



Office, Chief Information Officer/G-6

DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

SAIS-AOI

16 DEC 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Department of Defense Enterprise Email (DEE) Mailbox Size Limits

1. References:

- a. Army Regulation (AR) 25-1, Army Information Technology, 25 June 2013.
- b. Memorandum, Under Secretary of the Army, 12 December 2013, subject: Department of Defense Enterprise Email (DEE) Address Use for Common Access Card (CAC) Certificates.
- c. Army Cyber Command Execute Order (EXORD) 2011-070, Army Unclassified Enterprise Email Migration.
- d. Department of Defense Enterprise Email Service Level Agreement between the Defense Information Systems Agency and the Army, 17 June 2015.

2. Purpose. This guidance establishes DEE mailbox size limits, and identifies the criteria for individuals' size assignment.

3. Scope. This guidance applies to DEE accounts paid for by Army on the NIPRNet and SIPRNet.

4. Background. In 2010, the Chief Information Officer/G-6 (CIO/G-6) implemented DEE to improve email capabilities and reduce costs. In July 2013, the Army completed migration to DEE. On 17 June 2015, the Army entered an enterprise service level agreement (reference d) that requires enforcement of mailbox size limits by 1 October 2015.

5. Guidance. Effective upon signature, all Army DEE accounts are subject to the size limits, warnings and enforcement actions identified in enclosure 1.

6. Compliance. The CIO/G-6, in coordination with Second Army, Program Executive Officer Enterprise Information Systems and the Defense Information Systems Agency (DISA), will enforce compliance with this guidance.

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7. Implementation.

a. Army Basic class mailboxes, limited to 512 megabytes of online storage, are issued within 24 hours after the issuance of an Army Common Access Card (CAC), created in accordance with reference b.

1) Personnel with an Active Directory account are authorized an upgrade to Business class.

2) Personnel without an Active Directory account may be upgraded to Business class with justification and approval of the first O-5 or civilian equivalent in the chain of command. This upgrade can be performed by Army Enterprise Service Desk Federation members upon receiving the appropriate documentation (a memorandum or digitally signed email).

b. Army Business class mailboxes, limited to 4 gigabytes (GB) of online storage, are authorized for personnel who routinely work in office environments and have an Active Directory login account for daily use.

c. Army Premium class mailboxes, limited to 10 GB of online storage, are authorized based on command requirements. Premium class mailboxes are designed for personnel who send and receive a large volume of email and may need to access historical email regardless of location.

1) Commands are allocated Premium class accounts in accordance with enclosure 2.

2) Commands control the allocation of their Premium class DEE accounts but should assess the need for a larger mailbox before provisioning it. Organizations are not to upgrade users to the Premium class until users exceed 3.6 GB. Commands are encouraged to keep some Premium class accounts in reserve to handle transition of personnel. Premium class allocations are determined based on the number of general officers, Senior Executive Service (SES) civilians, political appointees and judges. Priority to use a Command's Premium class allocations should be given to those users.

3) Users authorized Premium class accounts by Commands may or may not be allocated a Premium class account when changing units, and must coordinate with their gaining units.

d. Army Executive class mailboxes, limited to 30 GB of online storage, are authorized for Lieutenant Generals, Tier 3 SES civilians, the Sergeant Major of the Army and those positions Commands specifically designate as requiring an Executive class mailbox.

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1) Commands are allocated Executive class accounts in accordance with enclosure 2.

2) Commands control the allocation of Executive class DEE accounts.

3) Executives who meet the rank/grade requirements listed in paragraph 7.d are entitled to an Executive class mailbox; however, organizations are not to upgrade users to the Executive class until users exceed 9.6 GB. Commands are encouraged to keep some Executive class accounts in reserve to handle transition of personnel.

e. Army Senior Executive class mailboxes, limited to 50 GB of online storage, are authorized for four-star Generals, four-star Admirals and political appointees.

1) Commands are allocated Senior Executive class accounts in accordance with enclosure 2.

2) Commands control the allocation of Senior Executive class DEE accounts.

