



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 Use, Digital Signature, and Encryption Policy

1. References:

- a. Army Regulation (AR) 25-2, Rapid Action Revision, Information Assurance, 23 March 2009.
- b. Army Public Key Infrastructure (PKI) Phase 2 Implementation Instructions Version 2.5, 14 April 2008.
- c. JTF-GNO CTO 07-015 Public Key Infrastructure (PKI) Implementation, Phase 2, Revision 1, 7 April 2008.

2. Purpose: This policy defines the acceptable use of United States Army Reserve (USAR) electronic mail (email) resources and outlines the proper use of email, digital signatures, and encryption.

3. Applicability: This policy applies to all personnel using email and resources on USAR managed networks (unclassified and classified).

4. Policy:

a. USAR personnel are prohibited from using:

(1) Commercially provided email services for any official Government business and communication. Personnel will only use Government provided email services such as Enterprise Email for official communications.

(2) Automatic forwarding from an official Government account to an unofficial (commercial service) account. Personnel may automatically forward messages from one official Government account to another Government account owned by the same user and at the same classification level.

(3) Government email accounts for personal business affiliations. Use caution when using Government email addresses for commercial, affiliated organizations, or online retailers; users should only provide these email addresses to recognized and

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trusted entities. Commercial associations increase the potential for abuse, spam, marketing, account resale, and other social engineering attacks.

b. Digital signatures are required on all Government emails that contain an embedded hyperlink and/or attachment. Automated email notifications, such as a help desk mailbox that automatically sends standard responses to user inquiries, do not require a digital signature. Pure text references to web addresses, URLs, or email addresses do not require a digital signature; this requirement only pertains to active content and/or attachments.

c. Personnel must encrypt and digitally sign email containing personally identifiable information (PII) or sensitive information.

d. General Officers and Senior Executive Service personnel must digitally sign and encrypt all Nonclassified Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) email when communicating with other senior level officials through the use of a Common Access Card (CAC) or equivalent hardware token in accordance with AR 25-2, section VII, paragraph 4-20.

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

6. 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](mailto:kimberly.m.register.civ@mail.mil).



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

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7 MSC  
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**FUNCTIONAL COMMANDS:**

3 MCDS  
76 ORC  
79 TSC  
200 MP CMD  
311 SC(T)  
335 SC(T)  
377 TSC  
412 TEC  
416 TEC  
807 MCDS  
ARAC  
ARCD  
AR-MEDCOM  
LEGAL CMD  
MIRC  
USACAPOC(A)  
75 TNG CMD (MC)  
80 TNG CMD (TASS)  
83 US ARRTC  
84 TNG CMD (UR)  
85 USAR SPT CMD  
108 TNG CMD (IET)  
USAR SPT CMD (1A)

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