



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
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CNETINST 5230.9B
IM1

(R)

04 MAY 1998

CNET INSTRUCTION 5230.9B

Subj: ELECTRONIC MAIL (E-MAIL) POLICY AND STANDARDS

Encl: (1) Electronic Mail Naming Standards and Conventions
(Including existing e-mail and Navy/DMS guidance)
(2) Post Office Administration Duties

1. Purpose. To promulgate Chief of Naval Education and Training (CNET) policy and standards for the management and use of individual e-mail.

2. Cancellation. CNETINST 5230.9A

3. Scope. The provisions and guidance of this instruction apply to e-mail users throughout the Naval Education and Training Command (NAVEDTRACOM).

4. Background. A combination of cc:Mail on local area networks and Wang Office Mail currently supports formal and informal e-mail communications throughout the NAVEDTRACOM. In order to accomplish a responsive paperless office environment at CNET Headquarters and throughout the NAVEDTRACOM, policies, procedures, and standards governing the use of e-mail must be established and adhered to. The NAVEDTRACOM will move toward the X.400, X.500 standards supported by the Department of the Navy Chief Information Officer (DON CIO) and Defense Messaging System (DMS).

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5. Policy. The following policy applies at CNET Headquarters and throughout the NAVEDTRACOM:

a. Naval Education and Training Professional Development and Technology Center (NETPDTTC) is designated as the executive agent of CNET for electronic mail and is tasked with the maintenance of this instruction.

(D)

(A)

b. NAVEDTRACOM personnel will have access to e-mail for official business. This e-mail access will typically be through a Local Area Network (LAN) at a workstation assigned to the individual at their normal duty location.

(A)

c. Activity personnel geographically separated without a LAN connection will use dial-in procedures to send and receive mail. Both LAN-based and dial-in users will have e-mail access to the command-wide NAVEDTRACOM network and the INTERNET.

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d. Post office directory/naming standards and responsibilities will be accomplished in accordance with enclosure (1).

e. E-mail capabilities will be used where possible to route and review correspondence, attach word processing documents (letters, reports, messages), graphics, and spreadsheet packages.

- A) E-mail is not intended to be a filing system and activities should set a time limit for messages to remain in the e-mail system. The typical and recommended retention is 90 days.

6. Objectives

a. To standardize e-mail functions and achieve a responsive, paperless workplace and office environment.

b. To standardize e-mail/post office naming conventions and assign functional responsibility for e-mail management and maintenance.

c. Ensure standardized administrative procedures for electronic staffing of incoming/outgoing correspondence and messages.

d. Ensure personnel are sufficiently trained and have the knowledge and skills to use e-mail software.

7. Action

- A) a. Effective immediately, each command will assign an e-mail administrator and implement the standards established in enclosure (1). These standards have been updated with the current DMS guidance. The recommended duties of the post office administrator are defined in enclosure (2).

b. Adherence to the guidelines in this instruction is the responsibility of all NAVEDTRACOM personnel having access to e-mail.

c. The Director, NETPDTC Unit CNET, under the direction of NETPDTC (N6), is designated point of contact for coordinating e-mail user training for CNET Headquarters staff personnel.

d. The NETPDTC Detachment/Unit Site Managers, under the direction of NETPDTC (N6), are designated points of contact for coordinating and providing e-mail user training for other NAVEDTRACOM activity personnel. CNET point of contact is IM1.

- A) e. NETPDTC will maintain a copy of this instruction electronically available (on a web page) for activities on the NAVEDTRACOM network. NETPDTC is tasked with keeping enclosures (1) and (2) current and consistent with the Department of the

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Navy standards as the X.400 and X.500 technologies mature. CNET
IM will be notified of any changes to the enclosures and
provided with copy.



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ELECTRONIC MAIL NAMING STANDARDS AND CONVENTIONSSECTION 1 (cc:Mail)

1. The standard for e-mail has two components: PEOPLE (directory entries) and POST OFFICES. In our environment, mail can be exchanged between Wang Office and cc:Mail users, and externally with INTERNET users. In this standard, the term "POST OFFICE" applies to cc:Mail users.

2. The post office standard is based on metropolitan area, and specific names are issued by NETPDTC (N64). Examples:

PENC000
MEMC000
MEMCV01
SNDCV03
NORC000

Each metropolitan area has a "Post Office" with designator "000." This "Master Post Office" has the responsibility for connecting local users to other metropolitan areas using the most efficient communications available. Additionally, metropolitan area Master Post Offices are the focal point for software and directory dissemination and problem resolution.

3. The standard for directory entries is each individual's name and position. The Navy's command and code structure is used for activity commanding officers and executive officers. Last name, first name (or rank/rate) is the structure for the individual names. The primary local directory entry for commanding officers and executive officers will be their code. Directory examples:

CNET 01
NETPDTC 00

The cc:Mail product provides the capability of adding an alias name. Individual's last name and first name (or last name, rank/rate) can be entered. Alias entries (last name, rank) should be in the directory for commanding officers and executive officers. All names appear in upper case and have only two parts without special characters such as "." or "@" or "/". A hyphen "-" may be used to clarify duplicate names by adding a Mi. The Navy's official rank/rate acronym is used for military rank. Command administrative offices can provide accurate rank/rate acronyms.

