

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
33-101**



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Communications and Information

***ADMINISTRATORS LEGAL POLICY
FOR SUSPECTED MISUSE OF
GOVERNMENT FURNISHED
EQUIPMENT (GFE)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Manual (AFMAN) 33-282, *Computer Security (COMPUSEC)*. This publication identifies the legal duties, requirements, processes, and management policies for handling a Government Furnished Equipment (GFE) where the user(s) are suspected of improper use, Fraud, Waste, and Abuse (FWA), or other misuses. This publication applies to all Functional System Administrator's (FSA), Client Support Technician's (CST), and any other individual supporting the GFE, operating at Hill Air Force Base (AFB), including tenants and contractors. This publication will refer to the FSA, CST, and other supporting individuals as "Administrators". Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been revised to update duty titles and change workstations and laptops to the all-inclusive Government Furnished Equipment term.

1. Scope. Administrators are often called upon to assist in suspected FWA or misuses by government employees and/or contractors on the GFE. This publication provides the legal parameters the administrator must work within on such requests. For situations not specifically covered by this publication, contact the Staff Judge Advocate (75 ABW/JA) and copy the correspondence to the Organization Lead Information Systems Security Officer (ISSO).

2. Administrator Duties.

2.1. The primary administrator duties are to administer, maintain and optimize the network.

2.2. If when performing normal duties, the administrator discovers FWA or other abuse of the GFE or network, they must report it to their chain of command, and then continue with their normal duties.

2.3. Administrators are neither the morals nor the policy police for the Air Force Network and they should not be actively searching for wrongdoing.

2.4. Administrators are not to act as investigators or law enforcement, their duties are administration not evidence gathering or preservation.

3. GFE Confiscation/Seizure.

3.1. The commander who owns the GFE determines and if necessary, directs the confiscation and seizure of a GFE.

3.1.1. Commanders should coordinate this decision with the appropriate legal office to ensure the integrity of any evidence which may be contained in the GFE.

3.2. Commanders only require a **reasonable suspicion** of wrongdoing to direct seizure of a GFE regardless of the ultimate use of the information found on the GFE. Approval for searching of the files contained on the GFE is addressed in paragraph 4 of this publication.

3.2.1. The administrator may only provide technical assistance to the individual granted seizure authority by the commander.

4. Searching for Unauthorized Use.

4.1. There are *three* levels of expectation of privacy on an Air Force Network, each requiring a slightly different method for access to the stored information for an investigation:

4.1.1. Searching an individual's GFE and virtual hard drive requires a determination that there is **probable cause** the GFE contains evidence of wrongdoing. Immediate coordination with 75 ABW/JA is recommended. Search authority is given by either the wing commander or the appointed magistrate.

4.1.2. Searching an e-mail account located on the network e-mail server requires a determination that there is a **reasonable suspicion** there will be evidence of wrong doing (again 75 ABW/JA needs be involved) and the Designated Approval Authority (DAA)—or the DAA representative, who owns the specific e-mail server, grants permission for access to the opened e-mails in the "in-box," "sent-box," and "deleted-box."

4.1.3. Searching shared computers, drives or folders requires no special permission because there is no expectation of privacy in these files and they may be accessed by anyone for any purpose.

5. Provide Technical Assistance to Investigators/Law Enforcement.

5.1. Administrators may provide technical assistance to investigators/law enforcement when requested.

5.1.1. Technical assistance is defined as providing access to the requested media/GFE/server to the investigator and then allowing the investigator to perform their duties. Should the investigator require assistance making copies of files or folders they have determined to be of interest, the administrator may assist in making those copies to other media.

5.1.2. Administrators do not become deputized by virtue of assisting the investigator/law enforcement official and should not actively participate in conducting the search. **NOTE:** Additional administrator functions and/or restrictions may be added as the need arises.

RONALD E. JOLLY, SR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-282, *Computer Security (COMPUSEC)*, 28 March 2012, Incorporating Change 1, 12 January 2015

AFMAN33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

CST—Client Support Technician

DAA—Designated Approval Authority

FSA—Functional System Administrator

FWA—Fraud, Waste, and Abuse

GFE—Government Furnished Equipment

ISSO—Information Systems Security Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

75 ABW/JA—Staff Judge Advocate

Terms

Administrators—Designated individuals, properly trained, and appointed to provide GFE and/or server support.

Government Furnished Equipment—Includes workstations, laptops, tablets, cell phones, iPhones, and or other Information Technology items.

Server—High capacity Air Force network computers used for applications file and print services, databases, and other network functions.

Staff Judge Advocate—(75 ABW/JA)