| FSIS  DIRECTIVE | 1310.1 | 12/14/15 |
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## ELECTRONIC COMMUNICATIONS OPERATIONS PERSONS (E-COP) PROCEDURES

### I.  PURPOSE

This directive sets out the procedures Agency program areas are to follow regarding the distribution of e-mails that are sent to FSIS-All Users via Outlook (e.g., FSIS User Information, Agency Signed Issuances).  This directive also sets out the criteria for such e-mails and establishes an annual FSIS notice that will provide the names and responsibilities of each program area's E-COPs.

### II.  BACKGROUND

There are numerous e-mails sent to all FSIS employees.  FSIS established the E-COP process described in this directive to limit the number of e-mails sent to FSIS-All Users.  Many of the past e-mails sent to FSIS-All Users pertaining to events, announcements, or other topics of interest were more appropriately suited for distribution through an FSIS Notice, the Wednesday Newsline, or the Beacon.

### III.  CRITERIA FOR ALL USER NOTICES

A.  An FSIS User Information e-mail is only to be sent to all employees when:

1.  Everyone needs to know the information that day. For example, information that the VPN is down; the phone system is not operating; buildings have been closed; the travel system is not operating; or maintenance is being done on systems such as the Public Health Information System (PHIS) or AssuranceNet;

2.  There is an announcement from the Administrator's or Secretary office; or

3.  Other pertinent or urgent information that employees need to know or be reminded about because it may affect their e-mail accounts.

B.  All FSIS User Information e-mails are to include the following footers, along with any other important contact information:

1.  Lost/stolen laptop, Blackberry or other Personal Data Assistant (PDA) or Personally Identifiable Identification (PII) Incident? Immediately contact USDA at 1-877-Pii2You or 1-888-926-2373, 24 hours a day, and then contact the FSIS Service Desk at 1 (800) 473-9135; and

2.  Supervisors are to make a copy of this email available to inspection personnel without Outlook accounts.

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**DISTRIBUTION:** Electronic; All Field Employees          **OPI:** OPPD

C.  Information that is relevant to all employees but that is not of an urgent nature is to be announced via an FSIS Issuance (see FSIS Directive 1230.1, *FSIS Issuance System*), the Wednesday Newsline, or the Beacon.

D.  The first announcement for information that requires employees to follow certain instructions (e.g., completing training in AgLearn, coding Time and Attendance records, Updating Telework agreements) is to be in an FSIS Notice. Subsequent announcements of such information are to be in the Wednesday Newsline or the Beacon, as determined by the program area.

## IV.  SUBMITTING REQUESTS FOR ANNOUCEMENTS

A.  Offices that need to send an e-mail to FSIS-All Users are to contact their program area E-COP.

B.  To submit a request for an FSIS notice, offices are to send the request to: IssuanceRequest@fsis.usda.gov.

C.  To submit an item for Wednesday Newsline, offices are to send it to wednesdaynewsline@fsis.usda.gov by Monday of the week they would like it published. Hold the "Details" section to under 75 words. No attachments are permitted; but the submission may include links to a previously uploaded document on the FSIS public website or InsideFSIS (the intranet) if necessary.

D.  To submit an article to the Beacon, send it to beacon@fsis.usda.gov. The deadline for submission is the first day of the previous month.

## V.  E-COP RESPONSIBILITIES

A.  E-COPs are employees who have authorization to send out All User Information e-mails via Outlook.

B.  E-COPs are to be readily available and have backups to ensure that urgent notifications are sent in a timely manner.

C.  Each program area's E-COP is responsible for ensuring that All User Information e-mails are essential, targeted, necessary for that day, and authorized by his or her Assistant Administrator.

## VI.  QUESTIONS

Refer questions regarding this directive through supervisory channels.

Assistant Administrator
Office of Policy and Program Development