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U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 25-1-74

CEIM-P

Regulation
No. 25-1-74

21 March 1994

Information Management
ELECTRONIC MAIL

1. Purpose. This regulation establishes policy, standards, and guidelines regarding the use of electronic mail as an official medium for transmitting information.

2. Applicability. This regulation is applicable to all HQUSACE/OCE elements, USACE Commands, and contractor personnel or "others" doing work for the Corps of Engineers who require a mail in the Corpsmail system to effectively accomplish their mission.

3. References:

a. DoDD 5200.28, Security Requirements for Automated Information Systems (AISs).

b. Assistant Secretary of Defense Memorandum for Secretaries of the Military Departments, Directors of the Defense Agencies, Director, Joint Staff; SUBJECT: Electronic Mail (E-Mail) Policy; October 13, 1992.

c. The International Consultative Committee for Telegraphy and Telephony (CCITT) Recommendations X.400 - X.420, 1984 (The Red Book, ISBN 92-61-02361-4) and 1988 (The, Blue Book, ISBN 92-61-03721-6), Fascicle VIII.7, "Data Communication Networks: Message Handling Systems." References to a specific version of the CCITT Recommendations, i.e., 1984 or 1988, will so state in the text. The 1992 standards have been published and are available as individual sections of the series, rather than being published as a single volume containing X.400 - X.420.

d. The International Consultative Committee for Telegraphy and Telephony (CCITT) Recommendations X.500 - X.521, 1988 (The Blue Book ISBN 92-61-03731-3), Fascicle VIII.8, "Data Communication Networks: Directory." Selected sections of the 1992 standard are available separately, rather than as a single volume containing X.500 - X.521.

e. International Organization for Standardization (ISO) publication ISO 8601, "Data Elements and Interchange Formats - Information Interchange - Representation of Dates and Times," 1988.

f. FIPS PUB 146-1, Government Open Systems Interconnection Profile (GOSIP), April 1991.

g. AR 25-1, The Army Information Resources Management Program.

h. AR 25-11, Record Communications and Privacy Communications System.

i. AR 25-50, Preparing and Managing Correspondence.

j. AR 25-400-2, The Modem Army Recordkeeping System (MARKS).

k. AR 335-15 and HQUSACE Supplement, Management Information Control Systems.

l. AR 340-9, Office Symbols.

m. AR 380-19, Information Systems Security.

n. IM Policy Memo No. 25-1-16, 30 May 1991, subject: USACE Electronic Mail (E-mail) (Corpsmail) Coordinators Policy. This policy memo is available from HQUSACE, Directorate of Information Management Policy and Architecture Division (CEIM-P).

o. CELMV-IM-I memo, first issued 13 Mar 92 and updated approximately quarterly, subject: CCITT X.400 Message Handling System Corps-Wide Implementation Plan. The latest version of this document is available from the U. S. Army Engineer Division, Lower Mississippi Valley, Directorate of Information Management, CELMV-IM. It is distributed via Corpsmail to the "IMMAIL" and "ALLCOORD" distribution lists each time it is updated.

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NOTE: References c, d, and e are not available through the normal Army distribution system. The 1988 version of all three references, and the newer 1992 sections of these publications (sold separately now), are available from the following sources. Note also that prices vary considerably from source to source.

Source 1:

Global Engineering Documents
7730 Carondelet Ave. Suite 407
St. Louis, MO 63105
800-854-7179

Source 2:

Document Center
1504 Industrial Way, Unit 9
Belmont, CA 94002
(415) 591-7600

Source 3:

Standard Sales Group
9420 Reseda Boulevard, Suite 800
Northridge, CA 91324-2932
(818) 831-3456

4. Policy.

a. Designation of official mail system.

Corpsmail is the official electronic mail system of the U.S. Army Corps of Engineers. It consists of MAIL/VE operating on Corps of Engineers Automation Plan - Phase IA (CEAP-IA) mainframes and those other mail systems which have been approved by the Directorate of Information Management (or a designated representative) for operation in an integrated mode, i.e., as an X.400 Mail Transfer Agent (MTA) in the Corpsmail system. The Corpsmail system complies with the Assistant Secretary of Defense's Electronic Mail (E-Mail) Policy and FIPS 146-1.

b. Hardware and support.

(1) The MAIL/VE portion of Corpsmail will operate on the CEAP-IA CYBER systems. The Corpsmail system may ultimately be distributed to operate across multiple CEAP-IA processors, and X.400 compatible LAN-based mail systems will be integrated into Corpsmail. Therefore, all aspects of

this policy apply immediately to all CEAP-IA systems and all other E-mail systems that may be integrated into Corpsmail.

