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Communications and Information

SENDING BASEWIDE E-MAIL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Basewide e-mail is a very powerful tool. It should be used sparingly and judiciously and only a few select individuals should have permission to send to the entire base populace. Organizations should consider other basewide advertisement methods prior to considering a basewide e-mail. Other methods of advertisement include marquee advertisements, the base bulletin, and the Commander's access channel. The following procedures are in place to regulate sending e-mail basewide.

1. The 42 ABW/CC's workgroup manager (WM) will be the owner of the distribution list named "Maxwell-Gunter/Everybody." As the owner, the WM will control all permission to the distribution list. The WM will add/delete permissions based on the direction of the ABW/CC.

2. The following individuals will have send privileges to the "Maxwell-Gunter/Everybody" e-mail list: ABW/CC, ABW/CV, ABW/CCE, MSG/CC, MSG/CD, MSG/CCE, MDG/CC, MDG/CD, MDG/CCE, AU/PA, MSD/SSHP, all weather forecasters, all command post personnel, and all wing and group administrative assistants.

2.1. MSD/ITI will create the initial distribution lists for all weather forecasters and for all command post personnel to include names provided by these units. Subsequently, each unit will be the owner of their own distribution list and will be responsible for maintaining it.

3. Other individuals or organizations requesting to send basewide e-mail may either contact AU/PA with a request or they may use their chain of command to elevate the e-mail to the wing for approval.

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