



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5271.1

G-6

**29 DEC 1999**

### STATION ORDER 5271.1

From: Commanding General  
To: Distribution List

Subj: INSTALLATION STANDARD OPERATING PROCEDURES (SOP) FOR  
ELECTRONIC MAIL (E-MAIL)

Ref: (a) MCO 5271.4A  
(b) MARADMIN 197/99

1. Purpose. To establish policy and provide guidance on use of Electronic Mail (E-Mail) aboard Marine Corps Air Station (MCAS) Miramar. This order is base level adjunct to Marine Corps Order 5271.4A.

2. Scope. The provisions of this instruction are applicable to all Station Departments and activities authorized to use the E-Mail system provided by G-6, MCAS Miramar.

3. Background. The MCAS Miramar E-Mail system is a subnet of the Marine Corps Enterprise Network (MCEN) which is itself a subnet of the Defense Information Systems Network (DISN). Email allows the commands and activities that comprise the DISN to communicate electronically over DISN controlled mediums.

#### 4. Definitions

a. Email is a message, or file, transmitted to/from an individual mailbox containing information. The intent of individual EMail is to facilitate the direct exchange of mission related information in much the same manner as the telephone.

b. Exchange Mailbox shall refer to the G6 controlled computer resource (i.e. Exchange Server) assigned to contain an individual users E-Mail.

c. Personal Mailbox shall refer to the User controlled computer resource (i.e. PC hard drive or zip disk) assigned to archive the users Exchange Mailbox E-Mail.

d. Message Content shall refer to the text, graphics, symbols, and attachments contained within an E-Mail message.

e. Chain Mail refers to E-Mail that promises unsubstantiated personal gain or warns of some dire consequence for taking, or not taking, a specific action specified in the E-Mail.

f. Attachment is any file contained within an E-Mail message.

g. Untrusted Source. Any sender of E-Mail in whom the recipient is unfamiliar, or the recipient has reason to mistrust.

5. Guidelines. The use of E-Mail has far reaching implications in the areas of security, network resources, and information control. Adherence to the following E-Mail guidelines will insure optimization, and protection, of the MCAS Miramar Local Area network (LAN) resources and the individual users E-mail.

a. E-Mail is restricted to official use only, as in the use of Government telephone or postal systems. To help in deciding if an electronic message is appropriate prior to composing, forwarding, replying, or storing a message or attachment, ask yourself the following questions:

(1) Is the message/attachment necessary in the performance of your job or beneficial to the health, welfare, or safety of others?

(2) Is the information presented in such a way that it will not embarrass an individual or the United States Marine Corps?

(3) Are you willing to share the contents of this E-Mail with the Station Commanding General?

b. If you can answer yes to all of the above then you may proceed with the E-Mail message/attachment.

c. No E-Mail message or attachment, containing DOD mission related information shall be sent to, or from, a non-DOD domain E-Mail address (i.e. any E-Mail address not ending in .mil). Examples of this would be; sending E-Mail with mission related content from your MCAS Miramar Exchange account to an AOL, NetZero, CompUServe, or other commercial E-Mail account. Sending E-Mail, with mission related content, from any commercial E-mail account is by definition, also prohibited.

d. Composing or forwarding chain-mail is explicitly forbidden.

e. Users will be responsible for managing both their Exchange and Personal E-Mail mailboxes. G6 provides the tools and support necessary to assist the user in their management efforts. User management actions will include deletion of all mission non-essential messages/attachments, moving aged mission essential messages/attachments from their Exchange Mailbox to their Personal Mailbox, and the proper handling of the Outlook Sent and Deleted Items folders utilizing G6 defined procedures.

29 DEC 1999

6. Security. MCAS Miramar E-mail users are expected to take an active role in the prevention of virus's introduced to the Station network, and the DISN, through E-Mail attachments. Actions expected of users include, but are not limited to, the following:

a. Cognizance of 'Virus Alert' warnings posted via basewide E-Mail by the G6 Security Officer.

b. User verification that the Norton anti-virus software is loaded and running with current virus definition files on the users PC.

c. Never opening an E-Mail attachment from an untrusted source.

d. Immediately deleting any E-Mail/attachments received by an untrusted source.

e. Contacting the G6 Security Officer when the user deems an E-Mail message to be a threat to the security or reputation of the United States Marine Corps.

7. Privacy. As indicated in the text of 'Legal Notice' that appears on every users PC monitor during the login process "Use of this, or any other, DOD interest computer constitutes a consent to monitoring at all times..." What this means, in the context of this Station Order, is that no expectation of privacy should be assumed by the user regarding the content of E-Mail composed, received, or stored in any user mailbox or on the users PC. All E-Mail products may be audited, or viewed, at any time, by the Station Commanding General or his assignees.

8. The Role of G6. G6 shall be responsible for maintaining a dynamic, fault tolerant, and stable E-Mail environment for MCAS Miramar station users. Actions taken by G6 to insure this will include, but not be limited, to the following:

a. Imposing storage restrictions, based on available overall storage capacity, on all individual Exchange mailboxes.

b. Imposing E-Mail send and receive restrictions on users who disregard the 'Storage Limit Exceeded' warning messages.

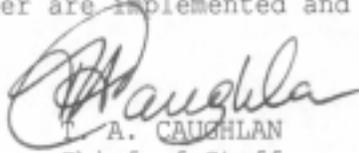
c. Ensuring that proper backup/restore procedures are in place to protect the contents of the users Exchange mailbox.

d. Installation/Application of new soft-ware/hardware/techniques to improve, or keep current, the MCAS Miramar E-Mail system.

StaO 5271.1

**29 DEC 1999**

9. Summary. E-Mail, once considered a luxury, has now become a critical, mission essential necessity. In the hands of the knowledgeable, responsible user E-Mail is an indispensable productivity tool, but in the hands of the unknowledgeable, or irresponsible user, it becomes a weapon for network chaos. MCAS Miramar E-mail users have adequate technical support systems, and documentation, available to insure that the policies and guidelines described within this Station Order are implemented and adhered to.

  
T. A. CAUGHLAN  
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5271.1 Ch 1

G-6

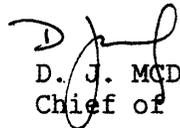
26 MAR 2001

STATION ORDER 5271.1 CH 1

From: Commanding General  
To: Distribution List

Subj: INSTALLATION STANDARD OPERATING PROCEDURES (SOP) FOR  
ELECTRONIC MAIL (E-MAIL)

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. On the letterhead page, change Reference (b) to read "Ref: (b) MARADMIN 162/00."
  - b. On the letterhead page, add a Reference (c), "Ref: (c) MARADMIN 541/99."
3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.

  
D. J. MCDANIEL  
Chief of Staff

DISTRIBUTION: A