



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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AUG 14 1996

Educational Support
Policy and Legislation

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION SYSTEM TRANSMITTAL


SUBJECT: DoDEA Regulation 1400.0- Change 1

INSTRUCTIONS FOR RECIPIENTS

The following page additions to DoDEA Regulation 1400.0, "Electronic Main System" dated November 1993, are authorized:

Insert: Enclosure 2, "Electronic Mail (E-Mail) Implementation Guidelines"
This guidance was developed to assist e-mail users on the rules, guidelines, and procedures of the DoDEA e-mail system.

If you have any questions regarding this guidance, you may contact Ms. Gail Terres, Records Manager, on (703) 696-4545.


Gerald E. Bloom
Chief, Educational Support
Policy and Legislation

Attachment:
As stated

Electronic Mail (E-Mail)

Implementation Guidelines

These Guidelines supplement DoDEA Regulation 1400.0, November 1993, and apply to all authorized DoDEA e-mail users, including administrators, teachers, support staff, students, and parents. The same rules, guidelines, and procedures apply to the use of Internet.

1. **Official Use.** Government-provided electronic mail (e-mail) is intended for official purposes. When using e-mail for official business, the same limitations, routing, and copying requirements that apply to written correspondence also apply to e-mail. Short personal messages to individuals or to small groups are acceptable but e-mail users must exercise common sense, good judgment, and propriety in the use of this government resource. Some examples are: notifying staff of the illness or death of a co-worker or co-worker's relative; arranging to go to lunch with several co-workers and planning the office picnic or Holiday party. If questions arise regarding the appropriateness of sending an e-mail message, the supervisor should be consulted.

Government ethics regulations prohibit employees from using Government e-mail systems for unauthorized purposes (5 CFR §2635.704). Some examples of unauthorized uses are: sending chain letters; advertising charitable events or fund raisers not directly associated with the office; selling or giving away tickets, pets or other items; or conducting personal business. E-mail may not be used to transmit obscene, harassing, or abusive messages. Any DoDEA e-mail user, including student users, who abuse e-mail are subject to disciplinary action as they would be for abusing any other Government resource.

2. **Group Messages or Announcements.** The e-mail system provides opportunities for communicating with large numbers of individuals in an efficient way however, when the content of such messages is not of interest or is unnecessary for the majority of recipients, then a significant loss in productivity results from staff reading and purging such messages. It also unnecessarily overloads the system. Therefore, originators should exercise care in determining who the recipients should be for a group e-mail message.

For e-mail messages to large numbers of recipients, the following guidelines apply:

1. Determine the appropriate group of users to receive the message. If the event is of interest only to a restricted number of staff or users, send the e-mail only to those individuals. Contact your LAN Administrator for questions about suitable group code use. If you have a questions about the appropriateness of an e-mail message going to multiple mailing lists, consult with the supervisor. For example, if an event or topic is of interest only to staff at your location or students in your school, do not send the message to all area users.

2. Have someone other than the originator review the proposed message content before it is sent to ensure it is clear, correct, and contains all the necessary information to avoid later corrections, second transmissions, and replies asking for more information.

3. Originators of messages to large groups should be careful not to send the message "return receipt requested."

4. When a reply is requested, be careful not to "reply to all," but instead reply just to the originator.

5. Describe messages clearly in the SUBJECT line to allow recipients to handle the message in the most expeditious manner.

6. Whenever possible, include all necessary information in the e-mail itself and avoid sending attachments.

7. If it is necessary to send an attachment, compress all attachments greater than 100 kilobytes and notify the system administrator that you are sending a compressed attachment. Do not attach or include unnecessary graphics, images, or pictures that do not convey unique information.

3. **Confidentiality and Privacy.** Do not use e-mail to transmit sensitive or confidential information. E-mail should not be considered private or confidential. You, yourself, may accidentally send the message to the wrong address. E-mail systems are Government property and users' access to e-mail communications is strictly limited. All users, including system administrators, are expressly prohibited from violating the security of the e-mail system by intercepting and or reading e-mail traffic arbitrarily. However, there maybe technical, administrative, or legal reasons for system administrators or supervisors to monitor or access messages upon written (e-mailed) authorization by the DoDEA ADP Security Officer.

Files that are down-loaded from the Internet are available, identifiable by user, and visible to the Management Information Systems Operations Telecommunications Security staff in the course of their normal daily system maintenance activities on the DoDEA Internet host computer.

Persons who are or will be absent from the office due to TDY, annual or sick leave, may authorize the system administrator via e-mail or facsimile, or may authorize their supervisor to notify the system administrator, to forward mail to another address.

Accessing of another person's e-mail messages without authorization is a violation of Federal regulation and policy and may also violate Federal security and privacy laws. Such actions will result in appropriate legal or disciplinary action.

To guard your e-mail from unauthorized access, do not share your password with anyone. E-mail users should periodically change their passwords using passwords greater than 7 characters with a combination of alpha numeric, and special characters.

