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IN REPLY
REFER TO

DSCC-G

OCT 09 2003

MEMORANDUM FOR ALL DSCC EMPLOYEES

SUBJECT: Proper Use of Federal Government Resources

USE OF FEDERAL GOVERNMENT RESOURCES

1. **REFERENCE:** The Joint Ethics Regulation; DoD 5500.7-R and DLA Internet Policy
2. **INTRODUCTION:** This replaces DSCC's policy dated April 12, 1999 on the use of DSCC's Federal Government resources including the Internet, the intranet, e-mail, all other communication systems, equipment, and all other Government resources and property. This policy does not apply to the use of DSCC personnel resources or Government owned vehicles, which are governed by separate regulations.
3. **SUMMARY OF CHANGES:** Printing business cards that will be used for unofficial purposes are prohibited by DSCC policy.
4. **POLICY:**
 - a. Federal Government resources may be used for **OFFICIAL** business, which is business that supports the DSCC, DLA, or DoD missions.
 - b. In addition, Federal Government resources may be used for **AUTHORIZED** purposes. DSCC employees are **AUTHORIZED** to use DSCC's Federal Government resources when the uses meet all of the following requirements:
 - i. They do not adversely affect the performance of official duties by the employee or their organization;
 - ii. They are of reasonable duration and frequency and done on the employee's personal time (breaks, lunch, before or after duty hours);
 - iii. In the case of personal communications, they are communications most reasonably made while at the work place;

examples: telephoning a spouse or minor child; scheduling doctor or repair appointments; brief Internet searches; e-mailing directions to visiting relatives
 - iv. They create no significant additional cost and no long distance charges to the Government;
 - v. They serve a legitimate public interest;

examples: educating the employee on the use of the Internet; enhancing professional



skills; job searching in response to Government downsizing; supporting the community; office moral

- vi. They do not overburden the Government resource; AND,
- vii. They do not put the Government resources to uses that would reflect adversely on Government.

examples: unofficial advertising; inappropriately handled classified information; commercial activities such as operating or supporting the operation of a private business enterprise; any use that is prohibited (see c. below)

If an employee has any question as to whether a particular use is authorized, or if the above criteria are not clearly applicable to a situation, that employee will obtain approval from their supervisor prior to use of the resource.

c. The following are examples of uses that are **PROHIBITED**:

- i. visiting Internet sites involving sexually explicit material
- ii. engaging in chain letters
- iii. downloading copyrighted material without express permission
- iv. gambling
- v. soliciting for personal gain
- vi. misrepresenting personal opinion as official information
- vii. downloading any material without ensuring protection against viruses
- viii. use of equipment for any purpose that is illegal or a violation of regulation
- ix. unofficial advertising
- x. printing business cards that will be used for unofficial purposes is prohibited by DSCC policy

5. SUPERVISORY OVERSIGHT: Supervisors must monitor employee use of Government resources to ensure that the above policy is followed. Supervisors may revoke any or all authorized uses for any perceived misuse of or unforeseen impact on Government resources. It is incumbent upon supervisors to remind employees that use of the computer system, and especially use of the Internet, can be monitored in accordance with the warning displayed when signing on to the computer system.



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 RADM, SC, USN
 Commander