DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT MOORE, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZB-OPL   8 May 2023

MEMORANDUM FOR Record

SUBJECT: Customer Library Access and Public Computer Use Policy,
MCoE HQ Donovan Research Library, Bldg 70

1. The mission of the MCoE HQ Donovan Research Library is to support Soldier and Civilian training at Fort Benning. The library also supports academic and doctrinal research.

2. DoD/CAC ID card holders are authorized use of the library's public computers for access to electronic information and to support military and civilian required training and research to complete course requirements.

3. Unauthorized users will be reported to our MCoE G3 Chain of Command, the MCoE G-6, the NEC and Higher Headquarters.

4. Customers are to utilize the libraries Computer Reservation System to make reservations with a valid DoD/CAC ID. Guest accounts are on a case by case basis. Computer reservations are for the person making the reservation, access is not shared. Those with general computer access questions should see Library Staff.

5. Customers that do not have a DoD/CAC ID and for children under the age of 18 that need access to customer computers for non-military training or non-military information should utilize the public computers at the Milton E. Long Library, Building 2784 on Main Post.

6. Printing of manuals or large items such as Army Publications (FMs, ARs) and OPORDs are not allowed in the library. Customers are limited to 15 pages unless special permission is granted by Library Management.

7. Customers are prohibited from charging cell phones, tablets, or personal computers via USB on public computers per AR 25-2 Army Cybersecurity, Chapter 3 Wireless devices, section 3-5 which states "Accessories including the charging cables and/or any Universal Serial Bus accessories (for example, Bluetooth dongle) are not authorized within DOD spaces. The devices will not be connected to any government IS. This includes connections for charging and synchronization". Customers may use electrical receptacles in other areas of the library to charge cell phones, tables or personal laptops for power.

8. Computers in the public computer area are not to be unplugged, disconnected from the network or peripherals such as mice and/or keyboards removed from designated areas. Customers are to use tables on the main library floor or designated seating areas to utilize personal computers or for studying.

9. Children should not be left in the library unattended per Policy Memorandum 210-10-1, Supervision of Children in the Library. Sponsors who have escorted individuals on post IAW MCoE REG 190-13, Escorted Access, para 3-9 states they are to remain with that individual while they are in the Library.

10. Library access and public computer use requirements are IAW MCoE REG 190-13, Installation Access Control, and AR 25-2 Army Cybersecurity.

11. Telephone numbers during duty hours: 706-545-5661/8591/6072/6411/7377.

12. POC for this action is the undersigned at email: william.m.niblick.civ@army.mil or phone 706-545-8591.

WILLIAM M. NIBLICK
Chief, MCoE
Libraries G-3 Library
Division