



COMDTINST 5375.1D
03 OCT 2013

COMMANDANT INSTRUCTION 5375.1D

Subj: LIMITED PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND SERVICES

- Ref:
- (a) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
 - (b) Department of Homeland Security (DHS), Personal Use of Government Office Equipment Management Directive MD-4600.1 (series)
 - (c) Department of Homeland Security (DHS), Policy Guide and Handbook for Sensitive Systems, Information Systems Security Management Directive MD-4300 (series)
 - (d) U.S. Coast Guard Security and Information Assurance Manual, COMDTINST M5500.13 (series)

1. PURPOSE. This Instruction refines the policy on personal use of government office equipment and services by all Coast Guard (CG) personnel (military or civilian) and contractors (under CG contract) in accordance with References (a) through (d). The use of government office equipment and services for official use is authorized for CG personnel and is not addressed by this instruction.
2. ACTION. All CG unit Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, 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 and Services, COMDTINST 5375.1C, is hereby canceled.
4. DISCUSSION. Since the inception of the original policy on Limited Personal Use of Government Office Equipment and Services, Information Technology (IT) systems and our IT infrastructure continue to be integral components of daily operation and business activities in the CG. While limited use of the IT infrastructure and the Internet by one person may not

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significantly impact official business, the aggregate use by many could negatively impact the CG Network.

5. DEFINITIONS.

- a. Coast Guard Personnel: CG personnel includes military and civilian employees for purposes of this Instruction. Contract personnel are specifically excluded where “CG Personnel” is referenced.
- b. Government Office Equipment/Services. Equipment and/or systems purchased, leased, and/or owned by the government. This includes, but not limited to, IT equipment, pagers, Internet services, Email, Library resources, telephones, Portable Electronic Devices (PED), Smartphones, facsimile machines, photocopiers, and office supplies.
- c. IT Equipment. Any equipment, interconnected systems or subsystems 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, PEDs, Smartphones, related peripheral equipment, and software.
- d. Non-Work Hours. Any time CG personnel are not required to perform assigned CG duties. Examples of non-work hours include, but are not limited to, lunch periods, authorized breaks, before or after a workday, weekends and holidays.
- e. Portable Electronic Device (PED). Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or photo images. This includes but is not limited to laptops, Personal Digital Assistants (PDA), pocket personal computers, palmtops, MP3 players, cellular telephones, video cameras, and pagers.
- f. Personal Use. Any use conducted for a purpose other than accomplishing official Coast Guard business.
- 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 a myriad of applications, turning the once single-minded cell phone into a mobile computer.

6. POLICY.

- a. **This Instruction constitutes a lawful general order and is punitive in nature with respect to the conduct that is classified as prohibited use under paragraph 7 of this Instruction. The failure of military personnel to observe the prohibitions contained herein is punishable under Article 92, Uniform Code of Military Justice (UCMJ).** Other articles of the UCMJ may also be implicated. Violations of the prohibited use portion of this Instruction could result in administrative and/or disciplinary action against military personnel. It is authority for taking adverse personnel actions against civilian

employees. Contractor personnel who violate this policy may be removed from the government site or have their privileges revoked..

- 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 never authorized for CG Contractors. Contractors are restricted to the use of government office equipment and services ONLY for official business purposes.
- d. Personal use of government office equipment or services is authorized for CG personnel only when such use:
 - (1) Does not interfere with official duties, inhibit the security of information, information systems, or cause degradation of network services, and
 - (2) Is of nominal cost to the government,

CG Personnel shall consult their supervisor regarding authorized use should any question arise. Supervisors and CG personnel are expected to exercise reasonable discretion when deciding whether to use government office equipment for personal use.

- e. Personal use of government issued Smartphones is authorized for CG personnel in accordance with the limitations outlined in the Wireless Mobile Device User Agreement, Form CG-5233, and this Instruction.
 - (1) Accessing web-based applications, social media/networking, banking and personal e-mail sites from a government issued Smartphone is authorized subject to the limitations of paragraph 6.d., if the use is **outside** the GOOD Mobile Messaging application.
 - (2) Downloading applications and/or files (e.g., MP3, AVI, etc.) **outside** the GOOD Mobile Messaging application is authorized so long as no charges are applied to the government issued Smartphone account. Applications shall only be downloaded from the Android Market or Apple Store.
- f. Managers and supervisors may further restrict personal use based on the needs of the command or office.
- g. Any unauthorized personal use incidents (suspected or actual) must be reported to the local Information Systems Security Officer (ISSO) or Cyber Security Operations Center (C-SOC), including introduction of an 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 in accordance with Reference (d).

