



# DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING

CNATRA

250 LEXINGTON BLVD SUITE 102

CORPUS CHRISTI TX 78419-5041

CNATRAINST 5230.5A

N6

01 AUG 2005

## CNATRA INSTRUCTION 5230.5A

Subj: NAVY MARINE CORPS INTRANET (NMCI) MICROSOFT OUTLOOK  
E-MAIL FILE SIZE LIMITS POLICY AND USER'S HELP GUIDES

Ref: (a) Navy Contract N00024-D-6000 awarded to Electronic  
Data Systems (EDS), October 6, 2000  
(b) SECNAVINST 5720.47A  
(c) CNATRAINST 5000.2C  
(d) CNATRAINST 5230.2A

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Encl: (1) List of DCTR and ACTR Point of Contacts  
(2) List of Unit UIC  
(3) List of Web Links to References and User's Help Guides  
(4) How to Send Large Outlook Attachments

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1. Purpose. To provide policy and guidelines for NMCI Outlook e-mail file sizes and user's Help Guides. EDS NMCI contract details are in reference (a). E-mail content policies are in reference (b). CNATRA CIO Mission, Functions and Policy are in reference (c). Help Desk Procedures for CNATRA Technical and Application Support for NMCI are in reference (d). NMCI Outlook e-mail file sizes limits have been approved by the Chief of Naval Operations (CNO) and executed by EDS to enforce and preserve bandwidth. Procedures at enclosures (1) through (4) are for users who may require assistance and guidance to store over the limit files either by archiving old files, saving onto the hard drive, storing files in a personal storage file or shared file. In the event, a user is not sure on how to apply these guidelines, he or she may call the NMCI Help Desk at 1-866-THE-NMCI or 1-866-843-6624 at San Diego, CA., for further technical support.

2. Cancellation: CNATRAINST 5230.5 and NRSINST 5230.4.  
The focus of this revision is to separate the joint CNATRA/NRS instruction. The only revision markings used are to show other modifications.

(A)

3. Background. Prior to the NMCI contract, Legacy Outlook file sizes were unlimited as well as a preponderance of unique systems that were saturating the bandwidth to such an extent that uniformity was lost to the detriment of good business

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practices. With the Navy approval of the NMCI contract to the EDS contractor, an efficiency had to be developed to streamline and revolutionize the way the Navy does business and conserve bandwidth. Therefore, a limit on file sizes has been instituted and standardized to allow all Navy and Marine Corps users to streamline the system without a user being pre-empted by the lack of bandwidth or need of re-training, anywhere where NMCI is transitioned.

4. Policy. All NMCI Outlook e-mail users will have the following file size allowances:

- a. 50 MB e-mail/calendar storage per account
- b. 700 MB network personal storage (on the H: drive)
- c. 100 MB network shared file storage (on the s: drive)

d. Users will maintain Outlook folder sizes within allotted allowances. Anything exceeding over the collective limit must be either archived, stored on the network storage, network shared file storage or stored on the user's hard drive. Users requiring additional file sizes must request thru their Activity Customer Technical Representative (ACTR), Deputy Customer Technical Representative (DCTR), Contracting Officer Representative (COR), CIO and up the chain to the CNO for approval via an Information Technology Acquisition Paper (ITAP) and a NMCI Move, Add, Change (MAC) actions. Refer to enclosure (1) for ACTR and DCTR points of contact. Enclosure (2) lists UICs used for MAC actions. Please refer to reference (d) for the use of ITAP and MAC procedure(s) and enclosure (3) for various help guidelines, user's guides and techniques in this endeavor. When an excess over the limit warning message appears on the Outlook in-box, the user will continue receiving e-mails. However, the user will not be able to send e-mails, until the folder sizes have been reduced and are under control.

5. Procedures/Actions. Refer to references and user's help guides at web links in enclosure (3) for assistance in maintaining and/or keeping under or within the prescribed folder sizes range. These guidelines cover user's "how to" guidelines in order to manage respective files in an easy concept and in layman's language. Enclosure (4) refers to How to Send Large Outlook Attachments.