(2) Assistance in times of difficulty with Corpsmail will be resolved by the CEAP-IA program office using the normal procedures provided for reporting and resolving problems experienced by CEAP-IA users. This process usually involves a first-level problem report to a local IM service organization or help-desk service. For E-mail, the local mail coordinator (LMC) is usually the first person to call for assistance.

c. Types of mailboxes. Two types of mailboxes are available to users of CYBER-based mail systems (MAIL/VE). Private mailboxes are those with a single user, known as the owner. A private mailbox name is the name of the owner of the mailbox, for example, Edward E Engineer. Group mailboxes are mailboxes with multiple users (but only one owner). A group mailbox name is usually an office symbol, but may also be a group or a function name, for example, CEIM-ZB or FIMUG. Official office symbols are assigned according to AR 340-9.

d. Mailbox requirements and restrictions. Each USACE Command organization and office down to the first qualifying level (i.e., CENPD-EA CENPP-IM, CESAD-CO, CESAD-EN, CESAD-HR CESI, CEEO, etc.) shall have a group (or "office") mailbox with a minimum of an owner and one member, if their mailboxes are maintained upon the MAIL/VE system and not on a local mail system. The equivalent shall be provided on any local mail system which has been approved for integration into Corpsmail, as a minimum. Headquarters places no requirements or restrictions on the establishment of mailboxes at organizational levels below the first qualifying level, leaving to the commanders the initiative of implementing their mail system in a manner that best serves their concept of operation for the internal flow of mail. "Office" type mailboxes shall be used for sending and receiving organizational mail (defined in paragraph 4h below) and shall be read at least twice daily on all official work days. Additionally, HQUSACE places no restrictions on any person who is authorized to conduct official Corps business (Corps employee, contractor, or other government agency personnel) having a private mailbox for informal information interchange with other individuals involved in official Corps business. Local policy concerning controls

on private mailboxes may be established commensurate with goals to control costs while promoting sharing of information i.e., cost effective utilization of capabilities. Any mailboxes established for non-Corps personnel should be carefully reviewed for legality and cost recovery.

e. User requests for mailboxes. Users desiring a mailbox shall contact their LMC to formulate and validate the information for mailbox creation. The LMC will assist the user in the proper procedures for obtaining a mailbox on Corpsmail

f. CEAP-IA system USERIDs and passwords. The CEAP-IA Program Manager has established guidelines and policy for users to obtain the required CEAP-IA USERID/Password for a access to the CEAP-IA systems. All owners/members of MAIL/VE mailboxes and owners of MAIL/VE distribution lists must have/obtain a CEAP-IA USERID and password. These are issued by HQUSACE, MSC, district laboratory and FOA Information System Security Officers (ISSOs). **PASSWORDS MAY NOT BE SHARED BETWEEN INDIVIDUALS OR GROUPS OF INDIVIDUAL** in accordance with AR 380-19, Section V - procedural security, paragraphs 2-15e and 2-15h. When an individual changes organizations, it is his/her responsibility to request the ISSO/LMC to delete the old USERID/password/mailbox and, if needed, issue/create a new USERID/password/mailbox. This requirement should be added to the outprocessing checklists at all Corps locations.

g. Security/virus protection. Transmission, of classified information is expressly forbidden on any electronic mail system in the Corps of Engineers unless that system has obtained proper security accreditation. Mail containing information defined as Unclassified Sensitive Two (US2) is the highest level of sensitivity of information that may currently be transmitted over Corpsmail. Electronic mail systems that are integrated into Corpsmail will comply with requirements of DoDD 5200.28 and AR 380-19 for the transmission of data, that is, information may not be in a category higher an US2. Mail Transfer Agent (MTA) passwords will be implemented on mail systems integrated with Corpsmail and in MTA-to-MTA gateway connections between mail systems. To reduce the

possibility of illegal access to other applications on CEAP-IA processing platforms and the potential to propagate viruses and other destructive software throughout the CEAP-IA system, the MAIL/VE portions of the Corpsmail system will operate within a separate "family" on the CEAP-IA system(s). Each PC using Corpsmail will contain a virus protection program that will, as a minimum, scan for viruses each time the PC is booted (powered on). Local Security and Law Enforcement Offices have information on virus protection programs available at no cost to all Army users.

h. Official correspondence. Electronic mail may be used to transmit official correspondence within the Corps of Engineers. Official correspondence is defined as correspondence having as its objective the accomplishment of Corps missions or assignments or the dissemination of information having direct bearing on the accomplishment of Corps missions, or related to Corps-sponsored activities. Official correspondence may be "organizational" or "individual" depending on the degree of formality. All messages or correspondence sent via Corpsmail, organizational or individual, shall be terminated with either a signature block or the originator's initials to indicate the end of the message or correspondence. Use of electronic mail outside the Corps is restricted to informal communications or advance copies of organizational correspondence being sent through the mail, unless an interagency agreement exists between the Corps element and the outside activity authorizing electronic mail as an official means of corresponding.

(1) Organizational correspondence. It is prepared in memorandum or DOD message format LAW AR 25-50, AR 25-11, and AR 25-400-2. Procedures for electronically transmitting organizational correspondent are as follows:

(a) organizational correspondence is normally sent to and released from mailboxes identified by an office symbol rather than a personal mailbox. On an exception basis, organizational correspondence may be released by a higher level office. For example, CEIM-ZB or CEIM-I may release correspondence for CEIM-IP; the reverse is not permitted.

(b) It must be properly coordinated with all elements/ activities involved or having interest in the action being transmitted.

(c) It must be signed by the individual officially designated as having signature authority or by one delegated to sign in his/her place.

