

**ARS** □ **CSREES** □ **ERS** □ **NASS**

***Bulletin***

**Title:** ARS-All Employee Email Transmittals

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**Originating Office:** Office of the Chief Information Officer

**Distribution:** Administrator's Council  
Administrative and Financial Management Council

This bulletin establishes ARS policy regarding transmittal of electronic mail to ARS-All employees.

## 1. Purpose

This Bulletin establishes: a) ARS policy regarding transmittal of electronic mail (email) addressed to ARS-All and b) delegation of authority and responsibility for use of “ARS-ALL” email distribution contact lists.

## 2. Policy

Appropriate use of an all-employee email distribution list (ARS-All) is to transmit communications that are of interest or importance to most or all ARS employees. It is inappropriate to use an all employee email distribution list whenever the communication is directed at a defined group of employees (geographical, organizational, or functional) or whenever it is feasible to develop a distribution contact list such as “OCIO-All or “Research Leaders-All.”

Use of the ARS-All employee email distribution list is limited to Agency officials and their designees delegated authority or granted access to the list as provided in this Bulletin (see Part 4.B.).

## 3. Criteria for Use of ARS-All Employee Distribution List

ARS-All is generally intended for information, awareness, and alert items. Content of the message must have relevance or importance and be applicable to a large percentage of agency employees.

Examples of **appropriate ARS-All** messages:

- Announcements of open season for health benefits
- Solicitations for donations for the Leave Transfer Program
- Announcements of planned or unplanned ARS network outages
- Announcements of planned or unplanned Department network outages that directly affect ARS (nationwide) access to network services
- Announcements of Department mandates applicable to ARS, i.e., annual security awareness training
- Messages from the Administrator regarding Administrator’s Council (AC) member appointment or retirement, Civil Rights policy statements, Scientist of the Year Award announcements, and similar communications
- Messages otherwise approved by the Administrator for distribution to all Agency employees

Recognizing that not all employees receive ARS-All and if the message requires some type of mandatory action or compliance by all ARS employees, supplemental instruction to Administrative Officers, Location Coordinators, or other unit leaders should be provided to indicate that they should ensure the message is transmitted to all Agency employees.”

Examples of **inappropriate ARS-All** messages:

- Announcements of retirements (exception: Administrator’s Council members)
- Announcements of any kind of party (e.g., birthday, retirement, holiday) being held in a local geographical area
- Announcements of births, death, accidents, and other personal events
- Announcements of meetings, conferences, and training events relevant to a unique group of people, i.e., Conference on *Coordinating the Events of Directed Cell Motility*
- Announcements of fund-raising events (e.g., bake sales, book sales) being held by approved employee welfare organizations in a local geographical area. This would also include local “Farmers Markets” dates and times.
- Announcements of local, Area, Headquarters staff changes or promotions
- Announcements of local or regional award recipients
- Expressions of thanks or gratitude for contributions made by select individuals or special interest groups
- Offers of or solicitations for surplus equipment and other items
- Announcements of the posting of Agency Bulletins and Policies and Procedures unless applicable to all employees
- Messages that are otherwise inappropriate in nature and prohibited from being transmitted using government email as defined in REE Policy and Procedure 253.4 Use of Information Technology Resources

#### **4. Responsibilities**

##### **A. Chief Information Officer**

Develop, implement, and maintain Agency policy governing the use of ARS-All employee email distribution lists.

##### **B. Administrator’s Council Members**

Each member of the Administrator’s Council should designate one or several staff members that will have rights to send emails using the ARS-All employee distribution list. Only those employees who can make the distinction between appropriate email for all Agency employees and email

that should only go to limited groups should be authorized authority to use the ARS-All employee distribution list. Rights will be issued by the OCIO Customer and Technical Services Branch Chief.

Members of the Administrator's Council are responsible for reviewing and approving messages from their organizational units that are transmitted through use of the ARS-All employee distribution list.

/s/

Dr. Melinda McClanahan  
Chief Information Officer  
Office of the Chief Information Officer  
Agricultural Research Service