6. Responsibility. CNATRA CIO is the official authority for NMCI for CNATRA and NATRACOM units. All actions and documentations relative to NMCI will be channeled and

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coordinated through the CNATRA CIO office. Unit Commanding Officers will implement this policy and guidance within their commands upon NMCI implementation.

7. Contact Information for CNATRA CIO: CNATRA (N6), (R)  
250 Lexington Boulevard, Suite 102, Corpus Christi, TX 78419-  
5041, DSN 861-1430 or Commercial (361) 961-1430.



D. B. GRIMLAND  
Chief of Staff

Distribution:

CNATRAINST 5215.1R

List I

List III

Copy to:  
COMDRAWING TWO (Coop File)  
NETC

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**LIST OF CONTRACTING OFFICER REPRESENTATIVES (COR), DEPUTY  
CUSTOMER TECHNICAL REPRESENTATIVE (DCTR) AND  
ACTIVITY CUSTOMER TECHNICAL REPRESENTATIVE (ACTR) (R)**

**DCTR and COR:**

CNATRA CIO N62  
9035 Ocean Street  
Building 10, Suite 324  
Corpus Christi, Texas 78419  
DSN 861-3931 or (361) 961-3931

**ACTR: Serving CNATRA Staff and TRAWING FOUR units**

CNATRA N634  
250 Lexington Blvd, Suite 1089  
Corpus Christi, Texas 78419  
DSN 861-1435 or (361) 961-1435

**ACTR: Serving TRAWING ONE**

101 Fuller Road, Suite 250  
NAS Meridian, MS 39309  
DSN 637-3027 or (601) 679-3027

**ACTR: Serving TRAWING TWO units**

554 McCain Street, Suite 115  
Kingsville, TX 78363  
DSN 876-6202 or (361) 516-6202

**ACTR: Serving TRAWING FIVE units**

7480 USS Enterprise Street, Suite 116  
Milton, FL 32570-6017  
DSN 868-7363 ext 1 or (850) 623-7363 ext 1

**ACTR: Serving TRAWING SIX units and NAVFLTDEMRON (BLUE ANGELS)**

NCTAMSLANT Det Pensacola  
Code 1542  
130 West Ave, Suite B  
Pensacola, FL 32508  
DSN 922-9827 or (850) 452-9827

**ACTR: Serving Naval Aviation Schools Command**

181 Chambers Avenue  
Pensacola, FL 32508  
DSN 922-2523 or (850) 452-2523

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**ACTR: Serving MINE WARFARE TRAINING CENTER**

330 Coral Sea Dr, Suite 151B  
Ingleside, TX 78362  
DSN 776-5990 or (361) 776-5990

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LIST OF UNIT IDENTIFICATION CODES (UICs)  
(to be used for MAC actions)

(R)

CNATRA	63110
TRAWING ONE	09251
TRAWING TWO	09239
TRAWING FOUR	52812
TRAWING FIVE	52813
TRAWING SIX	52814
NAVAL AVIATION SCHOOLS COMMAND	62229
MINE WARFARE TRAINING CENTER	62623

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**WEB LINKS TO REFERENCES AND USER'S HELP GUIDES**

**NMCI CONTRACT N00024-D-6000 (OCT 6, 2000)**

<https://nmci.spawar.navy.mil>

click on MOD posting under **conformed contract** on main page

**NMCI HOME PAGE**

<http://www.nmci-isf.com>

**NMCI CLIN INDEX**

<http://www.nmci-isf.com/clinlist.htm>

**NMCI SLA INDEX**

[http://www.nmci-isf.com/clin\\_matrix.xls](http://www.nmci-isf.com/clin_matrix.xls)