- Correspondence signed by the officially designated signee, that is, the official whose signature block appears on the correspondence, will have an "/s/" above the signature block as per sample below -

FOR THE COMMANDER:

/s/
JOHN DOE
Colonel, Corps of Engineers
Chief of Staff

- Correspondence signed by other than the official whose name appears in the signature block will have an "/s/" preceding the delegated signee name, which will be positioned immediately above the signature block, followed by "for," as per sample below -

FOR THE DIRECTOR OF INFORMATION
MANAGEMENT:

/s/ MARY ELLEN NAMELESS for
JAMES J ALIAS
Deputy Director, Directorate of
Information Management

(d) Official Record Copy Disposition. The signed paper copy of the electronically transmitted correspondence will be retained by the originating office as the official record copy. The record copy will include the MARKS filing designation (see AR 25-400-2); coordinating information; backup correspondence, if applicable; enclosures; and a copy of the Corpsmail header

reflecting the FROM line and the TO line with addressee(s), the date and time of correspondence release, and request for acknowledgement of receipt, if applicable. If a receipt(s) was requested, a copy of the receipt(s) shall be included in the official record file showing the date and time the electronic mail document was "read" by, the addressee(s). (NOTE: The policy contained in this paragraph is interim guidance and will be reevaluated after electronic recordkeeping policies and procedures are in place.)

(2) Individual correspondence. It consists of electronically transmitted mail (no specific format) that is informal in nature, but Corps-mission related. Individual correspondence/messages will not be "directive" in nature, nor will it contain policy. It may be used in place of a normal telephonic communication, especially if a written record of the transmitted information is desired. It will not, however, be used to transmit personal, unofficial information. Some examples of individual (informal) correspondence may be the transmittal of a Corps-related travel itinerary or the status of an action.

i. Suspense dates. Organizational and individual electronic mail requiring responses will allow adequate time for preparation of the response by the action office. (Refer to AR 25-50 to designate suspense dates on official correspondence.)

j. Routing. Organizational electronic correspondence used to task, direct, or set policy, etc., will follow normal command channels and be prepared IAW references 3h, 3i, and 3j. Individual offices receiving actions via electronic mail are responsible for notifying the appropriate officials (for example, the activity commander) when applicable.

k. Mailing lists/Distribution lists (Multiple Address Messages). Mailing lists to multiple Corps users should be restricted to messages that are of general information to all users on the list. Information of only local or limited interest should not be disseminated Corps-wide through the electronic mail system. Distribution lists are not to be used for organizational mail unless the generic name of the distribution list can be easily linked to the specific addressee list represented by the generic list name (at the exact date and time of its use) over the entire retention period of the document being

transmitted. Three types of mailing list capabilities exist in Corpsmail:

(1) A distribution list capability is built into MICROMAIL IIs (the PC-level mail interface package) address book allowing the users to create their own distribution lists. This capability should not be used for mailing lists of more than 10 names (approximately).

(2) A host-level distribution list capability is available through the Corpsmail mainframe-resident portion of the electronic mail system (MAIL/VE). The host-level distribution lists are maintained by the Corpsmail System Administrator or designated responsible proponent and cannot be changed by any other user. Updates or changes to the host-level distribution lists will be made by notifying the LMC, who, in turn, notifies the designated responsible person. This process is expected to be automated via UPASS in the future, at which time the UPASS procedures will be followed to update or change distribution lists. Distribution lists on MAIL/VE shall be retained/archived in a manner which allows the contents of the list to be retrieved based upon the dates and times the list was available for use in Corpsmail. This archived copy must allow a user, or the courts, to determine the contents of a specific distribution list on a certain date and time, for months or years after the original message was sent.

(3) Some LAN-based mail systems have distribution list capability. Contact your LMO for information about your local mail system's capability to support distribution lists and procedures for use of those lists.

l. Gateways to other Mail Systems. Gateways to other mail systems, for example, PAXMAIL, DDN, FTS-2000 Mail, Internet, etc., are available to those users whose addressing capabilities are sufficiently compliant with the X.400 standard to adequately address correspondence to those networks. Some LAN-based systems may not be able to provide service to all connected non-Corps mail systems. Procedures for utilizing these gateways are provided separately.

m. Conventions for Corpsmail. Conventions that any local mail system must adhere to in order

to be integrated into the Corpsmail System are described in Appendix A Conventions for Mail Systems to be Integrated into Corpsmail.

n. Unread mail. In general, unread mail should not be allowed to cause storage problems on mail systems which are integrated into Corpsmail. The following policy applies to mail applications operated on CEAP-IA resources, i.e., MAIL/VE portions of Corpsmail. Identical or similar policies may be adopted locally. Mail which remains in a mailbox for 30 days without being read by the owner or a "delete" permitted member (a member with "read-from" permission) of the mailbox will be DELETED by the Corpsmail administrator's staff. When mail is deleted in this manner, the LMC is contacted and requested to obtain verification from the owner that the mailbox is required. If mail is still not being read or forwarded to an actively read mailbox 30 days after notification of the LMC (or the mailbox deleted), the mailbox and the mailbox owner's USERID/password will be deleted from the MAIL Family on the CYBER system if it is not a required mailbox under the provisions of this policy (see paragraph 4d). If it is a required mailbox and no satisfactory action has been taken within 30 days after notification of the LMC, the Corpsmail Administrator will forward the contents of the offending mailbox to the LMC's mailbox. If the LMC has not been successful in getting the owner of the required mailbox to read his/her mail in 30 additional days, the mail will be re-forwarded to the Director/Chief of Information Management for action.

