

NETWORK UTILIZATION

DO:

- Log off of your VPN connection at the end of the work day
- Verify your local internet connection before calling your IT service desk, if you're having connectivity issues
- Use your organization-approved file sharing service/capability to share files with others
- Use your organization's approved communication and collaboration methods for official business
- Use DoD SAFE to share large files/videos (i.e., over 10 MB) with DoD and non-DoD recipients
- Limit all non mission-essential activity on government-furnished equipment (GFE) (e.g., social networking, audio and video streaming, personal shopping)
- Sign government emails
- Study and follow the Acceptable Use Policy for government systems
- Request assistance from knowledgeable co-workers for tips before calling your IT help desk
- Consider providing alternate phone numbers – other than your office phone number – on email correspondence, out of office replies, and/or voicemail for contact while teleworking
- Work offline when possible

DON'T:

- Use your GFE for non mission-essential activity (e.g., social networking, audio and video streaming, personal shopping)
- Use internet-based, unofficial audio and video on-demand and streaming services or websites
- Email large files or videos
- Leave video collaboration tools connected when not in use
- Auto forward your office phone to an off-site number unless your organization specifies it
- Hesitate to call your IT help desk if network limitations impact your mission
- Dial into phone or video conferences unless you were invited
- Leave applications running that you're not actively using (e.g., email, video, voice, etc.)

CYBERSECURITY

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Government & Personal Equipment

DO:

- Use approved & white-listed external devices that are DoD procured
- Reach out within your unit to find additional equipment for those in need
- Usage of an external monitor is authorized

DON'T:

- Use personally-owned hardware and/or software with a government information system. This is a violation of the information system user agreement and subject to repercussions outlined in the information system authorization package, resulting in the loss of user access.
- Do not introduce personally-owned/developed software or connect personally-owned media or peripheral devices with volatile or non-volatile memory (including, but not limited to, music/video compact disc/digital versatile disc, commercial portable media players, and universal serial bus drives) to Air Force information systems and/or government furnished equipment.