



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION EL TORO
PO BOX 25210
SANTA ANA CA 92705-5000

ABO 2400.3w/ch1
1NA/110
8 Sep 93

AIR BASES ORDER 2400.3w/ch1

From: Commander
To: Distribution List
Subj: OFFICIAL ELECTRONIC MAIL
Ref: (a) MCO 5271.4
(b) MCO 5210.11D
(c) MARCORCOMTELACT 041052Z May 92 (NOTAL)

1. Purpose. To set forth standard policies and procedures for implementing delivery of official correspondence via Electronic mail (E-mail).
2. Background. E-mail over the Local Area Network (LAN) and Wide Area Network (WAN) has been used extensively for distributing unclassified, unofficial information. Reference (a) implemented procedures for the distribution of official correspondence over E-mail and Electronic Library and Mail System (ELMS) throughout the Marine Corps. To fully implement reference (a), organizational mailboxes (OMB) must be established at all units with an established Plain Language Address (PLA). Within Marine Corps Air Bases Western Area (MCABWA) all units meeting the PLA criteria are not currently on the LAN/WAN. However, as the LAN/WAN expands, units added must establish an OMB.
3. Guidelines
 - a. To be official or record correspondence, E-mail must be sent to and from an OMB, unless the sender has "By direction" authority, then the correspondence must be as per reference (a).
 - b. Within a Headquarters, copies of official electronic correspondence may be distributed to individual mailboxes.
 - c. Organizational mailboxes must be checked daily.
 - d. No classified information will be transmitted by E-mail until ~~off~~-line data encryption systems are established.
on
 - e. To maintain similar filing procedures, official correspondence will be prepared per the Department of the Navy Correspondence Manual and attached to an E-mail message.
 - f. Files and records management will be as per references (a) and (b).

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g. Users requiring access to Defense Data Network (DDN) will contact the local LAN Administrator.

4. Organizational Mailbox Naming Conventions. To comply with reference (c), all MCABWA OMB's will be created in Banyan E-mail per the following guidance:

a. Item Name. The item name for a unit's OMB will begin with the first 27 characters of the unit's PLA followed by one space, followed by the letters "OMB." For example, the item name for MCAS El Toro is "CG MCAS EL TORO OMB."

b. Nicknames. As with other Banyan naming conventions, the first nickname will be the Accessor Identification (ACID). The ACID for the OMB will end in a "Z." Units may choose to use official command abbreviations in subsequent nicknames to facilitate rapid addressal of E-mail.

c. Streetwork Directory Assistance (STDA) entry. The STDA entry for an OMB will contain, at a minimum, the following information:

- (1) The unit's entire PLA.
- (2) The command designation from the IRAM.
- (3) A point of contact with a DSN number.

5. Action

a. Commanders

(1) Establish and maintain custodial control of OMB per reference (a) and this Order.

(2) Establish proper control of OMB user password.

(3) Ensure OMB's are read daily.

(4) Ensure record traffic is properly processed.

b. Adjutants. Establish and maintain custodial control of command OMB's and proper filing procedures.

c. Assistant Chief of Staff, G-6. Provide appropriate training and assistance as required.



J. W. ROBBEN
Chief of Staff

DISTRIBUTION: ~~MCAS~~: A
MCABWA



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 95001
SANTA ANA CA 92701-5901

IN REPLY REFER TO:
ABO 2400.3 Ch 1
AN/110
5 Nov 93

AIR BASES ORDER 2400.3 Ch 1

From: Commander
To: Distribution List
Subj: OFFICIAL ELECTRONIC MAIL

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. In paragraph 1, capitalize the "E" in "electronic-mail."
 - b. In paragraph 3d, change "off-line" to read "on-line."
 - c. In the "DISTRIBUTION:" and "Copy to:" section of the basic Order change to read the same as the corresponding sections of this Change.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

J. W. Robben
J. W. ROBBEN
Chief of Staff

DISTRIBUTION: MCABWA: A