

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-I P.O. BOX 889
SAVANNAH, GA 31402-0889

DISTRICT REGULATION
NO. 25-1-24

1 March 2000

Information Management
INAPPROPRIATE USE OF EMAIL

1. Purpose. Inappropriate use of Government email is a problem which affects the efficiency and image of the entire District. The loss of productive labor caused by inappropriate use of email is a matter to be addressed between the employer and the supervisor. The burden inappropriate use of email causes to the electronic mail system is a technical problem for which the Chief of Information Management is responsible. Information Management is responsible for taking appropriate actions to protect communications systems. The purpose of this regulation is to set forth the procedures and provisions the Chief of Information Management will take in instances where individual employees use email services improperly.

2. Applicability. This regulation applies to all Savannah District employees and contractors.

3. References.

- a. DOD 5500.7-R, August 1993, The Joint Ethics Regulation (JER), including Changes 1-4.
- b. AR 25-1, 15 February 2000, Army Information Management, .
- c. ER 25-1-99, 30 July 1999, Management and Use Of CORPSWEB, Appendix B, Use of the Internet.

4. Background or Policy. Appropriate use of the Internet and electronic mail is adequately covered in the referenced regulations. Ultimately, the individual employee is answerable to his or her supervisor for conduct at the work place. This policy concerns the actions to be taken by the Chief of Information Management, supervisors, and employees in order to protect email resources for their intended official use.

5. Responsibilities (in the order indicated).

a. Employees. Employees will:

(1) Immediately report all inappropriate email received to the Savannah District Electronic Mail Administrator (EMA) by forwarding the inappropriate email to the EMA (Sheila Sammons);

(2) Notify the sender to refrain from sending such email in the future; and

(3) Delete any stored inappropriate email and attachments.

b. Electronic Mail Administrator (EMA). The EMA will:

(1) Report instances to Chief, Information Management Office and appropriate management official in the chain of command of the employee sending the inappropriate email;

(2) Request the appropriate management official in 5.b.(1) above to notify Chief, Information Management Office, when appropriate administrative action has been taken regarding the misconduct of inappropriate use of email;

(3) Refer the supervisor and employee to this regulation when a new employee email account is established; and

(4) The EMA will immediately bring to the attention of the Chief, Information Management Office, any instance of email that is determined to contain illegal (child pornography, etc.), or contains damaging viruses. If after review of the email and discussion with the individual's division/office chief, the Chief, Information Management Office may immediately suspend the person's email account until the activity or threat is eliminated.

c. Management Officials. Management officials will:

(1) Upon notification of inappropriate email use, take appropriate action regarding the misconduct in consultation with the Civilian Personnel Advisory Center representative; and

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(2) Notify Chief, Information Management Office, when appropriate action has been taken regarding the misconduct of inappropriate email use.

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

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