

Standards for Electronic Mail Naming

20-APR-1999

COMPLIANCE: All new electronic mail implementations will follow these standards.

1. Organization Name: ORGANIZATION (ALL CAPS)

Schedule: Make necessary changes following signature of this policy within 60 days.

2. Site Name: Be indicative of the site's function, organization or unit.

Be the same as the Simple Mail Transfer Protocol (SMTP) Host Name

Be absolutely unique within the Exchange ORGANIZATION

Examples: HQDA, 5SIGCMD, USARPAC, TACOM, etc.

Note: Organizations consisting of multiple sites may distinguish those sites by using a hyphen, (e.g. USARPAC-JAPAN).

Schedule: Existing Site Names need not be changed. However, new sites must comply.

3. Server Name: It is recommended that email servers be given their server name per the Defense Message System (DMS) guidelines to ensure unique names within the organization, even if it is not currently planned to use the server for DMS. (Note: Existing servers need not be renamed, even for DMS. DMS uses only the server's TCP/IP host name, which may be registered as a nickname [cname] in DNS, while the NetBIOS name is different).

Schedule: Work-arounds for DMS servers involving Domain Name Server (DNS) and Message Transfer Agent (MTA) names can obviate the need to rename servers for DMS.

4. Public Folders: Each site shall have a single top-level public folder, named using the Site Name, with all other folder's as sub-folders.

Schedule: Single top-level folder created and other folders moved under it within 180 days.

5. Alias Name and Directory Name: lastname+ firstinitial+ middleinitial

Truncate as necessary to 15 characters (NT limit)

If no middle name, leave blank. Do not use NMI per DMS guidelines

Use numerics to resolve duplicate names

Examples: For James B. Burton = burtonjb; for John A. Smith (duplicate) = smithja2;

for Susan C. Abercrombie - Fitch = abercrombie-fsc

Not case sensitive

Schedule: Complete by attrition (new users follow these guidelines until all are complete).

6. Simple Mail Transfer Protocol (SMTP) Alias:

Primary (Reply Address): firstname.lastname@XXXXX.army.mil

The Army and the Air Force will agree by using the same SMTP Alias

Use numerics to resolve duplicate names

Examples: james.burton@hqda.army.mil; john.smith2@forscom.army.mil

Secondary: Legacy SMTP addresses may be included as aliases

Not case sensitive

Schedule: Complete by attrition (new users follow these guidelines until all are complete).

7. Account Display Name Format: Lastname, Firstname MI [GenQual] [Title] Organization/Office

- Components:
1. Last Name
 2. First Name and Middle Initial and Generational Qualifier
 3. Optional Title or Rank (from User Account Field "Title")
 4. Organization (from User Account Field "Company")

Use NO periods, and only ONE COMMA after the last name; Use BOTH upper and lower case

Examples: Burton, James R LTC DISC4

Smith, John A Jr Mr TRADOC

NOTE: These instructions are meant to match the Display Name field to the DMS Common Name (cn) field, with the addition of the Organization/Office at the end.

Schedule: Make necessary changes following signature of this policy within 180 days.

8. Organizational Account, Resource Account and Distribution List Display Names: Begin with organization name or acronym first. Examples: ASA-FM Conference Room, DAPE Help Desk , IMCEN Conference Room (1E629).

Schedule: Make necessary changes following signature of this policy within 180 days.

NOTE: **Organizational Accounts:**

The Display Name will start with the organization name. Examples: ASA-FM Help Desk. The Alias Name and Directory Name may be the same as the Display Name, minus the spaces and truncated to 15 characters. The Company field should contain the name of the organization, all other fields on the user properties screen are optional.

9. Exchange User Account Fields:

Schedule: Make necessary changes following signature of this policy by 1 January 2000.

User Account Fields

<u>Name</u>	<u>Use</u>	<u>Actual Contents</u>
First	M	given name
Initials	M	middle initial; if none, leave blank
Last	M	last name
Display	M	(see "Account Display Name Format")
Alias	M	(see "SMTP Alias")
Address	O	building code/number OR full mailing address When using full mailing address use full postal address, e.g:
Address	O	6602 Army Pentagon
City		Washington or Fairbanks, etc.
State		DC or AK or CA or AL, etc.
Zip code		20310-6602 (use full 9 digit zip code)
Country		USA or DEU, etc. (Use ISSO 3166)
Title	M	military rank or civilian designator: Mr/Ms/Dr, etc.
Company	M	the organization (ODCSPER, ASA-FM, ODISC4, LOCKHEED, SAIG, etc.) Note contractor/vendor company name
Department	O	The individual's COMPLETE Office Symbol
Office	O	room number
Assistant	O	another person in your organization
Phone	M	DSN or commercial phone, as applicable by location (use hyphens)
<u>Phone/notes</u>		
Business		linked to "Phone" on General Tab
Business 2	M	DSN number OR commercial whichever not used in phone above
FAX	O	
Pager	O	

M = mandatory O = optional

Example:

Burton James R LTC DISC4 Properties [X]

Distribution Lists	E-mail Addresses	Delivery Restrictions	Delivery Options	Protocols
Security	Custom Attributes	Limits	Advanced	
General	Organization	Phone/Notes	Permissions	

 **Burton James R LTC DISC4**

Name

First: Initials: Last:

Display: Alias:

Address: Title:

City: Company:

State: Department:

Zip Code: Office:

Country: Assistant:

Primary windows NT Account... Phone:

Created 5/26/98 7:59 AM Home site: HQDA Home server: DADC012 Last modified 5/26/98 8:09 AM

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