

## **ELECTRONIC MAIL POLICY**

Chapter Five, Section E of the Auxiliary Manual, addresses privacy of auxiliary rosters. These rosters normally include names, addresses and telephone numbers. However, in this age of electronic communication, privacy of Auxiliarists' e-mail addresses is also of concern. Mailing lists which include Auxiliarists' e-mail addresses **SHOULD NOT** be used for non-Auxiliary purposes.

E-mail addresses of Auxiliary members are intended to be used primarily for Auxiliary purposes. Any personal use of Auxiliary e-mail addresses must not involve solicitation, be associated with any profit making endeavor, or potentially embarrass the Auxiliary or the Coast Guard. Auxiliarists are expected to act responsibly whenever they use Auxiliary provided e-mail addresses.

### Auxiliarists in their capacity as a member of the Auxiliary must not:

- Send or forward e-mail that contains libelous, offensive, racist or obscene material. This includes messages containing comments, material or attachments that are offensive. Offensive e-mails regarding race, gender, age, sexual orientation, religious beliefs, political beliefs, national origin or disability shall not be sent by Auxiliarists to any other Auxiliarist, nor should be sent by an Auxiliarist to anyone.
- Pornography is not to be sent by Auxiliarists to any other Auxiliarist, nor should be sent by an Auxiliarist to anyone.
- Send chain letters or chain e-mail to other Auxiliarists.
- Forge or attempt to forge e-mail messages to other Auxiliarists.
- Disguise or attempt to disguise your identity when sending e-mail to other Auxiliarists.

### Auxiliarists in their capacity as a member of the Auxiliary should:

- Draft an e-mail with the same care as you would for any communication.
- Retain copies of their auxiliary business e-mail pursuant to the Eighth Western Region's E-Mail Retention Policy.

As an arm of the Coast Guard, Auxiliarists' business e-mails are government records. As such, your e-mails could be used as evidence in a matter under litigation. A badly written e-mail, or worse, an e-mail containing unprofessional comments, could not only cause you embarrassment, but also exposure of the Coast Guard to potential liability.

In summary, be professional in all that you do as an Auxiliarist.