SENDING ORGANIZATIONAL MESSAGES

There are two different types of recipients to which you can send messages. You can address a message to an individual by following the procedure outlined above. Alternatively, you can send to a program's organizational mailbox. This latest is recommended for messages of organizational value, particularly if the message should be archived.

There are addresses for each division in Headquarters as well as "general delivery" and program level addresses for each Mission on SIGNET. When selecting the recipients for your organizational message, make certain to query or type in the organizational mailbox address. For example, to send a message to STC, you would send to: "-extott -stc". Another example would be "-wshdc -im" to send to Washington Immigration.

The originator of an organizational message is responsible for ensuring that a copy is forwarded to the corporate filing system. Messages that were previously filed with the BICO are now to be copied to CATS (the corporate electronic document filing system). This is done by selecting the CATS address as a CC: when addressing the correspondence. The CATS address is in the directory as "- CATS".

It is the responsibility of each organization to institute proper approval levels and processes. In general, correspondence sent from an individual ICONDESK mail account carries the approval of that user. If a message requires approval by a superior, then the body of the message should end with the statement "This message has been approved by...".