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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
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WASHINGTON DC 20398-5540

COMSCINST 2020.1
N6
31 January 1992

COMSC INSTRUCTION 2020.1

Subj: ORGANIZATIONAL E-MAIL AND FACSIMILE IMPLEMENTATION

Ref: (a) CNO WASHINGTON DC 101153Z MAY 91 (NOTAL)

Encl: (1) E-mail and Facsimile Procedures

1. Purpose. To implement E-mail and facsimile policy as defined in reference (a).

2. Definitions

a. E-mail. Information exchanged between individuals or organizations by application of computer to computer data transfer technology, normally in the form of narrative text.

b. Organizational E-mail. E-mail containing formal communications between organizational elements. Approval for transmission must be authorized by designated officials of the sending organization. Determination of internal distribution is the responsibility of the receiving organization. Some information may impose additional responsibilities and actions on E-mail users to satisfy delivery requirements because of its official and sometimes critical nature.

c. Individual E-mail. E-mail containing working level information exchange between individual DOD personnel within administrative channels that does not commit or direct an organization. This communications system is used for exchange of information, direct connectivity and ease of use at the user level.

d. Facsimile. Transmission and receipt of hardcopy documents between two facsimile machines via the telephone system.

3. Policy. Due to limited distribution of reference (a), highlights have been quoted below and in enclosure (1).

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a. E-mail can be either an official means of information transfer or used for informal exchange of information. E-mail will support normal established chain of command procedures.

b. E-mail is encouraged for informal communications in the same fashion as telephone communications.

c. Facsimile provides rapid, reliable and, if equipped, secure communications for NAVGRAMS and other correspondence as an alternative to the U.S. mail and the NCTS and AUTODIN systems. It is an authorized means of official correspondence wherever available. Facsimile for official correspondence requires the same control and accountability as all other official correspondence.

d. This policy does not preclude facsimile for informal information such as memos and point papers.

4. Implementation

a. Within MSC, cc:Mail is authorized for the exchange of organizational E-mail as well as individual E-mail. Other E-mail packages may be used only for individual E-mail.

b. Procedures for using cc:Mail and facsimile within Military Sealift Command are contained in enclosure (1).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)
41C (MSC Subarea Commanders)
41D3 (MSC Offices)
41F (MSCCENTACT)
41G (COMFSRON)
41J (OICMILDEPTs)
41K (MSCUs)
41L (COMPSRONs)
41M (TAGOS Support Units)
T-100 (Masters, civil service manned ships)

E-MAIL AND FACSIMILE PROCEDURES

1. Purpose. To establish procedures for organizational and individual E-mail and facsimile within MSC Headquarters, MSCCENTACT, Area Commands, Subarea Commands and offices, ships and other authorized users.
2. Classified Information
 - a. The cc:Mail system in use at MSC does not afford adequate protection for classified information, therefore classified information will not be transmitted via cc:Mail. The transfer of classified material via E-mail requires a secure network, certified microcomputers, auditing capability and other special requirements which are not currently implemented.
 - b. MSC ship and shore activities may use facsimile (FAX) for official correspondence including classified material if secure communications are available via STU-IIIs.

3. Organizational E-mail Procedures

- a. E-mail is considered official or directive in nature only when addressed "From" and "To" an organizational address. Such use of E-mail incurs some risk because E-mail does not have the guarantee of delivery provided by the Automatic Digital Network (AUTODIN). Organizational E-mail, like all official communication, must be addressed through the proper chain of command.
- b. Organizational addresses (mailboxes) will be established for the Commander and for those individuals extended "By Direction" authority. Organizational addresses created in cc:Mail use the Plain Language Address (PLA) of the Message Address Directory (MAD), including office codes.

Examples:

*COMSC WASHINGTON DC//N00//
USNS PECOS
COMSCLANT BAYONNE NJ//N8//*

*COMSCEUR LONDON UK//N00//
COMSCPAC OAKLAND CA//N7//
MSCCENTACT WASHINGTON DC//N00//*

- c. If the entire PLA will not fit in the CC:MAIL directory structure, an abbreviated PLA may be used.

