



HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
Office of the Chief of Staff  
UNIT 30400  
APO AE 09131

ECCS

2 May 02

MEMORANDUM FOR ALL USEUCOM SECRET AND UNCLASSIFIED LAN USERS

SUBJECT: USEUCOM SECRET and UNCLASSIFIED LAN E-Mail Group Address List Policy

1. Purpose: To establish policy for the use of the e-mail group address lists on the HQ USEUCOM SECRET Local Area Network (SLAN) and the UNCLASSIFIED LAN (ULAN).

2. Background: The "All HQ USEUCOM" Group e-mail list includes over 2,000 LAN users at HQ USEUCOM (to include all General Officers) as well as over 150 remote users worldwide. Likewise, the directorate e-mail lists (e.g. All ECJ3) target a very large number of users.

3. Policy:

a. The only users authorized to send e-mail to the "All HQ USEUCOM" e-mail groups are:

- |   |                                     |
|---|-------------------------------------|
| (1). The CINC, DCINC, COS, and their direct support staff | (2). Directors and Deputy Directors |
| (3). The ETCC Command Director                            | (4). The Headquarters Commandant    |
| (5). The HQ USEUCOM EC-J6 Help Desk                       |                                     |

b. Information sent via the "ALL HQ USEUCOM" e-mail address lists should be of operational importance to a large majority of all local and remote SLAN or ULAN users. Personnel desiring to publicize information to the majority of the SLAN users that do not fall in this category should use the "eucom.exclusive" newsgroups on the SLAN.

c. Any e-mail sent using the "ALL HQ USEUCOM" (or other Directorate e-mail groups) should start with the following text: "This e-mail has been sent to the ALL HQ USEUCOM (or directorate) users. DO NOT "REPLY ALL" to this e-mail." The group address list should only appear in the blind copy line (bcc:). This is an additional safeguard to prevent inadvertent reply messages caused by the "reply all" function.

d. Directors are encouraged to limit number of authorized users for their own *directorate* e-mail address groups, e.g. "ECJ6 Group".

4. Questions on this policy should be directed to ECJ6-H, DSN 430-4549, 011-49-680-4549.

DANIEL J. PETROSKY  
Lieutenant General, USA  
Chief of Staff