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United States Coast Guard

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COMDTINST 5375.1C
SEP 19, 2011

COMMANDANT INSTRUCTION 5375.1C

Subj: LIMITED PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND SERVICES

Ref: (a) Standards of Ethical Conduct, COMDTINST M5370.8(series)
(b) Personal Use of Government Office Equipment, DHS MD Number 4600.1
(c) Department of Homeland Security (DHS), Information Systems Security Management Directive MD-4300A Policy Guide and Handbook for Sensitive Systems

1. PURPOSE. This Instruction refines the policy on personal use of government office equipment and services by all Coast Guard (CG) personnel (military, civilian, or contractor) in accordance with references (a), (b), and (c). The use of government office equipment and services for official purposes is authorized and is not addressed by this Instruction.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, the Judge Advocate General, and chiefs of headquarters staff elements shall comply with the provisions of this instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Limited Personal Use of Government Office Equipment, COMDTINST 5375.1B, is hereby cancelled.
4. DISCUSSION. Since the inception of the original policy on limited personal use of government equipment, Information Technology (IT) systems and our IT infrastructure have become integral components of daily operation and business activities in the CG. While limited use of the IT infrastructure and the Internet by one person did not significantly impact official business, the aggregate use by many has negatively impacted the CG network.

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NON-STANDARD DISTRIBUTION:

5. DEFINITIONS.

- a. Government Office Equipment/Services. Equipment and systems purchased, leased, and/or owned by the government. This includes, but is not limited to, IT equipment, pagers, Internet services, Email, library resources, telephones, PEDs, facsimile machines, photocopiers, and office supplies.
- b. IT Equipment. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. IT equipment includes, but is not limited to: CG Standard Workstation (CGSW) desktops or laptops, Personal Electronic Devices (PEDs), related peripheral equipment, and software.
- c. Non-Work Time. Any time CG personnel are not required to be performing assigned CG duties. Examples of non-work time include off-duty hours such as lunch periods, authorized breaks, before or after a workday, weekends or holidays.
- d. Personal Digital Assistant (PDA). A handheld computer for managing contacts, appointments and tasks. It typically includes a name and address database, calendar, to do list and note taker. Wireless PDAs may also offer e-mail, Web browsing, and data synchronized between the PDA and computer. If the PDA includes a phone, it falls into the smartphone category.
- e. Portable Electronic Device (PED). Includes PDA, smartphones, two-way pagers, handheld radios, cellular telephones, personal communications services (PCS) devices, multifunctional wireless devices, portable audio/video recording devices with wireless capability, scanning devices, messaging devices, and any other wireless clients capable of storing, processing, or transmitting sensitive information.
- f. Personal Use. Activity that is conducted for purposes other than accomplishing official business, educational, or other authorized activity.
- g. Smartphone. A cellular telephone with built-in applications and Internet access. Smartphones provide digital voice service as well as text messaging, e-mail, Web browsing, still and video cameras, MP3 player, video viewing and often video calling. In addition to their built-in functions, smartphones can run myriad applications, turning the once single-minded cellphone into a mobile computer.

6. POLICY.

- a. **This Instruction is a lawful general order, punishable under Article 92 of the Uniform Code of Military Justice (UCMJ).** Violations of this Instruction could result in administrative and disciplinary action against military personnel. It is authority for taking adverse personnel actions against civilian employees. Contractor personnel violation of this policy may result in termination for cause. Violations of this Instruction

could result in a person being held financially liable for the cost of prohibited or inappropriate use of government office equipment and/or services.

- b. Personnel must be authorized to use government office equipment or services for official government business before it is available for limited personal use.
- c. Personal use of government office equipment or services is authorized for CG personnel only when such use:
 - (1) Involves minimal expense to the government, and
 - (2) If during the work day, does not interfere with official duties, inhibit the security of information and information systems, or cause degradation of network services.
- d. Personal use of a government issued smartphone is authorized for CG personnel given the same limitations mentioned in paragraph 7.
 - (1) Accessing web-based applications, social media/networking, banking and personal e-mail sites from a government issued smartphone is authorized as long as, the use is outside the GOOD Mobile Messaging application.
 - (2) Downloading applications and files (i.e. MP3, AVI, etc.) outside the GOOD Mobile Messaging application is authorized so long as no charges are applied to the government issued smartphone account.
 - (3) All other prohibitions in paragraph 8 (below) apply to government issued smartphones.
- e. Managers and supervisors may further restrict personal use based on the needs of the command or office, or problems with unauthorized or inappropriate use.
- f. All CG personnel must comply with the requirements of this Instruction and any existing policy regarding Teleworking.
- g. This Instruction shall be referenced in the CG Automated Information Systems (AIS) User Acknowledgment Agreement.
- h. Any unauthorized personal use incident (suspected or actual) must be reported to the local IT support staff and Information System Security Officer (ISSO), including introduction of IT virus/worm, malicious software (malware), accidental release of sensitive information, or anything that compromises the confidentiality, availability, authentication, or non-repudiation of the CG enterprise IT infrastructure.

7. PROHIBITED USES.

- a. The following is prohibited at all times including non-work time (exceptions are noted):

- (1) Use of government office equipment or services to view, download, store, display, transmit, or copy any materials that are sexually explicit, or are predominantly sexually oriented. Sexually explicit or predominantly sexually oriented includes, but is not limited to, any material that depicts, in actual or simulated form, or explicitly describes, sexual content.
- (2) Use of personal e-mail sites (e.g. Gmail, Yahoo, AOL, etc.), educational webmail (*.edu), and government contracting company's webmail. These sites circumvent CG firewall and virus security measures.