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d. For consistency with regulations as unclassified naval messages, organizational E-mail will be retained 30 days or until the action has been completed, whichever is longer.

e. Organizational E-mail will be sent in the name of the Commander or responsible authority and will contain a complete signature block clearly indicating who sent the communication and the term "/S/" in place of the signature, e.g., "/S/ W. T. Door" or "/S/ A. B. Sea, By Direction."

f. Acknowledgment of receipt is required for all official E-mail. Using cc:Mail, select the "reQuest receipt" option from the "ADDRESS MENU."

g. When referencing E-mail in correspondence, use PHONCON referencing procedures from the Correspondence Manual, substituting "EMAIL" for "PHONCON." When referencing E-mail in messages or NAVGRAMS, use "TEL" in "REF" set with explanation in "AMPN" or "NARR" set.

h. Example of organizational E-mail sent via cc:Mail:

From: COMSC WASHINGTON DC//N00// 9/18/91 12:36PM (55 bytes: 26 ln)
To: COMSCPAC OAKLAND CA//N00// at MSCPAC, COMSCLANT BAYONNE NJ//N00// at MSCLANT-PO, COMSCEUR LONDON UK//N00// at MSCEUR-PO, COMSCFE YOKOHAMA JA//N00// at MSCFE-PO

Receipt Requested

Subject: ORGANIZATIONAL E-MAIL AND FACSIMILE IMPLEMENTATION

----- Message Contents -----

Ref: (A) Appendix F to NWP-4 promulgated by CNO WASHINGTON DC//07// 101153Z MAY 91 NAVPUB 006/91

1. COMSCINST 2020 was prepared to implement policy established by reference (a). etc...

/S/ W. T. Door

4. Individual E-mail Procedures

a. Individual E-mail, including cc:Mail, IMAIL, and DDN E-mail, may be used for administrative correspondence such as service requests, memoranda, bridge taskings and responses provided the proper chain of command is maintained at all times.

b. Individual E-mail can be referenced in the same manner as telephone conversations in a NAVGRAM, Official Message, E-mail or other official correspondence.

c. Example of individual E-mail sent via cc:Mail:

From: John Doe at COMSC-PO 9/18/91 16:36PM (734 bytes: 6 ln)
To: Bob Smith
Subject: Thursday meeting

----- *Message Contents* -----

Bob,

Next Thursday's meeting has been rescheduled for 1400. Let me know if you are unable to attend.

John

5. General E-mail Procedures

a. E-mail may be either For Official Use Only (FOUO) or unclassified sensitive traffic. FOUO traffic will be so marked by the originator. This marking will be entered immediately following the subject line and will consist of the statement "FOR OFFICIAL USE ONLY" between asterisks. A similar classification banner will be included at the end of any FOUO E-mail message. Recipients of FOUO E-mail must use caution when printing any FOUO hardcopy, as lengthy messages may not contain an FOUO statement on each page. Recipients are also responsible for ensuring that FOUO statements remain attached if the message is forwarded or placed on magnetic media.

b. While mailboxes are password protected, users should be cautious about sending unclassified sensitive traffic (e.g., an adverse personnel action, strategic planning data and contractor sensitive information) via E-mail.

c. User Responsibilities

(1) E-mail users will ensure that classified information is not entered or stored in a microcomputer as a result of E-mail activities and is not transmitted through the E-mail system. If classified information is discovered on the E-mail system, immediately notify the TASO and Postmaster.

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(2) Mailboxes should be checked at least twice a day, once in the morning and once in the afternoon.

(3) Each organizational mailbox holder is responsible for proper routing and retention of all outgoing and incoming organizational E-mail, either in electronic or hardcopy format.

(4) Individuals are responsible for safeguarding their password for cc:Mail. The password should not be obvious, stored on the microcomputer, written down and posted next to the microcomputer. Users should periodically change their passwords. The "change Password" option is found under the "Manage mailbox," "Change profile" menus in cc:Mail.

(5) The use of an alias or issuance of an individual's password to another is authorized when personnel have a need to be on the E-mail system but for a variety of reasons do not have the physical access. Usually this is at the command or department head level.

(6) Individuals granted access rights are accountable for unauthorized use of privacy act, sensitive and FOUO information.

6. Facsimile Procedures

a. Official FAX requires the same control and accountability as all other official correspondence, to include serial number and date, before it is faxed. At COMSC and MSCCENTACT, this is done by Mail Room personnel. Under no circumstances will official correspondence be faxed without signature, serialization and dating.

b. In all cases, the original will be mailed to the addressee after transmission.

c. To ensure compatibility with MSC correspondence control procedures, a copy of official correspondence which is facsimiled (faxed) to this Headquarters will be provided to Mail Room for entry into the correspondence control system if required.

d. Correspondence requiring a formal MSC response signed by either the Commander, Vice Commander or any MSC employee authorized to sign correspondence, is considered official and will be assigned a due date and controlled via route slip.