morale and welfare (MW) purposes. MW purposes are appropriate and reasonable within the context of their operational mission, available resources, and security requirements. Personal use of e-mail and computers—
    - a. Does not adversely affect the performance of duty of the individual using e-mail for MW or of anyone else in the organization (for example, ensuring that personal use does not prevent a time-sensitive, mission-related message from being sent). This does not preclude the commander from allowing the soldier to use e-mail or the Internet during duty hours because of time differences, for example, a soldier e-mailing his bank in the US.
    - b. Is limited to reasonable amounts of time.

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c. Is limited to personal, non-duty time, when possible. In determining when authorized use is possible during personal, non-duty time, approval authorities may consider individual mission requirements, differences in time zones, personal emergencies, and other such factors.

d. Meets security considerations and requirements based on the system and equipment used (for example, operations; personnel; physical security; system accreditation; virus checks, protection, and tests).

e. Does not adversely reflect on the U.S. Government, DOD, DA, or the Battalion.

#### 4. Security.

a. The Internet is global and diverse. This increases the risk of security problems. Connection to the Internet not only gives users access to everyone else on the Internet; everyone else on the Internet has access to the user. Using the Internet therefore increases vulnerability to system disruption, unauthorized entry, and computer viruses.

b. Because of the increased risk to security caused by connection to the Internet, security-accreditation requirements and operations-security procedures must be followed. Anti-virus protection and virus-checker software must be used.

DANGER'S VOICE!

////original signed////  
JIM GARRISON  
LTC, SC  
Commanding