

CEIM-P Engineer Regulation 25-1-101	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-101 1 April 1999
	Information Management USACE ELECTRONIC PHONE BOOK	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

CEIM-P

Regulation
No. 25-1-101

1 April 1999

Information Management
USACE ELECTRONIC PHONE BOOK

1. **Purpose.** This regulation defines the requirement for a Corps-wide electronic phone book, and sets forth the technical specifications for incorporating such data into the existing Corps-wide X.500 Directory Services.
2. **Applicability.** This regulation applies to all HQUSACE elements, USACE Major Subordinate Commands and their Districts, Laboratories, and Separate Field Operating Activities.
3. **Distribution.** Approved for public release, distribution is unlimited.
4. **References.**
 - a. Memorandum, Deputy Secretary of Defense, 7 Dec 1998, Subject: Web Site Administration.
 - b. The Joint Technical Architecture, Army, Version 5.5, 23 December 1998, Section 3, Information Transport Standards, Paragraph 3.2.1.1.1 Application Support Services, Directory Services.
 - c. ER 25-1-74, Electronic Mail.
5. **Policy.**
 - a. A Corps-wide electronic phone book based on X.500 Directory Services will be maintained for USACE to streamline communications and enhance information transfer between individuals and organizations. Phone number information will be included with e-mail address information for the owner or proponent of each electronic mailbox in the Corps of Engineers as follows:
 - (1) "Personal" mailboxes - those with a single user known as the owner. The "owner's" commercial telephone number (and, optionally, the commercial fax number) shall be listed in the X.500 directory.
 - (2) "Office" mail boxes - those mailboxes with an office symbol as owner. The person designated (by the "Chief" of the office) as being responsible for receiving phone calls for that

"office" shall have their commercial phone number (and, optionally, their commercial fax number) listed in the X.500 directory entry for that mailbox.

(3) "Distribution list" mailboxes - those mailboxes that distribute e-mail to a "list" of recipients. The proponent of the distribution list is the owner. The proponent of the distribution list's commercial phone number. (and, optionally, their commercial fax number) shall be listed in the X.500 directory for each distribution list.

b. Systems capable of storing and exchanging phone number data are listed in Appendix A.

c. Appendix B shall be used to determine mandatory and optional data fields used in reporting data to be published in the X.500 directory.

d. Appendix C contains formatting information for use by sites that do not use the E-Mail center's fully automatic directory synchronization service.

e. Submission of updates to the E-mail center will occur at least weekly if any data has changed.

f. The directory will be accessible over the World Wide Web. In accordance with reference 4a, lists of employees stationed overseas will not be available publicly.

g. This policy will take effect immediately.

6. **Responsibilities.**

a. Director, Information Management, HQUSACE, will insure compliance with this regulation through existing policy and guidance review procedures.

b. The Corps of Engineers Electronic Mail Mandatory Center of Expertise (MCX) will:

(1) Maintain a centralized X.500 directory, accessible via the World Wide Web, to serve as a repository and data query source for electronic mail addresses, office symbols, commercial phone numbers, fax numbers, etc.

(2) Procure, test, implement and maintain any software routines necessary to exchange directory information with those Corps sites that use the E-Mail center's automatic directory synchronization service.

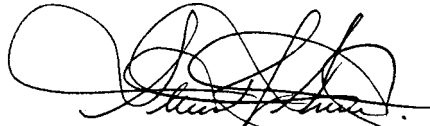
(3) Maintain a list of commercial e-mail systems that are capable of fulfilling this data storage and exchange requirement. The current list is given in Appendix A.

C. Commanders at all levels and Laboratory/FOA Directors will:

(1) Ensure that the local directory for all electronic mailboxes that are advertised to the rest of the Corps of Engineers are populated accurately and at the required frequency, with the mandatory data fields that are listed in Appendix B of this document.

(2) For those sites that do not use the E-Mail center's fully-automatic directory synchronization service, ensure that the designated office within the site develop, test, implement and maintain any local software routines necessary to exchange directory information with the semi-automatic directory synchronization service. Appendix C contains formatting information.

FOR THE COMMANDER:



ALBERT J. GENETTI, JR.
-Major General, USA
Chief of Staff

3 Appendices
APP A - Systems Capable of
Storing and Exchanging
Phone Number Data
APP B - Mandatory and Optional
Data Fields
APP C - ASCII Delimited File
Format for Exchanging Phone
Number Data

Appendix A

Systems Capable of Storing and Exchanging Phone Number Data

The systems listed below are capable of storing phone number information in their local electronic mail directory or in their local X.400 gateway.

Novell GroupWise (in directory)

Lotus cc:Mail (in comments field)

Microsoft Exchange (in directory)

Lotus Notes (in directory)

Appendix B

Mandatory and Optional Data Fields

The following data fields are to be included in local e-mail system directories for all mailboxes that are advertised to the rest of the Corps.

Mandatory data fields:

First name or Given name
Middle initial
Last name or Surname
Generation qualifier or Military rank
X.400 organization unit 1
X.400 organization unit 2 (normally blank)
X.400 organization unit 3 (normally blank)
X.400 organization unit 4 (normally blank)
X.400 organization name
Commercial phone number

Optional data fields:

Commercial Fax number

Appendix C

ASCII Delimited File Format for Exchanging Phone Number Data

The following data fields, in the order given, are to be included in all exchanges of directory information. Each field will be enclosed inside of double quotes. Each field will be separated from the next field by a comma. Any field that does not contain data will still be represented by opening and closing double quotes. Mandatory fields will be placed before optional fields.

<u>Mandatory data fields:</u>	<u>Maximum Field Length</u>
First name or Given name	16
Middle initial	5
Last name or Surname	40
Generation qualifier or Military rank	3
X.400 organization unit 1	64
X.400 organization unit 2 (normally blank)	64
X.400 organization unit 3 (normally blank)	64
X.400 organization unit 4 (normally blank)	64
X.400 organization name	64
Commercial phone number	32

Optional data fields:

Commercial fax number	32
-----------------------	----

Example data records:

With optional Fax number

"John", "Q" , "Public" , "Jr" , "CENPD-IM-M" "" , "" , "" , "" ,
"NPD01" , "503-123-4567" , "503-123-7890"

Without optional fax number

"Susan", "T" , "Smith" , "" , "" "CEIM-P" , "" , "" , "" , "HQ01"
, "202-555-1234"