



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ANNISTON ARMY DEPOT
7 FRANKFORD AVENUE
ANNISTON, ALABAMA 36201-4199

AMSTA-AN-I

REVISED
9 August 2004

POLICY STATEMENT #54

SUBJECT: Computer Software and The Use of Personal Computers

1. The following establishes policy and prescribes procedures for the use of employee and government owned personal computers (PCs) and associated automation resources, i.e., software, data, printers, modems, to process government related work on and off the government work site.
2. Resource asset handling or distribution programs such as payroll programs, supply programs, and travel voucher programs will not be processed on employee owned PCs on or off the government work site.
3. Use of government owned computer hardware/software for personal use is generally prohibited. Personal use is permissible when approved by an employee's supervisor, when it occurs during non-duty hours, and so long as it is of limited duration and frequency. However, under no circumstances will government owned computer hardware/software be used to operate a personal business.
4. Anniston Army Depot (ANAD) licenses the majority of its microcomputer software from a variety of outside commercial vendors and does not own this software or its related documentation. ANAD employees having knowledge of any misuse of microcomputer software or related documentation shall notify their supervisor or ANAD's legal officer. When computer software is used over the Local Area Network (LAN) or on multiple machines, ANAD employees are authorized to use the microcomputer software only in strict accordance with the license agreement.
5. Unique personal computer software may be used to process government related work; however, approval must be granted by the Commander and the personal computer software to be used must be tested by the Directorate of Information Management (DOIM) Operations Service Center prior to installation to ensure compatibility with government owned PC.
6. Privately owned commercial computer software will not be used on government owned PCs. Copyright laws and proprietary rules must be strictly complied with for all computer software whether government or personally owned. Any ANAD employee found illegally making, acquiring or using unauthorized copies of the microcomputer software will be disciplined as appropriate.

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7. Unauthorized reproduction of microcomputer software violates the United States Copyright Law and is a federal offense. Civil damages for reproducing microcomputer software can exceed \$50,000.00 in fines. Criminal penalties for making reproductions include fines and imprisonment.

8. The use of personally owned PCs on Anniston Army Depot property is prohibited.

9. This policy statement supersedes and combines Policy Statement #54, 13 June 2002 and Policy Statement # 44, 27 October 1997.

Gerald Bates, Jr.

GERALD BATES, JR.
Colonel, OD
Commanding