



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

08 JUN 2004

AESG-NSC

MEMORANDUM FOR Soldiers and Civilian Employees of the 6th Area Support Group

SUBJECT: 6th ASG Command Policy Letter 12, Electronic Mail (email) Policy

1. PURPOSE: To establish policy for users of the 6th ASG email system.

2. POLICY:

a. To promote the effective use of the email system, members of the 6th ASG are required to log on to the system a minimum of once during the workday. When logged on, users will check their "mail box".

b. Users of email or the Terminal Server Access Card System (TSACS), military, U.S. civilians, local nationals (LNs) and contractors, must pass the USAREUR information assurance (IA) test before using any government computer. All users must also sign the USAREUR agreement that validates your understanding of how to maintain system security as a user. This agreement is available on the RCERT-E web page or may be obtained from the 6th ASG Network Support Center (NSC) office.

c. All government computers must have the latest virus engine such as Norton AntiVirus or McAfee software installed. Once the antivirus software is installed, the settings must be set, on a daily basis, to update the virus definition and to perform a scan.

d. Email addresses will coincide with the USAREUR naming standards for email accounts and services according to USAREUR memorandum, AEAIM, 27 September 2000, subject: USAREUR Naming Standards for E-Mail Accounts and E-Mail Servers.

e. When using the INTERNET, which includes bulletin boards, file transfer protocols (FTP) and World Wide Web (WWW), etc. there are several public laws and Department of the Army directives in existence, which must be complied with. Users are reminded to ensure that information/data outlined below will not be loaded onto the INTERNET:

(1) Classified information.

(2) For Official Use Only protected information (Exemption 2 thru 9, AR 25-55).

(3) Information protected by the Freedom of Information Act (FOIA).

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(4) Information protected under the provisions of the Privacy Act (AR 340-21 and Records Systems Notices contained in DA Pamphlet 25-51).

f. Unauthorized use of email and the INTERNET includes:

(1) Transmitting, storing or copying obscene or sexually explicit information or pictures such as pornography. This includes accessing, reading, downloading and copying private or commercial information, web pages, shareware and freeware from the internet that is obscene, sexually explicit, illegal, or pornographic.

(2) Transmitting information that advertises or publicizes individual or non-Government groups that may gain a financial or competitive advantage or increased prestige.

(3) Transmitting or forwarding chain letters, or personal announcements or advertisements for the sale or solicitation of goods or services for personal gain.

g. INTERNET users on Government computers are also subject to the following:

(1) The Joint Ethics Regulation.

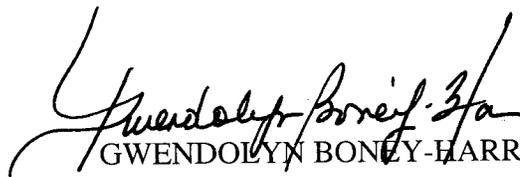
(2) Title 18, US Code, Section 1029 (Fraud and Related Activity in Connection with Access Devices).

(3) Title 18, US Code, Section 1343 (Fraud by Wire, Radio, or Television).

3. The proper use of our email system will greatly assist us in providing the best service possible.

4. Personnel who violate the tenants of this memorandum are subject to disciplinary and/or UCMJ action.

5. Point of contact for this policy is the 52d Sig Bn, NSC at DSN 421-2730.


GWENDOLYN BONEY-HARRIS
COL, QM
Commanding