



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF

S: 23 May 03

CSTE-DTC-WS-IO-MP (380-19)

10 Apr 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001

1. Reference memorandum NETC-EST-D, 14 Feb 03, SAB (Encl 1).
2. Referenced memorandum sets policy on Army Messaging Standards for Exchange. WSMR organizations will implement this policy and report to this office NLT 23 May 03.
3. Attached is the Standards for Electronic Mail Naming conventions (Encl 2) for your information and guidance.
4. For more information on this policy, please contact Grace Anchondo, 678-5868, email anchondg@wsmr.army.mil or Mike Malouf, 678-8573, email mmalouf@wsmr.army.mil.

FOR THE COMMANDER:

2 Encls

DISTRIBUTION:
D; F; G

A handwritten signature in cursive script, appearing to read "Mario M. Correa".

MARIO M. CORREA
Director, Information Operations



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND/
9th ARMY SIGNAL COMMAND
2133 CUSHING STREET
FORT HUACHUCA, ARIZONA 85613-7070

NETC-EST-D (25-1a)

S: 30 Apr 03

FEB 14 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001

1. Reference, ARMY NETOPS CONOPS Version 1.0, approved by CIOEB, 29 Oct 02.
2. IAW reference, NETCOM is responsible to exercise TECHCON for all organizations that operate and maintain portions of the Army Enterprise Infostructure (AEI). NETCOM TECHCON Implementation Memorandum Number 2003-001, at enclosure, is the first technical guidance that will be issued to facilitate the attainment of an integrated GIG – Army Infostructure.
3. NETCOM TECHCON Implementation Memorandum Number 2003-001 provides guidelines for standardizing Exchange Naming across the Army Enterprise. By applying this standard, Army will be able to build Global Address Lists at will and migration to Active Directory and Exchange 2000 will be easier and consistent.
4. The NETCOM/ESTA POC for this action is Denny Sirbaugh, DSN 879-0747, or Commercial (520) 538-0747, email address Dennis.Sirbaugh@us.army.mil

Encl


 MICHAEL L. GENTRY, Ph.D
 Interim Director,
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NETC-EST-D

SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001

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NETCOM TECHCON Implementation Memorandum

**U.S. ARMY ENTERPRISE SYSTEMS TECHNOLOGY ACTIVITY
Fort Huachuca, AZ 85613-7070**

NETCOM TECHCON

Implementation Memorandum Number 2003-001

Subject: Army Messaging Standards for Exchange

Date of Issue: 27 January 2003

Date of Required Compliance: 30 April 2003

Date of Expiration/Suppression: Until Rescinded

**POC: Denny Sirbaugh, (520) 538-0747
Dennis.Sirbaugh@us.army.mil**

The purpose of this NETCOM TECHCON Implementation Memorandum is to provide guidelines for standardizing Exchange Naming across the Army Enterprise. The current "Standards for Electronic Mail Naming" is located on the Army DOIM Home Page. This standard will be adhered to along with the supplemental changes indicated below. By complying this standard, the migration to Active Directory and Exchange 2000 will be easier and implemented in a more consistent manner.

Current "Standards for Electronic Mail Naming" URL:

<http://doim.army.mil/doim/DocSource/Msword/msexchnmstdsPS.doc>.

Paragraphs 3 and 7 of the Standards for Electronic Mail Naming are clarified for technical implementation within the Army.

3a. Exchange Servers will follow the "Army Enterprise Infrastructure Directory Services Naming Conventions and Standards Document" located at:

<https://www.us.army.mil/portal/jhtml/FileLoader.jhtml?doid=96906>

The following is an excerpt of that document.

- 1) Computer Objects include such things as computers, servers, workstations/desktops, and laptops. These devices are security principals and each must have a security account in an Active Directory. In the future, additional devices may become directory service enabled (i.e., PDA) and will comply with these guidelines.
- 2) All Windows 2000 Objects (domains, computers, etc) registered in DNS and Active Directory must conform to RFC 1123 (standard Internet characters (A-Z, a-z, 0-9, and -)). No other characters (including underscores or blank spaces) are permitted.
- 3) Computer Objects will be named to ensure uniqueness throughout the Army Enterprise. The following format will apply to all Computer Objects.
 - a. Computer Object names are limited to 15 characters in length to conform to NetBIOS naming requirements.
 - b. The Computer Object names will conform to the following:

