

Appendix B

USE OF THE INTERNET

B.1. **Joint Ethics Regulation.** USACE CorpsWeb resources are for official use and authorized purposes only (See DoD 5500.7-R, Joint Ethics Regulation, as amended, Section 2-301). Authorized purposes include limited personal use as permitted by this Appendix.

B.2. **Personal Use.** Subject to the restrictions in paragraph B.3 below, Government personnel may use USACE CorpsWeb resources while at their usual work place for:

B.2.1. Conducting business processes.

B.2.2. Enhancing professional skills.

B.2.3. Job searching in response to Federal Government downsizing.

B.2.4. Other personal reasons.

B.3. **Restrictions.** To ensure that Internet use does not adversely affect the performance of official duties and serves a legitimate public interest, permission to use USACE resources is subject to the following restrictions:

B.3.1. Personal use must be of a reasonable duration and frequency and should be made before or after work hours or during lunch or other authorized breaks. Internet searches must be brief.

B.3.2. The USACE communication system may not be overburdened, nor may use of the system create significant additional cost to USACE. Long-distance tolls or other usage fees chargeable to the Government may not be incurred.

B.3.3. USACE resources may not be used in a manner which would reflect adversely on the Army or which is incompatible with public service. The following uses are specifically prohibited:

B.3.3.1. Soliciting business, advertising, or engaging in other selling activities for personal financial gain, or in support of private business or commercial enterprises, or for fundraising activities (other than those permitted by JER, 3-210).

B.3.3.2. Group electronic mailings offering items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence) or for any type of chain letter;

B.3.3.3. Group electronic mailings announcing events sponsored by a non-Federal entity, without the prior approval of the commander or supervisor;

B.3.3.4. Soliciting, campaigning, or promoting a political organization or candidate; and

B.3.3.5. Storing, processing, displaying, sending, downloading, or otherwise transmitting offensive or obscene language or material. Offensive material includes, but is not limited to, "hate literature" such as racist literature, materials, or symbols, and other harassing materials. Obscene material includes sexually explicit materials.

B.4. Government Resources. Government resources may not be used to create or maintain web sites for, or in support of, non-Federal entities due to the potential for interference with government use of the resources. However, in appropriate cases, the use of Internet access in support of personal and private participation in non-Federal and not-for-profit professional organizations may be allowed by the commander or supervisor. See JER, Section 3-305.

B.5. USACE Internet Resources. Use of USACE Internet resources, whether for official or personal use, serves as consent to monitoring, is with the understanding that such use is generally not secure, not anonymous, and is subject to revocation. Inappropriate use of USACE equipment and systems may be the basis for disciplinary, administrative, and judicial action.

B.6. **Monitoring.** USACE has the capability to monitor an individual's use of USACE Internet resources. When an individual is suspected of violating USACE Internet policy, a supervisor may request that the individual's use be monitored. Requests for monitoring will be prepared in writing by the appropriate office chief, and forwarded through the Director/Chief of Information Management and the Office of Counsel to the Commander for approval. Commanders will send requests to the Deputy Chief of Staff for Corporate Information. When criminal activities are suspected the matter will be immediately referred through Office of Counsel to the Commander.

B.7. **Point of Contact.** Questions and concerns about this appendix should be directed to the local Office of Counsel.