AGREEMENT AND NON-AGREEMENT STATES

TRANSMITTAL OF STATE AGREEMENTS PROGRAM INFORMATION (SP-94-072)

Your attention is invited to the attached correspondence which contains:

INCIDENT AND EVENT INFORMATION.......

PROGRAM MANAGEMENT INFORMATION.......

TRAINING COURSE INFORMATION..........

TECHNICAL INFORMATION................

OTHER INFORMATION....................INTERNET ACCESS TO STATE PROGRAMS

Supplementary information: INTERNET is a key element in the developing national "information super-highway" and OSP will begin using it to provide electronic mail (e-mail) and a file transfer capability to those who have access to INTERNET. As the use of INTERNET expands, we expect to provide additional features. Enclosed is information on how to communicate to NRC using INTERNET.

It is our goal to use the e-mail and file transfer capabilities of INTERNET to the maximum extent possible when communicating to the States. We plan to replace our present program of distributing documents in hard copy with electronic file transfer. Therefore, we ask that you develop INTERNET connectivity within your office as soon as possible. We also ask that you send us your INTERNET address so that we may develop a "directory" of INTERNET users.

If you have comments and suggestions regarding the development and refinement our INTERNET communications project, please contact me or the individuals named below.

POINT OF CONTACT: Jim Myers
INTERNET ADDRESS: JHM@NRC.GOV
TELEPHONE: (301) 504-2328
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POINT OF CONTACT: John A. Skoczlas
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Original Signed By
RICHARD L. BANGART

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PDR

Richard L. Bangart, Director
Office of State Programs

Enclosure:
As stated

5/20/94 E-Mailed to RSAOs/RLSOs

Distribution: Dir RF RBangart PLohaus JMyers HThompson, E/O JSkoczlas, IRM PKruzik, IRM JThot-Thompson, IRM RSAOs RSLOs ADP File Al: AS File GCranford, IRM AS Staff, OSD (SP01) PDR YES X NO

OFC	SP:SA	SP:SM:AD	IRM:DO						
NME	JMyers:dr	PHLohaus	ALevin						
DTE	05/19/94	05/19/94	05/19/94						

SP94072.JHM

May 19, 19⁵⁴

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The NRC E-mail system is based on the WordPerfect Office (WPO) version 3.1 product. NRC's computers use WPO to transport mail among themselves on the NRC Local Area Network (LAN). The INTERNET uses another mail transport method called SMTP (for Simple Mail Transfer Protocol). Since the two systems are different, a gateway must be used to bridge the two mail transport methods. As a result, the NRC is using the WordPerfect Office SMTP gateway to extend the communication capabilities of the NRC to the INTERNET.

The SMTP gateway provides the translation and processing mechanisms needed to prepare WPO messages for transportation through the INTERNET and to receive INTERNET messages. It converts WPO messages to SMTP format and sends it through the INTERNET. On the other hand, when it receives an INTERNET message, it converts the message from the SMTP format to the WPO format and routes it to the correct NRC destination.

The NRC WPO E-mail system supports file attachments to mail messages. Using this function, NRC E-mail users can send and receive files in ASCII and WordPerfect document format. These WordPerfect documents are stored as binary files. The SMTP mail protocol used by the INTERNET supports only text data - NOT binary files, therefore the files must be converted from binary to text.

A Unix utility called uuencode is used to perform the binary to text conversion. The NRC SMTP gateway is configured to automatically "uuencode" all outgoing (NRC to INTERNET) binary files into text format. It is also configured to automatically "uudecode" all incoming INTERNET messages that were uuencoded by the sender. To transfer file attachments to the NRC your system must be able to uudecode and uuencode the text file you are transferring. The NRC will be sending uuencoded Wordperfect files on the INTERNET. The NRC is able to receive uuencoded Wordperfect files.

INTERNET E-Mail and Official Records

An INTERNET E-Mail message is an official NRC record when it:

- Contains information developed in preparing position papers, reports, and studies;

- Reflects official actions taken in the course of conducting NRC business;

- Conveys information on agency programs, policies, decisions, and essential transactions;

- Conveys statements of policy or the rationale for official decisions or actions;

- Documents oral exchanges such as meetings or telephone conversations during which policy was discussed or formulated or other agency activities were planned, discussed, or transacted.

Retention of E-Mail Records
If an E-Mail message meets the definition of an official NRC record, the E-Mail must be printed on paper. In addition to the text of an E-Mail message, all related transmission and receipt data must be preserved.

NRC INTERNET AND E-MAIL USE GUIDELINES

INTERNET E-mail is a versatile medium which can increase NRC staff productivity and the timeliness of information interchange. The following guidelines will assist with making this resource an effective and reliable means of communication.

1. **Official Use:** The NRC INTERNET connectivity is to be used only for "official Government business".

2. **Addressing:** INTERNET mail will only be delivered if the complete address is specified. Whether or not INTERNET e-mail arrives at its destination depends on whether or not it is addressed correctly and completely. Always check for correct spelling and for completeness of the INTERNET address if an INTERNET message is returned due to "Unknown Host" or "Unknown User".

3. **Number of Recipients:** INTERNET E-mail messages should be limited to no more than 50 recipients.

3A. **Attachments:** Files sent through the INTERNET are on average 30% larger than the original files. Every file sent puts an extra load on the NRC's system and every system between you and the originating/receiving server.

   a. INTERNET mail messages should be limited to a file size of 64KB (about one page) since this is a limit imposed by many SMTP implementations.

   b. Attachments to a mail message intended for a single INTERNET recipient should not exceed 150 non-graphics pages or 15 graphics pages (about 500k).

   c. Messages with attachments intended for multiple INTERNET recipients should not exceed 30 non-graphics pages or 3 graphics pages (about 100k).

   If attachment sizes and the number of recipients exceed the above guidelines, such messages should be sent between the hours of 5pm and 6am. Attachment size in these cases may not exceed 3,000 non-graphics pages or 300 graphics pages (about 10mb).

3B. **Attachments:** Mention the type of file that is attached in the body of the message. Do not assume the recipient is automatically aware of the type of file that is attached to your INTERNET e-mail message.

4. **Security:** Do not use INTERNET e-mail whenever security is an issue. The security of electronic mail is very low when compared to other media. E-mail takes a fairly predictable route through computers, not all of which implement high levels of security.

5. **Delivery Time:** Do not rely on INTERNET e-mail if a message requires immediate action or response. Mail can take minutes, hours or days to deliver depending on the number of stops it makes before it is forwarded to the final recipient.

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