



REPLY TO  
ATTENTION OF:

## DEPARTMENT OF THE ARMY

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

AMSTA-AN-I

REVISED  
13 June 2002

POLICY STATEMENT # 93

SUBJECT: Internet Use Policy

1. The use of the Internet at Anniston Army Depot (ANAD) as a communication tool is encouraged. Federal Government Internet systems and equipment, however, shall be for official use and authorized purposes only. Employees shall use Federal Government Internet systems with the understanding that such use is not secure, is not anonymous, and serves as consent to the monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized. Employees shall not disclose communication system access data (such as passwords) to anyone unless such disclosure is authorized.

2. The Directorate of Information Management (DOIM) has Webmaster responsibility. The Webmaster is responsible for the overall operations of the ANAD website. No other website representing any ANAD organization is authorized to be placed on the Internet. Directors will be responsible for and must approve the release of information within their mission area that is placed on the Internet. The information must be submitted to the Public Affairs Office for clearance/approval prior to passing to DOIM for release on the Internet.

3. Only authorized and approved software will be used to access the Internet. Disciplinary action may be taken if unauthorized software is found on a government computer. Employees have blanket approval to use government Internet systems for matters directly related to the performance of their official duties or for communications that are necessary in the interest of the Federal Government. Certain non-official use of government Internet systems are hereby approved, except that employees shall not use government Internet systems, and supervisors shall prohibit said use, where:

- a. Use adversely affects official duties.
- b. Use is not of reasonable duration or frequency.
- c. Use does not serve a legitimate public interest (e.g., keeping employees at their desks, educating employees on the internet systems, and enhancing professional skills, assisting in job searches in response to downsizing).

AMSTA-AN-I

SUBJECT: Internet Use Policy

d. Use reflects adversely on DoD (e.g., involves pornography, sexually oriented material, chain letters, unofficial advertising, soliciting, selling, illegal activities, inappropriately handled classified materials, or use incompatible with public service); or

e. Use overburdens the government communication system.

4. Internet misuse and abuse is a violation of Army policy and also subjects the Army to adverse publicity. Accordingly, it will not be tolerated. DOIM has the capability to monitor the government system, and employee use of the government system by employees constitutes a consent to such monitoring. In addition to prohibiting use as set out in paragraph 3, supervisors are to take swift and effective disciplinary action where abuse is discovered. Employees are subject to removal from Federal Service for unauthorized use of government time and/or equipment and for violation of this policy. Supervisors who are aware of unauthorized use should contact their servicing personnel office representative for guidance in recommending appropriate disciplinary action. Employees who are aware of unauthorized use may contact the Hotline at ext. 7777.

5. This policy statement supersedes Policy Statement #93, dated 22 January 1998.

*Gerald Bates, Jr.*

GERALD BATES, JR  
Colonel, OD  
Commanding

DISTRIBUTION:

D

I