3) Senior Executives who meet the rank/grade requirements listed in paragraph 7.e are entitled to a Senior Executive class mailbox; however, organizations are not to upgrade users to the Senior Executive class until users exceed 29.6 GB.

f. Non-Person Entity (NPE) accounts (primarily organizational mailboxes and calendars) are similar to Business and Premium class accounts. Commands are allocated a limited number of Premium class NPE accounts and are responsible for the management of those accounts.

g. The Army Component DEE Manager is authorized to create a limited number of temporary Premium, Executive and Senior Executive Class accounts. Authorization to use these accounts is granted on a case-by-case basis and coordinated directly with the point of contact in paragraph 9.

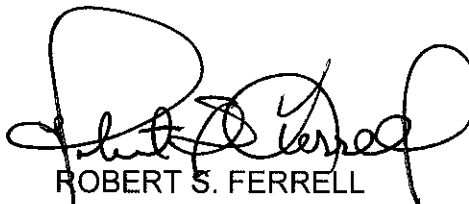
h. Premium (individual and NPE), Executive and Senior Executive Class mailbox allocations in enclosure 2 are assessed, validated and published annually.

8. Expiration. This guidance remains in effect until it is rescinded, superseded or inserted into AR 25-1.

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9. The points of contact for this action are: LTC Guy DeWees, (703) 614-7287 (DSN 224) or guy.m.deweese.mil@mail.mil; and Ms. Vintinia Harris, (703) 695-6282 (DSN 224) or vintinia.d.harris.civ@mail.mil. Questions also may be sent to usarmy.pentagon.hqda-cio-g-6.mbx.sais-aoi@mail.mil.



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Encls

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CF: (CONT)

Director of Business Transformation

Commander, Eighth Army

Commander, U.S. Army Cyber Command

ENCLOSURE 1

Department of Defense Enterprise Email Account Limits and Enforcement

Account Classifications	FY16 Cost**	Size Limit	Warning	Send Restricted	Receive Restricted
Basic	\$38.71	512 MB	410 MB	512 MB	700 MB
Business	\$38.71	4 GB	3.7 GB	4 GB	4.6 GB
Premium*	\$151.03	10 GB	9.7 GB	10 GB	10.6 GB
Executive*	\$270.76	30 GB	29.7 GB	30 GB	30.6 GB
Senior Executive*	\$401.12	50 GB	49.7 GB	50 GB	50.6 GB
Non-Person Entity Business	\$38.71	4 GB	3.7 GB	4 GB	4.6 GB
Non-Person Entity Premium	\$151.03	10 GB	9.7 GB	10 GB	10.6 GB

MB – Megabyte

GB – Gigabyte

* Premium, Executive and Senior Executive accounts are significantly more expensive than Business class accounts. Organizations are not to upgrade users to the next level of service until users exceed limits identified in paragraph 7. Commands are encouraged to keep some Premium and Executive class accounts in reserve to handle transition of personnel.

** Costs are for information and awareness only. All DEE mailbox accounts are centrally funded.

ENCLOSURE 2

Department of Defense Enterprise Email Group Quotas

DEE Group	Premium NPE	Premium	Executive	Senior Executive
Army Main	70	69	38	7
EUCOM	10	40	7	1
AFRICOM	10	40	7	1
SOUTHCOM	5	25	4	1
USMEPCOM	5	3		
AMC	30	88	15	1
ARCENT	5	25	6	
ARCYBER	5	5	2	
ARNORTH	5	4	1	
ARSOUTH	5	4	1	
ATEC	5	7	2	
AWC	5	9	3	
FORSCOM	30	70	14	1
GUARD	70	265	39	1
HQDA	70	205	71	9
HRC	10	4	1	
IMCOM	5	14	4	
INSCOM	5	21	5	
MDW	5	5	1	
MEDCOM	5	27	7	
NETCOM	5	7	2	
RAVEN ROCK	15	6	2	
RESERVE	30	115	20	
SDDC	5	4	1	
SMDC	5	8	2	
TRADOC	20	70	14	1
USAASC	10	21	6	
USACE	5	34	1	
USACIDC	5	4	0	
USARAF	5	5	1	
USAREUR	10	26	7	
USARPAC	15	54	12	2
USASOC	5	11	3	
USMA	5	5	1	
Total	500	1,300	300	25

NOTE: 1. Allocations in this enclosure are as of FY16 and will be reassessed annually.
2. These allocations are the same for both NIPRNet and SIPRNet.