



Republic of the Marshall Islands
Office of the Public Service Commission

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08th August 2018

MEMORANDUM

To: Heads of Departments and Agencies

From: Public Service Commission

Re: *Instruction of the use of Facebook and playing games on the computers during working hours (20th February 2012)*

Reference is hereby made to the *Instruction of the use of Facebook and playing games on the computers during working hours (20th February 2012)*, copy of which is attached for your convenience. For the purpose of such instruction and for your sureness and benefit you are required to obey the instruction and to enforce it in the workplace under your watch.

The present Commission expects all Government officials to live to the intents of the Instruction and will be immensely pleased to hear any report of non-compliance. Furthermore, please be advised that effective immediately, no one is permitted to link his/her workstation or computer, for himself/herself, or allowing others to access Facebook or other form of social media during Government working hours. Anyone found disobeying this directive will be documented and disciplined as guided by the PSC Regulation.


Other than for official office related tasks, and authorized in writing by the Head of Department, the following shall take effect:

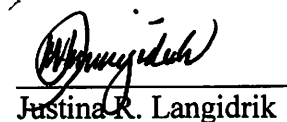
1. No employee shall be permitted to link his/her Government purchased work station/devices, (assigned computers, laptops, cell phones, note pads, and other electronic devices), including personal devices, for the purposes of accessing and using social media (Facebook, Youtube, Instagram, Twitter, Yahoo chat, Google chat and other forms of chat rooms) during normal government working hours (8 am – 5 pm)
2. The use of assigned office equipment/internet or personal devices to conduct video conference calls (Skype or other types of conference) for personal reasons during normal official government working hours (8 am – 5 pm) shall not be permitted;
3. Government internet connectivity, and purchased or personal electronic equipment shall not be used for the purpose of watching and downloading of any types of movies. Such action is strictly prohibited at all times.
4. Each Head of Department, immediate supervisor and the responsible Information Technology Officer shall put into place established in-house guidelines and necessary mechanisms (anti-virus, firewalls, etc) to monitor employees from abusing the directive issued herein. The Commission shall expect that the SOPs are completed, with copies furnished to the Commission on or before 31st September 2018.

Kommool for your continued support and cooperation to ensure that required services and work is carried out, thus resulting in higher efficiency and economy across the public service.

Signed,


Donald F. Capelle
Chairman


Jiba B. Kabua
Commissioner


Justina R. Langidrik
Commissioner

Cc: Minister in Assistance
Chief Secretary
File

Attachment: (1) *Instruction of the use of Facebook and playing games on the computers during working hours (20th February 2012)*



Republic of the Marshall Islands



PUBLIC SERVICE COMMISSION

Post Office Box 90 · MAJURO · MH 96960 · Telephone: (692) 625- 8298-8498
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February 20, 2012

MEMORANDUM

To : All Ministerial Secretaries
Agency Heads

From : The Public Service Commission

Subject : Instruction on the use of Face book & Playing Games on Computer during Working Hours

This instruction is being issued that effective immediately chat and gossip through the use of face book and playing games on computers during office hours will no longer be allowed in any government office buildings.

Chatting, gossiping through face book and playing games during normal working hours have become a bad habit constituting to an even worse chronic disease within our public service system delaying our assigned tasks and damaging our daily routines.

Even worse, our statutory mandate clearly stipulates a more concise pattern in our effort to be more prudently liable to exercising an effective role as service providers for our Marshallese community as extremely stated in our existing rules and regulations.

All public servants are therefore, cautioned and warned to refrain from this bad habit commencing from today on. Not complying with the above, serious disciplinary actions shall be enforced.

Your compliance with this instruction is expected.

Cent Langidrik
Chairman

Lomes McKay
Commissioner

Raynard Gideon
Commissioner

Copies to: Minister in Assistance
Chief Secretary
OPF