



PUERTO RICO STATE GUARD INSTRUCTION

PRSG-J1

DISTRIBUTION: A

PRSGI 28-100

17 January 2024

PUERTO RICO STATE GUARD MILITARY OFFICIAL EMAIL USE POLICY

1. PURPOSE: This policy sets forth guidelines for the appropriate and official use of the Puerto Rico State Guard's email system. Its purpose is to ensure that all members of the Puerto Rico State Guard use this resource responsibly, efficiently, and securely, maintaining the integrity and confidentiality of the information.
2. APPLICABILITY AND SCOPE: This policy applies to all members of the Puerto Rico State Guard, including operational personnel, administrative staff, contractors, and any individual who has access to the organization's email infrastructure.
3. DEFINITIONS: N/A
4. INSTRUCTION/POLICY: This instruction/policy directly supports any instruction established in the Regulations of the Puerto Rico State Guard Command regarding military official emails.
5. OFFICIAL USE: The email assigned by the Puerto Rico State Guard is exclusively for official use. It should be used for communication and the exchange of information related to the activities, projects, operations, and administration of the organization. Any personal use of the official email is strictly prohibited.
6. SECURITY AND CONFIDENTIALITY:
 - a. Users must maintain the security of their access credentials and not share them with third parties.

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- b.* Emails containing sensitive or confidential information must be handled with the utmost care. It is the user's responsibility to ensure that such information is only shared with authorized individuals.
- c.* The sending of classified or confidential information to personal or unauthorized emails is prohibited.

7. GOOD COMMUNICATION PRACTICE:

- a.* Email messages should be clear, professional, and reflect mutual respect.
- b.* The use of inappropriate, offensive, or discriminatory language is completely prohibited.
- c.* Use language that is inclusive and respectful of diversity.
- d.* Before sending an email, verify that the information is accurate, complete, and necessary for the recipient.

8. MANAGEMENT AND ARCHIVING OF EMAILS:

- a.* Users should organize and archive their emails in a way that facilitates access and information retrieval.
- b.* The organization's policies and procedures regarding the retention and deletion of emails must be followed.

9. PROHIBITED USE:

- a.* The use of official email for the distribution of inappropriate content, such as hate messages, pornographic material, unsolicited advertising, and email chains, among others, is not allowed.
- b.* The use of official emails for personal, commercial, or political purposes is prohibited.

10. MONITORING AND COMPLIANCE:

- a.* The Puerto Rico State Guard reserves the right to monitor the use of emails to ensure compliance with this policy.
- b.* Any violation of the policy may result in disciplinary actions, including the revocation of email access, administrative, or legal sanctions.

11. REVISION AND UPDATES: This policy is subject to periodic reviews and updates to ensure its relevance and effectiveness. Changes will be communicated to all users in a timely manner.

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12. ACCEPTANCE OF THE POLICY: The use of the official email of the Puerto Rico State Guard implies acceptance of the conditions outlined herein. It is the responsibility of each user to read, understand, and adhere to these guidelines.

13. RESPONSIBILITIES: All members of the Puerto Rico State Guard Command must comply with the military official email use policy.

14. INFORMATION REQUIREMENTS: N/A

15. DISCLOSURE: Unlimited.

16. EFFECTIVE DATE: This instruction/policy will be effective immediately and is mandatory for all members of the Puerto Rico State Guard Command from the date of publication, unless revoked or replaced.

17. POINT OF CONTACT: The point of contact for this instruction/policy is the J1, Personnel Officer of the Puerto Rico State Guard at (787)-731-3633 Ext. 1464.

A handwritten signature in black ink, appearing to read 'EDRICK RAMIREZ GONZALEZ', with a stylized, overlapping design.

EDRICK RAMIREZ GONZALEZ
Brigadier General, PRSG
Commanding General