**NMCI MASTER GLOSSARY OF ACRONYMS**

[http://www.eds-gov.com/nmcifaqs/master\\_glossary\\_of\\_acronyms.doc](http://www.eds-gov.com/nmcifaqs/master_glossary_of_acronyms.doc)

**NMCI services Help Desk forms for Business Support**

[http://www.nmci-isf.com/helpdesk\\_reqforms.htm](http://www.nmci-isf.com/helpdesk_reqforms.htm)

**Sample ITAP is located below**

<https://cnatra.navaltx.navy.mil/cnatra/instruct.htm>

**Please note: retype URL manually on your browser, if unable to open here**

click on 5000.2A

ITAP sample is at enclosure (1) of the Instruction

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**NOTE: ITAP in Word document is available from your respective ACTR.**

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**SHORTCUT TO SIZE UP YOUR E-MAIL FOLDER**

The following is an easy short cut to reveal status of your personal Outlook e-mail folder size at any time of the day:

Point mouse and right click at Outlook Today Icon

Click on Properties

Click on Folder Size

Folder size will show Total and SubFolder Name details

If total is under 50000MB you are OK

If total is over, then you must clean up your respective e-mail folders

Please note that ALL calendar + Contacts + Deleted Items + Drafts +Inbox+ Journal + Notes + Outbox +Sent items COUNT for the maximum folder size, that you need to reduce. All your Deleted files MUST also be deleted in order not to count against the allotted totals.

**USER TIP(S) OF THE WEEK**

An excellent tool - double click on + little icon for details and also visit archived tips

<http://www.nmci-isf.com/userinfo.asp#tips>

or check archived tips of the week

<http://www.nmci-isf.com/userinfo tipsarchive.asp>

**HOW TO CHECK AND MANAGE .PST FILES (e-mail files)**

How to check the size of a ".PST" file or e-mail file

How to create a new .PST file

How to compact the size of your .PST file

<http://www.nmci-isf.com/downloads/userinfo/tip%5Fcheck%5Fthe%5Fsize%5Fof%5Fa%5Fpst%5F%20file.doc>

**HOW TO USE WINZIP**

<http://www.nmci-isf.com/userinfo%5Fwinzip.asp>

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**OUTLOOK USER INFORMATION**

Outlook user information guide

<http://www.nmci-isf.com/userinfo%5Foutlook2000.asp#outoffice>

**OUTLOOK USER'S GUIDES**

Ready, Set Go! are NMCI user's guides for familiarization with subject matter

Ready Guide

[http://www.nmci-isf.com/downloads/userinfo/Sandt\\_clin0038ac/Ready\\_Guide.pdf](http://www.nmci-isf.com/downloads/userinfo/Sandt_clin0038ac/Ready_Guide.pdf)

Set Guide

[http://www.nmci-isf.com/migration//Set\\_Guide\\_WIN2000.pdf](http://www.nmci-isf.com/migration//Set_Guide_WIN2000.pdf)

Go! Guide

[http://www.nmci-isf.com/downloads/userinfo/RSG\\_Go\\_Guide.pdf](http://www.nmci-isf.com/downloads/userinfo/RSG_Go_Guide.pdf)

**GOLD DISK SOFTWARE CONTENTS**

[http://www.nmci-eds.com/downloads/Gold\\_disk\\_contents.pdf](http://www.nmci-eds.com/downloads/Gold_disk_contents.pdf)

**BLUE SEAT DESCRIPTION**

<http://www.nmci-eds.com/clin001ac.htm>

**RAS INFORMATION**

RAS INFO for remote laptops

<http://www.nmci-isf.com/downloads/userinfo/tip%5Fusing%5Fthe%5Fras.doc>

**LAPTOP**

How to manage the laptop properly

<http://www.nmci-isf.com/downloads/userinfo/tip%5Fendingrasconnectionproperly.doc>