4. Records Management. The same records management rules, regulations, and policies-that apply to paper records apply to electronic records. The decision whether a document transmitted via e-mail is a Federal Records Act (FRA) record that should be filed in the official DoDEA filing system or a non-FRA record that can be deleted when no longer administratively useful, is no different from the decision employees make concerning the myriad of paper documents that come across their desks every day.

According to 44 U.S.C. §3301, the term record:

“ . . . includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal Law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them . . . ”

In other words, an e-mail message or attachment that qualifies as an FRA record must be printed out in hard copy and filed in the DoDEA official filing system in a named file that is subject to the DoDEA or General Records Disposition Schedule. If the office has an official electronic filing system the message and or attachment should be transferred to the electronic file. E-mail files do not constitute an official filing system. If, for program reasons, you need to know that the addressee (or cc:) received a message, then you must retain a copy of the return receipt (certification of receipt).

Some messages or attachments that do not constitute FRA records are informational - communications that do not require action such as meeting announcements, routine transmittal notes, announcements of employees' absences or schedules, and changes in telephone numbers or office locations. However, many messages or attachments contain substantive information about work matters and still may not constitute FRA records for a particular recipient because another office is responsible for filing them. Such messages and attachments-should only-be kept as long- - as they are administratively useful.

FRA records that have been filed and non-FRA records that are no longer administratively-useful should be deleted as soon as possible from the e-mail system including the message log.

Users should avoid accumulating large numbers of messages attachments. They overload the servers and slow down the system. Messages that are older than 90 days will be automatically deleted; therefore, it is important to file messages before they are 90 days old.

5. Privacy Act. The e-mail system itself does not constitute a “system of records” as that term is defined by the Privacy Act, 5 U.S.C. §552a. However, if a record about an individual is maintained in a Privacy Act system of records in electronic form and if it is transmitted as an attachment to an e-mail message, it retains all of the Privacy Act protections in the e-mail transmission. Also, if an e-mail user retrieves information from a Privacy Act system of records and communicates that information through an e-mail message or attachment, that communication is a disclosure of a Privacy Act record, and may be made only if it falls within one of the exceptions listed in that Act.

6. Freedom of Information Act (FOIA). E-mail messages and attachments are subject to FOIA regardless of whether they are FRA or non-FRA records. Thus, an e-mail message that is not an FRA record could still fall within the scope of a FOIA request. FOIA basically covers all Government records, including non-FRA records, regardless of location and storage medium. FOIA records must be made available upon request, unless one of the nine FOIA exemptions applies.

7. Contingency Planning for E-Mail System and Messages. To provide ready restoration of DoDEA’s e-mail message traffic in the event of a system failure, DoDEA system administrators periodically back up the e-mail system on their local area network (LAN).

Backup tapes are maintained only for purposes of system security and integrity. They are not maintained or used for records management or archival purposes.

8. Compliance. Student e-mail users are required to sign the Computer Access Agreement (DS Regulation 1400.0, “Electronic Mail System” Enclosure 1).

An internal control review will be conducted periodically to assure overall compliance with the agency e-mail policy for storing and recording e-mail communications which meet the definition of an FRA record, to test management controls for training and knowledge of personnel, and for the development and maintenance of documentation. The review will consist of:

1. Surveys of e-mail to determine adequacy of training on the e-mail policy and knowledge of procedures for effectively and efficiently executing the administration
2. Examine areas to determine if policies are maintained in a manner to give users access to the information;
3. Review with users, e-mail messages currently-on the system to identify FRA records;
4. Examine files to determine if e-mail communications subject to the IRA are stored properly.



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EXECUTIVE SERVICES

DS REGULATION 1400
November 1993

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
Electronic Mail System

- References:
- (a) DoD Directive 5500.7, "Standards of Conduct," May 6, 1987, as amended-
 - (b) DS Regulation 1080.1, "DoDDS Internal Management Control Program," September 28, 1984
 - (c) Public Law 100-235, Computer Security Act of 1987, January 8, 1988

A. PURPOSE

This regulation establishes policy and procedures for the implementation and use of a Department of -Defense Dependents Schools (DoDDS)-wide electronic mail system. The electronic mail system will be used to support both the administrative and educational programs. It is intended that authorized users will have convenient access to the electronic mail system in order to facilitate timely communication and to deliver an effective education program.

B. APPLICABILITY AND SCOPE

The provisions of this regulation apply to all authorized users in the DoDDS, including administrators, teachers, support staff, students, and parents. In addition, this regulation applies to any other user authorized by the Director, DoDDS.

C. POLICY

1. The electronic mail system will be used for official use only. Supervisors and managers will assure that appropriate internal controls are in place to safeguard against fraud, waste, and abuse in accordance with references (a) and (b).

2. A common electronic mail system shall be established and implemented within the DoDDS. Electronic mail messages will be communicated in a professional and courteous manner, language, and tone.

