



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WING-Z

1 September 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Inappropriate Use of Electronic Mail – TAG POLICY MEMORANDUM 21

1. This policy applies to all users of our WIARNG RCAS Enterprise Computer System and to users of WING computers that are not part of the RCAS System. The purpose of this policy is to define and prohibit inappropriate use of electronic mail in accordance with Title 5, Code of Federal Regulations part 2635, Standards of Ethical Conduct and DOD Regulation 5500.7-r, Joint Ethics Regulation, Sec 2-301.
2. Commanders and supervisors at all levels must make anyone using the e-mail system aware of permissible and unauthorized uses of e-mail. E-mail users must know that inappropriate use of enterprise e-mail systems may be a basis for consideration of disciplinary action against military and civilian employees.
3. E-mail users must use e-mail resources responsibly and abide by normal standards of professional and personal courtesy and conduct. E-mail, or other telecommunications systems, will not be used in a way that would interfere with official duties, undermine readiness, reflect adversely upon the organization (such as uses involving pornography; chain letters; unofficial advertising, soliciting, or selling via e-mail; and other uses that are incompatible with public service), or further any unlawful activity or personal commercial purpose. The e-mail system is provided at government expense to conduct government business.
4. E-mail will not be used in a manner that overburdens telecommunications systems. Users should not send e-mail that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing or telecommunication facilities, or unwarranted or unsolicited interference with others' use of e-mail or e-mail systems. Such interfering uses include, but are not limited to, the use of e-mail services to:
 - a. Send e-mail chain letters.
 - b. "Spam". That is, exploiting list servers or similar group broadcast systems for purposes beyond their intended scope to provide widespread distribution of unsolicited e-mail.
 - c. Broadcast unnecessary advertisements of services.

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d. “Letter bomb”. That is, to send the same e-mail repeatedly to one or more recipients to interfere with the recipients use of e-mail.

e. Broadcast e-mail messages of daily quotations, jokes, or other similar transmissions.

f. Broadcast unsubstantiated virus warnings from sources other than WIARNG system administrators.

g. Direct messages to large audiences and send repeats of the same messages as reminders.

h. Send animation, sound, or other image files as attachments that have no official purpose.

5. It is unacceptable for a WING user to access, use, submit, publish, display, or transmit on the network or on any 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, pornography, 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;

f. Uses the system for any other illegal purpose.

6. E-mail is the property of the organization, not the employee. Some e-mail messages are records that must be maintained for future reference. By using e-mail, users give consent to monitoring.

7. Classified information may not be transmitted using our computer system other than through the SIPRNET utilizing secret AKO or DMS accounts.

8. No one may use another user’s e-mail ID to send messages without that person’s express permission.

9. Employees may use our state and federal e-mail for occasional and incidental personal communications providing that such use:

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- a. Does not interfere with the organization's operation.
- b. Does not degrade the performance of the enterprise information system.
- c. Does not incur additional expense to the government.

10. Users may submit complaints about inappropriate electronic transmissions to their supervisor or the Director of Information Management at WIAR-IM. If inappropriate use is substantiated, WIAR-IM personnel will inform the soldier/employee's MSC supervisor so that person can consider appropriate disciplinary or other 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

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