



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2011

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #32 – Information Resources Acceptable Use Policy

1. References

- a. AR 25-2 – Information Assurance.
- b. Garrison Commander's Policy Memorandum No. 24 – Authorized Use of Information Resources.

2. This policy is used to re-emphasize and further define Authorized Use of Information Resources for all military and civilian personnel assigned or attached to the RNCOA.

3. The use of DoD and other government communication systems, e-mail and the internet are limited to the conduct of official business or other authorized uses. Users will abide by these restrictions to prevent security compromises and to avoid disruptions of Army Communication Systems.

4. It is the policy of the Regimental NCO Academy (RNCOA) that cadre, staff, SGL's, and students should be furnished educational opportunities and resources through internet access to programs and services available for "online" training offered by various sources. These educational opportunities and resources support professional development for all Academy personnel and students conducting Distributive Learning (DL) while attending resident training for SLC and ALC.

5. Government information systems may be used for personal purposes when they are in the best interest of the government when sent during lunch, other break periods or other reduced usage periods, and when the messages do not interrupt or interfere with the conduct of official business (example during the middle of a class). An example of an authorized electronic mail messages include a student sending an email message to a family member including spouse concerning matters that require immediate attention when telephonic communication is either not available or impractical.

6. Internet usage is a privilege not a right. Inappropriate use of government computers and other communications equipment to include RNCOA and other unit's computers and computer labs located outside the NCO Academy and internet usage by all personnel assigned or attached to the RNCOA are subject to disciplinary action and elimination from the Academy.

ATZH-NC

SUBJECT: Policy Memorandum #32 – Information Resources Acceptable Use Policy

7. Cadre, staff, and SGL's allowing students to use computers in violation of this policy are subject to disciplinary action. This policy applies to computers and computer labs used by the Academy personnel and students regardless of location.

8. Computers and computer labs include but are not limited to Class Room XXI Computer Labs, Harris Corps TACSAT Radio Labs, SPITFIRE / SHADOWFIRE Radio / Computer Labs, School of Information Technology (SIT) Computer Labs, General Dynamics Computer Labs, RNCOA designated DL labs, and other computer labs used for conducting training or otherwise containing computer equipment, but are not used for actual training.

9. The use of computers by Academy personnel, SLC and ALC students is in support of the instructional program and the curriculum as outlined in this policy.

a. Internet access is for support of SLC and ALC instructional programs, curriculums and for students to conduct Distributive Learning (DL).

b. Transmission of any material in violation of any US or state regulation is prohibited, including copyrighted material, threatening or obscene material or material protected by trade secret.

c. Use for commercial activities is prohibited.

d. Use for product advertisement or political lobbying is prohibited.

e. Use for downloading and/or installation of products or material that could cause congestion, delay, degradation or disruption of service to computer equipment is unacceptable. This includes the installation of or the transfer of files from a portable media device such as a thumb drive. Academy personnel and students in violation of unauthorized downloading are subject to disciplinary action and students are also subject to elimination from the Academy. Unauthorized downloading includes, but is not limited to the following:

(1) Games

(2) Shared Gaming Programs

(3) Video Clips

(4) Video Stream

(5) Music Videos

ATZH-NC

SUBJECT: Policy Memorandum #32 – Information Resources Acceptable Use Policy

- (6) Any music files
- (7) Any sound files
- (8) Jokes
- (9) Inappropriate Adult Content
- (10) Any Peer-to-Peer Distribution Computing Software
- (11) Shareware or Freeware
- (12) Personal owned software

10. E-mail – Unacceptable use of e-mail include exploiting list servers or similar group broadcast systems for purpose beyond intended scope to widely distribute unsolicited e-mail (SPAM); sending the same e-mail message repeatedly to interfere with recipient's use of e-mail; sending or broadcasting, e-mail messages of quotations, jokes, prayers, chain letters, etc., to multiple addressees; sending or broadcasting unsubstantiated virus warnings from sources (e.g. mass mailing, hoaxes, auto-forwarding).

11. Netiquette - Generally accepted rules of network etiquette shall include, but not limited to the following; be polite, use appropriate language, no swearing or vulgarities; e-mail on government computers are not private.

12. Vandalism - Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, internet or any agencies or other networks that are connected to the internet. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.

13. Personal software or files that are not related to government business are prohibited on government computers and will not be installed by Academy personnel or students.

ATZH-NC

SUBJECT: Policy Memorandum #32 – Information Resources Acceptable Use Policy

14. The point of contact for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, [robert.barnes3@us.army.mil](mailto:robert.barnes3@us.army.mil) 706-791-7882.

// Original Signed//

---

TYRONNE L. SMOOT  
CSM, USA  
Commandant