5. Format/Attachments. Corpsmail allows attachments to the body of a message to contain Word Processing Files, Spreadsheets, Graphics Files, Database Management System Files, and others. Please note that mail recipient(s) must have the same application system(s) on their PC to "import" the file(s) into (or to use the Micromail II "export" function) for actual use. When attachments are included in a Corpsmail message, the sender will state in the body of the message which application the attachment was created for (i.e., WordPerfect, Lotus, Harvard Graphics, etc.). This will assist the recipient in importing the file into the correct application, and will eliminate the chance of data being lost. Binary attachments will not generally be used in correspondence being sent

to a public distribution list because it is unlikely that the sender will know that all recipients have the proper application(s) to allow use of the attachment(s); however, if the sender knows that all the recipients of mail sent to a distribution list will be capable of using the binary attachment, then binary attachments may be sent to a public distribution list.

6. Responsibilities.

a. HQUSACE Directorate of Information Management, Information Policy and Architectures Division (CEIM-P) responsibilities include, but are not limited to, the following:

(1) Establishing USACE policy for Electronic Mail (E-Mail).

(2) Coordinating with CEIM-IR on format, distribution, and other records management aspects of mail policy.

b. HQUSACE Directorate of Information Management Information Infrastructure Support Division (CEIM-S) is the functional proponent for Corpsmail through the system life. Responsibilities include, but are not limited to, the following:

(1) Managing Corpsmail CEAP-IA hardware performance.

(2) Assuring compliance with established security standards and policies.

(3) Selecting managing, and maintaining be CEAP-IA portion of the Corps-wide E-mail directory services. Ensuring that all other E-mail directory services are integrated with the CEAP-IA directory services and that directory synchronization occurs properly.

(4) Maintaining a chronologically accurate and easily searched audit trail of contents of distribution lists stored in the CEAP-IA E-mail system(s).

(5) Maintaining corporate distribution lists which are implemented in host mail system(s) until utilization of mail functionality of the UPASS system takes effect. When UPASS mail functionality is operational, proponents/owners of distribution lists will be responsible for the creation and maintenance of the distribution lists. [CEIM-S will retain responsibility for HQ Directorate of

Information Management and certain Command-wide distribution lists (for which there are no easily identified proponents) after UPASS mail functionality implementation.]

(6) Maintaining and distributing the combined list of LMCs.

(7) Maintaining the CEAP-IA operations of the Corpsmail system to include troubleshooting, performance enhancement, customer service (hotline) support, and correction and testing of maintenance changes which do not affect system functionality.

(8) Maintaining file space and tables for mailboxes not supported by the UPASS utility.

(9) Maintaining the mail system time offsets so that mail throughout the Corpsmail system carries correct time stamps (which are accurate, and valid in any legal actions in which mail may be used as evidence).

(10) Maintaining CEAP-IA X.400 gateway(s) for LAN-based mail systems. (Responsibility does NOT extend into the LAN-based system itself.)

(11) Maintaining SMTP, gateway, and domain name server modules for DDN/INTERNET mail system access to/from Corpsmail.

(12) Maintaining X.400 gateway(s) for non-Corpsmail X.400 systems (such as FTS2000Mail).

(13) Funding the system operations through fee-for-service billback to the user.

(14) Funding maintenance changes which do not affect system functionality through fee-for-service billback to the user.

(15) Formulating Corpsmail domain names in such a manner that they are coordinated with network, hardware system and other mail system domain names so that mapping between domains is, as nearly as possible, a one-for-one mapping. Ensure that no domain naming conventions are established which make difficult or prevent unique address resolution between domains or mail systems.

(16) Formulating, in coordination with CEIM-P and CELMV-IM, draft USACE policy concerning

the integration of local E-mail and LAN-base mail systems into Corpmail. Resolving questions/issues regarding the mail system's integration requirements and testing.

(17) Approving, validating, funding, testing and establishing priorities for Engineer Change Proposals (ECP) which change the functions of the host portions of Corpmail and the Host Interface (HI) to MicroMail II.

(18) Approving changes to interfaces to LAN-based mail systems which affect functionality: required for integration/participation in Corpmail.

(19) Assigning MTA passwords for all integrated E-mail systems which are members of Corpmail, to include LAN-based E-mail systems, and determining the configuration/order of password/MTA-name exchange that will occur between MTAs in the Corpmail system.

c. HQUSACE Directorate of Information Management, Management Information Division (CEIM-I) is the functional proponent for MicroMail II (the PC mail interface to Corpmail). Responsibilities include, but are not limited to, the following:

(1) Approving, validating, funding, testing and establishing priorities for ECP which change the functionality of MicroMail II.

(2) Identifying requirements and conducting functional training for MicroMail II.

(3) Planning and conducting system documentation reviews; developing concept of operations, user manuals, technical manuals for MicroMail II.

d. HQUSACE Directorate of Information Management, Authorizations Division (CEIM-A) is responsible for:

(1) Assessing Internal Controls requirements.

e. All HQUSACE Directorates, Separate Offices, and USACE Commands are responsible for:

(1) Appointing a LMC IAW reference 3n.

(2) The creation, deletion, and modification of individual and group mailboxes on CEAP-IA host systems utilizing the UPASS utility (when mail screens are available in UPASS). The creation, deletion, modification, and management of mailboxes on LAN-based mail systems.

(3) Maintaining LAN-based directory services and ensuring directory synchronization with all CEAP-IA Corpmail directories.

(4) Identifying, funding, and providing test support for LAN-based E-mail interfaces, e.g., X.400 gateways to Corpmail, etc.

