



## Easy Guidelines for Employee Use of Social Media

For all uses of social media and online interaction, you should always consult and understand the following:

- USGS Interim Social Media and Social Networking Policy
- Ethics Guide for DOI Employees
- DOI Internet Acceptable Use Policy
- USGS Use of Government Computers
- Social Media and the Hatch Act
  
- When you're **on duty**, you can use social media for personal reasons during approved "**personal use**" time – you **must** remain aware of how your use reflects upon you and the USGS.
  
- When you're **on duty**, you can use social media to **regularly talk** about your area of expertise, **if approved** by Office of Communications and Publishing and your supervisor – you **must** remain aware of how your use reflects upon you and the USGS.
  
- When you're **on duty**, you can use social media to **respond to a comment, post, bulletin board, discussion forum**, etc. as it's related to your area of expertise – you **must** remain aware of how your use reflects upon you and the USGS.
  
- When you're **off duty**, you can use social media **for personal reasons** – you **must** remain aware of how your use reflects upon you and the USGS.
  
- When you're **off duty**, you can use social media to talk about **your area of expertise, as a representative of the USGS**. If...
  - **you're asked/approached** by a non-Federal organization **to regularly contribute** to one of their organization's official websites or social media – you **must** remain aware of how your use reflects upon you and the USGS.
  
  - **on your own initiative/decision**, you are **responding to a comment, post, bulletin board, discussion forum**, etc. as it's related to your area of expertise – you **must** remain aware of how your use reflects upon you and the USGS.
  
  - **you will be receiving compensation** for contributing to a non-Federal organization's websites or social media presences, you must receive prior Ethics Office approval.