



Commanding Officer  
 United States Coast Guard  
 Training Center Petaluma

599 Tomales Rd.  
 Petaluma, Ca. 94952  
 Staff Symbol:  
 Phone: 707-765-7320

TRACENPETINST 5500.13  
 25 Feb 2021

TRAINING CENTER PETALUMA INSTRUCTION 5500.13

Subj: TRAINING CENTER PETALUMA UNCLASSIFIED WIRELESS INTERNET AND LOCAL ACCEPTABLE USE POLICY

- Ref: (a) U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13 (series)  
 (b) Use of Unclassified Wireless Devices, Services, and Technologies, COMDTINST 2010.2 (series)  
 (c) Limited Personal Use of Government Office Equipment and Services, COMDTINST 5375.1 (series)  
 (d) Telecommunications Manual, COMDTINST M2000.3 (series)

- PURPOSE. This Instruction provides the policy and procedures for use of unclassified commercial wireless internet services at Training Center Petaluma in accordance with references (a) through (d).
- ACTION. All personnel assigned to Training Center Petaluma that have access to the wireless internet connection are responsible for knowing and following the policy and procedures set forth in this Instruction. The command must integrate this policy and Acceptable Use Policy (AUP) into new member and student orientation procedures – to include “A” and “C” Schools. The Command Security Officer, in conjunction with CG Cyber, must respond to reports of non-compliance with this Instruction as security violations.
- DIRECTIVES AFFECTED. None.
- DISCUSSION. This Instruction outlines the unclassified commercial wireless internet usage policy for assigned personnel. Training Center Petaluma’s unclassified wireless internet policy outlines the acceptable and unacceptable uses while connected to Training Center Petaluma’s wireless internet connection. **Personnel that have questions about the acceptable use of this system should route them through their chain-of-command.**

DISTRIBUTION – SDL No.170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																X										
C				X																						
D												X														
E								X									X									
F																										
G																										
H				X			X																			

NON-STANDARD DISTRIBUTION: Dm: CPOACAD & LAMS TCP; Eh: ESD TCP; Eq: CGX TCP; Hd: HSWL Alameda, Hg: C5ISC Integrated Services Division (ISD-TSB-DAR), Bp: PACAREA (PAC-6), Cd: BCD Alameda C5I Department ISSO

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on TRACEN CG Portal:

<https://cg.portal.uscg.mil/units/tracenpetaluma/Command/SitePages/Directives.aspx>

8. POLICY AND PROCEDURES. This commercial internet usage policy applies to all military members and civilian employees who have access to Training Center Petaluma's local unclassified wireless internet connection, and must maintain a current AIS User Acknowledgement (CG-5500A) on file, typically completed annually as a step of the "Cyber Awareness Training". Members allowing a "guest" to use the training center's commercial wireless internet using their login information are responsible to ensure these individuals follow the policy contained in this Instruction. Primary access will be through WiFi. Use of the unclassified wireless internet is primarily designed for work; however, it may be used for personal reasons when in an off-duty status. Access to the commercial wireless internet is a privilege and all personnel must adhere to this and future policies concerning internet usage. Violations of these policies could result in disciplinary and/or legal action. Personnel may also be held personally liable for damages caused by any violations of this policy. All personnel are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

- a. Unclassified wireless internet usage:

- (1) Personnel are expected to use the unclassified wireless internet responsibly.
  - (2) The equipment, services, and technology used to access the unclassified wireless internet are the property of Training Center Petaluma. Training Center Petaluma has the right to monitor internet traffic and monitor and access data that is composed, sent, or received through its online connections. There is no expectation of privacy.
  - (3) All sites and downloads may be monitored and/or blocked by Training Center Petaluma if they are deemed to be harmful and/or offensive.
  - (4) Computer security best practices shall be followed. Anti-virus software, Operating System security patches, definitions, and firewalls shall be installed, up-to-date and operational.
  - (5) When connecting to the CGOne network through the unclassified wireless internet network, all users will use VDI, VPN, or access remotely. Members must have a signed Form CG-5500A (AIS User Acknowledgement) on file to access the CGOne network.
- b. Unacceptable use of the internet by personnel includes, but is not limited to:
- (1) Connecting a SWIII to the network.
  - (2) Sending or posting discriminatory, harassing, or threatening messages or images on the Internet.
  - (3) Using computers to perpetrate any form of fraud, or software, film, or music piracy.
  - (4) Stealing, using, or disclosing someone else's password without authorization.
  - (5) Hacking into unauthorized websites.
  - (6) Violating Operations Security (OPSEC) or Personally Identifiable Information (PII) policy.
  - (7) Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
  - (8) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
  - (9) Passing off personal views as representing those of the Coast Guard.
  - (10) Using the Internet to intentionally and knowingly view, download, store, display, transmit, or copy any materials that are sexually explicit, or are predominantly sexually oriented. Sexually explicit or predominantly sexually oriented includes, but

is not limited to, any material that depicts, in actual or simulated form, or explicitly describes, sexual content, e.g., sexual contact, nudity, child pornography, sexting, etc. “Intentionally” and “knowingly” may be inferred based on repeated downloading, storing, displaying, transmitting, or copying of the prohibited materials referenced in this section.

- (11) Intentionally creating, copying or transmitting any materials or communications that may be considered hate incidents or discriminatory to fellow employees or to the public. Illegal discrimination is any intentional action or omission that results in the adverse treatment of a person because of that person’s race, color, religion, national origin, disability, handicap, age or gender, including sexual harassment or intentional actions or omissions in reprisal. Hate incident is defined as any intentional act (conduct or speech) of intolerance committed against a person, a group of individuals, or property which is motivated, in whole or in part, by the offender’s bias against a race, color, religion, sex, national origin, disability, age, or sexual orientation and which is intended to or is more likely than not to have the effect of intimidating others or inciting others to similar conduct.
  - (12) Intentionally and knowingly acquiring, reproducing, transmitting, distributing, or using any controlled information including computer software and/or data protected by copyright, trademark, privacy laws or other proprietary data or material with other intellectual property rights beyond fair use, without consent or authorization of the copyright holder, or export-controlled software and/or data.
  - (13) Internet Service Provider (ISP) email and/or website hosting services are prohibited.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
  10. FORMS/REPORTS. Form CG-5500A AIS User Acknowledgement is available online at: [https://cg.portal.uscg.mil/sites/externaldata/Forms/CG\\_5500A.PDF](https://cg.portal.uscg.mil/sites/externaldata/Forms/CG_5500A.PDF).
  11. REQUESTS FOR CHANGE. Individuals may recommend changes by writing via the chain of command to Commanding Officer (Attn. PSD), U.S. Coast Guard Training Center Petaluma, 599 Tomales Road, Petaluma, CA 94952.

STEVEN E. RAMASSINI  
Captain, U. S. Coast Guard  
Coast Guard Training Center Petaluma