



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

6 JAN 2012

IMHL-PA

MEMORANDUM FOR U.S. Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians

SUBJECT: FHL Policy #52, Use of Internet-based Capabilities

1. REFERENCES.

- a. DoDD 5205.02, DoD Operations Security (OPSEC) Program, March 2006.
- b. DoDD 5230.09, Clearance of DoD Information for Public Release, August 2008.
- c. DoDD 5500.7, Joint Ethics Regulation, November 2007.
- d. Office of Special Counsel, Frequently Asked Questions Regarding Social Media and the Hatch Act, August 2010.
- e. DoD DTM 09-026, Responsible and Effective Use of Internet-based Capabilities, February 2010.
- f. AR 530-1, Operation Security, April 2007.
- g. AR 600-20, Army Command Policy, March 2008.
- h. DoDD Memo (DTM) 08-037, Internet Activities, June 2007.
- i. DoDD 5122.05, Assistant Secretary of Defense for Public Affairs, September 2008.

2. PURPOSE. To provide guidance to all USAG FHL for the use of Internet-based capabilities.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG FHL.

4. POLICY. This policy addresses the use of Internet-based capabilities for USAG FHL military members and civilian personnel in both an official and unofficial capacity.

5. PROCEDURES.

a. Internet-based capabilities, to include social media sites, are valuable tools to assist USAG FHL members in providing information to the public, to shape our security environment, and to support our operations here at FHL.

b. The Department of Defense defines Internet-based capabilities as all publicly accessible information capabilities and applications available across the Internet in locations not owned, operated, or controlled by the Department of Defense or the Federal Government. Internet-based capabilities include collaborative tools such as social networking sites (SNS), social media, user-generated content, social

IMHL-PA

SUBJECT: FHL Policy #52, Use of Internet-based Capabilities

software, e-mail, instant messaging, and discussion forums (e.g., YouTube, Facebook, MySpace, Twitter, Google Apps).

c. USAG FHL military members and civilian personnel assigned to and/or under the operational control of USAG FHL are hereby authorized to use interactive social media provided such use conforms to the following guidelines:

(1) Accuracy of Content. Official Internet-based capabilities communications made within the scope of this policy will be accurate and true in fact and intent.

(2) Attribution. All official Internet-based capabilities made within the scope of this policy will be attributable to the individual who authored or authorized the official communication. Disclosure must be made in the content of the posting and attributed to an individual or official who is identified as a member of the command, such as "John Smith, USAG FHL Plans Officer." Additionally, official Internet-based capabilities communications should be vetted through the USAG FHL Public Affairs Officer and someone qualified to facilitate the site.

(3) Intellectual Property. All Internet-based capabilities communications containing messages and materials protected by law, such as graphics, pictures, videos, and illustrations used in any postings, will comply with relevant intellectual property laws, policies, and guidance. All materials posted that may impact OPSEC should be verified through the USAG FHL OPSEC Officer prior to posting the information to any website (i.e., personal Facebook, MySpace, Twitter, blogs, etc.).

(4) Terms of Official Participation. Officials will refrain from posting to official USAG FHL or affiliated websites messages not directly related and relevant to USAG FHL or its activities; messages that promote services or products (not including non-commercial links that are relevant to a topic); messages that contain threats, obscenity, material that would violate the law if published, or abusive, defamatory or sexually explicit material; messages that contain obscene or threatening language or discrimination (hate speech) based on race, gender, religion, national origin, age, or disability; messages that include any personal or sensitive information (phone numbers, email or postal addresses); and messages that violate OPSEC; including among other things, technical information, operation plans, troop movements schedules, current and future locations of military units and ships, descriptions of bases, details of weapons systems, areas frequented by service members, daily military activities and operations, equipment status, unit morale, casualty information of any kind, VIP itineraries, and results of operations. Additionally, the Hatch Act prohibits any "political activity", that is, activity directed at the success or failure of a political, partisan political candidate, or partisan political group, while on duty or in a government building.

(5) Terms of Unofficial Participation. Unofficial participation includes any Internet-based capabilities performed while not on duty or while operating in an official capacity. All users should refrain from posting to websites material that would violate the law, if published, or messages that contain discrimination (hate speech) based on race, sex, gender, religion, national origin, age, or disability; messages that violate OPSEC; including among other things, technical information, operation plans, troop movement schedules, current and future locations of military units and ships, descriptions of bases, details of weapons systems, areas frequented by service members, daily military activities and operations, equipment status, unit morale, casualty information of any kind, VIP itineraries and results of operations.

IMHL-PA

SUBJECT: FHL Policy #52, Use of Internet-based Capabilities

Additionally, family members, friends, and associates of USAG FHL personnel are highly discouraged from releasing similar information. Any of these topics, if released in an open medium, have the ability to provide our adversaries opportunities to harm our military members. USAG FHL members participating in social media discussions in an unofficial capacity must comply with the Joint Ethics Regulation and the Standards of Ethical Conduct for Employees of the Executive Branch (see Title 5, Code of Federal Regulations, Part 2635). Soldiers who blog and identify their affiliation with the Army must notify their Commander immediately, in accordance with (IAW) AR 530-1, Operations Security policy. These rules require appropriate disclaimers of personal opinions being expressed, and restrict the use of government computers to access and manage personal sites during official duty time. Federal employees may not use official titles or positions when discussing political parties, partisan candidates, or partisan groups. Also, federal employees are prohibited from soliciting, accepting, or receiving political contributions at any time.

(6) News Media. Only Public Affairs officials will engage in social media and interactive Internet activities with journalists employed by media organizations and individuals who, while not affiliated with established news organizations, have knowingly become recognized news sources for large audiences.

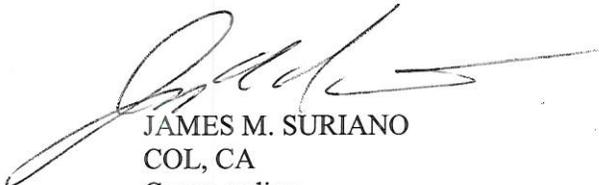
(7) Use of Government Resources. Use of government resources (e.g. government assigned computer) to access Internet-based capabilities will abide by the rules set forth in the Joint Ethics Regulation. When accessing Internet-based capabilities under an unofficial capacity use is restricted to brief periods of time and on a non-interference basis.

d. USAG FHL military members and civilian personnel may establish personal accounts on social media sites. However, personal accounts will not: be established with government email addresses; employ the use of government logos; or be used to conduct official business, release official agency information or make any other official communication related to the employee's government activities.

e. USAG FHL personnel are encouraged to access DoD social media sites IAW DoD service component and local command policies. According to AR 530-1, paragraph 2-2a(2), personnel who fail to comply with orders, directives, or policies to protect critical and sensitive information may be punished under violation of a lawful order under UCMJ, Art 92 or under other disciplinary, administrative, or other actions, as applicable.

f. USAG FHL Directors, Special Staff and Tenant Unit Commanders will ensure all personnel are made aware of this policy.

6. PROPONENT. The Public Affairs Officer (PAO) is the proponent for this policy and can be reached at (831) 386-2530.


JAMES M. SURIANO
COL, CA
Commanding