(5) Identifying the local authority for allocating mail system "Organization Names" to local mail systems, in accordance with Appendix A paragraph 2a(5), to ensure that no name duplications occur within a Corps element or activity.

f. Directors, Chiefs of Separate Offices, and USACE Commanders will ensure that E-mail originating from their elements/activities is in compliance with these policies and procedures. Particular emphasis must be placed on ensuring that signature authorities as delegated in AR 25-50 and local prescribing directives are followed. Where local offices integrate their mail system with Corpmail, all necessary functionality must be provided by the local system to ensure that organizational mail can be delivered and that the security, compatibility and reliability of the entire mail system is maintained by that local extension of Corpmail.

g. The LMC will assist the user in formulating his Corpmail needs, validate the information for mailbox creation prior to its submission to the ISSO, and provide users with the correspondence format as prescribed herein. The LMC and the ISSO may be the same person.

h. Records Administrators/Managers in each Information Management Office will be responsible for developing and implementing local E-mail policies and procedures pertaining to records management of the messages sent/received via E-mail IAW governing directives.

i. All supervisors/managers will be responsible for ensuring that office symbol mailboxes are established and maintained for sending and receiving organizational mail and that an SOP is developed for the reading of the office mailbox. Supervisors/managers must also designate individuals who will be responsible for electronically sending mail for the office.

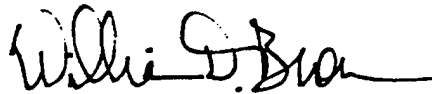
j. Individuals designated responsible for electronically retrieving and sending official correspondence for an office will ensure that correspondence is signed, administrative functions are accomplished (for example, date, "/s/", "for:", etc.), the signed document is part of the official record copy, the word processing document is in the right format before transmission (organizational mail will usually be in ASCII DOS text format), a page break (ALT B in Micromail II) is placed before the actual text (to ensure that organizational correspondence is kept separate from mail header

information), that the mail is actually transmitted after signatures have been obtained, and the printout of the header information (and receipts, if requested) is included with the official record copy. Retrieving responsibilities, at a minimum, will include: Reading the office mail at least twice daily; routing information to appropriate office personnel (manually by providing printed paper copy or electronically by using the "forward" command); deleting read mail or properly filing it in folders; and, managing electronic files, for example, removing from the hard drive; etc.

k. E-mail users will be responsible for the creation and deletion of their personal mailbox and USERID via interface with the appropriate authorities and for safeguarding their passwords. Users are responsible for the maintenance of their personal mailbox, distribution list(s), and for reading their mail at least daily or autoforwarding their mail to another mailbox during their absence.

FOR THE COMMANDER:

1 Appendix
APP A - Conventions for
Mail Systems to be Inte-
grated into Corpmail



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

Appendix A

Conventions for Mail Systems to be Integrated into Corpsmail

1. General. Mail systems shall be X.400 compatible or shall have X.400 gateway software implemented prior to consideration for integration into Corpsmail. Testing of compatibility and functionality will be performed in accordance with test plans in the "CCITT X 400 Message Handling System Corps-Wide Implementation Plan" (reference 3o) prepared and maintained by CELMV-IM under a short-term agreement with CEIM-ZB. This plan is distributed, in updated form, to the distribution lists IMMAIL and ALLCOORD as necessary.

2. Conventions for Corpsmail. The following are required conventions for Corpsmail and any local mail system must adhere to them in order to be integrated into the Corpsmail System Character strings designated as "names" are indicated within single quotes (' ') in text below, the single quote marks are not part of the name

a. Address Name Conventions. Mail systems may use Domain Defined Attributes or other "native" addressing modes within the local mail system. However, all incoming and outgoing mail to/from each mailbox on these local systems (via their X.400 gateway) must be capable of being uniquely addressed by using the "General" attribute types identified in the "Forms of O/R Address, Table 10/X.402, CCITT Recommendations X.400 - X.420, 1988". The addressing fields indicated in items (1), (2), (3), (5), and (6) below, and as defined in paragraph 53.2 of FIPS Pub 146-1 (Reference 3f), are required for delivery of mail within the Corps and must be available, as specified in the X.400 standard, for use by each individual mailbox in any mail system to be integrated into Corpsmail. Other fields in the CCITT recommendation may be required for addressing of mail into non-Corps mail systems. The use of Domain Defined Attributes (DDA) for addressing (part of the X.400 standard) is NOT allowed in addressing between Mail Transfer Agents within the Corps of Engineers. Since DDAs may be required for unique addressing to mail systems external to

Corpsmail, DDA addressing capability is desirable.

(1) Country name shall be: 'US'

(2) Administrative Domain Name shall be: 'ATTMAIL'

(3) Private Domain Name shall be: 'GOV+USACE'

(4) Mail transfer agent (MTA) names shall be: 'MTA[Organization Name - see below]'. Local mail system MTA names must be registered with the CEAP-IA Program Office to initiate the integration of the local system into the CEAP-IA Network and for inclusion into Corpsmail. Part of the registration process will be the exchange of MTA passwords. Network routing information must also be provided to the CEAP-IA Program Office. In certain circumstances, a single MTA may serve multiple organizations (organization names). In this event, the organization name which appears in an address will not match the organization name used to formulate the MTA name. The designated supporting offices' ON (agreed upon by the multiple sites being supported) will be used to designate the MTA. For example, a single MTA might serve two co-located offices such as CELMV and CEMRC. The MTA name could be MTALMV01 (LMV providing mail support to MRC) and MTALMV01 would provide service for mail addresses carrying ONs of LMV01 and MRC01.

