



TUSKEGEE CADET SQ OPERATING INSTRUCTION 16-1

08 MAY 2016

Personnel

NATCAPWG EMAIL ADDRESSES

This instruction prescribes the requirements for employment of official CAP email addresses by Tuskegee Cadet Squadron members.

1. CAP email addresses provided through NATCAPWG's NATCAP Apps service is Tuskegee Cadet Squadron's official primary method of internal communication.
2. All Tuskegee Cadet Squadron cadets and senior members (excluding Patron Members; including members assigned ADY to DC-051) shall obtain a NATCAP Apps account and configure their associated CAP email address.
 - a. See NATCAP SUPPLEMENT 1 to CAPR 39-2 for additional information as well as instructions to obtain a NATCAP Apps account.
 - b. All members' NATCAP Apps webmail interfaces, as well as all devices on which members' NATCAP Apps CAP email accounts are set up, shall be configured with a signature block in compliance with CAPR 10-1 section 3.
 - c. All members must comply with the applicable portions of CAPR 110-1 when using NATCAP Apps.
3. To ensure timeliness of important communications, squadron members must check their official CAP email address no less frequently than as specified below and respond to emails in a timely manner.
 - a. Members holding any of the following duty positions must check their official CAP email address no less than once every 12 hours:
 - (1) Commander
 - (2) Deputy Commander
 - (3) Assistant Deputy Commander
 - (4) Safety Officer
 - (5) Public Affairs Officer
 - (6) Administrative Officer
 - (7) Recruiting and Retention Officer

b. Members holding any of the following duty positions must check their official CAP email address no less than once every 24 hours:

- (1)** Chaplain
- (2)** Squadron NCO
- (3)** Leadership Officer
- (4)** Testing Officer
- (5)** Emergency Services Officer
- (6)** Aerospace Education Officer
- (7)** Activities Officer
- (8)** The cadet listed on the top line of the squadron's Cadet Duty Positions Roster

c. All other members must check their official CAP email address no less than once every 48 hours, unless directed to check more frequently by their supervisor.

4. If a member holding a duty position listed in sections 3.a or 3.b is temporarily unable to meet the required minimum frequency for checking their email (e.g., due to vacation travel), that member must configure an automatic reply (i.e., out-of-office response, vacation responder, or equivalent) providing an alternate point of contact as well as inform the alternate point of contact of their designation as such. An alternate point of contact must check their email as frequently as is required of the member they are serving as alternate for while so designated.

5. The first point of contact for technical assistance with NATCAP Apps and associated CAP email addresses is DC051/IT.

//SIGNED//
JACOB J. GERSTEIN
Major, CAP
Commander