**RAS USER GUIDE**

User's guide for RAS

<http://www.nmci-isf.com/userinfo%5Fras.asp>

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**HOW TO USE OUTLOOK WEB ACCESS (OWA) USER'S GUIDE**

[http://www.nmci-isf.com/downloads/userinfo/OWA\\_UG.pdf](http://www.nmci-isf.com/downloads/userinfo/OWA_UG.pdf)

**HOW TO CHECK YOUR STORAGE (Data storage Quick Reference Guide)**

<http://www.nmci-eds.com/downloads/userinfo/DataStorage.pdf>

**HOW TO MANAGE YOUR "H" DRIVE**

[http://www.nmci-eds.com/downloads/userinfo/Tip\\_ManagingYourHDriveSpace.pdf](http://www.nmci-eds.com/downloads/userinfo/Tip_ManagingYourHDriveSpace.pdf)

**HOW TO CHECK AND MANAGE YOUR STORAGE**

[http://www.nmci-isf.com/downloads/userinfo/Tip\\_Managing\\_Your\\_Outlook\\_Storage\\_Space.pdf](http://www.nmci-isf.com/downloads/userinfo/Tip_Managing_Your_Outlook_Storage_Space.pdf)

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**HOW TO SEND LARGE OUTLOOK ATTACHMENTS**

R 261335Z FEB 04 PSN 658655I35

FM COMNAVNETWARCOM NORFOLK VA

TO ALCND  
ZEN/ALNMCI

INFO ZEN/COMNAVNETWARCOM NORFOLK VA

BT  
UNCLAS  
QQQQ

SUBJ: NMCI INFORMATION ADVISORY (NIA) 04-04, MAXIMUM EMAIL FILE SIZE  
UNCLASSIFIED//  
THIS IS AN UNNUMBERED ALCND.

MSGID/GENADMIN/COMNAVNETWARCOM NORFOLK VA//

SUBJ/NMCI INFORMATION ADVISORY (NIA) 04-04, MAXIMUM EMAIL FILE SIZE//

REF/A/GENADMIN/COMNAVNETWARCOM/231902ZDEC2002//

AMPN/REF A IS NMCI INFORMATION ADVISORY (NIA) AND BULLETIN (NIB)  
PROMULGATION MESSAGE.//  
POC/DAN DELGROSSO/CTR/NETWARCOM/LOC:NORFOLK/TEL:757.417.6754 (X9)  
/EMAIL:DAN.DELGROSSO@NAVY.MIL//

RMKS/1. IAW REF A, THIS JOINT NAVY - MARINE CORPS NIA ESTABLISHES MAXIMUM  
EMAIL ATTACHMENT FILE SIZE TO 10MB FOR NMCI. THIS POLICY APPLIES ONLY TO THE  
NMCI UNCLASSIFIED NETWORK.

2. BACKGROUND. NMCI EMAIL ATTACHMENTS IN EXCESS OF 10MB SLOW NETWORK TRAFFIC  
AND DO NOT FOLLOW BEST PRACTICES FOR MAIL SIZE. DIRECTOR NMCI AND THE STAKE  
HOLDERS COUNCIL HAVE PREVIOUSLY AGREED TO THE 10 MB LIMIT. BY REDUCING  
UNUSUALLY LARGE EMAIL AND ATTACHMENT QUANTITIES, ALL NMCI USERS WILL BENEFIT  
FROM GREATLY IMPROVED STABILITY AND FASTER RESPONSE TIME OF THE NMCI EMAIL  
SERVICE.

3. POLICY. ON 01 APR 2004, THE TOTAL SIZE OF ALL ATTACHMENTS TO ANY SINGLE  
OUTGOING EMAIL WILL BE LIMITED TO 10MB. THE NMCI CONTRACTOR WILL SET THIS  
LIMIT ON ALL NMCI USER EMAIL ACCOUNTS. AS A RESULT, EMAILS WITH ATTACHMENTS  
THAT EXCEED 10 MB WILL BE REJECTED.

