MCBUL 5239. POLICY FOR THE STANDARDIZATION OF ELECTRONIC MAIL
(EMAIL) AND GLOBAL ADDRESS LIST (GAL) NAMING CONVENTIONS
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SUBJ/MCBUL 5239. POLICY FOR THE STANDARDIZATION OF ELECTRONIC
/MAIL (EMAIL) AND GLOBAL ADDRESS LIST (GAL) NAMING CONVENTIONS//
REF/A/MSGID:FIPS 10-4 /APR 1995/-//
REF/B/MSGID:-CJCSI 6510.01C/MAY 02 2001/-//
REF/C/MSGID:CJCSM 6510.01M /(NOTAL)/-//
REF/D/MSGID:DODD 8500.01E/OCT 24 2002/-//
REF/E/MSGID:DODI 8500.2 /FEB 6 2003/-//
REF/F/DESC:DOC DOD ACTIVE DIRECTOTY USER OBJECT ATTRIBUTS
/SPECIFICATION VER 1.0 APR 2005/-//
REF/G/MSGID:DOC/DOD 1400.25-M DEC 1 1996/-//
REF/H/MSGID:091628Z JUL 03/-/-//
REF/I/DESC:NAMING STANDARS FOR WINDOWS 2000/-/-//
REF/J/DESC:CMC WASHINGTON DC C4 121430Z AUG 2003/-/-//
REF/K/DESC:CMC WASHINGTON DC C4 081100Z OCT 2003/-/-//
REF/L/DESC:CMC WASHINGTON DC C4 021330Z NOV 2004/-/-//
REF/M/DESC:CMC WASHINGTONDC C4 130009Z JUN 2006/-/-//
NARR/REF A IS THE FEDERAL INFORMATION PROCESSING STANDARD WHICH
LISTS TWO DIGIT COUNTRY CODES. REF B IS CHAIRMAN JOINT CHIEFS OF
STAFF (CJCS) INSTRUCTION ON INFORMATION ASSURANCE (IA) AND COMPUTER
NETWORK DEFENSE (CND). REF C IS CJCS MANUAL FOR IMPLEMENTING IA AND
CND. REF D IS DOD POLICY FOR INFORMATION ASSURANCE (IA). REF E IS
DEPARTMENT OF DEFENSE (DOD) INSTRUCTION IMPLEMENTING IA. REF F IS
THE DOD STANDARD FOR ACTIVE DIRECTORY NAMING CONVENTIONS. REF G IS
THE DOD CIVILIAN PERSONNEL MANUAL THAT MANDATES ALL GOVERNMENT
CIVILIANS BE CONVERTED TO NATIONAL SECURITY PERSONNEL SYSTEM (NSPS).
REF H IS NMCI EMAIL AND GLOBAL ADDRESS LIST (GAL) NAMING
CONVENTION. REF I IS THE USMC WINDOWS 2000 AND EXCHANGE POLICY AND
NAMING STARDARDS DOCUMENT. REF J IS MARADMIN 366/03. REF K IS
MARADMIN 476/03. REF L IS MARADMIN 483/04. REF M IS MARADMIN
268/06
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GENTEXT/REMARKS/1. PURPOSE. THE PURPOSE OF THIS MESSAGE IS TO
PROMULGATE POLICY FOR UNIFORM ACTIVE DIRECTORY NAMING CONVENTIONS
AND GAL DISPLAY NAMING STANDARDS THROUGHOUT THE MARINE CORPS.
2. CANCELLATION. THIS MESSAGE SUPERCEDES AND CANCELS REFS J, K, L,
AND M.
3. BACKGROUND. AS THE DEPARTMENT OF DEFENSE (DOD)TRANSITIONS TO
COMMON INTEROPERABLE COMPUTER SERVICES AND SYSTEMS, IT IS NECESSARY
TO STANDARDIZE USER ACCOUNT INFORMATION, SUCH AS EMAIL ADDRESS,
RANK, PHONE NUMBER, ADDRESS, COMPONENT, ETC., IN ORDER TO CLEARLY
IDENTIFY INDIVIDUALS FOR PURPOSES OF CORRESPONDENCE AND ASSIGNING
PERMISSIONS TO APPLICATIONS, WEBSITES, AND OTHER INFORMATION STORES
ON THE VARIOUS DOD NETWORKS. THIS STANDARDIZED USER INFORMATION
WILL ALSO POPULATE THE JOINT ENTERPRISE DIRECTORY SERVICE (JEDS),
WHICH IS ESSENTIALLY A GAL FOR THE ENTIRE DOD. THEREFORE, IT IS
IMPERATIVE THAT ADHERENCE TO A STANDARD FORMAT FOR USER ACCOUNT
INFORMATION IS MAINTAINED THROUGHOUT THE MARINE CORPS. IT ALSO

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FOLLOWS THAT USER ACCOUNT INFORMATION MUST BE ACCURATE, COMPREHENSIVE AND KEPT UP TO DATE.
