



DEPARTMENT OF THE NAVY

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NAS LEMOORE INSTRUCTION 5720.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ELECTRONIC MAIL (EMAIL) AND INTERNET ACCESS

Encl: (1) Revised enclosure (1) of basic instruction

1. Purpose. To transmit change 1 to the basic instruction.

2. Action

a. Page 1, add reference (b) SECNAVINST 5720.42E

b. Page 2, paragraph 3a(3), change to read "Email is to be used primarily for official government business, meaning that the email must pertain to official business at NAS Lemoore."

c. Page 2, paragraph 3a(10), change to read "For Official Use Only (FOUO) information may be transferred via email following marking and handling procedures outlined in reference (b)."

d. Remove enclosure (1) of basic instruction and replace it with enclosure (1) of this change transmittal.

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NAS LEMOORE INSTRUCTION 5720.1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ELECTRONIC MAIL (EMAIL) AND INTERNET ACCESS

Ref: (a) CNO Washington DC 212001Z JUL 95

Encl: (1) NASL Employee Electronic Mail and Internet Access Agreement Form

1. Purpose. To provide policy and guidance for access and the use of electronic mail or "email" and the World Wide Web (WWW) on board Naval Air Station Lemoore (NASL) per reference (a).

2. Discussion. The NASL Station Wide Area Network (SWAN) provides many tools such as office automation software and shared information on servers and the capability for much more. The SWAN provides email connectivity among most of its departments, Commander, Naval Air Force, U.S. Pacific Fleet activities and tenant commands stationed at NAS Lemoore. This network has greatly increased the Commands' communication capabilities. All personnel are encouraged to use email and/or WWW connectivity to increase the efficiency and effectiveness of day-to-day jobs. However to ensure the efficient and effective use of email and the WWW, all personnel assigned to NASL must cooperate to ensure these tools are used to their fullest professional capability, and that the reliability of the network communications infrastructure or SWAN is maintained.

a. The Internet is a Global Network that offers services such as electronic mail, file transfer, computer conferences, bulletin boards, innovative search services like Gopher (and many others available through the World Wide Web), and on-line news and weather. Unlike other networks, the Internet is not managed by a single organization, with a single access point and a single set of rules. It is a "network of networks" made up of thousands of cooperating organizations. Prior to its current notoriety the Internet was primarily a private information access tool for researchers and scientists at universities and federal agencies.

b. The Internet provides no security, no assumption of privacy, and no expectation of integrity (that who I say I am is really who I am, and, who I receive mail from is really whom the application says the mail is from). Also, there is no assumption of authentication.

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3. Policy

a. Email. For purposes of this instruction, NASL will fully comply with reference (a). Additionally, the following policy is directed for email use both on station through the SWAN and off-station through the Internet:

(1) All personnel using email within the SWAN and externally within the Internet shall do so with Chain-of-Command in mind. Any document or chit that is sent electronically must go through the same chain of command that a paper copy would go through.

(2) Cross-departmental, divisional coordination via email is highly encouraged.

(3) Email is to be used primarily For Official Use Only (FOUO), meaning that the email must pertain to an official job at NASL.

(4) Personal use of email should be kept to a minimum similar to that of personal use of telephones.

(5) Email may be used to announce departmental or Command-sponsored parties, functions or activities.

(6) Email may not be used to broadcast religious or political beliefs.

(7) Email may not be used to sell or buy anything. Please use existing procedures for this type of activity (i.e., classified ads in the Golden Eagle).

(8) The Federal Privacy Act of 1974 does apply when sending email; so, be cautious when sending information concerning personnel.

(9) As a U.S. Navy installation, NASL may monitor email traffic. Therefore, privacy cannot be assumed or expected. Deliberate and proven violation of this email policy may lead to disciplinary action.

(10) Classified, restricted and FOUO information may not be transferred via email.

(11) Users must be cognizant of Information Security. Special concerns are email from foreign nationals, colleges, businesses, etc. One tiny bit of information from one individual

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doesn't pose much of a threat. However, several tiny little bits can turn into a big bit of information. If you do not know the individual sending you email, be wary in your response.

(12) As with any system requiring access, passwords must be protected. Loaning email accounts to others is unauthorized. Individuals given email accounts are responsible for those accounts and will be held accountable for all email originating from their accounts.

b. Internet Access. For purposes of this instruction, the entire content of reference (a) applies as policy for use of the WWW, File Transfer Protocol (FTP) and Telnet to access the Internet for personnel assigned NASL. Additionally, the following policy is directed for WWW, FTP, Telnet and any other Internet access protocol through the SWAN connection to the Internet:

(1) WWW browsing, FTP and Telnet are privileges given to those personnel requiring WWW, FTP and/or Telnet access in the normal performance of their duties.

(2) NASL will maintain a Home Page, also known as a Web page. Full utilization of this advertising tool is highly encouraged. All information provided on this home page must be professionally presented, current, accurate and factual, and related to the Command's mission.

(3) No classified, restricted, FOUO or information covered under the Federal Privacy Act of 1974 may be placed on the Home Page.

(4) No reference or "link" to a vendor who is selling services and/or products to the government may be placed on the Home Page.

(5) Freeware may be downloaded if it directly relates to day-to-day job. It must be downloaded to a floppy and virus scanned prior to copying to computer's hard drive. Authorization by the Department Head or designated assistant for downloading any freeware must be obtained prior to downloading.

(6) Shareware may be downloaded if it directly relates to day-to-day job. It must be downloaded to a floppy and virus scanned prior to copying to computer's hard drive. It must be removed from all sources at the end of the trial period, or purchased through already established authorized purchasing

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channels. Authorization by the Department Head or designated assistant for downloading any shareware must be obtained prior to downloading.

4. Action

a. Department Heads shall:

(1) Control which personnel within their departments have email and/or WWW access.

(2) Ensure all personnel who have email and/or WWW access are familiar and comply with this policy and fill out enclosure (1). Counsel personnel who abuse this policy.

(3) Approve all information pertaining to their respective department for posting on the NASL Home Page, and ensure it is updated appropriately.

(4) Approve or designate person that may approve (such as Department Information System Security Manager) all freeware/shareware required in the performance of personnel duties from the Internet.

b. All users with email and/or WWW access shall:

(1) Ensure compliance with this policy.

(2) Sign and abide by Agreement Form in enclosure(1).

(3) Request permission from Department Head or designated person (such as Department Information System Security Manager) to download freeware/shareware required in the performance of your duties from the Internet.

c. Automated Information Systems Director shall:

(1) Ensure the SWAN and Internet connectivity is reliable.

(2) Maintain the NASL Home Page.

(3) Periodically monitor email usage.

(4) Provide training to NASL personnel on operation of various software required for email and WWW access.

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d. Public Affairs Officer shall:

(1) Review all available information for public access prior to posting to the NASL Home Page.

(2) Notify cognizant owner of information not approved for use on the NASL Home Page. Reason for the disapproval as well as recommendations for information better-suited for use will be provided.



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