



HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
2013 CTWG ENCAMPMENT
UNITED STATES AIR FORCE AUXILIARY
PO BOX 1233 MIDDLETOWN, CT 06457-1233
Tel: (860)262-5847
Fax: (860)262-5848



1 December 2013

WING POLICY ON WEBSITE CONTENT AND MAINTENANCE RESPONSIBILITIES

THIS INSTRUCTION OUTLINES THE WING POLICY FOR THE CONTENT FOUND ON THE WING WEBSITE, ITS PAGES, AND THE RESPONSIBILITY FOR UPDATING THEM

1. A major re-engineering of the Connecticut Wing website was undertaken in the Fall of 2013, as part of this effort department directors and officers in charge will have more responsibility in the posting of timely content to the wing website and their individual department pages found on it.
2. Overall responsibility of the maintenance of the website will rest with the wing IT Officer and maintenance may be done by the wing webmaster if they are not one in the same. Content for the individual departmental web pages will be submitted by the department directors to the ITO. For example, the wing public affairs officer who will ensure that the wing PA web page is up-to-date with recent news, articles, newsletters, links to region and national PA web sites and such.
3. Keeping the wing website current will enable it to be of value to all our members and assist in recruiting efforts.

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JAMES A. RIDLEY, SR., MAJ, CAP
Chief of Staff