4.   ACTION. THE FOLLOWING IS THE MANDATED STANDARD FOR ALL ACTIVE DIRECTORY (USER ACCOUNT) ATTRIBUTES (E.G. EMAIL ADDRESS, GAL DISPLAY NAME, EMPLOYEE TYPE, ETC) FOR ALL MARINE CORPS ENTERPRISE NETWORK (MCEN) ACCOUNTS ON THE NIPRNET AND SIPRNET.
A.   USE OF PAY GRADE TO IDENTIFY GOVERNMENT CIVILIAN EMPLOYEES IN THE GAL DISPLAY NAME IS NO LONGER AUTHORIZED. IAW REF F, ALL GOVERNMENT CIVILIAN PERSONNEL WILL HAVE THE CIV VALUE PLACED IN THE EMPLOYEE TYPE FIELD OF THE GAL DISPLAY NAME ATTRIBUTE.
B.   IAW REF F, ALL CONTRACTORS WILL HAVE THE CTR VALUE PLACED IN THEIR EMPLOYEE TYPE ATTRIBUTE AND GAL DISPLAY NAME ATTRIBUTE.
C.   THE MCEN DESIGNATED ACCREDITING AUTHORITY (DAA) HAS AUTHORIZED THE USE OF THE FOLLOWING ADDITIONAL VALUES FOR THE EMPLOYEE TYPE OR RANK/TITLE ATTRIBUTE FOR USE WITHIN THE MCEN FOR MILITARY AND GOVERNMENT CIVILIAN PERSONNEL, WHERE APPLICABLE. THESE VALUES MAY REPLACE THE CIV OR MILITARY RANK VALUE IN THE DISPLAY NAME:
(1) SES SENIOR EXECUTIVE SERVICE (OPTIONAL IN PLACE OF CIV)
(2) SL SENIOR LEADER (OPTIONAL IN PLACE OF CIV. SL IS AN SES EQUIVALENT)
(3) DR - PHD INSTRUCTOR SUPPORTING MARINE CORPS PROFESSIONAL MILITARY EDUCATION (OPTIONAL IN PLACE OF CIV)
(4) SPA - PERSONNEL HOLDING THE BILLET OF SPECIAL AGENT (OPTIONAL IN PLACE OF CIV OR MILITARY RANK)
(5) INV PERSONNEL HOLDING THE BILLET OF INVESTIGATOR (OPTIONAL IN PLACE OF CIV OR MILITARY RANK)
D.   ADDITIONAL BASELINE USER ATTRIBUTE VALUES WILL BE STANDARDIZED IAW REF F, UNLESS OTHERWISE SPECIFIED IN THIS POLICY.
E. FOR PURPOSES OF THIS POLICY, FOREIGN NATIONAL (FN) REFERS TO ALL INDIVIDUALS WHO ARE NON-U.S. CITIZENS INCLUDING U.S. MILITARY PERSONNEL, DOD CIVILIAN EMPLOYEES AND CONTRACTORS. FOREIGN NATIONAL STATUS MUST BE CLEARLY DISPLAYED IN ALL WRITTEN OR ELECTRONIC COMMUNICATIONS. COUNTRY CODE DESIGNATIONS FOR FOREIGN NATIONALITY CAN BE FOUND IN REF A.
F.   GAL DISPLAY NAME CONVENTION: LASTNAME<SPACE>RANK/TITLE OR EMPLOYEE TYPE<SPACE>FIRSTNAME <SPACE>MIDDLE INITIAL<SPACE>GENERATIONAL QUALIFIER<SPACE>COUNTRY OF CITIZENSHIP (2 DIGIT COUNTRY CODE) (IF FOREIGN NATIONAL).
(1) ALL WORDS AND APPROPRIATE ABBREVIATIONS WILL BE IN NORMAL CASE, I.E., THE FIRST LETTER WILL BE UPPER CASE AND REMAINING LETTERS WILL BE IN LOWER CASE. INITIALS OR ACRONYMS WILL BE IN ALL UPPER CASE. NO PERIODS, COMMAS, APOSTROPHES, OR HYPHENS SHALL BE USED.
EXAMPLES: SMITH MSGT JOE D, JONES CIV DAVE E III, DOE CTR JANE E II UK.
(2) THE RANK/TITLE ATTRIBUTE WILL BE USED FOR MILITARY PERSONNEL. THE EMPLOYEE TYPE ATTRIBUTE WILL BE USED FOR ALL OTHER EMPLOYEE TYPES (E.G. CIVILIAN PERSONNEL, CONTRACTORS, RETIREES, VOLUNTEERS).
G.   NIPRNET EMAIL ADDRESS NAMING CONVENTION:
(1) EMAIL ADDRESSES WILL BE ALL LOWER CASE.
(2) FOR CONTRACTORS: FIRSTNAME.LASTNAME.CTR@UNIT(FOR NON-NMCI ACCOUNTS).USMC.MIL.
EXAMPLES: (NMCI) JOE.SMITH.CTR@USMC.MIL; (NON NMCI) JOE.SMITH.CTR@MCNOSC.USMC.MIL.
