

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-097,R1-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Marc Cohen Phone Ext: 3404

Department Name: Information Technology Department

Document Number: P-097 Revision No.: 1

Document Title: Princeton Plasma Physics Laboratory Email Use

Reason for change:

Clarify 1 year email retention policy

Change description:

All email accounts ending in pppl.gov will be ~~archived~~ retained for 1 year after their termination date.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO:

2. Does this TCR significantly impact ES&H? YES: NO:

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Department/Division Head Approval

Date

Chief Planning Officer/designee

Date

Release/Effective date of this TCR: 1/9/18

Incorporate this TCR into next revision of this document?

YES: NO:

Subject: Princeton Plasma Physics Laboratory Email Use	Effective Date: November 7, 2014	Initiated by: Head, Information Technology & CIO
	Supersedes: Revision 1, dated March 3, 2008 and TCR-001	Approved: Director

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INTRODUCTION

PPPL computer systems and communications networks are funded by the United States Government for the purpose of supporting the Laboratory's programmatic and business activities. Access to these systems, whether remote or local, is provided to staff to conduct the official business of the Laboratory. Official business includes all authorized work connected with the operation and maintenance of the Laboratory, its authorized research, development, educational and technology transfer programs, and associated administrative support activities.

APPLICABILITY

Use of PPPL email accounts is covered by this policy and the requirements of the "PPPL computer Use Policy and User Responsibility Statement", which must be signed by all users of PPPL computer accounts and equipment.

This policy applies to:

- All email sent from a Laboratory email address;
- Account holders and users of Laboratory email services;
- All Laboratory email records in the possession of Laboratory employees or other email users of email services provided by the Laboratory.

POLICY**User Responsibilities**

All users must maintain the integrity of their email account and not allow unauthorized individuals (including family members) access to their account.

Users Given pppl.gov Email Accounts

The Laboratory's electronic mail services are provided to staff and graduate students to conduct the official business of the Laboratory. Official business includes all authorized work connected with the operation and maintenance of the Laboratory, its authorized research, development, educational and technology transfer programs, and associated administrative support activities. Non-employees, including former employees, retirees, collaborators stationed at PPPL, and visitors, are provided email accounts only when there is a Laboratory program/business relationship that requires it and will require a PPPL sponsor. Retirees with a continuing role at the Lab will be considered Temporary PPPL employees, and maintenance of the pppl.gov e-mail address will follow the guideline for Temporary employees.

Temporary PPPL employees anticipated to be employed for MORE THAN 3 months may be issued pppl.gov email accounts if their supervisor requests it. At that time, the supervisor acknowledges our email termination policy (see below) and agrees to inform ITD when the person stops being employed. Temporary employees anticipated to be employed for 3 months or less may be issued pppl.gov email accounts if their supervisor justifies it in writing and the ITD CIO approves it. This can be done as a Help Desk ticket.

Term employees will be considered Temporary and treated as such for e-mail administration.

Visitors, including collaborators, stationed at PPPL for more than 3 months, may be granted pppl.gov emails if their PPPL sponsor justifies it in writing and the ITD CIO approves it. This can be done as a Help Desk ticket.

Extra justification will be needed to grant undergraduates and high school students pppl.gov emails.

Email Account Termination

Email accounts and network access will normally be terminated by close of business on the employee's last day of work or upon expiration of the user's sponsored affiliation with the Laboratory. Email account termination is part of the "PPPL TERMINATION CHECK-OUT LIST" available from PPPL Human Resources. Email accounts for retirees will be maintained for 30 days after their last official day. All email accounts ending in pppl.gov will be retained for 1 year after their termination date. P-097,R1-001

Employee Responsibilities

The employee shall establish and enable an out-of-office greeting on their PPPL email account. This greeting is to remain in effect for at least thirty (30) days following employment termination. (This 30 day period will hereafter be referred to as the "notification period.") The email account Out-of-Office greeting shall include the following information:

1. A clear statement that the employee is no longer an agent of the Laboratory.
2. Follow-up contact information for the employee's supervisor, replacement, or other departmental designee.
3. Optional: a personal forwarding address for email that is sent to the departing employee unrelated to PPPL business.

Other Provisions:

1. At the discretion of the department, the email account may be configured to be inaccessible to the departing employee.
2. At the discretion of the department, the departing employee may continue to use their PPPL email account during the 30 day notification period, with the expressed understanding that the Out-of-Office greeting and forwarding rules will remain in place.

Supervisor Responsibilities:

The supervisor shall:

1. Provide the departing employee with specific details as to how/ to whom future PPPL correspondence shall be redirected.
2. Verify that the employee has created an email Out of Office greeting; that the greeting conforms to the requirements of this policy; and that the Out of Office greeting is activated prior to departure.
3. At the discretion of the department, the email account may be forwarded to the supervisor or a designated PPPL email account. The supervisor will work with the PPPL Helpdesk to activate and verify account forwarding.

Prohibited Use

The Laboratory's email system may not be used for: unlawful activities; personal financial gain; or the creation or distribution of any disruptive or offensive messages, including but not limited to, offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs, or national origin.

Personal Use

PPPL email services may be used for incidental personal purposes provided that, in addition to the constraints and conditions listed under "Prohibited Use", such use does not: i) directly or indirectly interfere with the Laboratory's operation of computing facilities or electronic mail services; (ii) burden the Laboratory with noticeable incremental cost; or (iii) interfere with the email user's employment or other obligations to the Laboratory.

Monitoring

PPPL email account holders shall have no expectation of privacy in anything they store, send or receive on the Laboratory's email system. PPPL may monitor messages without prior notice. However PPPL is not obligated to monitor email messages.

Archiving and Retention

PPPL does not maintain central or distributed email archives of all email sent or received. Email is normally backed up only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may at times serve the latter purpose incidentally.

Enforcement

A violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

REFERENCE DOCUMENTS

P-088 Computer Use and Use of Social Media

PPPL Computer Use Policy and User Responsibility Statement

DOE O 203.1 "Limited Personal Use of Government Office Equipment including Information Technology"

PPPL Personnel Practices Manual