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AFI 33-119, 1 March 1999, is supplemented as follows: (This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

2.6.1. Before receiving access to an Air Force network, computer users will complete the Network User Licensing Internet-based training course. The Workgroup Manager will assist all new personnel with access to the Smartforce. When individuals have completed the required testing a copy of their completion certificate shall be printed and a copy kept on file with the Workgroup Manager for further inspection under the INFORMATION PROTECTION ASSESSMENT AND ASSISTANCE PROGRAM.

2.7.5. (Added) Impose the following mailbox size limitations:

2.7.5.1. (Added) VIP users: No storage limit.

Users in group: All O-6s and above, MAJCOM/NAF Directors, Wing Commanders, Command Chief Master Sergeants, Group Commanders, and their front office staffs.

2.7.5.2. (Added) Power users: 100 Megabyte storage limit.

Users in group: MAJCOM/NAF 3-letters, Wing Staff Agencies including Director of Staff, Inspector General, Comptroller, Staff Judge Advocate, Chief Wing Plans, etc., Squadron Commanders, Squadron Commanders' Secretaries, Squadron First Sergeants, Mission Critical Non-Defense Messaging System Organizational Mailboxes (Command Post, etc.).

2.7.5.3. (Added) Organizational: 50 Megabyte storage limit.

Users in-group: Non-DMS Organizational Mailboxes for VIP or Power User.

2.7.5.4. (Added) Standard Users: 20 Megabyte storage limit.

Users in-group: All other e-mail users not described above.

2.7.6. (Added) The Network Operations and Security Center (NOSC) will archive all e-mail with attachments over 10KB in size that have not been changed for 30 days or more. When an item is archived, it leaves a pointer in the mailbox as opposed to the actual size of the e-mail and attachment and is retrieved by clicking on the pointer. Archived attachments do not count against your total mailbox size.

2.7.7. (Added) E-mails remaining in the deleted items folder longer than 30 days are automatically deleted.

2.8.8. (Added) Limit the size of e-mail messages, including attachments. Don't attach large files if possible. Direct e-mail recipients to a shared drive, public folder or provide a URL to a web server to view attachments.

3.1.3. Only reply to e-mails that absolutely require a response and minimize the use of the "Reply to All" function.

3.2. Official e-mail communications will not contain slogans, quotes, logos, graphics, digital images, clip arts, etc. in the signature block or body of the e-mail unless required as part of the e-mail content.

3.2.1. (HQ AMC) Organizational accounts must be used for any official coordination or action. Designate personnel to monitor organizational account and filter e-mail as appropriate.

3.2.1.1. (Added) The same coordination/staffing rules for paper-based medium apply to electronic medium. Taskings flow down the chain-of-command (i.e., CV to A6 to A63 to A63B). Replies to tasking flow up the chain-of-command (i.e., A63B to A63 to A6 to CV). Do not task above your organizational level. Forward up your chain-of-command for lateral tasking, 3-letter to 3-letter.

3.2.1.2. (Added) Conduct electronic coordination/staffing within the same directorate as follows: Branch chiefs (4-letter) reply upward to division chiefs (3-letter). Division chiefs (3-letter) reply upward to director (2-letter). Directors reply (2-letter) to command section.

3.2.1.3. (Added) Conduct electronic coordination/staffing outside your own directorate as follows: Send coordination/replies at the same organizational level (i.e., 3-letter to 3-letter). Do not coordinate/reply to organizations above your level. Executive officers may coordinate/reply on behalf of directors.

3.2.3.1. Organizational e-mails are official communications and will follow specific formats found in AFMAN 33-326, *Preparing Official Communications* and AFH 33-337, *The Tongue and Quill*.

3.2.3.2. An approved command or base unique office symbol is authorized.

3.2.3.4. Establish other organizational e-mail accounts as needed at the discretion of the commanders at wing-level and below.

3.2.4.1. Commanders will determine if it is appropriate for personnel within their command to have an individual e-mail account to facilitate official communications.

4.1. Signature blocks will not contain slogans, logos, graphics, quotes, digital images, clip arts, or any other item or information that does not meet the format identified in paragraph 4 of the basic instruction or this supplement. The only exception is electronic staff summary sheets. When preparing electronic staff summary sheets, the signature block will include “//signed-initials//”. For example:

//signed-mjb// MICHAEL J. BASLA, Colonel, USAF Director of Communications and Information

7.2.2. Ensure e-mail content is clear and concise. Only send the information to addressees with an absolute need to know.

7.2.9. (Added) Avoid cyber-speak. Not everyone is familiar with the acronyms used in e-mail correspondence, such as IMHO (in my humble opinion), WRT (with respect to), or FWIW (for what it’s worth). Performing a mental translation each time slows down the reader. Don’t make reading difficult for them.

7.2.10. (Added) Write descriptive e-mail subject lines. Many busy people will only open messages with captivating subject lines.

8.4. All electronic official record copies are filed on the organization’s shared drive. This is an interim solution until an electronic records management system is implemented.

9.2.6. (Added) For Official Use Only (FOUO) information may be electronically transmitted providing originators comply with all requirements IAW DOD5400.7/AF Sup, *DOD Freedom of Information Act Program*, Chapter 4.

9.3.1. (Added) Do not discuss over any unprotected or open unclassified network the following AMC defined OPSEC mission critical information items:

9.3.1.1. (Added) Specific mission nature and objectives.

9.3.1.2. (Added) CJCS alert/warning orders, date/time of execution, deployment/routes, staging, and operating locations.

9.3.1.3. (Added) Implementing conditions (i.e., Defense Condition, Force Protection, Information Condition, Weather).

9.3.1.4. (Added) Capabilities and limitations.

9.3.1.5. (Added) Identity, strength, disposition, readiness, and command relationships of forces involved (includes personnel/equipment/supplies).

9.3.1.6. (Added) Potential circumstances that generate a particular operation including planning/execution/reaction times.

9.3.1.7. (Added) Planning and programming activities that would enhance AMC mission effectiveness.

9.3.1.8. (Added) Critical communications and computer systems locations, support, techniques, limitations, effectiveness, and outages that support AMC missions.

9.3.1.9. (Added) Movement of key personnel (includes VIPs and DVs).

9.3.1.10. (Added) Effect of adversary activities and operations.

9.3.1.11. (Added) Deception capability, use, and techniques.

9.3.1.12. (Added) Classified information.

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Director of Communications and Information