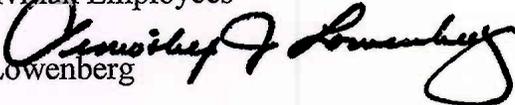




STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, WA 98430-5000

December 13, 2005

TO: All Soldiers, Airmen and Civilian Employees

FROM: Major General Timothy J. Lowenberg
The Adjutant General 

SUBJECT: Remote Access of the Department Internet, Electronic Mail and Computer Systems

A recent computer system upgrade has now made it possible for staff to access their Department e-mail from remote locations. I want to clarify my expectations regarding the use of this new access. These expectations are also outlined in the revised policy. Employees have the primary responsibility for reading, understanding and complying with this policy. First line supervisors have the responsibility for ensuring employees' compliance, for reporting misuse, and in taking recommended appropriate corrective or disciplinary action. Time spent during an employee's non-duty hours reading and responding to e-mail or working from a remote location, including the employee's home via tools such as Outlook Web Access, may be considered time worked for overtime purposes. Therefore, supervisors must pre-approve overtime eligible employees for the use of remote access of e-mail accounts outside of their normal duty hours. Overtime eligible employees who access email accounts during their non-duty hours for the purpose of work and fail to secure their supervisor's pre-approval will not be compensated for overtime and may be disciplined for non-compliance with this policy and my expectations.

A further reminder on agency policy 05-004-05, Use of the Internet, Electronic Mail and Computer Systems is in order.

1. All Washington Military Department employees (state, federal full-time and part-time, traditional guard members and contractors) are reminded that they are responsible for knowing and complying with the Department and their respective division's computer, Internet and electronic mail policies. These policies are posted on the Department's intranet and respective service's intranets.
2. Department employees who misuse or abuse Department computers, internet and/or electronic mail resources may be subject to disciplinary action. Military Department personnel have been terminated for accessing inappropriate internet sites, including but not limited to, sexually explicit sites.



3. Employees are responsible for all computer usage associated with and/or accessed through their Departmental computer accounts. Therefore, employees are responsible to ensure:

- a. all computer equipment is secured when not in use;
- b. access codes and/or passwords are to be maintained in a confidential manner and they are not to be shared in any manner;
- c. unauthorized personnel are not to be granted access to Department networks/resources; and
- d. any observed or suspected misuse of computer resources is immediately reported through the appropriate chain of command.

Points of contact are the state and/or federal Human Resources Offices or the Chief of Staff of your WMD Division.