



DEPARTMENT OF THE ARMY  
US ARMY SOLDIER SUPPORT INSTITUTE  
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ATSG-CG

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #16 – Internet Use

1. The internet provides SSI personnel with a rapidly expanding technology that holds great promise for the future. While the Army and other defense and government agencies have taken initial steps to harness this technology, its vast potential has yet to be fully developed.

2. Army-provided access to the internet is for official use and authorized purposes (with appropriate permission) only. Authorized purposes are activities which, although not official business, benefit the government. Authorized purposes can be reasonable personal communications made from the workplace, to include communications by E-mail and brief internet searches, and professional development, provided such use:

- a. Causes no adverse impact on the employee's official duties;
- b. Is of reasonable duration and during personal time (e.g., before or after the workday, break periods or lunch);
- c. Serves a legitimate public interest (e.g., enhancing employee proficiency in use of the system, or enhancing professional skills); and
- d. Causes no adverse reflection on DoD.

Supervisors may grant permission to use computers for authorized purposes as outlined above. When permitted, such use will not detract from primary duties and mission accomplishment. You may not use your computer for anything other than official business without specific permission from your supervisor.

3. Individual use of the internet may be monitored. Using the internet for unofficial purposes or any other inappropriate use may subject the user to administrative and judicial actions.

4. READINESS STARTS HERE!

  
EDGAR E. STANTON III  
Brigadier General, USA  
Commanding