



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY FORCE MANAGEMENT SCHOOL**  
**5500 21<sup>ST</sup> STREET, BUILDING 247, SUITE 1400**  
**FORT BELVOIR, VIRGINIA 22060-5923**

DAMO-FMS

MEMORANDUM FOR Faculty & Staff of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #15 – Mission Related Online Activities

1. The AFMS is an educational institution that must maintain the highest standards of operations. As we continue to refine our use of online activities to reach our students, it is imperative that a formal policy outlines my expectations concerning mission related online activities.
2. Effective immediately, AFMS Faculty & Staff will not activate or open any non-mission related connection, program or link when conducting mission related online activities.
3. Additionally, as resources become available and to the greatest extent possible in the near term, AFMS Faculty & Staff will conduct all AFMS mission related online activities on Government Furnished Computing Equipment.
4. At enclosure 1, please acknowledge this policy by returning a signed copy of the acknowledgement form to the Deputy Commandant as soon as possible.
5. At enclosure 2, we outline the working definitions that guide our efforts. Please review at your convenience.
6. Point of contact for this memorandum is MAJ Francisco (Frank) Muniz at (703) 805-4488, email: francisco.muniz12.mil@army.mil.

Encl

KENDRA A. GREEN  
Colonel, U.S. Army  
Commandant

DAMO-FMS

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ENCLOSURE 1: Acknowledgement Statement – AFMS mission related online activities

Acknowledgement Statement – AFMS mission related online activities

I \_\_\_\_\_ acknowledge that I have read, understood and will comply with AFMS policy concerning mission related online activities.

Rank (or status) \_\_\_\_\_

Printed name (Last, First, Middle initial) \_\_\_\_\_

Signature\_\_\_\_\_

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ENCLOSURE 2: AFMS Working Definitions Concerning Mission Related Online Activities

**Government Furnished Computing Equipment [GFCE]:** any computing device including but not limited to; desktop computer, laptop computer, tablet 2 in 1 computer, provided by AFMS for carrying out all duties as assigned and deemed appropriate by AFMS leadership guidance or policy.

**Contractor Furnished Computing Equipment [CFCE]:** any computing device including but not limited to; desktop computer, laptop computer, tablet 2 in 1 computer, provided by the contracted company for carrying out all duties as assigned and deemed appropriate by AFMS leadership guidance or policy and/or company policy.

**Employee Furnished Computing Equipment [EFCE]:** any computing device and / or smart device including but not limited to; desktop computer, laptop computer, tablet 2 in 1 (includes IPADs) computer personally owned by the employee, or used by the employee for activities outside the scope of the AFMS mission.

**AFMS Mission Related Online Activities:** any activity requiring the use of computing equipment and/or network access to complete job functions that support the mission of AFMS to provide force management education and training to Leaders, Soldiers, and Civilians Army-Wide.

**Non-Mission Related Online Activities:** any activity requiring the use of computing equipment and/or network access that falls outside of the scope of AFMS's mission to provide force management education and training to Leaders, Soldiers, and Civilians Army-Wide.