



CENTRAL MARYLAND CORSAIRS SQUADRON

US NAVAL SEA CADET CORPS
1 SAN DIEGO LOOP, BLDG 3282, ATTN: SEA CADETS
ANDREWS AFB, MD 20762-5518

01 JUNE 2008

COMMANDER'S POLICY LETTER #12

SUBJECT: SQUADRON E-MAIL POLICY

1. All Cadets and officers assigned to the Squadron will be assigned an official email account under the cmcorsairs.com domain. This account will be utilized strictly for official Sea Cadet business. These accounts may be monitored for all lawful purposes to ensure that their use is authorized, to facilitate protection against unauthorized access, and to verify security procedures and operational security. Authorized use is described as any use that facilitates the accomplishment of any Squadron planning, training, projects, or other activities authorized by the Commanding Officer. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored.
2. Use of this Corsairs system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to disciplinary action. Evidence of unauthorized use collected during monitoring may be used for administrative or adverse action. At no time will pornographic or illegal material be transmitted by this system.
3. Certain personnel within the Squadron may be assigned a staff email account based on their specific duties. This email account is to be used for all email communications within the scope of that staff duty description. If more than one individual has access to a department email account, the Department Head will assume responsibility for proper use of that account.
4. Personnel may use any means available to them to check their email (web access, Outlook, POP3, etc), but will ensure that use of these methods does not violate this policy.
5. The Squadron Webmaster has overall responsibility for administration of the Corsairs email program.

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NATHAN ROLFE
LCDR, NSCC