4. IN THE NEAR FUTURE, THE ABILITY WILL EXIST FOR NMCI USERS TO POST LARGE  
FILES TO THE ENTERPRISE FILE SPACE (EFS).

5. AT THE PRESENT TIME, AS AN ALTERNATIVE TO SENDING LARGE EMAILS, THE  
FOLLOWING PROCEDURE MAY BE USED, GIVING NMCI USERS A MEANS TO ACCESS LARGE  
FILES:

A. NMCI USERS MAY SHARE FOLDERS AND FILES ON THEIR PERSONAL SHARE DRIVE  
(H:) SPACE WITH OTHER NMCI USERS. THE ORIGINATOR GIVES "PERMISSIONS" TO  
INTENDED ADDRESSEES AS FOLLOWS:

(1) IN WINDOWS EXPLORER, RIGHT CLICK ON THE H: DRIVE FOLDER OR FILE  
THAT YOU DESIRE TO SHARE WITH OTHER NMCI USERS.

(2) LEFT CLICK PROPERTIES, LEFT CLICK SECURITY TAB, CLICK ADD BUTTON.

Enclosure (4)

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(3) IN THE TOP MOST PULL-DOWN MENU, SELECT "NADS.NAVY.MIL" AS THE DIRECTORY TO BE SEARCHED FOR. OTHERWISE IN THE NEXT STEP, ONLY USERS IN YOUR DOMAIN WILL BE EXAMINED.

(4) IN THE BOTTOM BOX, TYPE IN THE NMCI USERS LOG-IN NAME (E.G. FIRSTNAME.LASTNAME). THE CORRECT LOG-IN NAME CAN BE FOUND IN THE NMCI GAL, CLICKING ON THE NMCI USERS NAME, AND PROPERTIES. THE CORRECT LOGIN NAME IS LISTED UNDER THE ALIAS BLOCK.

(5) NAMES ARE REQUIRED TO BE SEPARATED BY SEMI-COLONS.

(6) AFTER TYPING IN THE NAME IN THE BOTTOM BOX, SELECT CHECK NAME. THE NAME SHOULD RESOLVE INTO AN EMAIL ADDRESS.

(7) CLICK OK. REPEAT THE PROCEDURE UNTIL ALL INTENDED ADDRESSES ARE SELECTED. THE NAMES SHOULD THEN AUTOMATICALLY BE ADDED TO THE TOP BOX.

(8) THE BOTTOM BOX WILL NOW SHOW BLOCKS THAT NEED TO BE CHECKED TO GIVE FULL ACCESS, READ, WRITE ETC. SELECT THE APPROPRIATE ACCESS. CLICK OK. INTENDED USERS NOW HAVE ACCESS TO ONLY THE FOLDERS AND FILES YOU AUTHORIZED.

(9) EACH NMCI USER WILL NOW NEED TO "MAP" TO YOUR H: DRIVE. TO DETERMINE PATH TO MAP TO THE INTENDED FILE, GO TO WINDOWS EXPLORER, AND SCROLL DOWN TO YOUR H: DRIVE.

(10) THE NMCI SERVER NAME THAT YOUR ACCOUNT USES SHOULD BE LISTED AFTER YOUR LOG-IN NAME FOLLOWED BY A \$ SIGN. FOR EXAMPLE: JOHN.DOE\$ ON NAEAWNYDFS02VB. DETERMINING THE PATH IS A MATTER OF TYPING A DOUBLE BACK SLASH, THE SERVER NAME, YOUR LOGIN NAME AND A \$ SIGN FOLLOWED BY A BACK SLASH, THEN THE NAME OF THE FOLDER OR FILE. FOR EXAMPLE: \\NAEAWNYDFS02VB\JOHN.DOE\$\FOLDERNAME.

(11) THIS PATH WOULD THEN BE SENT TO THE INTENDED NMCI USERS WHO WOULD NEED TO MAP TO YOUR H: DRIVE.

