



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

APVR-RIM

16 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DOIM Policy Statement #4, Authorized Use of E-Mail Server Storage

1. Purpose. To ensure appropriate use of Army e-mail services by authorized users does not disrupt Army and DoD communications systems.
2. Scope. This policy applies to all USARAK e-mail users. It will be used to provide guidance and establish policy concerning storage of items on the USARAK mail servers.
 - a. Defense Message System (DMS), Organizational e-mail accounts are not affected by this policy.
 - b. All individual user e-mail accounts will be required to store e-mail on their local machine by using personal folders (.pst). E-mail servers will be set to limit individual storage of items to 50 MB. A warning will be issued to the user when they have reached that limit. When the user reaches 55 MB of stored items on the e-mail server, they will be prohibited from sending and receiving any e-mail until their storage size is reduced below 50 MB.
 - c. Exception to this policy must be coordinated with the local DOIM Help Desk. Examples of exceptions are extended TDY, leaves, or when access to e-mail accounts are limited.
3. Summary. All e-mail users will abide by these restrictions to ensure optimal efficiency and security of USARAK communication systems.

FOR THE COMMANDER:

//Original Signed//
GERALD H. MILLER
LTC, SC
Director of Information
Management

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