

COPILOT GENERAL USAGE PROCEDURE

NUMBER: 107-004-200_PR

EFFECTIVE DATE: June 16, 2026

DIVISION: Enterprise Information Services (State CIO)

POLICY OWNER: Privacy and Artificial Intelligence

INTERNAL OR STATEWIDE POLICY: Statewide

LAST REVIEWED DATE: June 16, 2026

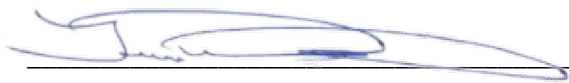
SUPERSEDES: Updated Interim Guidance on Generative AI Access and Usage memo (Feb.10, 2026)

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REFERENCE/AUTHORITY:

- ORS 276A.203; 276A.206
- [Copilot General Usage Statewide policy: 107-004-200](#)

APPROVED SIGNATURE:



Terrence Woods, State Chief Information Officer

Statement

This procedure establishes the procedure for agencies to implement the Copilot General Usage Policy.

Applicability

This procedure applies to all state agencies as defined in ORS 174.112, and includes any board, commission, department, office or other entity within the Oregon executive department. The following agencies are excluded:

- Secretary of State
- State Treasurer

Attachment

Attachment A: Copilot Recommended Use Guidance

Definitions

Refer to the Copilot General Usage Policy (107-004-200).

PROCEDURE

STEP	RESPONSIBILITY	ACTION
1	Agency Director or Delegate	Review the Copilot General Usage Policy, including the attachment titled Attachment A: Copilot Recommended Use Guidance.
2		Determine if the enterprise Copilot usage policy is sufficient for your agency. If not, develop supplementary policy and/or guidance for your agency.
3		Communicate Copilot usage policy and/or guidance to your employees and contractors.
4		Incorporate Copilot usage into your Artificial Intelligence Adoption Strategy.

Attachment A: Copilot Recommended Use Guidance

Below is a matrix of potential Copilot uses across the various stages of content creation. The matrix is intended as a reference tool, as each use of Copilot is different. The matrix organizes potential uses into the following four-part risk spectrum:

Routine Use: Generally safe, routine uses with limited distribution. Human review is still needed.

Appropriate Use, with Documented Human Review: Generally safe, routine uses with broader distribution that should have documented human review.

Use Caution: Higher-risk scenarios that require significant human review due to large or unknown audiences or complex outputs.

Discouraged: Uses that pose significant risk and should not be attempted.

COPILOT USE	AUDIENCE/SCOPE: LIMITED/PERSONAL USE	AUDIENCE/SCOPE: MODERATE/AGENCY USE	AUDIENCE/SCOPE: BROAD/PUBLIC USE
Proofread/rewrite (<~25% Artificial Intelligence (AI) generated)	Routine Use	Appropriate Use, with Documented Human Review	Use Caution
Generate content from detailed human notes or prompts (<~50% AI generated)	Routine Use	Appropriate Use, with Documented Human Review	Use Caution
Generate content from limited human notes or vague prompts (>~75% AI generated)	Use Caution	Use Caution	Discouraged
Summarization of documents or meetings	Routine Use	Appropriate Use, with Documented Human Review	Discouraged
Transcription of voicemail	Routine Use	Appropriate Use, with Documented Human Review	Use Caution
Translation of documents	Routine Use	Appropriate Use, with Documented Human Review	Use Caution
Researching	Routine Use	Appropriate Use, with Documented Human Review	Use Caution
Real-time translation	Routine Use	Use Caution	Discouraged

Note on AI disclosure: Clear disclosure of AI use is recommended if AI was used for significant content creation beyond editing and proofreading. For example, if AI was used for transcription of an entire meeting or translation of a document, that should be disclosed. If AI was used as a brainstorming partner before content was drafted, or if AI was used to suggest edits to a document primarily written by a human, disclosure is not required. If the use is somewhere in the middle of these examples, use your best judgment.

Note to Managers: It is important to talk with your employees about appropriate AI usage in their work, and to come to agreement with them on what constitutes appropriate usage and, in particular, what constitutes appropriate human-in-the-loop (HITL) review of a given document or output that involved the use of AI. Be supportive and be clear in your expectations.