(12) THE NMCI USER SHOULD SELECT "MY COMPUTER", TOOLS, MAP NETWORK DRIVE, PASTING THE PATH IN THE FOLDER BLOCK AND FINISH. WINDOWS WILL THEN CONNECT TO THE AUTHORIZED FOLDER OR FILE.

B. THESE PROCEDURES WILL ALSO BE MADE AVAILABLE ON THE NMCI HOMEPORT HTTP://HOMEPORT, UNDER "USER TRAINING" THEN "NMCI USER INFORMATION".

6. EXCEPTIONS. UNIT COMMANDERS MAY HAVE THE 10 MB LIMIT REMOVED FOR THOSE USERS WITH A CURRENT OPERATIONAL NEED TO SEND FILES LARGER THAN 10 MB. THE EXCEPTION SHALL ONLY BE GRANTED WHEN THE ALTERNATIVE SUGGESTED ABOVE CAN NOT MEET THE FUNCTIONAL NATURE OF THE USER'S JOB. NOTE: THE OPERATIONAL NATURE OF COMMAND CENTER WATCH OFFICERS IS SUCH THAT THEY SHOULD ALWAYS BE WAIVED.

7. THE FOLLOWING PROCEDURE WILL BE FOLLOWED TO OBTAIN WAIVERS:

A. CURRENT USER. UNIT COMMANDS MAY PREPARE AN INITIAL, NO COST ADMIN MOVE ADD CHANGE (MAC) REQUEST THAT CONTAINS A LIST OF ALL USERS THAT MEET WAIVER CRITERIA. COMMANDS WILL SUBMIT THE INITIAL USER WAIVER LIST THROUGH NORMAL MAC PROCESSING CHANNELS NO LATER THAN 15 MAR 2004. INCLUDE FULL NAME, NMCI EMAIL ACCOUNT AND COMMAND NAME OF EACH USER. THE WAIVED USERS WILL REMAIN ON THE EXCEPTION LIST UNTIL REMOVED BY THE COMMAND. COMMANDS WILL MAINTAIN A CURRENT EXCEPTIONS LIST AND WILL REVIEW AND MODIFY THE LIST QUARTERLY. AN ADMIN MAC WILL BE SUBMITTED AS REQUIRED TO UPDATE THE LIST. THE REVISED LIST WILL INDICATE USERS AS DELETIONS, ADDITIONS OR NO CHANGE.

B. ACCESSIONS. WHEN NEW MEMBERS JOIN A COMMAND, COMMANDS WILL INDICATE USERS WHO REQUIRE WAIVERS ON THE SERVICE REQUESTS FOR NEW COMMAND MEMBER.

C. EMERGENT NEED. COMMANDS MAY SUBMIT AN ADMIN MAC AT ANY TIME TO ADD USERS TO THEIR WAIVER LIST.

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8. ACTIVITIES CUTTING OVER. PRIOR TO BEGINNING CUTOVER, ACTIVITIES WILL IDENTIFY USERS REQUIRING A WAIVER ON THE SERVICE REQUEST PREPARED DURING THE TRANSITION PROCESS.

9. 30 MB INBOUND/OUTBOUND LIMIT. REGARDLESS OF THE 10MB WAIVER, THERE IS AN ABSOLUTE LIMIT OF 30MB FOR INBOUND/OUTBOUND EMAIL.

10. FORCED WAIVER REDUCTION. EDS WILL NOTIFY NETWARCOM (NAVY), THROUGH NNSOC/GNOC AND HQMC C4 (MARINE CORPS), IF THE NUMBER OF WAIVERS BECOME EXCESSIVE, EFFECTING OVERALL EMAIL PERFORMANCE. IN THIS CASE, NETWARCOM AND HQMC C4 WILL TAKE APPROPRIATE STEPS TO REDUCE THE NUMBER OF WAIVERS.

11. THIS NIA WILL REMAIN IN EFFECT UNTIL CANCELED OR SUPERCEDED.//

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ACTION:  
MDSOPR CNATRA

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