GGGG<GG><VV>VVVVVVV

Where GGGG<GG> is the four (4) to six (6) character Activity Code (see Annex C Army Enterprise Infrastructure Directory Service Naming Conventions and Standards Document), and <VV>VVVVVVVV is the seven (7) to nine (9) character alphanumeric field assigned by the Post/Camp/Station/Fort network control center, DOIM, or equivalent. These personnel may allocate a subset of the field to IMOs according to local policy and management control requirements. For example, the variable <VV>VVVVVVV may be sub-divided into IIIIWWWWW, where IIII is a variable assigned to an individual IMO and WWWWW is a variable assigned by the IMO to individual machines under his control. An example for Fort Knox is →KNOXIMO10000001, and

for Fort Leavenworth is → LEAVFSHQ3310001. The actual format of the <VV>VVVVVV field is left to the organization or local personnel to identify their equipment the way they see fit. If the functions of the servers are to be included, use the codes from Annex D to indicate them.

NOTE: The Computer Object name is case independent.

4) Computer Object Attribute Fields. The Computer Object Attribute Fields are explained in Annex K of the Army Enterprise Infrastructure Directory Services Naming Conventions and Standards Document.

3b. DMS Servers will follow the existing naming standards for DMS located in "DMS Recommended System Design Architecture (SDA), release 3.0, dated 15 Dec 2001, section 4.4 (Naming Conventions)". This technical clarification is not meant to change the current naming standards for DMS.

Technical clarification has been included at end of paragraph 7 of "Standards for Electronic Mail Naming" for contractors, and foreign nationals. Changes/additions are identified with ().**

7. Account Display Name Format: First name, MI, Last name, [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: Doe, James R LTC NETCOM
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.

(**) Contractors will be identified: first.last/companyname@xxxx.army.mil

(**) If the contractor is non-US contractor, the address will be identified with FN = Foreign National, example: first.last/companyname/FN@xxxx.army.mil

(**) If the Foreign national is a US Government employee the address will be identified as, example: first.last/USGOVT/FN@xxxx.army.mil

(**) Schedule: To make necessary changes in accordance with this NETCOM TECHCON Implementation Memorandum within 120 days.

(**) NOTE: Army PKI standards for Default "Reply To" address is to use the users AKO email address. By adhering to this standard, users will be easier migrated into Exchange 2000 in a more consistent manner.

Example:

The image shows a screenshot of a Windows NT user account properties dialog box. The title bar reads "Burton James R LTC DISC4 Properties". The dialog is divided into several sections:

- General:** Contains the user's name "Burton James R LTC DISC4" and a checkbox for "Primary Windows NT Account" which is checked.
- Name:** Fields for "First Name" (James), "Initials" (R), "Last Name" (Burton), and "Display Name" (Burton James R LTC DISC).
- Address:** Fields for "Address" (6605 Army Pentagon), "City" (Washington), "State" (DC), "Zip Code" (20310-6605), and "Country" (USA).
- Work Information:** Fields for "Title" (LTC), "Company" (DISC4), "Department" (SAIS-PAC-S), "Office" (1D524), "Assistant" (empty), and "Phone" (703-697-5343).
- Home Information:** Fields for "Home site" (HQDA) and "Home server" (BADG012).
- Created and Last Modified:** "Created" is 5/25/98 7:59 AM and "Last modified" is 5/26/98 8:40 AM.

At the bottom of the dialog are buttons for "OK", "Cancel", "Apply", and "Help".

Annex D: Computer Object Primary Function Codes

Function Code
Server Usage

AP
Application server

DC
Domain controller

CA
Certificate (Authority) Server

CL
Cluster server

DB
Database server

DH
Dynamic Host Configuration Protocol (DHCP) server

DN
Domain Name Service

FS
File server

GA
Gateway or bridge server

GC
Global Catalog

MH
AMHS file server

ML
Mail server

MS
Media server

MQ
Message queue server

NB
Notebook computer

PR
Printer

PS
Print server

RA
Remote Access server

RI
Remote Activity server

SE
Security server

SM
System management server

TR
Transaction server

TS
Terminal server

WN
Windows Internet Naming Service (WINS)

WK
Workstation/Desktop

WS
Web server

PG
DMS Primary Gateway Server

BG
Backup Gateway Servers

BH
Bridgehead Mail Server

FE
Front End Mail

BE
Back End Mail

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...:

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

OK Cancel Apply Help