



**HEADQUARTERS
CIVIL AIR PATROL INDIANA WING
UNITED STATES AIR FORCE AUXILIARY**
HULMAN FIELD AIR NATIONAL GUARD BASE
955 S PETERCHEFF ST
TERRE HAUTE, IN 47803



10 Oct 15

MEMORANDUM FOR ALL INWG MEMBERS

FROM: CC

SUBJECT: Issuance and use of inwg.cap.gov email addresses

PURPOSE: This policy outlines requirements for issuance, usage, and termination of official Indiana Wing email addresses and email accounts.

SUMMARY: Members assigned to wing staff roles and group commanders, may be issued official email addresses in order to assist them perform their duties. Additionally, each unit shall be issued an Email Account, named by charter number (example – glrin001@inwg.cap.gov) that the unit commander shall use for conducting unit business.

TYPES: There are two primary types of official email address that may be issued to an individual.

- A. **Duty Position:** An email address is specifically assigned to a duty position and will always forward to or be an alias to the incumbent in that duty (example - cc@inwg.cap.gov will always forward to the wing commander). All Duty Position email addresses will be defined to forward or be an alias. Duty Position email addresses will not be an interactive Email Account.
- B. **Email Account:** An email account is a named interactive account with an email address that is issued to an individual for their use and is not tied to a duty position, or an email address that is named by a unit charter.

Additionally, the wing commander may authorize issuance of email addresses to facilitate information transfer regarding functions or activities, either in the form of group email lists (example - all_members@inwg.cap.gov), or a shared inbox with a functional name.

ISSUANCE: Requests for named addresses shall be made to the appropriate Chief of Staff for members of the wing staff, or the Vice Commander for group commanders. Issuance will be at the discretion of the wing commander.

USE: Official wing email addresses shall be used for official CAP business only; personal use is not authorized. As such, there is no expectation of privacy when using an official email address. All information associated with email addresses assigned herein shall be the property of the Indiana Wing.

TERMINATION OF USE:

- A. The use of email addresses assigned herein may be terminated at any time at the discretion of the wing commander.

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- B. When a staff rotation takes place, a duty position email address (if used) shall be transferred to the new incumbent's Email Account as soon as practical.
- C. Outgoing unit commanders are required to provide the password to the unit Email Account to the incoming commander upon transition of command. Incoming commanders are expected to change the account password immediately upon receipt.
- D. Members who have been issued an interactive Email Account are expected to surrender their address no more than fourteen (14) days after leaving their wing staff assignments. At the wing commander's discretion, the fourteen day period may be extended, if circumstances warrant. Any email or other associated data linked to the account will be deleted upon account termination.
 - 1. Prior Indiana Wing commanders are not required to surrender their named Email Account upon completion of their term of service. They shall maintain use of their account in perpetuity, regardless of their current duty or unit of assignment, unless specifically revoked by the current wing commander.
- E. Any unauthorized, illegal discriminatory, or unethical use, the account will be terminated.
- F. If the user spams (sends bulk emails) then the account shall be terminated.
- G. If the user fails to properly protect the Email Account password (strength, changing duration or securing) or allows the account to be hacked (used by authorized persons) then the account may be terminated.



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