7. PROHIBITED USE.

- a. The following is prohibited at all times, including non-work hours. Any misuse could result in adverse administrative or criminal actions against an individual.
 - (1) Use of government office equipment or services to intentionally and knowingly 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 e.g., sexual contact, nudity, child pornography, sexting, etc. “Intentionally” and “knowingly” may be inferred based on repeated downloading, storing, displaying, transmitting, or copying of the prohibited materials referenced in this section.
 - (2) Intentionally creating, copying or transmitting any materials or communications that may be considered hate incidents or discriminatory to fellow employees or to the public. Illegal discrimination is any intentional action or omission that results in the adverse treatment of a person because of that person's race, color, religion, national origin, disability, handicap, age or gender, including sexual harassment or intentional actions or omissions in reprisal. Hate incident is defined as any intentional act (conduct or speech) of intolerance committed against a person, a group of individuals, or property which is motivated, in whole or in part, by the offender's bias against a race, color, religion, sex, national origin, disability, age, or sexual orientation and which is intended to or is more likely than not to have the effect of intimidating others or inciting others to similar conduct.
 - (3) Loading personal or unauthorized software onto a government computer or other government office equipment.
 - (4) Making unauthorized configuration changes to a government computer system or other government office equipment.
 - (5) Using government office equipment or services as a staging ground or platform to gain unauthorized access to other systems.
 - (6) Deliberate introduction of viruses, worms, or other malicious software (malware) into the CG Network or any other government network.
 - (7) Intentionally and knowingly creating, copying, or transmitting SPAM, PHISHING, chain letters, or any unofficial mass mailings, regardless of the subject matter.
 - (8) Subscribing to, downloading (e.g., movies, music, books, etc.) or streaming media (e.g., radio, television, MP3, stock tickers, YouTube, etc.) or other automatic Internet service(s) from a CGSW (desktop or laptop), unless specifically authorized for CG business.

- (9) Intentionally and knowingly acquiring, reproducing, transmitting, distributing, or using any controlled information including computer software and/or data protected by copyright, trademark, privacy laws or other proprietary data or material with other intellectual property rights beyond fair use, without consent or authorization of the copyright holder, or export-controlled software and/or data.
- (10) Connecting personally-owned IT equipment (e.g., laptop, iPad, Tablet, Smartphone, etc.) to the CG Network at a CG office or facility without prior approval by Commandant (CG-65) or Commandant (CG-651). This includes visitors (U.S. Citizens or Foreign Nationals), contractors, vendors, other government agencies, or non-CG employees.

8. INAPPROPRIATE USE.

- a. Unless when expressly authorized for official purposes, the following includes actions considered inappropriate. Any violations of the inappropriate use portion of this Instruction could result in administrative and/or disciplinary action against military personnel. It is authority for taking adverse personnel actions against civilian employees. Contractor personnel who violate this policy may be released for cause.
 - (1) Accessing personal e-mail sites (e.g., Gmail, Yahoo, AOL, Cox, Verizon, etc.), educational web-mail (*.edu), and government contracting company's web-mail.
 - (2) Using a CG e-mail address (John.M.Doe@uscg.mil) for subscribing to anything other than official, professional, or job-related websites.
 - (3) Use of or accessing web-based application, social media or social networking sites (e.g., Facebook, E-Harmony, Twitter, Skype, Gaming, Peer-to-Peer (P2P), File Sharing, etc.) from a CGSW (desktop or laptop). This also applies to connection to the CG Network during use of Remote Access Services (e.g., CACRAS).
 - (4) Engaging in any fundraising activity not sanctioned by the CG, endorsing any company (service or product), or engaging in any political activity.
 - (5) 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, but are not limited to, employees using a government computer and Internet connection to run a travel business, investment or consultant service.
 - (6) Using government office equipment or services for private, non-profit, non-commercial business or activities. Examples of this prohibition include, but are not limited to, organizing charity event participation and soliciting volunteers for non-Coast Guard sanctioned activities.
 - (7) Use of government office phones, cellular, or Smartphone devices that could incur unnecessary government expenses (e.g., long distance charges, roaming charges, International charges, data charges, additional minutes, etc.).

- (8) Accessing personal shopping sites (e.g., Amazon, EBay, 1-800 Flowers, Craig's List, Orbit.com, etc.) from any CGSW (desktop or laptop).

9. EXCEPTIONS.

- a. Exceptions to the prohibited and inappropriate uses shall be in accordance with the following:

- (1) Use of Smartphones shall be in accordance with the Wireless Mobile Device User Agreement, Form CG-5233.

- (2) Commandant (CG-092), and Public Affairs Manual, COMDTINST M5728.2 (series) for public and social media websites.

- (3) If using an "USCG.MIL" account for personal reasons, a CG member, employee, or contractor must not give the appearance that the United States Coast Guard endorses or sanctions that individual's personal activities. If there is 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 (DHS), or the United States Coast Guard."*

10. 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 (e.g., no attachments to e-mail authorized).

11. 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.

12. DISCLAIMER. This document is intended to provide operational requirements for CG personnel and is not intended to nor does it impose legally-binding requirements on any party outside the CG.

13. RECORDS MANAGEMENT CONSIDERATION. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

14. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2., and

Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in U.S. Coast Guard Directives System, COMDTINST M5215.6 (series) must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

15. FORMS/REPORTS. None.

ROBERT J. PAPP /s/
Admiral, U. S. Coast Guard
Commandant for the Coast Guard