(5) Organization name (ON) shall be as assigned in the table below. The DIM/CIM, or a designated representative, shall allocate the mail system ONs for all physical organizations in the Division/District/Lab/FOA based on the allocations in the table below. For example, CEHEC-IM (as the support organization for Headquarters) shall assign the ONs for Civil Works mail systems, Military Programs mail systems, etc. All mail systems in the Headquarters will carry an ON that is in the HQ01 through HQ99 series. The MTA is usually directly related to the ON as shown above.

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For example: The MTA for the Corpsmail official mail system is MTAMAIL01; and the organization name for MAIL/VE is MAIL01. Certain gateway configurations, particularly those in which a single gateway serves multiple E-mail systems, may be most reasonably implemented by not following this convention for maintaining a direct relationship between ON and MTA names. This is acceptable,

on an exception basis, so long as the "global" Corps E-mail system naming convention integrity is maintained across the gateway, messages (sent and received) are properly delivered, all message delivery/receipt notifications are returned properly, and directory information is valid (contains the address(es) which will "get the mail delivered").

ORGANIZATION:

CORPSMAIL - MAIL/VE -
HEADQUARTERS -
PROGRAM SUPPORT OFFICE -
CENTRAL PROCESSING CENTER -
WESTERN PROCESSING CENTER -
OFFICE, CHIEF OF ENGINEERS (PENTAGON)
ENGR DIV, HUNTSVILLE -
ENGR DIV, LOWER MISSISSIPPI VALLEY -
ENGR DIST, MEMPHIS -
ENGR DIST, NEW ORLEANS -
ENGR DIST, ST. LOUIS -
ENGR DIST, VICKSBURG -
ENGR DIV, MISSOURI RIVER
ENGR DIST, KANSAS CITY
ENGR DIST, OMAHA -
ENGR DIV, NEW ENGLAND -
ENGR DIV, NORTH ATLANTIC -
ENGR DIST, BALTIMORE -
ENGR ACTIVITY, CAPITAL AREA
ENGR DIST, NEW YORK -
ENGR DIST, NORFOLK -
ENGR DIST, PHILADELPHIA -
ENGR DIV, NORTH CENTRAL -
ENGR DIST, BUFFALO -
ENGR DIST, CHICAGO -
ENGR DIST, DETROIT -
ENGR DIST, ROCK ISLAND -
ENGR DIST, ST. PAUL -

ORGANIZATION_NAME(S):

MAIL01... MAIL99
HQ01... HQ99
PSO01... PSO99
CPC01... CPC99
WPC01... WPC99
DAE01... DAE99
HND01... HND99
LMV01... LMV99
LMM01... LMM99
LMN01... LMN99
LMS01... LMS99
LMK01... LMK99
MRD01... MRD99
MRK01... MRK99
MRO01... MRO99
NED01... NED99
NAD01... NAD99
NAB01... NAB99
NAC01... NAC99
NAN01... NAN99
NAO01... NAO99
NAP01... NAP99
NCD01... NCD99
NCB01... NCB99
NCC01... NCC99
NCE01... NCE99
NCR01... NCR99
NCS01... NCS99

ENGR DIV, NORTH PACIFIC - ENGR DIST, ALASKA - ENGR DIST, PORTLAND - ENGR DIST, SEATTLE - ENGR DIST, WALLA WALLA -	NPD01... NPD99 NPA01... NPA99 NPP01... NPP99 NPS01... NPS99 NPW01... NPW99
ENGR DIV, OHIO RIVER - ENGR DIST, HUNTINGTON - ENGR DIST, LOUISVILLE - ENGR DIST, NASHVILLE - ENGR DIST, PITTSBURGH -	ORD01... ORD99 ORH01... ORH99 ORL01... ORL99 ORN01... ORN99 ORP01... ORP99
ENGR DIV, PACIFIC OCEAN - ENGR DIST, FAR EAST - ENGR DIST, HONOLULU - ENGR DIST, JAPAN -	POD01... POD99 POF01... POF99 POH01... POH99 POJ01... POJ99
ENGR DIV, SOUTH ATLANTIC - ENGR DIST, CHARLESTON - ENGR DIST, JACKSONVILLE - ENGR DIST, MOBILE - ENGR DIST, SAVANNAH - ENGR DIST, WILMINGTON -	SAD01... SAD99 SAC01... SAC99 SAJ01... SAJ99 SAM01... SAM99 SAS01... SAS99 SAW01... SAW99
ENGR DIV, TRANSATLANTIC - ENGR DIST, EUROPE -	TAD01... TAD99 TAE01... TAE99
ENGR DIV, SOUTH PACIFIC - ENGR DIST, LOS ANGELES - ENGR DIST, SACRAMENTO - ENGR DIST, SAN FRANCISCO -	SPD01... SPD99 SPL01... SPL99 SPK01... SPK99 SPN01... SPN99
ENGR DIV, SOUTHWESTERN - ENGR DIST, ALBUQUERQUE - ENGR DIST, FORT WORTH - ENGR DIST, GALVESTON - ENGR DIST, LITTLE ROCK - ENGR DIST, TULSA -	SWD01... SWD99 SWA01... SWA99 SWF01... SWF99 SWG01... SWG99 SWL01... SWL99 SWT01... SWT99
ARMY ENVIRONMENTAL CENTER	AEC01... AEC99
BOARD OF CONTRACT APPEALS -	EBA01... EBA99
COASTAL ENGINEERING RESEARCH BOARD -	CRB01... CRB99
COLD REGIONS RESEARCH & ENGINEERING LABORATORY -	CRL01... CRL99
CONSTRUCTION ENGINEERING RESEARCH LABORATORY -	CER01... CER99
U.S. ARMY CENTER FOR PUBLIC WORKS -	CPW01... CPW99
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY -	HSA01... HSA99

