

SAIS-PAA-S

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief Information Officer Instruction - Army Messaging Standards for Exchange

1. Reference: Memorandum, SAIS-PAA-S, 3 Jun 1998, Subject: Department of the Army Messaging Standards for Exchange.
2. This memorandum provides Standard Naming Conventions for use with non-Defense Message System (DMS) Microsoft Exchange™ within the Army. These standards are designed to enhance interoperability between Army Organizations and to facilitate transition to DMS. These standards are to be used by all Army Organizations in all new installations or major upgrades of Microsoft Exchange™.
3. These standards are the recommendations of an Integrated Product Team (IPT) tasked to identify and recommend how to standardize ONLY the critical elements of our electronic mail (e-mail) systems. The objectives of this effort were to provide consistent, easily identifiable, naming of objects throughout the Army e-mail community. The IPT examined the Microsoft Exchange™ product in detail and developed the enclosed standards for electronic mail naming conventions. However, these standards are not an endorsement of Microsoft Exchange™ or any specific e-mail or DMS product.
4. The standards outlined in the enclosure are not restrictive and can be implemented using a phased approach. Implementation of these standards will solidify the intended functionality of our e-mail systems. It will assure compliance with the U.S. Army Tactical Internet Naming Conventions, the Defense Information System Agency's Network Information Center guidelines and the DMS guidelines.
5. Point of contact for this action is Mr. Sid Ambardar, commercial: (703) 697-1694, e-mail: ambars@hqda.army.mil. Electronic copies of the enclosure can be e-mailed upon request.

Enclosure

WILLIAM H. CAMPBELL  
Lieutenant General, GS  
Director

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