3. The electronic mail system will be comprised of one world-wide directory. In addition, schools may create a local school directory. The world-wide directory will contain the names of authorized users including administrators, teachers, support staff, and students enrolled in distance education activities. The local school directories may contain the names of local administrators, teachers, students, and parents. Administrators will ensure that only students enrolled in distance education activities will have access to the world-wide directory.

4. Distance education students will be required to sign the "Electron-ic Mail User Contract" prior to entering their name in the worldwide directory (Enclosure 1). The Electronic Mail Contract will ensure that students understand the responsibility of having an electronic mail mailbox and the consequences of misusing this privilege.

5. All communication establishing policy or requiring action will be viewed as formal correspondence. Such correspondence will be treated by the recipient as equal to all other non-electronic formal correspondence. As such, formal correspondence originating at the Office of Dependents Education will be sent to the regional directors for assignment and distribution. Formal correspondence will be delivered to an official address at each DoDDS site.

6. Formal electronic correspondence that is sent in advance of or in lieu of a hard, signed copy will be annotated as follows: "Original signed by (Name of Signatory) ."

7. All communication which does not meet the criteria as described in paragraph 3 above will be considered informational in nature. Informational communications generally do not require action.

8 . Electronic mail is only one means of transmitting information. Use of this means of transmission should be based on the criteria of time sensitivity and cost.

D. RESPONSIBILITIES

1. The Director, DoDDS, will:

a. Establish policies, procedures, and guidelines for the use of electronic mail.

b . Approve written requests for the temporary or permanent inclusion of personnel in the electronic mail system.

2. The Chief, Management Information Systems Division, DoDDS, will:

a. Create an electronic mail system for use throughout the DoDDS. Appoint a system-wide administrator whose primary responsibility will be the management of the DoDDS electronic mail system.

b . Implement a system of addressing which provides for synchronization, coordination and propagation of electronic directories DoDDS-wide.

c . Serve as the sole procurement authority for software used in the DoDDS electronic mail system.

d. Monitor the system, produce a system-wide report based on user input on all levels, and recommend upgrades or enhancements, as needed, based on the system-wide responses and the system-wide report.

e. Implement upgrades and enhancements in a timely manner.

f. Provide technical assistance to all regional personnel assigned responsibilities for maintaining the electronic mail system in the DoDDS.

g" Provide ongoing training for all system administrators and users.

h. Establish the protocol for addressing all DoDDS sites to include establishing the formal addresses for the receipt and transmission of official correspondence to and from action offices.

i. Coordinate with the Chief, Education Division, on electronic mail requirements to support education initiatives.

3. Regional Directors will:

a. Implement the standard electronic mail system within the region.

b. Appoint a system administrator.

c. Assure adherence to the policies, procedures, and protocols in the use of the electronic mail system.

4. The regional system administrators will:

a. Implement the protocols for addressing each site within the region and coordinate addressing with the Office of Dependents Education (ODE) system administrator.

b. Provide technical assistance to all school sites.

c. Implement an official address for the receipt and transmission of formal correspondence to and from the regional office.

5. District Superintendents will:

a. Work with district computer coordinators in the implementation of electronic mail in the school.

b. Establish an electronic mail system for the district office.

c* Appoint a district system administrator.

6. District System Administrators will:

a. Provide support in establishing and maintaining the electronic mail system at each school site within the district.

b. Provide technical assistance to all school sites within the district to establish and maintain the electronic mail system at each school and assure the system is operational on a continuing daily basis.

7. School Principals will:

a. Establish an electronic mail system for the school.

b. Appoint a school-level system administrator.

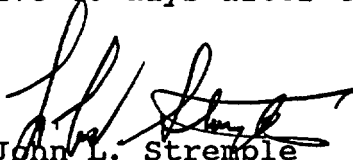
8. School Level System Administrators will:

a. Assure that the electronic mail system meets the needs of the school.

November 1993
DS Regulation 1400

E. EFFECTIVE DATE

This regulation is effective 60 days after the date of publication.



John L. Stremple
Director

DISTRIBUTION : A, B, K, L, M, N, P, Y, Z, (WWPAC)

Enclosure (1)

1. Electronic Mail User Contract

Electronic Mail User Contract

I have received training in the use of the cc:Mail system. I am fully aware of its potential to enable and-enrich learning, and the potential for abuse of the system.

I understand the guidelines for using cc:Mail prescribed by DS Regulation 1400.

I agree to follow the guidelines and to accept any consequences that may result from my failure to comply with the guidelines.

Signature of Student

Date

Print name as you would like it to appear in the cc:Mail directory.

Print name of the distance education course in which you are enrolled.

School Name

Post Office Name (Refer to your Post Office Administrator)

Signature of Principal

Date

Please return this form to the Office of Dependents Education (ODE) Distance Education Coordinator, 4040 North Fairfax Drive, Arlington, Virginia 22203-1635. (This form may be transmitted via cc:Mail to the principal, who in turn may forward it to the ODE Distance Education Coordinator. Annotate electronic mail copy in accordance with paragraph C.4. above, i.e., Signed by: _____)