



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NORTH CAROLINA 28310-5010

AFRC-CI

15 November 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Mail Signature Block and Protocol Policy

1. References:

a. Army Regulation (AR) 25-50, Preparing and Managing Correspondence, 17 May 2013.

b. Department of the Army Pamphlet (DA PAM) 25-1-1, Army Information Technology Implementation Instructions, 26 September 2014.

c. Department of Defense Instruction (DoDI) 8500.2, Information Assurance (IA) Implementation, 6 February 2013.

d. AR 25-400-2, The Army Records Information Management System (ARIMS), 2 October 2007.

e. United States Army Publishing Directorate Authorized Abbreviations, Brevity Codes, and Acronyms, <http://www.apd.army.mil/abca/mainpage.asp>.

2. Purpose: This policy enforces guidelines on electronic mail (email) signature block and protocol for the United States Army Reserve (USAR). This policy addresses uniformity and removes unauthorized personal quotes and other unnecessary information from email. For additional guidance pertaining to the use and preservation of email communication as records, reference chapter 6, section III of DA PAM 25-1-1 and AR 25-400-2.

3. Applicability: This policy applies to all USAR personnel.

4. Responsibilities: Commanders, Directors, Division and Branch Chiefs, and Supervisors will ensure employees comply with this policy, DA PAM 25-1-1, and other applicable regulations. When a violation occurs, the recipient of the email message should inform the author of the proper procedures.

5. Policy: See enclosure.

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6. Effective Date: This policy is effective upon signature and will remain in effect until revised or superseded by the point of contact.

7. The point of contact for this policy is Mrs. Kimberly Register, Chief, USARC CIO/G-6 Cybersecurity Program Management Division, (910) 570-8653 or kimberly.m.register.civ@mail.mil.



DENIS L. GIZINSKI
Chief Information Officer
Deputy Chief of Staff, G-6

Encl

DISTRIBUTION:

GEOGRAPHIC COMMANDS:

1 MSC
7 MSC
9 MSC
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 - USAG-FHL
81 DIV (R)
 - USAG-Fort Buchanan
88 DIV (R)
 - USAG-Fort McCoy
99 DIV (R)
 - ASA-Dix

FUNCTIONAL COMMANDS:

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79 TSC
200 MP CMD
311 SC(T)
335 SC(T)
377 TSC
412 TEC
416 TEC
807 MCDS
(CONT)

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Electronic Mail Signature Block and Protocol Guidelines

1. Email Signature Block: As an exception to Army Regulation (AR) 25-50, United States Army Reserve personnel may include his or her telephone number, fax number, and email address in the signature block as shown below. The signature block includes the complimentary close when used. Begin the signature block at least two spaces below the last line of text or complimentary close. Left justify the signature block; do not center it.

Military	Civilian	Contractor
JOHN DOE COL, GS DCS, G-7 Office: (910) XXX-XXXX Email: (Optional)	JOHN DOE Chief, Business & Plans Branch Office: (910) XXX-XXXX FAX: (910) XXX-XXXX Email: (Optional)	JOHN DOE System Analyst Contractor (AVNN, Inc) Office: (910) XXX-XXXX FAX: (910) XXX-XXXX Email: (Optional)

a. Contractors must identify themselves in Government email correspondence by including their company's name as shown above.

b. Do not use unit insignia or logo of any kind, quotations, titles designating religious or fraternal orders, academics, or honorary degrees.

c. When absolutely necessary, personnel may insert confidentiality statements as the last line text, not as part of the signature block.

d. As an exception to this policy, personnel may include disclaimer statements required by regulation as part of the signature block using size 8 font, one space below the signature block.

INSPECTION GENERAL SENSITIVE INFORMATION – FOR OFFICIAL USE ONLY:
The information contained in this email and any accompanying attachments may contain Inspector General sensitive information, which is protected from mandatory disclosure under the Freedom of Information Act (FOIA), 5 USC 552. It should not be released to unauthorized persons. If you are not the intended recipient of this information, any disclosure, copying, distribution, or the taking of any action in reliance on this information is prohibited. If you received this email in error, please notify us immediately by return email or by calling (910) XXX-XXXX.

e. An automatic signature block is available for use on electronic mail messages. To establish an automatic signature, perform the following steps:

(1) For Windows 7, select "Tools" on the Outlook menu. When the drop-down menu opens, select "Options," then select "Mail Format." Select "Signature," "New," then "Create Signature." Type your signature block in accordance with this policy and follow prompts to complete creating the signature block.

(2) For Windows 10, select "File" on the Outlook menu. When the drop-down menu opens, select "Options," then select "Mail." Select "Signature," "New," then "Create Signature." Type your signature block in accordance with this policy and follow prompts to complete creating the signature block.

2. Email Protocol:

- a. Ensure personnel construct text in a clear, concise, and effective manner free of errors in grammar, spelling, and usage.
- b. Ensure the subject line of an official email is meaningful and adequately identifies the content or topic of the message.
- c. Write out all acronyms and abbreviations the first time used. Use standard abbreviations and acronyms in accordance with United States Army Publishing Directorate (<http://www.apd.army.mil/abca/mainpage.asp>). Generally, use the standard rules for abbreviations and acronyms found in AR 25-50.
- d. Refrain from using all capital letters in electronic correspondence.
- e. Maintain a professional tone in correspondence.
- f. Refrain from transmitting copyrighted materials in electronic messages without authorizations.
- g. Refrain from misusing the priority mark. Mark an email as "high priority" sparingly and only when absolutely necessary.
- h. Utilize file compression tools for each attachment which exceeds 5 megabytes (MB). Combined size must not exceed 20 MB. Avoid unnecessary embedded graphics. Post large files to AKO files, shared drives, or approved organizational intranets instead of sending documents via email.
- i. Do not use the "shot-gun" approach. Send email only to personnel who have an interest in the correspondence.