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HYDROLOGIC ENGINEERING CENTER -	HEC01... HEC99
INSTITUTE FOR WATER RESOURCES -	IWR01... IWR99
MARINE DESIGN CENTER -	MDC01... MDC99
MISSISSIPPI RIVER COMMISSION -	MRC01... MRC99
TOPOGRAPHIC ENGINEERING CENTER -	TEC01... TEC99
WASHINGTON LEVEL REVIEW CENTER -	WLR01... WLR99
WATERBORNE COMMERCE STATISTICS CENTER -	NDC01... NDC99
WATER RESOURCES SUPPORT CENTER -	WRC01... WRC99
WATERWAYS EXPERIMENT STATION -	WES01... WES99

AREA OR PROJECT OFFICES (NOT LISTED ABOVE) -
(COORDINATE WITH YOUR DISTRICT OR DIVISION OFFICE)

NOT LISTED ABOVE? Contact the CEAP- IA Program Office to initiate the integration of the local system into the CEAP-IA Network and for assignment of an Organization Name for inclusion into Corpsmail.

(6) Organization Unit 1 (OU1) name: It will be 'OFFICE SYMBOL' for mailboxes and 'OFFICE SYMBOL(DL)' for distribution lists (DL). The OU1 field will contain the mailbox owner's or office's complete office symbol or the distribution list owner's office symbol followed by the letters "DL" in parentheses to identify it as a Distribution List. (The PN and OU1 will be identical for organizational mailboxes.) For non-corps government agency users of Corpsmail, the OU1 field shall contain the office symbol of the Corps sponsoring office, followed by a double dash (--), followed by the affiliated agency's office symbol, for example, CENPA-IM--USAF-IFF. For contractor personnel or organizations, the OU1 field will contain the hiring government agency's office symbol, followed by a double dash (--), followed by an abbreviated form of the contractor organization name, for example, CEIM-A-LBI for "Low Bidder, Incorporated". Organization Unit 2 through 4 fields are preferred to be null values, but may be used by local mail systems if needed for gateway implementation. If OU2, OU3, or OU4 are used by a local mail system, the tests for integration into

Corpsmail will include checking to ensure that there are no adverse effects or unwanted interactions occurring with other mail systems in Corpsmail as a result of using the OU2 through OU4 fields.

(7) Mailbox/Distribution list name: Mailbox naming will follow the X.400 (Originator/Recipient, O/R) and Corpsmail policy. The mailbox identification structure will be based on a personal name and an office symbol structure. The distribution list identification structure will consist of a mnemonic or acronym structure such that the name implies the contents of the list to most readers, such as "IMMAIL," which goes to all DIMs/CIMs.

b. Operational Procedures and Miscellaneous. Each office or group mailbox should have an SOP indicating the hierarchy of personnel with responsibility for reading the mail in that box and sending mail from that box. Mail/VE will allow two (2) aliases per mailbox; aliases are optional and may be chosen by the owner of a mailbox. No periods (.), slashes (/), or semicolons (;) will be

allowed in any address field. (Periods, slashes, and semicolons can cause problems for some mail systems when mail is sent to or received from DDN or Internet; DDN and Internet addresses use periods, slashes, and semicolons as delimiters between address elements.) The previously required aliases, formed by the office symbol, a period (.), and the person's initials, are no longer allowed.

Naming Convention Examples:

<u>MAILBOX CATEGORY</u>	<u>STRUCTURE</u>	<u>EXAMPLE</u>
CORPS Organization (Office Symbol Mailbox)	Office Symbol or easily recognized group name.	CEIM-RT CESPD-IM CELMK-IM-R FIMUG
Other Government Agency (Office Symbol Mailbox)	Office Symbol--Office Symbol	CEIM-R--DLA-DAS-CG CEMP--SAIS-ZB
CORPS Personnel (Individual Mailbox)	First Name, M. I., Last Name, Generation (optional) (USERID rules apply as defined by the CEAP-IA Program Plan USERID structure policy for structure of initials when a person has only two initials, as in the case of no middle name). The use of the Generation, i.e., Sr, Jr, III is optional. NOTE: - NO periods on initials or generation!	James L Tong Tom F Bington Jr Charles 3 Smith
Contractor Organization (Office Symbol Mailbox)	Hiring Gov't Agency's Office Symbol, followed by a double dash (--), followed by the abbreviated company name. The hiring Gov't Agency's Office symbol may be used in its entirety).	CESPD--LBI CESWD-IM--MOM
Contractor Personnel (Individual Mailbox)	First Name, M.I., Last Name, Generation (optional). Userid rules apply as defined by the CEAP-IA program plan for USERID structure policy for structure of initials when a person has only two initials, as in the case of no middle name. The use of the Generation, i.e., Sr, Jr, III, is optional).	Artie L Shaw Jr Robert Daly George G Holt Charles 4 Smith

