



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

NGKS-TAG

26 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter #37, Computer Access Policy

1. This policy outlines the expectations and procedures employees and supervisors should have and follow in regard to access to information systems and the data transmitted and stored on those systems.
2. Employees of the Kansas Adjutant General's Department rely heavily on the use and availability of information systems and data. These information systems are provided by and are the property of either the Federal or State government. In accordance with the Acceptable Use Policy (AUP) all employees are required to sign, the use of this equipment is limited to official business. The document also requires that users consent to the fact that these systems may be monitored at any time for the reasons outlined in the AUP.
3. **Supervisors:** Supervisors should be perfectly clear on the fact that government ownership and consent to monitoring DO NOT grant the supervisor, or anyone else, unfettered access to information systems or data. In ALL cases where a supervisor believes access to systems or data is necessary, they will first contact the J6 and JAG for consultation. There is NO one answer for what constitutes authority to access, and doing so without a legal opinion is prohibited and may place the supervisor and agency at risk.
4. **Employees:** Employees who have access to government information systems and data have agreed to be monitored and have their data accessed. They should be aware that any data transmitted or stored on these systems MAY be intercepted or accessed at any time within legal bounds. Work-related, but personal data such as orders, wills, pay documents and so forth, should be placed in a folder clearly named "Personal" or "Privileged Information" to mitigate accidental viewing during the normal course of business such as computer or network maintenance, penetration testing and COMSEC/OPSEC monitoring. Such labeling, however, does NOT guarantee privacy when legal requirements authorize full access to the system or data.
5. Understanding and adherence to these policies will help all employees conduct themselves in a manner which at the same time protects the agency's interests and the privacy of the individual. Any questions regarding this area should be directed to the J6 or JAG offices.

A handwritten signature in black ink, appearing to read "Lee E. Tafanelli".

LEE E. TAFANELLI
Major General (KS), Kansas National Guard
The Adjutant General

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