



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111**

WING-Z

1 September 2007

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Inappropriate Use of Access to the Internet/World Wide Web – TAG POLICY
MEMORANDUM 19**

1. The purpose of this memorandum is to define and prohibit inappropriate use of access to the Internet and World Wide Web (WWW) sites.
2. This policy applies to all users of our RCAS Enterprise Computer System, the DMA State Network and to users of WING computers that are not part of the RCAS system.
3. Commanders and supervisors at all levels must make anyone using WING computer equipment aware of permissible and unauthorized uses of internet/WWW access. Users must recognize that inappropriate use may be a basis for consideration of disciplinary action against military and civilian employees.
4. Internet/WWW users must use our resources responsibly and abide by acceptable standards of professional and personal conduct. Internet/WWW access will not be used in a way that would interfere with official duties, undermine readiness, reflect adversely upon the organization or further any unlawful activity or personal commercial purpose. Internet/WWW access is provided at government expense to conduct government business.
5. It is unacceptable for a WING user to access, use, submit, publish, display or transmit on the network or on any WING computer system any information which:
 - a. Violates or infringes on the rights of any other person, including the right to privacy;
 - b. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
 - c. Violates military or state regulations or policies prohibiting sexual harassment;
 - d. Restricts or inhibits other users from using the system or the efficiency of the computer system;
 - e. Encourages the use of controlled substances or uses the system for the purpose of criminal intent;

WING-Z

SUBJECT: Inappropriate Use of Access to the Internet/World Wide Web – TAG POLICY
MEMORANDUM 19

- f. Uses the system for any other illegal purpose.
6. WIJS-J6 has the ability to monitor Internet/WWW sites that users visit using WIARNG computer equipment. By using the equipment, users give consent to such monitoring.
 7. In an effort to contain use of the internet/WWW to official purposes, we have installed a proxy server that limits access to only those domains or sites designated. Although we provide some users full internet access (based on a business requirement), we restrict most users from the .com domain, except for a few sites that serve a business purpose for the WING.
 8. Employees may use access to the Internet/WWW for occasional and incidental personal use providing such use:
 - a. Does not contribute to significant degradation of the system.
 - b. Does not interfere with the organization's operation. For example, employees are expected to perform official duties during duty periods and would not be permitted to access the Internet/WWW for unofficial purposes.
 - c. Does not incur additional expense to the government.
 9. Users may submit complaints or inquire of suspected abuse of access to the Internet/WWW to their supervisor or the Director of Information Management at WIJS-J6. If inappropriate use is substantiated, WIJS-J6 personnel will inform the soldier/employee's MACOM supervisor so that person can consider appropriate disciplinary or corrective action. (If circumstances so warrant, WING-LGL will be informed as well.)

///Signed\\
DONALD P. DUNBAR
Brig Gen (WI), WI ANG
The Adjutant General

DISTRIBUTION:

A