

Safe Guarding Auxiliary E-mail Correspondence – Quick Reference Guide

E-mail affords no user privacy! Originators must remember that e-mail is not afforded the same status of inviolability given to record messages and hence can be forwarded to recipients not necessarily intended by the originator. In order to remind recipients of the nature of the e-mail being sent, it is suggested that originators of Auxiliary e-mails add a disclosure statement to all Auxiliary correspondence. Below are several different examples of disclosure statements.

- Example 1 – FYI only; not to be distributed unless otherwise specified;
- Example 2 – This is for Auxiliary use only, not for public viewing or distribution without consent of the originator; or
- Example 3 – This communication and its attachments are restricted to the Coast Guard Auxiliary Program and to the intended recipients. If you have received this email in error, please advise the sender immediately and delete the entire message together with its attachments. All recipients are hereby notified that any use, distribution, copying or any other action regarding this e-mail is strictly prohibited unless permission is received from the originator.

Posting of Auxiliary related correspondence to the internet (Fred's place; Military.com; internet blogs; etc.) must always be considered not authorized unless permission to have the e-mail posted is received from the originator.

E-mail made or received by the Coast Guard Auxiliary in connection with organization, functions, policies, procedures, operations, or other activities is considered a Federal record.

Auxiliarist e-mail use for official Auxiliary business is subject to the same official Coast Guard business constraints as the postal and telephone services. Misuse or abuse can be addressed under established disciplinary actions. Personnel shall ensure that their use of e-mail supports Coast Guard Auxiliary mission objectives or is beneficial to the health, safety or welfare of the Auxiliary personnel within the organization.

Files larger than 20 kilobytes (approximately 10 pages of text) should not be attached to an e-mail message due to e-mail size limitations system wide.

E-mail addresses of Auxiliary members provided in United States Coast Guard Auxiliary documents/correspondence are for official Auxiliary correspondence only. Auxiliarists should not use e-mail addresses provided in United States Coast Guard Auxiliary documents/correspondence to send e-mails of a personal nature to other members of the Auxiliary without the member's permission. These types of e-mails include but are not limited to jokes, political satires, advertisements, and other material which has no relationship to official Auxiliary business.

ENCLOSURE (1)

9 September 2008