



## Policy for Issuing All-Employee Messages

After implementation of the Lotus Notes Information Portal, each Assistant Director (AD) was delegated the responsibility for issuing their own All Employee Messages. AD's determine which messages are to be distributed Servicewide and which are distributed locally to only the Washington Office. The "LAN Team" at Department of the Interior issues the All Employee Messages signed by the Secretary, directly to each FWS employee's inbox.

The FWS Information Portal will be decommissioned in June 2005 based upon FWS CTO Council approval. All messages will go directly to each employees inbox.

The following offices have authority for all employee messages distribution:

- The Office of Public Affairs distributes All Employee messages for the Director and for Assistant Director - External Affairs. The AD-External Affairs will distribute All Employee Messages proposed by offices that report to the Assistant Director, or by Regional Directors who consider the message to be related to External Affairs.
- The other ADs distribute their own messages from the appropriate Assistant Director Notes databases. This is generally performed by staff members in that division.
- IRTM, Technical Services Branch and Communications Technolog Branch, serve as backup and can send email on behalf of the above offices. If an office is requesting IRTM distribute a message on their behalf, please state in the email request: This has been approved for Servicewide (or Washington Office) distribution by the AD-<Division>, <person's name>.
- Regional Directors can not issue Servicewide All Employee Messages; they must have the Director or one of the Assistant Directors distribute those messages. Regional Directors have their own procedures for distributing messages within the regions.
- If you need to distribute a message to a special group of employees, such as Refuge Managers, you'll need to use a listserver (such as fws-news), personal mailing list, or Lotus Notes group rather than the All Employee Message mechanism. Contact your local IRM office for assistance.

The following policy is in effect for All Employee Messages:

- Appropriate messages are official announcements, policy decisions, and items that directly affect FWS employees. To keep the

messages to a minimum, routine vacancy announcements, training announcements, or local events should not be sent as All Employee messages.

- To reduce the volume of All Employee messages, generally a second "reminder" message to repeat information from a previous message issued will not be issued. Assistant Directors are to determine if content is appropriate.

Format Policy:

1. The FWS logo will be removed from All Employee messages to reduce the size. This change will become effective in June 2005.

2. The message should be prepared as a Lotus Notes e-mail message using a standard font, such as 10-point or 12-point Times New Roman or Arial. If you use colors, underlining or bolding to highlight selected words, the email message will retain the format. Do not use special typing characters (such as the © symbol) in the message.

3. If you need the All Employee Message to reference another item, post it on the SII or Internet in advance and provide a link to the URL of the image, document, etc. If attachments to messages are required, the attachment size should be small.