

National Oceanic and Atmospheric Administration

Policy Directive M-3

March 29, 2005

Information Technology

NOAA Enterprise Messaging System Policy

Office of Primary Responsibility: NOAA CIO Office

Certified by: NOAA CIO Council

Type of Issuance: Draft

1. Policy: Employees utilizing directory, email, and electronic calendar services must use only the services provided by the NOAA Enterprise Messaging System (NEMS). NEMS services must be used in accordance with the NEMS Policy Guide (<http://docs.nems.noaa.gov/nemsguidelines.html>).

2. Scope: This policy applies to all NOAA employees, contractors, and associates using directory, email, and electronic calendar services. It does not apply to the following:

- Directory services that are not related to email
- Email services that are not used for employee accounts
- Stand alone personal electronic calendar services

3. Responsibilities:

The **Office of the NOAA Chief Information Officer** shall be responsible for maintaining the technical specifications including configuration specifications and user guidance.

The **Enterprise Messaging Committee (EMC)** is responsible for technical oversight of the NEMS Policy Guide including periodic review, documentation updates, and coordination of changes.

The **Messaging Operation Center (MOC)** is responsible for the administration of NEMS infrastructure and centralized NEMS services.

The **CIO Council** will maintain approval authority for modification to the NEMS Policy Guide.

The individual **Line and Staff Offices** shall be responsible for

- Maintenance and security of distributed messaging and directory infrastructure.
- Providing user training and support.

- Supporting any additional infrastructure necessitated by an approved waiver request.
- All responsibilities outlined in the NEMS Policy Guide (<http://docs.nems.noaa.gov/nemsguidelines.html>).

Waiver authority resides with the NOAA CIO. Any exception request must certify compliance with all applicable NOAA and DOC messaging policy. Waivers may be considered in cases where requirements for services or features are not available through the NOAA Enterprise Messaging System.

4. Purpose and Authority: The purpose of this Directive is to establish a National Oceanic and Atmospheric Administration (NOAA) policy regarding use and management of directory, email, and electronic calendar as to ensure secure operations and assure cost effective use of NOAA IT resources. Authority is derived from the duties and responsibilities assigned to the CIO by NOAA.