



Subject: Procedures for Dealing With Spam E-Mail  
Resent-From: NMFS.All.Employees@noaa.gov  
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This email first serves as a reminder of the existing DOC/NOAA/NMFS policy on the use of your government computer as it relates to pornography and child pornography. Simply stated, not allowed under any circumstances.

Second, this email provides you with procedures for dealing with Spam E-Mail. The CIO's Office has received numerous inquiries on dealing with nuisance e-mail, especially the large flood of "spam" which forces messages on people who would not otherwise choose to receive it. Most spam is commercial advertising for dubious products, get-rich-quick schemes, fraudulent offers, and illegal or quasi-legal services. Spam also often consists of explicitly sexual material and solicitations for money, activities constituting serious violations of Government computer equipment use. In the United States, mere possession of child pornography by anyone is illegal and vigorously prosecuted. Fisheries employees are urged to become familiar with general principles outlined in the DOC Internet Use Policy [www.osec.doc.gov/ostm/intepol.htm](http://www.osec.doc.gov/ostm/intepol.htm)).

At the NOAA network level, messages are screened at the Internet connection, but not all spam messages can be filtered out. The existing filter detects spam based on the sender and subject, and unfortunately, spammers can defeat the filter by "spoofing" different sender names. NOAA is investigating new spam software that will filter by sender, subject and message content, and once in place, should result in a significant drop in spam. Meanwhile, though, every NOAA Fisheries employee can take steps to minimize the impact of spam on our work life. Here's how:

- (1) Do not respond to spam messages, or take advantage of any offered activities. Do not reply to spam messages that say, "Please send a REMOVE message to get off our list" as this frequently leads to even further proliferation of spam messages.
- (2) Do not install your own desktop anti-spam software, as this may cause problems with the software employed in the Fisheries networks.
- (3) If the spam message contains or appears to offer a solicitation for money or goods, financial scheme, personal services, chain letter promising some benefit (not necessarily money), or sexually explicit material, the message should be forwarded with all headers to the messaging operations center, which collects the sender name and subject to add to the spam software filter. To forward a spam message, click on VIEW, and then click on HEADERS, click on ALL and forward the message to [abuse@noaa.gov](mailto:abuse@noaa.gov). If enough of the same type of message is received, the Messaging Operations Center will set up the filters necessary to reduce the SPAM.
- (4) Messages containing or offering child pornography or soliciting funds, for example, in a chain letter, should be forwarded with all headers to [ncirt@noaa.gov](mailto:ncirt@noaa.gov) .