NETPDTC 00
MCADAMS, CAPT
SCOTT, CAPT

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a. The earlier examples would be reached through INTERNET as:

CNET.01@SMTP.CNET.NAVY.MIL
NETPDTC.00@SMTP.CNET.NAVY.MIL
CAPT.MCADAMS@SMTP.CNET.NAVY.MIL
CAPT.SCOTT@SMTP.CNET.NAVY.MIL

D)

b. Some command acronyms are duplicated except for the location (e.g., NTC and FTC). These command addresses are augmented by a dash ("-") and location acronym. The official list of location acronyms is maintained by NETPDTC (N64). Examples:

NTC-ORL 00
NTC-SND 00
FTC-CRN 00
FTC-SND 00

A) **SECTION 2 (DMS/X.400/X.500 STANDARD)**

X.400 is the international standard for the format of mail messages. X.500 is the international standard for directories. Most modern e-mail systems use X.400 and can address through either X.500 or their own proprietary directories. Each individual has a directory name (DN) that when coupled with organizational and location components make up a distinguished name. A typical address for user addressed locally, X.500, and INTERNET (SMTP) would be:

Donald C Cook/NETPDTC/Pensacola/NTO
Donald C Cook/NETPDTC/Pensacola/NAVY/DOD/GOV/US
Donald.C.Cook/NETPDTC/Pensacola/NTO@SMTP.CNET.NAVY.MIL

The following paragraphs are from the DEFENSE MESSAGE SYSTEM (DMS) LOCAL REGISTRATION PROCEDURE December 12, 1997 and apply to CNET activities that are establishing X.400 addressing.

BEGIN DMS DOC EXTRACT

" **A.2.1.2 DN Construction**

A. Common Name Construction for Individuals: Common names shall not exceed 64 characters in length (X.500 Standard) and shall be represented in the following format:

Last Name First Name(s) or Initial(s) Middle Name(s) or Initial(s) Generational Qualifier Military Rank

<Last Name> <First Name(s)><Initial(s)> [Middle Name(s)|<Middle Initial(s)>] [Generational Qualifier]
[<Military Rank>]

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Individuals with no middle initial should have the "Middle Name or Initial" field left blank. Do NOT fill with an "NMI" (No Middle Initial) designation.

For a valid Common Name, the <Last Name> and either <First Name> or <Initial> fields are the only mandatory elements. All other fields can be used if desired or if needed to prevent duplicate Common Names.

Military Rank will follow the format regulations of the specific Service.

The following name constructions are provided as examples of format:

SBU DIB

Smith John C
Smith J Charles Jr
Smith Mary Lou R
Robbins-Smith Mary Lou
Smith John C LT

In the unusual situation when two people have the same common name, including first name, last name, middle initial, generational qualifier, and rank, an ID Number shall be appended to the middle initial to construct a unique Common Name. The ID Number will be assigned if an exact name string match is encountered within the same organizational entity. This eliminates the possibility of ambiguities. The ID Number will be assigned beginning with the Arabic numeral "2" to indicate the second occurrence of this specific name string within the same organization. Reuse of ID Numbers is not recommended, to ensure uniqueness. No change will be made to the first Common Name with the same name string.

Example:

Normal entry with duplicate names encountered:

cn=Jones John E III

Where another John E. Jones III exists in the same organization, then the second Jones to be registered would be:

cn=Jones John E2 III

-----END DMS DOC EXTRACT-----

The following shows the relationship between the NAVEDTRACOM directory and what will appear in X.500 or DMS directory.

NAVEDTRACOM DIRECTORY

DMS / X.500 DIRECTORY

		World
		US
		GOV
		DOD
O	NTO (Navy Training Organizations)	Navy
OU1	BASE OR CITY/STATE	BASE OR CITY/STATE
OU2	ACTIVITY	ACTIVITY
DN	Name	Name
O	= Organization NTO	= Navy Training Organizations
OU1	= Organizational Unit	= Metropolitan areas whose names and spelling are centrally managed by NETPDTC.
OU2	= Organizational Unit	= Activity Acronym.
DN	= Directory Name	= as described above.

POST OFFICE ADMINISTRATION DUTIES

1. Post Office Administrator responsibilities are both technical and managerial:

a. Managerial

- (1) Authorizes an individual the use of e-mail.
- (2) Authorizes and provides resources to e-mail user.
- (3) Defines how long mail is retained on line (e.g., unread, in trash, in Bulletin Board, etc.).
- (4) Frees resources after user departs.
- (5) Defines requirements and use of Bulletin Boards and Lists.
- (6) Defines and updates external interface requirements.
- (7) Provides/coordinates user training.

b. Technical

- (1) *Loads all e-mail software on LAN(s) and individual PCs.
- (2) *Applies software updates.
- (3) *Installs e-mail gateways on LAN(s) and phone lines.
- (4) Adds/deletes authorized users using naming standard.
- (5) Creates Bulletin Boards and Lists as required.
- (6) Monitors mail operation and statistics.
- (7) Coordinates and resolves directory synchronizations with other post office administrators.
- (8) Executes maintenance routines to:
 - (a) Delete obsolete mail in accordance with management policy.
 - (b) Reclaim data base space.
 - (c) Diagnose/recover errors.
 - (d) Provide management reports.
- (9) Resolves e-mail problems (using support channels).
- (10) *Links e-mail with other authorized/appropriate software.

*For Metropolitan Area Post Office Administrators only.

Enclosure (2)

