



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

CESWL-IM (25)

3 August 1998

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 98-09

SUBJECT: Responsibility for the Use of Government Hardware and Software

1. The purpose of this policy is to inform managers, supervisors and employees of their roles and responsibilities pertaining to the use of microcomputers, communications circuits, software and the Internet. Microcomputers includes all Government owned/leased microcomputers, laptops and servers, regardless of the location of such system. Software includes all Government owned software regardless of where the software is installed. Software licenses are the property of the software developer/distributor and are issued to the Government, not the individual. Use of the Internet pertains to any Internet session initiated on Government owned microcomputers, communications, circuits, and/or software.

2. Government microcomputers and software are to be used for official business only. Personal information will not be stored on any computer media associated with Government microcomputers. Software copyright laws are in effect for software licensed to the U.S. Government. The following notice will be displayed on each minicomputer each time the system is started. By pressing a key to continue the start process, you are agreeing that you have read and understand the notice. Otherwise, you **MUST** terminate the start process.

**WARNING!**

Use of this or any other DOD interest computer system constitutes consent to monitoring at all times. This is a Department of Defense (DOD) interest computer system. All DOD interest computer systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S.

Government or any other authorized information only. All DOD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity and for other similar purposes. Any user of a DOD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DOD interest computer system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification about the user, may be provided to law enforcement officials. If monitoring of this or any other DOD interest computer system reveals violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DOD interest computer systems are subject to appropriate disciplinary action.

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WARNING!

Commercial software packages are protected by copyright law. DO NOT copy commercial software without authorization. Appropriate disciplinary action may be taken against any employee who exposes the Government to liability through unauthorized reproduction and use of software.

3. Accountability of hardware is the responsibility of the hand receipt holder (HRH) for each microcomputer system. An accreditation plan will be created for all microcomputers in the

District. Each organizational element of the District will have at least one Information Systems Security Officer (ISSO) who will be responsible for creating and maintaining accreditation plans for individual or groups of microcomputers. The Information Management Office (IMO) will be responsible for informing ISSOs when changes in hardware or software may require an update to any accreditation plan. Accountability and proper use of all software installed on a microcomputer will be the responsibility of the user of the hardware. In cases where a microcomputer is not assigned to a specific employee, but is shared by others, the proper use of the software is the responsibility of the HRH of the microcomputer. IMO is responsible for all shared and executive LAN software. Proper use of software includes adherence to the specific software license for that product.

4. A list of all software loaded on each microcomputer will be maintained electronically by the IMO. The initial list will be screened for potential applications that are not intended for official use and/or where the proper license has not been acquired. Each employee responsible for the software will be asked to verify requirement or produce licenses of any application that is questionable. The list of software by microcomputer will be updated on a periodic basis, or as required by circumstances, and the process of verification will be repeated as needed. Any software that is determined to be without a proper license or does not support an official Government use will be removed from the system and reported to the Commander through the proper staff elements. A list of the District's standard software will be maintained in IMO to provide a filtering mechanism for the automated software inventory system. This system will be implemented in the Windows NT network and will provide hardware and software inventory capabilities to all microcomputers attached to the District-wide network.

5. Disposal of Government owned/licensed hardware and software will occur when a microcomputer is deemed excess or the software is upgraded. IMO will be responsible for removing the necessary

3 Aug 98

software from any excess microcomputer before it is assigned to the Logistics Office (LO) for proper disposal. Retiring old versions of software will be the responsibility of IMO and the proper entry into the Automated Reutilization Management System (ARMS) system will be made prior to assigning software to LO for disposal. Any office wishing to retire software will provide IMO with all media (diskettes, CD-ROM), documentation (User guides, manuals, etc.), and a signed memorandum for record verifying that the software has been removed from the machine for which it was licensed. Diskettes and CD\_ROMS are not to be disposed of in any manner other than transferring to IMO due to environmental concerns.

6. Use of the Internet will be limited to supporting official business. Determining what is and what is not supporting official business will be the responsibility of managers and supervisors. IMO cannot and will not provide passive or active policing of the Internet use. IMO will provide assistance to determine and document suspected abuse of this policy upon written request of appropriate authority. No version of the District Standard software will be downloaded and/or installed without the approval of the Chief, IMO. All users of the Internet will be responsible for the use of any and all information, data, shareware, freeware, beta versions or other objects that may be considered as intellectual property. All copyrights and licenses must be honored regardless of how the objects are obtained. Each user of the Internet must be aware of the potential of computer viruses when accessing web sites or downloading objects.

7. Certain IMO resources are available for loan to District employees. Requests for these resources will be made through the IMO Administration Section. Resources are limited to loans of two weeks or less. Any resource that is needed for more than two weeks will require approval of the Division or Office Chief. IMO will maintain information on the frequency of loaned resources by organization, in order to advise management when it is time to consider acquisition of IM resources for the organization's specific use.

8. Microcomputer hardware and software may be assigned to any employee exempt from the Fair Labor Standards Act (FLSA) to be used outside of the District, including home use, for official business by the HRH of the system. The HRH will require a sub-hand receipt signed by the employee and the HRH to maintain accountability and an audit trail. All policy, guidance, and regulations apply to such use regardless of where the system is located. Any employee receiving hardware and/or software for use outside the normal workplace will be responsible for the care and security of such resources.



THOMAS A. HOLDEN JR.  
Colonel, Corps of Engineers  
District Engineer

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