



UNITED STATES MARINE CORPS  
1ST MARINE AIRCRAFT WING  
UNIT 37101  
FPO AP 96603-7101

IN REPLY REFER TO:  
5271  
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11 NOV 2002

COMMANDING GENERAL'S POLICY LETTER 12-02

From: Commanding General  
To: Distribution List

Subj: EXCHANGE MAILBOX STANDARDIZATION AND SIZE LIMITS POLICY

1. Purpose. To promulgate 1st MAW policy on exchange mailbox standardization, size limits and configuration. This policy also addresses the required fields and information on the General tab, the Phone/Notes tab, the Custom attribute tab, and the Distribution tab.
2. Cancellation. Commanding General's Policy Letter 4-02.
3. Background. There are multiple organizations within 1st MAW that have the authority and ability to create mailboxes. To ensure rapid, effective communications, there must be a common standard for creation and management of this important command and control system. Standardized management of E-mail mailbox settings maintains a stable electronic mail system and directly impacts on 1st MAW's ability to effectively manage its C2 system. Additionally, mailbox information is visible to the entire Marine Corps through the Global Address List (GAL) and must be uniformly configured to facilitate rapid communications.
4. Policy
  - a. Configuration of the garrison E-mail system will be standardized. Both the Secret Internet Protocol Router Network (SIPRNET) and the Non-secure Internet Protocol Router Network (NIPRNET) exchange mailboxes will be configured using the most current Marine Corps policy.
  - b. The following fields and format are mandatory for each person assigned to 1st MAW.

(1) General Tab

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Field	Input
First	First name (natural case)
Initials	Middle initial (natural case)
Last	Last name (natural case)
Display	Last, rank (official abbreviation), first, initial, suffix (all natural case)
Alias	Same as NT account username
Address	Street address (natural case)
City	FPO
State	AP
Zip code	96603-7121
Country	Japan
Title	Billet (natural case)
Company	1st Marine Aircraft Wing
Department	Administrative office code (i.e. MWHS-1, MWCS-18)
Office	Acronym/abbreviation of branch or section
Phone	DSN phone number

(2) Phone/Notes Tab. In the field for **Fax**, enter the fax number in the format "DSN 645-xxxx".

(3) Custom Attribute Tab. In the field for **Rank (1)**: enter the official abbreviation for the individuals rank (see enclosure 1). This can be found on page 6-62 of MCO P1070.12 (IRAM) or at the following web site:  
<http://www.noc.usmc.mil/secure/migration/docs/naming.htm>.

(4) Distribution Lists Tab. On this tab, use the modify button to add only the distribution lists for appropriate offices.

(c) Mailbox Limits

(1) All E-mail boxes will be limited to 30 Mb of server space per mailbox. An automatic warning message will provide advance warning when users are within 5Mb of their maximum allowable space. Users who exceed their maximum allowable mailbox space will be restricted from NIPRNET and SIPRNET command and control systems.

(2) Exceptions to the established mailbox limits will be limited to the following:

<u>BILLET</u>	<u>LIMIT</u>
Commanding General	100Mb
Asst. Wing Commander	100Mb
Chief of Staff	50Mb
Staff Secretary	50Mb

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Asst. Chief of Staffs	50Mb
Group & Squadron Commanders	50Mb

5. Action

a. The AC/S G-6 will ensure compliance with this policy by creating and configuring all mailboxes within 1st MAW.

b. 1st MAW tenant organizations will comply with the configuration requirements of their hosting organization.

c. All 1st MAW mailboxes will be standardized within 30 days.

d. Report configuration complete and recertify semi-annually by official e-mail correspondence to the AC/S G-6.



J. F. GOODMAN

Distribution: List 1/2/3