

## INFORMATION PAPER

ARNO-JA  
10 July 2014

SUBJECT: Use of Government Resources

1. Purpose. To summarize the restrictions on use of government resources.
2. References.
  - a. 31 U.S.C. § 1301; 1344;
  - b. 5 C.F.R. § 2635.704;
  - c. DoD 5500.7-R, Joint Ethics Regulation § 2-300b;
3. Summary.
  - a. General Rule. Employees must protect and conserve government property and use it (or allow its use) only for authorized purposes.
  - b. Communications systems. Federal communications; equipment including governmental owned telephones, facsimile machines, electronic mail, Internet systems, and Personal Digital Assistants (PDA) (i.e., blackberries), are available only for official use and authorized purposes.
    - i. "Official use" includes emergency communications, communications that are necessary in the interest of the government; and "morale and welfare" communications by DoD personnel on extended deployments.
    - ii. "Authorized purposes" include brief calls home while TDY to notify family of official transportation or schedule changes.
    - iii. Personal communications from the workplace are also authorized, if supervisor determines that communication (a) presents no adverse affect on official duty performance; (b) is of reasonable duration and frequency and made during personal time whenever possible; (c) serves a legitimate public interest; (d) presents no adverse reflection on DoD; and (e) creates no overburden of the communication system or creates no significant additional cost to DoD. Personal calls incurring a toll charge (long distance) to the Government are unauthorized.
  - c. Vehicles. Government vehicles may be used for official purposes only.
  - d. Use of other governmental resources. Government resources (other than personnel, communications equipment, and vehicles) may be authorized for personal use if supervisor determines that the use creates no adverse affect on official duty performance; is of reasonable duration and frequency and occurs

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only during the employee's personal time; serves a legitimate public purpose; creates no adverse reflection on DoD; and creates no significant additional cost to DoD.

e. Support to non-Federal entities. Commanders may authorize **limited** use of DoD facilities and equipment (and DoD services necessary to properly use the equipment) in support of an event sponsored by a non-federal entity (except for fundraising and membership drives) only if:

i. Support creates no interference with official duty performance or detraction from readiness;

ii. Support serves DoD community relations, public affairs or military training interest;

iii. It is appropriate to associate DoD with the event;

iv. The event is of interest and benefit to the local civilian community or DoD;

v. The command is able and willing to provide the same support to comparable events sponsored by other similar non-federal entities;

vi. No restriction by other statutes or regulations of such use;

vii. No admission fee (beyond that required to cover reasonable sponsorship costs) is charged for the event.