

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

**AFI 33-119/944 FW SUPPLEMENT
13 October 2000**



Communications and Information

ELECTRONIC MAIL (E-MAIL) MANAGEMENT AND USE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 944 CF/SCBN (F. Kremer)

Certified by: 944 SPTG/CD (Lt Col D. Thoreson)

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AFI 33-119, 1 March 1999, is supplemented as follows:

2.6.1. (944FW) Supervisors are responsible for scheduling their unit members requesting a network and or e-mail accounts for the Information Assurance (IA) and Network Familiarization Training Class provided by the Local Area Network (LAN) Manager. The IA and Network Familiarization Training Class dates and times are available on the 944 FW Intranet Home Page, Network and E-mail Account Information link. Follow the instructions provided at the IA and Network Familiarization Training Class link to schedule personnel. After successful completion of this training, unit members will receive their network and or e-mail accounts from the LAN Manager.

2.6.3. (944FW) Supervisors are responsible for notifying the 944 FW Help Desk via the 944 FW Intranet Home Page, Network and E-mail Account Information link the day their unit members are out processing/departing the unit. This notification will include the departing member's name, unit and office symbol, reason for closing the network and or e-mail accounts and the date to deactivate the account.

CRAIG S. FERGUSON, Colonel, USAFR
Commander