

AFI33-119/439SUP1

BY ORDER OF THE COMMANDER 439<sup>TH</sup> WING

AIR FORCE INSTRUCTION 33-119

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Communications and Information

ELECTRONIC MAIL (E-MAIL) MANAGEMENT AND USE

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The OPR for this supplement is 439 CS/SCB (MSgt Jacqueline M. Davis). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-119, 1 Mar 99. The AFI is published word-for-word without editorial review. 439 Airlift Wing (AW) supplementary material is indicated by “439 AW” in boldface type. This supplement describes 439 AW procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the standalone Air Force basic. This supplement applies to all organizations and individuals having E-mail accounts.

3.1.3.1. (Added) In order to reduce the amount of “All Personnel” E-mails and other congestion, the installation has established an Intranet Web Site (<https://www.westover.af.mil>) for daily bulletins in lieu of The Weekly Bulletin.

3.1.3.2. (Added) Commanders appoint either via E-mail or in writing individuals who are required to send messages using the All Personnel List.

3.1.3.2. (Added) Personnel will send their announcements with the subject titled: Daily Bulletin to: [439SPTG.SCB@westover.af.mil](mailto:439SPTG.SCB@westover.af.mil). Include an expiration date for each announcement. The web page will be updated at 0900 and 1400 hours each workday and by 0930 and 1430 hours on Unit Training Assembly weekends. Additional postings may occur upon request by contacting 439 CS/SCB. All personnel are required to use this in lieu of sending separate E-mails (see paragraph 3.3.1.1.6. of basic instruction). Although not all inclusive, the following are some categories that should be used on the intranet web page:

3.1.3.2.1. Lost and found.

3.1.3.2.2. Meeting cancellations or notifications.

3.1.3.2.3. Base speed limits.

3.1.3.2.4. Office furniture give-away or wanted.

3.1.3.2.5. Special Emphasis Programs.

3.1.3.2.6. Other special announcements (official gatherings).

3.1.3.2.7. Outage announcements.

3.1.3.2.8. Items for sale (not a business).

3.1.3.2.9. Clothing pick-up.

3.1.3.2.10. Early closing of installation.

3.1.3.2.11. Office closing for training or special events.

3.2.1. On this installation, electronic coordination may be accomplished by using either individual or organizational mailboxes.

3.2.5. (Added) New E-Mail Accounts: A new user account is requested by the individual's supervisor with the following information:

3.2.5.1. Name: (Last, First, MI)

3.2.5.2. Rank: (Military Grade, Civ Or Cntr)

3.2.5.3. Job Title:

3.2.5.4. Organization:

3.2.5.5. Office Symbol:

3.2.5.6. Phone Number:

3.2.5.7. Justification For Network Access:

3.2.5.8. Network Resources (i.e., E-Mail, Folders, Drives (other than those that are automatically given):

E-mail your request to: [439SPTG.SCBN@westover.af.mil](mailto:439SPTG.SCBN@westover.af.mil) or via base distribution to 439CS/SCBN with the subject titled: Network Access.

3.3.1.1. Any individual sending prohibited E-mail items as listed in the basic instruction using the Westover network will have their network privileges disabled. The Network Control Center (NCC) will forward the E-mail to the user's commander with a courtesy copy to the 439<sup>th</sup> Support Group Commander (SPTG/CC). The member's commander must request reinstatement from 439 SPTG/CC for that user before the NCC will lift the send restriction.

3.3.1.1.6. A chain letter usually contains verbiage that encourages you to pass the E-mail on to as many people as possible. If one is received from within the .mil or .gov domain, forward it to [439SPTG.SCBN@westover.af.mil](mailto:439SPTG.SCBN@westover.af.mil) or notify the NCC at extension 3499. If you receive it from someone outside the .mil or .gov domain, delete it.

MARTIN M. MAZICK, Colonel, USAFR

Commander