

Regulation
No. 25-1-5

1 September 2000

Information Management
USE OF TELECOMMUNICATIONS AND COMPUTING SYSTEMS

1. This Little Rock District regulation assigns responsibilities and prescribes policy and procedures regarding the use of telecommunications and computing systems. These include telephone systems, facsimile machines, e-mail, and other systems such as the Internet.

2. This regulation applies to all organizational elements of Little Rock District, including project offices and contractor personnel doing work for the Corps of Engineers, who require access to telecommunications and computing systems to effectively accomplish their mission.

3. **REFERENCES.**

- a. AR 25-1, Army Information Management, 15 Feb 00.
- b. AR 25-11, Record Communications and the Privacy Communications System, 4 Sep 90.
- c. AR 25-400-2, The Modern Army Recordkeeping System (MARKS), 26 Feb 93.
- d. AR 380-19, Information Systems Security, 27 Feb 98.
- e. ER 25-1-74, Electronic Mail, 21 Mar 94.
- f. ER 25-1-99, Management and Use of CorpsWeb, 30 Jul 99.
- g. DoD 5500.7-R, Joint Ethics Regulation (JER), Aug 93.

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4. **RESPONSIBILITIES.**

a. The Chief, Information Management Office (CIM) is responsible for oversight of all aspects of the Little Rock District telecommunications and computing systems and their use. Telecommunications and computing systems include but are not limited to government telephone systems for voice and fax, radios, pagers, e-mail, computing systems and computing networks (including the Internet).

b. The Information Systems Security Officer (ISSO), CESWL-IM-I, is responsible for developing and enforcing password policy, issuing, protecting and changing system passwords as required, and for overall system security.

c. The District Local Area Network(LAN) Manager, CESWL-IM-I, is responsible for establishing LAN connectivity and ensuring the availability and performance of computing services. The District LAN Manager is also responsible for establishing LAN mailboxes and distribution lists.

d. Each Division or Office Chief is responsible for assuring that telecommunications and computing systems users within their areas of responsibility comply with the policies and procedures prescribed in this regulation.

e. District users are responsible for notifying the LAN Manager when they move from one organization or location to another. They are also responsible for complying with this regulation. Users are responsible to retain record copies of official correspondence transmitted by e-mail in accordance with Section 6, Paragraph d below.

5. **POLICY.**

a. The telecommunications and computing systems are intended for official business and authorized purposes. Users must exercise common sense, good judgment, and propriety in the use of this government resource. Subject to the restrictions in

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paragraph 5b below, Government personnel may use electronic mail while at their usual work place for:

- (1) Conducting official business processes.
- (2) Enhancing professional skills.
- (3) Job searching.
- (4) Other authorized personal uses.

b. **Restrictions.** To ensure that personal use of telecommunications and computing systems 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:

(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. Personal electronic communications must be brief.

(2) The USACE communications system may not be overburdened, nor may use of the system create significant additional cost to USACE. Personal long-distance tolls or other usage fees chargeable to the Government may not be incurred.

(3) USACE resources may not be used in a manner which would reflect adversely on the Army or which is incompatible with Government service.

(4) **Prohibited Uses:**

(a) 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) is prohibited.

(b) Group electronic mailings offering items for sale or for other personal purposes (e.g., selling an automobile

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or renting a private residence) or any type of chain letter are prohibited.

(c) Group electronic mailings announcing events sponsored by a non-Federal entity, without the prior approval of the Division or Office Chief are prohibited.

(d) Soliciting, campaigning, or promoting a political organization or candidate is prohibited.

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

c. Subscriptions are prohibited for subscribing to "Joke of the Day" or daily humor messages, birthday greetings, "chain letters", sale of personal property for yourself or others, commercial advertising, religious observances, solicitation, announcements or sales for charities, or any other organization and similar uses.

d. E-mail may be used for authorized unclassified messages and information transfer in lieu of the telephone, U.S. Postal Service, or facsimile.

e. The employee section of the SWL home page, called THE WIRE, may be used to post family news to include births, deaths, marriages, job changes or retirements; CRA activities and volunteer opportunities; non-profit community volunteer projects such as Paint Your Heart Out; District events including the golf and bowling leagues; and special emphasis month schedules and events. In addition to placement of announcements on THE WIRE, e-mail messages for special emphasis activities may be sent at the beginning of the observance period (month, week, etc.) for all the activities. An e-mail reminder may also be sent the day prior or the day of special activities to promote employee attendance and participation. E-mail messages may be sent to notify employees of CRA activities and a reminder sent the day

prior or day of the event. Urgent notices such as notification of events concerning employee safety, hazardous conditions, and computer system problems may be sent. Exceptions to these guidelines should be coordinated with the Chief, IMO. Each Division or Office chief or their designated alternate has access to distribution lists for all SWL employees which can be used to send e-mail messages.

f. Notices of events and activities of professional organizations, employee recreation council, and other groups when authorized under par. 5.b.(4)(c), should be limited to distribution lists for the intended audience.

g. Users of e-mail must remember that the system is not to be used to transmit Classified, For Official Use Only (FOUO), or other sensitive information as defined in paragraph 1-5, AR 380-19. E-mail is not inherently confidential. Users should always keep in mind that any message sent over the system might be re-sent by the recipient(s) many times. Never put anything in an e-mail message you don't want the world to read.

6. PROCEDURES.

a. Distribution lists for all SWL employees are made available to Division and Office chiefs or their designated alternate, CPOC, the ISSM, and some technical support staff. Distribution lists for all employees should be used carefully to avoid sending messages to large audiences who do not need to see them. Use public folders, existing distribution lists, or personal distribution lists to limit the size of the target audience for any message.

b. E-mail messages and attachments should be limited to two megabytes. All attachments should indicate in the body of the message the format (Word, Excel, PDF, etc) of the file to facilitate the addressee in importing and using the file. Use of File Transfer Protocol (FTP) to transfer large files is mandatory. The mailbox, which includes the Inbox, Outbox, Sent Items and any folders or subfolders, is limited in total size. This size limit does not include the archive folders.

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c. Official correspondence may be transmitted over e-mail in accordance with ER 25-1-74. All official messages or correspondence sent via e-mail shall be terminated with either a signature block or the originator's initials.

d. Official signed documents transmitted via e-mail will be scanned to PDF (the standard document format for USACE) and transmitted as an attachment. These documents will be prepared in standard official correspondence format: Follow coordination requirements, contain an authority line as required in AR 25-50, and show the signature block of the individual authorized to sign the action. The official record copy of electronically transmitted correspondence will be in paper form. The official paper record copy will consist of the signed copy of the outgoing correspondence, coordination, backup correspondence (if applicable), enclosures, a copy of the e-mail header information reflecting the "from" line and the date and time the correspondence was released, and a copy of the receipt if applicable.

e. E-mail can be used in lieu of local or long distance telephone conversations relating to official business. These messages will not be directive in nature or set policy. There is no official format for informal messages; however, the memorandum format is recommended.



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