

5 FAM 750 E-MAIL POLICY

*(CT:IM-92; 08-01-2007)
(Office of Origin: IRM/BPC/PRG)*

5 FAM 751 E-MAIL

5 FAM 751.1 Personal Use of E-mail

(TL:IM-39; 06-13-2003)

- a. Limited personal use of e-mail via U.S. Government computer systems is authorized as described in section 5 FAM 723, Personal Use of U.S. Government Equipment.
- b. Users must review and delete mail regularly to prevent overloading the system. Internet users must take every precaution to prevent transmitting viruses or other hazardous files to the Department's computers and computer networks.
- c. Systems personnel may give to law enforcement and other authorized security officials any potential evidence of crime found on Department of State computers. The Department reserves the right to access all messages sent or received on its electronic mail systems. Systems managers, systems administrators, records managers, and security officials may monitor the system to ensure that all electronic mail transactions follow the proper procedures as defined in applicable 5 FAM and 12 FAM chapters.
- d. Use of e-mail facilities on U.S. Government computers is subject to monitoring as described in 5 FAM 724, Monitoring and Auditing Policies.

5 FAM 751.2 Prohibitions When Using E-mail

(CT:IM-59; 04-14-2005)

- a. Do not send electronic greetings (e-cards); multimedia files that are not business related; chain letters; letters or messages that offer a product or service based on the structure of a chain letter, including jokes, recipes, or other non-business related information; or conduct or any other

activity that causes congestion or disruption of an intranet or the Internet are prohibited.

- b. Use "Reply to Sender" unless the response is applicable to all addressees. E-mail should be sent only to those parties to whom action or pertinent information is directed. The over-used "Reply to All" e-mail response slows messaging for all employees and regularly creates backlogs in employees' inboxes.
- c. Unclassified material, including Sensitive But Unclassified (SBU), may be transmitted in e-mail on the Internet. However, in accordance with 12 FAM 544.3, individual employees should decide whether unencrypted e-mail provides appropriate protection for the specific information they are transmitting. Classified information must be transmitted on the classified intranet, except as provided in 5 FAM 731 (h).
- d. To preclude inadvertent transmission of inappropriate information on the Internet, the "Auto Forward" capability must not be used to send e-mail to an Internet address.

5 FAM 751.3 Marking of E-mail

(TL:IM-33; 02-27-2002)

- a. Unclassified e-mail sent on the classified network will include the statement "In accordance with E.O. 12958 this message is not classified." In the absence of an automated classification marking facility, the statement will be entered manually as either the first line or the last line of the text of the message.
- b. If an unclassified e-mail sent on the classified network is determined to be Sensitive But Unclassified Information (SBU) as defined in 12 FAM 540, the e-mail will additionally include the statement "In accordance with 12 FAM 540 information in this message is SBU."
- c. Classified and limited distribution e-mail will be marked in accordance with requirements detailed in 12 FAM 500, Information Security.
- d. Employees are responsible to ensure they are not giving the false impression that they are acting in an official capacity when they are using U.S. Government office equipment for non-government purposes. If there is expectation that such personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. An acceptable disclaimer is "The views expressed in this e-mail are solely those of (sender), and in no way reflect the views of the U.S. Department of State or the U.S. Government."

5 FAM 751.4 E-mail as Record Traffic

(TL:IM-33; 02-27-2002)

a. E-mail users must:

- (1) Determine the significance and value of information created on e-mail systems;
- (2) Determine the need to preserve those messages that qualify as records; and
- (3) Determine the requirement to properly classify the information that warrants classification in the interest of national security or foreign policy.

b. Those messages containing information that documents Department policies, programs, and activities must be preserved. Refer to 5 FAM 443, Electronic Mail (E-Mail) Records.

5 FAM 752 THROUGH 759 UNASSIGNED