



**ELECTRONIC MAIL (E-MAIL) MANAGEMENT
AND USE**

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AFI33 -119, 1 March 1999, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Adds legal authorization requirement for e-mail inspection (paragraph **2.7.4.**); requires the names of unit mailbox monitors be reported (paragraph **3.2.3.3.**); designates 10th Communications Squadron (10 CS) Help Desk as the manager of Dist O and Dist P distribution lists and monitor of Dist P and USAFA_All distribution lists (paragraph 3.2.3.3.1); sets standards for archiving e-mail messages (paragraph **8.4.2.4.**); sets policies and procedures regarding e-mail box size limits (paragraph **8.4.2.5. (Added)**).

2.7.4. When directed by the commander authorized to do so, periodically inspect stored communications to ensure compliance with Air Force E-mail policy after consultation with appropriate legal channels.

3.2.3.3. Each unit shall provide the names of their mailbox monitors to the Base Information Transfer Center (10 CS/SCRIB) and advise 10 CS/SCRIB on a regular basis of any changes, additions or deletions.

3.2.3.6. (Added) 10th Communications Squadron Computer Help Desk (10 CS/SCBNC) is responsible for managing Distribution A and O lists and monitoring and enforcing Distribution P and USAFA_All policies and procedures.

8.4.2.4. Keep selected, archived e-mail files required for system reconstitution after catastrophic system failure in a secure area and physically separated from the network control center (NCC) e-mail server. Select the off-site storage location based on its distance from the NCC e-mail server, the temperature and humidity and the physical security of the building. Place a priority schedule for recreating files at the off-site storage location. Data will be kept at the off-site storage location for 90 days.

8.4.2.5. (Added) The standard capacity for each mailbox on any Air Force Academy exchange server is 25 megabytes. The capacity limit for wing and squadron commanders, or equivalent, is 50 megabytes. All requirements to increase the limits will be requested, in writing, by the unit or organization commander. If an account exceeds its capacity, e-mails will continue to arrive to the account, but the user will not be able to send e-mails until the account is under its set limit.

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