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**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
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HONOLULU, HAWAII 96816-4495

HIHRO

13 MAR 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Personal Use of Government Office Equipment

1. The State of Hawaii, Department of Defense, provides its employees (employee-users) with government office equipment. The primary purpose of government office equipment is to accomplish the agency's mission. As such, the use of government office equipment is for departmental business purposes.
2. Terms in this policy.
  - a. *Government office equipment* includes, but are not limited to, audio equipment, computers, laptops, pagers, personal digital assistant (PDA), library resources, telephones, cellular phones, printers, electronic mail, internet connections, televisions, video players, facsimile machines, photocopies, recorders, power projectors, scanners and office supplies.
  - b. *Minimal additional expense* means the expense incurred when the government is already providing equipment, supplies or services and you use only limited additional amounts of electricity, ink, toner or paper. "Fair, Wear and Tear" from normal use is also considered minimal additional expense.
  - c. *Non-working time* means the time when you are not performing an activity for the benefit of the agency and under the control or direction of the agency. Examples of non-working time include off-duty hours such as lunch periods, authorized breaks, before or after a work day, weekends or holidays, but only if your duty station would normally be available to you at such times.
  - d. *Personal use* means other than official or authorized government business.
3. General Conditions of the policy:
  - a. You may use government office equipment for official and authorized purposes.

This Policy is not applicable to bargaining unit members of AFGE Local 1213

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- b. You are authorized limited personal use of government office equipment during non-working time if it involves minimal additional expense to the government. Supervisor must approve personal use; use must be of reasonable duration and frequency, and use must serve a legitimate public interest.
  - c. This use must not reduce your productivity or interfere with your official or authorized duties or the official duties of others.
  - d. The State of Hawaii, Department of Defense, is not required to supply you with equipment or supplies if it is not required for you to perform official Government business.
  - e. Managers and supervisors may further restrict personal use based on the needs of the office or problems with inappropriate use in the office. If such cases arise affecting bargaining unit employees, the union shop steward will be notified.
  - f. Any employee found to neglect or misuse government office equipment will be disciplined under applicable regulations. Penalties may include administrative actions ranging from counseling to removal (termination) from the State of Hawaii, Department of Defense, as well as any criminal penalty and financial liability.
4. You must not use government office equipment for inappropriate activities. If you have questions regarding the appropriate or inappropriate use, please consult with your supervisor or your information manager and seek prior permission. Examples of inappropriate activities include:
- a. Using large electronic files.
  - b. Loading personal software onto government computers or making configuration changes without clearance from the appropriate information manager.
  - c. Engaging in email practices that involved ongoing messages receipt and transmission referred to "instant messaging."
  - d. Making unauthorized long distance telephone calls.
  - e. Using government equipment as a staging ground or platform to gain unauthorized access to other systems.
  - f. Creating, copying, or transmitting chain letters or other mass mailings, regardless of the subject matter.

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g. Viewing, downloading, storing, transmitting, or copying materials that are sexually oriented, related to gambling, illegal weapons, terrorist activities, or any other prohibited activities.

h. Using government office equipment for commercial purposes or in support of other "for profit" activities such as outside employment or businesses.

i. Engaging in any outside fund raising activity, endorsing or selling any product or service, participating in lobbying or prohibited partisan political activity.

j. Acquiring, reproducing, transmitting, distributing or using any controlled information including computer software and data, protected by copyright, trademark privacy laws, other proprietary data or material with other intellectual property rights beyond fair use, or export-controlled software or data.

k. Activities performed by any employee relating to the internal business of a labor organization. (Including the solicitation of membership, communication of union business, elections of labor organization officials and collection of dues.)

5. This policy is applicable to State of Hawaii, Department of Defense, federal employees. If you are a union official of an "exclusive representative" bargaining unit, you may use supplied government equipment for official government business. Contractors are not authorized limited personal use of government office equipment, unless contract or other memoranda of agreement specifically permit it.

6. This policy is based on regulations and guidance from the Department of Defense Joint Ethics Regulation, Office of Personnel Management, United States Code of Federal Regulation, Executive Orders, Hawaii National Guard (HING) policy on electronic mail, and Army and Air Force regulations governing the proper use of government property and equipment.

7. This policy on limited personal use of government office equipment is effective immediately and will remain in effect until superceded or rescinded. If there are any questions relating to this policy, please contact my Human Resource Officer, Colonel Joseph J. Chaves, at 733-4118.



**EDWARD L. CORREA, JR.**  
Major General, HIARNG  
Adjutant General

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