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Public Affairs

INCIRLIK ALL EMAIL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 33-119, *Electronic Mail (E-mail) Management and Use*, and establishes procedures, policies, and guidelines for the use of the “Incirlik All Users” e-mail distribution list. This instruction applies to all U.S. personnel assigned or attached to 39th Air Base Wing (ABW) units and its Geographically Separated Units (GSUs). Submit recommended changes and questions to Incirlik ABW, 39 ABW Public Affairs Office, Unit 7090 Box 135 APO AE 09824-0135. Use AF Form 847, **Recommendation for Change of Publication**, through channels when making recommended changes. Ensure that all records created as a result of processes in this publication are maintained in accordance with AFMAN 37-123, Management of *Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

1. Responsibilities. The 39th Communications Squadron and the 39 ABW Public Affairs (PA) office share authority over the “Incirlik All Users” distribution list.

1.1. The 39th Communications Squadron (CS) Network Control Center has physical rights to the “Incirlik All Users” distribution list; they control access to and maintenance of the box.

1.2. The 39 ABW/PA office has executive rights; the PA staff, on behalf of the wing commander, controls who is allowed access, sets the policy and determines what is appropriate to be sent through the distribution list.

1.3. The following agencies are allowed access to send messages through “Incirlik All Users:” 39 ABW Executive Officer, 39 CS Help Desk, Command Post, and the 39 ABW/PA Office. The 39 ABW Vice Commander approves other agencies’ access to the distribution list.

2. Message Content. Messages sent through the “Incirlik All Users” distribution list will be mission related as determined by 39 ABW/PA or 39 ABW/CCE. Mission related is defined as events or happenings that affect the entire base and deal solely with mission accomplishment. Examples include but are not limited to:

- 2.1. Base outages
- 2.2. Messages from the commander
- 2.3. Safety
- 2.4. Antiterrorism and force protection messages
- 2.5. Battle staff directives
- 2.6. Security information

3. Exclusions. Information which could compromise information security or OPSEC if sent to the entire base population, and unit and private organization events and fundraisers, will not be sent out via “Incirlik All Users.” The 39 ABW Commander and Vice Commander can make exceptions to this policy as appropriate.

4. Requests. To request e-mail be sent via “Incirlik All Users,” send the request electronically to <mailto:39abw.pa@incirlik.af.mil> or <mailto:39abw.cce@incirlik.af.mil>.

- 4.1. Requests should be concise and specific, and containing as much information about date, time, and place as possible without violating operational security guidelines.
- 4.2. The request must have a point of contact and be verified as accurate by the unit commander or agency chief.

5. Point of Contact (POC). POC for this policy is 39 ABW/PA, 6-6060.

6. Forms. No forms prescribed or adopted.

MICHAEL C. GARDINER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-119, *Electronic Mail (E-mail) Management and Use*

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

CCE—Commander's executive officer

GSU—Geographically Separated Unit

OPSEC—Operational Security

PA—Public Affairs