c. Mail directories. Local Area Network mail directories must be integrated with the domain wide directory maintained on CEAP-IA Control Data systems, i.e., a Local Area Network mail system will NOT be integrated into Corpmail unless the domain wide directory on Corpmail can easily be loaded and maintained with current directory information from the Local Area Network mail system. Only group/office mailbox information is required to be provided to the domain wide directory until an X.500 standard directory is placed in service for Corpmail; however, it is recommended that all mailbox information be provided for the directory unless there are technical reasons not to do so. Upon establishment of an X.500 directory system for the Corps, ALL mailboxes must be included in the directory. Procedures for integrating some of these directories are provided in the "CCITT X.400 Message Handling System Corps-Wide Implementation Plan." It is the responsibility of the owner of the Local Area Network mail system, NOT the CEAP-IA program office, to develop a procedure for uploading mail directory information if such a procedure does not already exist. Procedures for downloading of domain wide directory information into the local mail system's directory are outlined in reference 3o. A mailbox must be designated (by the local mail system POC) which will receive the downloaded directory information. (Directory information from the domain wide directory will be mailed to this mailbox by the Corpmail administrative staff.) The domain wide directory must be updated with LAN-based mailbox information weekly, AS A MINIMUM, unless no change has occurred. The directory update requirements will be replaced by the X.500 directory synchronization capabilities upon installation of the X.500 directory for the Corps.

d. Delivery of mail. A demonstrated ability to consistently and accurately deliver the mail (to include the ability to use office symbols for mailbox names) is a prerequisite for consideration of a local area network mail system for integration into Corpmail. If the mail cannot be consistently and accurately delivered by a system proposed for integration, that system will not be integrated into Corpmail and the site proposing to utilize that local area network mail system must maintain sufficient mailboxes on the Corpmail system to ensure that all mail is delivered.

e. Delivery notices and receipts. A demonstrated ability to return non-delivery notices and receipts when mail is sent to private or group mailboxes (as opposed to distribution lists) is a prerequisite for consideration of a local area network mail system for integration into Corpmail. Return of a non-receipt is desirable, but not required, when a message is deleted by the recipient (without reading the message first). Although some E-mail systems/gateways send E-mail messages as notification of delivery and receipt, it is preferred that an E-mail system/gateway be used that returns a status instead of a message. That is, the system should implement the "delivery report" as specified in the X.411 recommendation for delivery and the "service report" as specified in the X.420 recommendation for receipt. This provides maximum flexibility for systems that have more advanced status tracking capabilities. Nondelivery notices and receipts that are returned as messages must contain at least the minimum information to determine (1) the message that caused the notification to be returned (message number, subject or, preferably, both), (2) the date and time the event (non-delivery or receipt generation) occurred, (3) the specific addressee involved in the event (no generic names or "nicknames").

f. Addressing capabilities. A demonstrated ability to use the standard X.400 addressing fields, as defined in paragraph 5.3.2 of FIPS Pub 146-1 (Reference 3f), for routing of mail (not using Domain Defined Attributes (DDA)) both into and out of the LAN-based mail system gateway to Corpmail is required. Mail must be capable of being uniquely addressed by using the "Genera]" attribute types identified in the "Forms of O/R Address," Table 10/X.402, CCITT Recommendations X.400-X.420, 1988. The use of Domain Defined Attributes (DDA) for addressing (part of the X.400 standard) is NOT allowed in addressing within Corpmail. Since DDAs may be required for addressing in other mail systems connected to Corpmail, DDA addressing capability within a local mail system is desirable. This does NOT restrict the use of DDAs or other "native" addressing schemes within the confines of a local mail system.

g. Time computation. A demonstrated ability to accept and generate mail (to include delivery and receipt notices) with proper time offset components

is required. The time stamps on outgoing mail will indicate local time at the sending location. The time stamps on all received mail will indicate local time at the receiving location. For example, a sender using MAIL/VE will see "zulu" time or Universal Coordinated Time on the record copy of the outgoing message and a CELMV LAN-based mail system user will see Central Standard Time (or Central Daylight Time, depending on the time of the year) on the received message. Generalized time shall be used as provided for by International Organization for Standardization (ISO) publications ISO 8601. Since local mail systems are expected to operate where local time is in effect and the MAIL/VE systems on the Cybers operate using UTC (Universal Coordinated Time, previously Greenwich Mean Time), the representation is a string consisting of the date, followed by the local time of day, followed by a Time Differential actor (TDF), all as defined in ISO 8601. The format must interoperate with all mail systems previously integrated into Corpsmail.

h. System security requirements. Electronic mail systems which are to be a part of Corpsmail will comply with Department of Defense Directive (DoDD) 5200.28 (reference 3a) and the requirements of AR 380-19 (reference 3m) for the transmission of data which is in the category "Unclassified Sensitive Two (US2)." Passwords will be utilized between Mail Transfer Agents, both within Corpsmail and over gateways to non-Corpsmail mail systems such as FTS2000MAIL.

i. NEWS distribution. Each local mail system must create a mailbox for receipt of items posted to the Corpsmail public mailbox known as NEWS. Items posted to the Corpsmail NEWS mailbox will also be automatically mailed (once) to the locally designated NEWS mailbox for distribution to all mailboxes on the local mail system. It is required that all individuals with mailboxes either receive NEWS automatically or have easy access to NEWS information.

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