(3) FOREIGN NATIONALS: FIRSTNAME.LASTNAME.2 DIGIT COUNTRY CODE@UNIT(FOR NON-NMCI ACCOUNTS).USMC.MIL.
EXAMPLES: (NMCI) JOE.SMITH.JA@USMC.MIL; (NON NMCI) JOE.SMITH.JA@MCNOSC.USMC.MIL.
(4) FOR CONTRACTORS THAT ARE FOREIGN NATIONALS: FIRSTNAME.LASTNAME.CTR.2 DIGIT COUNTRY CODE@UNIT(FOR NON-NMCI ACCOUNTS).USMC.MIL.
EXAMPLES: (NMCI) JOE.SMITH.CTR.TW@USMC.MIL; (NON NMCI)

JOE.SMITH.CTR.TW@MCNOSC.USMC.MIL.
(5) ALL OTHERS: FIRSTNAME.LASTNAME@UNIT(FOR NON-NMCI
ACCOUNTS).USMC.MIL.
EXAMPLES: (NMCI) JOE.SMITH@USMC.MIL; (NON NMCI)
JOE.SMITH@MCNOSC.USMC.MIL.
(6) DUPLICATE NAMES:
(A) FIRST DUPLICATE REMEDIATION ATTEMPT WILL BE TO ADD THE MIDDLE
INITIAL.
EXAMPLE: JOE.J.SMITH
(B) FINAL DUPLICATE REMEDIATION ATTEMPT WILL BE TO ASSIGN A NUMBER
TO THE END OF THE LAST NAME OF THE USER.
EXAMPLE: JOE.J.SMITH2
H. SIPRNET EMAIL ADDRESS NAMING CONVENTION WILL FOLLOW THE FORMAT
DETAILED IN PARAGRAPH 4.F., WITH THE ADDITION OF .SMIL PRIOR TO
.MIL.
EXAMPLE: JOE.J.SMITH2.CTR@MCNOSC.USMC.SMIL.MIL.
I. HQMC C4 INITIATE AN ENTERPRISE MOVE/ADD/CHANGE TO TRANSITION ALL
GOVERNMENT CIVILIAN MARINE CORPS NMCI ACCOUNTS (EXCLUDING THOSE
EXCEPTIONS IDENTIFIED IN PARAGRAPH 4.C.) FROM PAY GRADE TO CIV IN
THE GAL DISPLAY NAME.
J. COMMANDS WILL ENSURE THAT ALL EMAIL ACCOUNTS CONFORM TO THE
STANDARDS LISTED IN THIS DIRECTIVE.
K. COMPLIANCE WITH THIS DIRECTIVE MUST BE ACCOMPLISHED NLT 90 DAYS
FROM THE RELEASE OF THIS MESSAGE. EMAIL ACCOUNTS THAT ARE NOT IN
COMPLIANCE WITH THIS DIRECTIVE WILL BE DISABLED UNTIL SUCH TIME AS
THEY BECOME COMPLIANT.
L. INDIVIDUAL ACCOUNT HOLDERS WILL ENSURE THAT GAL INFORMATION IS
ACCURATE FOR THEIR RESPECTIVE ACCOUNT. INFORMATION FOUND TO BE
INACCURATE MUST BE BROUGHT TO THE ATTENTION OF IT SUPPORT PERSONNEL
FOR CORRECTION/CHANGE.
M. REQUESTS FOR EXCEPTION TO THIS POLICY WILL BE ADDRESSED ON A
CASE-BY-CASE BASIS. REQUESTS MUST BE SUBMITTED TO THE MCEN DAA, AND
CONTAIN THE FOLLOWING INFORMATION:
(1). REQUESTED DEVIATION TO ESTABLISHED POLICIES OR IMPLEMENTATION
TIMELINE.
(2). SPECIFIC JUSTIFICATION ADDRESSING WHY THE REQUIREMENT IS
MISSION CRITICAL.
N. ESTIMATED NUMBERS OF PERSONNEL AFFECTED BY THE DEVIATION.
O. POINT OF CONTACT INFORMATION.
P. POLICY QUESTIONS CAN BE DIRECTED TO THE HQMC C4 IA POC LISTED
ABOVE. TECHNICAL INQUIRIES SHOULD BE DIRECTED TO THE MARINE CORPS
NETWORK OPERATIONS AND SECURITY CENTER (MCNOSC) OPERATIONS CENTER AT
DSN 278-5300, COMM 703-784-5300, OR UNCLAS E-MAIL:
COMMANDCENTER@MCNOSC.USMC.MIL.
5. RESERVE APPLICABILITY. THIS BULLETIN IS APPLICABLE TO THE
MARINE CORPS TOTAL FORCE AND CONTRACTORS IN SUPPORT OF THE MARINE
CORPS.
6. CANCELLATION CONTINGENCY. THIS BULLETIN, UNLESS SUPERSEDED, IS
CANCELLED 30 APRIL 2009.
7. RELEASE AUTHORIZED BY BGEN G. J. ALLEN, DIRECTOR, COMMAND,
CONTROL, COMMUNICATIONS, AND COMPUTERS.//