

E-PME  *Enlisted*
PROFESSIONAL MILITARY EDUCATION

Government Office Equipment 3.C.03

Learning Objective(s): **EXPLAIN** the limitations on the personal use of Government-owned office equipment and Information Systems.

Why You Need to Know This

In the course of performing your Coast Guard duties you have been authorized and afforded the opportunity to use government-owned office equipment. Office equipment such as telephones, cell phones, computers, faxes, copy machines, and other electronic devices are intended to be used for official purposes in support of Coast Guard operations and missions. This requirement notwithstanding, limited reasonable personal use is permitted. However, the rules and regulations governing personal use are clear-cut and **MUST** be strictly upheld and enforced.

This lesson will provide you with the information you will need to know regarding the limited personal use of government-owned office equipment.

Topics Covered

This section will cover the following topics:

- Personal Use Policy Overview
- Prohibited Uses
- Inappropriate Uses

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the “**You and Your Supervisor**” section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

Personal Use Policy Overview

Coast Guard personnel must be authorized to use government equipment for official Government business before it is available for limited personal use.

Personal use of government office equipment is authorized for CG personnel only during non-work time, when such use:

- Involves minimal expense to the government.
- Does not reduce unit productivity or interfere with the mission or operations.

Before using government-owned office equipment or Information Systems members should be aware that:

- Their use of Coast Guard Information Systems shall be subject to continual monitoring and they should not have any expectation of privacy.
- The limited personal use is available only after official business is complete.
- Unofficial personal use shall be limited to 30 minutes per day
- Additional time may be granted for education-related pursuits/activities at the discretion of their command..

Note: Non work time is defined as anytime after the normal work or duty day. Examples of non-work time include off-duty hours such as lunch periods, authorized breaks, before or after a workday, weekends or holidays.

Prohibited Uses

The following use of government office equipment is **prohibited at all times including work time** (exceptions are noted):

- Use of Government office equipment to view, download, store, display, transmit or copy materials that are sexually explicit or are predominantly sexually oriented.
 - Use of personal Email sites (i.e. Hotmail, AOL, MSN, Yahoo).
 - Loading personal or unauthorized software onto a government computer or other office equipment.
 - Making configuration changes to a government computer system.
 - Subscribing to or downloading streaming-data services.
 - Engaging in any fund raising activity, endorsing any company, service or product, or engaging in any political activity.
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**Prohibited Uses
(Continued)**

- Using government equipment as a staging ground or platform to gain unauthorized access to other systems.
- Using government office equipment for commercial purposes or to support a private or personal business.
- 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.
- Deliberate introduction or failure to report accidental introduction of viruses, worms, or other malicious software.
- Accessing the following types of Internet sites:
 - Dating services websites
 - Gaming or gambling websites
- Accessing or using the following types of applications and associated websites:
 - Chat rooms for personal use
 - File sharing
 - Peer-to-peer programs (e.g.; Kazaa, Gnutella, Napster)
 - Unauthorized outbound Remote Desktop Procedure (RDP) connections
- Connecting personally-owned equipment to the Coast Guard Network (CGDN).
- Installing CG software on personal devices.

Inappropriate Uses

The following personal use of government office equipment is **inappropriate** and may result in adverse administrative actions against an individual (exceptions are noted):

- Making personal long distance telephone calls.
Note: Exceptions include emergencies and brief calls within the local commuting area to locations that can only be reached during working hours (e.g., car repair shop, doctor) and, a brief call home within the local commuting area (e.g., to arrange transportation, check on a sick child).
- Creating, copying, or transmitting any material or communication that is illegal or offensive to fellow employees or the public, such as hate speech, material that ridicules others based on race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- Downloading, importing, copying, or transmitting files over 1 Mb.
- Personal shopping sites (i.e., amazon.com, ebay.com).

Learning Activity

To successfully complete this requirement you will need to explain the



limitations on the personal use of Government-owned office equipment and Information Systems to your supervisor.

For You and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with your supervisor review the contents of this lesson and organize your thoughts.
2. Discuss your chosen topic.

Before signing off on this requirement your **SUPERVISOR** must:

1. Make sure the member comprehends the limitations on the personal use of Government-owned office equipment and Information Systems.
2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
3. Sign-off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.

References

The references used to develop this lesson can be found at CG Directives(CG-612), www.uscg.mil/directives:

- Limited Personal Use of Government Office Equipment, COMDTINST M5375.1 (series.)
 - Standards of Ethical Conduct, COMDTINST M5370.8(series)
 - Personal Use of Government Office Equipment, DHS MD Number 4600.1
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