Exception: Personnel may utilize their "uscg.mil" e-mail account to send/receive a limited amount of personal e-mail while using a CG workstation. If using a "uscg.mil" account for personal reasons, a CG member or employee must not give the appearance that the United States Coast Guard endorses or sanctions that individual's personal activities. If there is a potential for confusion, employees must provide an appropriate disclaimer such as: "The content of this message does not reflect the official position of the United States, the Department of Homeland Security, or the United States Coast Guard."

Exception: This use is permissible on a government smartphone per paragraph 6.d above.

- (3) Using CG e-mail address (jdoe@uscg.mil) for subscribing to anything other than official, professional, or job-related websites.
- (4) Loading personal or unauthorized software onto a government computer or other government office equipment.

Exception: This use is permissible on a government smartphone per paragraph 6.d above.

- (5) Making configuration changes to a government computer system.

Exception: The altering of a government issued smartphone configuration is permissible.

- (6) Subscribing to, downloading (e.g. movies, books, etc.) or streaming media (e.g. radio, television, MP3, stock tickers, YouTube, etc.) or other automatic Internet services. Streaming-data is bandwidth intensive and causes high latency within the network.

Exception: This use is permissible on a government smartphone per paragraph 6.d above.

- (7) Use of or accessing web-based applications, social media or social networking sites (examples: Facebook, E-Harmony, Twitter, Skype, Gaming, Peer-to-Peer (P2P), File Sharing, etc.) from a Standard Workstation desktop or laptop. This also applies to

connection to the CG Network during use of Remote Access Services (RAS) (token) or Common Access Card Remote Access Services (CACRAS).

Exception: It is not prohibited to access Authorized Public Affairs sites that are registered with Commandant (CG-092), in accordance with Public Affairs Manual, COMDTINST M5728.2 (series).

Exception: This use is permissible on a government smartphone per paragraph 6.d above.

- (8) Engaging in any fundraising activity, endorsing any company, service or product, or engaging in any political activity.

Exception: Combined Federal Campaign or CG Mutual Assistance are authorized.

- (9) Using government equipment or services as a staging ground or platform to gain unauthorized access to other systems.
- (10) Using government office equipment or services for commercial purposes to support a private or personal business, including assisting relatives, friends, or other persons in such activities. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service.
- (11) Acquiring, reproducing, transmitting, distributing, or using any controlled information including computer software and data, protected by copyright, trademark, privacy laws or other proprietary data or material with other intellectual property rights beyond fair use, or export-controlled software or data.
- (12) Deliberate introduction or failure to report accidental introduction of viruses, worms, or other malicious software.
- (13) Connecting personally owned IT equipment to the CG network at a CG office or facility. This includes visitors, contractors, vendors, other military branches, or non CG employees. This does not include connecting via authorized CG remote access technologies (i.e. CACRAS).
- b. As new threats emerge that could impact the Information Assurance (IA) posture of the CG, they will be published and the IA Program will implement appropriate protection strategies.

8. INAPPROPRIATE USE.

- a. The following personal use of government office equipment or services, not listed in the paragraph 7 above, is inappropriate and could result in adverse administrative actions against an individual (exceptions are noted):

- (1) Use of government office phones or cellular devices that would incur additional government expenses (i.e. long distance charges, additional minutes, etc.). Commands have leeway to grant additional use at local command expense for official business purposes.

Exception: In an Emergency (i.e. death in family, hospitalization of family member, natural disasters, etc.); brief calls within local commuting area to locations that do not incur long distance charges (i.e. auto shop, doctor's office, dentist, etc.); brief calls home to check on sick family member or to make arrangements for transportation.

- (2) Creating, copying or transmitting any materials or communications that are illegal or offensive to fellow employees or to the public, such as hate speeches, materials that ridicule others based on race, creed, religion, sex, disability, national origin, or sexual orientation.
- (3) Creating, copying, or transmitting SPAM, PHISHING, chain letters, or any unofficial mass mailings, regardless of the subject matter.
- (4) Downloading, importing, copying or transmitting non-official Internet data files in excess of ten Megabytes (10MB).
- (5) Personal shopping sites (i.e. Amazon, EBay, 1-800 Flowers, Craig's List, Orbit.com, etc.).

Exception: This use is permissible on a government smartphone per paragraph 6.d above. Deployed forward, afloat, and isolated units Commanding Officers or Officers-in-Charge may authorize personal shopping on a case-by-case basis.

- (6) Any activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.

Exception: Limited use to check Thrift Savings Plan or other personal investments, to seek employment, communicate with a volunteer charity organization, or to use the CG Bulletin Board for the Selling/Purchasing of items.

- b. Inappropriate uses shall be amended as new threats emerge that could impact IA posture of the CG.

9. **LOCAL RESTRICTIONS.** Commanding Officers and Officers-in-Charge may further reduce personal usage of government office equipment or services due to bandwidth restrictions as a result of increased operational tempo or degradation of network services (i.e. no attachments to e-mail authorized).

10. **DEPLOYED UNITS.** Bandwidth is extremely limited for underway, forward deployed and isolated units. Commands shall manage bandwidth, as an asset, to meet both mission requirements and to support unit morale. Commands are authorized to approve personal use on a case-by-case basis.

11. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined that there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C.3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
12. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
13. FORMS/REPORTS. None.
14. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

R. E. Day /s/
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Control, Communications, Computers and
Information Technology