

APHIS EMAIL SIGNATURE BLOCKS

1. PURPOSE

This Notice establishes the requirement for those who choose to use signature blocks in email. The information in this Notice will be incorporated into a forthcoming Directive covering the policies for email use, security, and privacy.

2. SCOPE

This Notice applies to all APHIS employees.

3. SIGNATURE BLOCK

a. The part of an email message that contains the sender's contact information must include the following information:

- (1) Name.
- (2) Job Title.
- (3) Organization.
- (4) Office Address.
- (5) Phone Number.
- (6) Email Address.

b. Additional information following the signature block is **NOT** permitted.

4. INQUIRIES

a. Inquiries regarding this Notice should be directed to the APHIS Information Systems Security Program Manager at 301-851-2551.

b. This Notice can be accessed on the Internet at: www.aphis.usda.gov/library

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