



HEADQUARTERS
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MEMORANDUM FOR ALL CALIFORNIA WING DIRECTORS AND GROUP COMMANDERS

FROM: CAWG/IS, Capt. David Boehm

SUBJECT: California Wing Public Internet Site

1. With the launch of the new California Wing Internet site (cawg.cap.gov), we now have the capability to publish useful information for the general membership of California Wing and other people interested in Civil Air Patrol. Keeping this in mind, the Information Systems section has developed a set of guidelines for Wing sections to follow when requesting information to be published to the web site.
2. The California Wing Webmaster is 1LT John DiGiantomasso, webmaster@cawg.cap.gov. All requests for information to be posted should be directed towards him according to the following criteria:

FORMATTING RULES

- Use upper and lower case, no all capitals please.
 - Please bold the headings, and don't bold anything else in the document.
 - Leave Blank lines before headings and between paragraphs.
 - No fonts or text attributes (colors, italics, underlines - etc.)
 - No indenting please.
 - You may have sub-pages. To do this, insert a page break for each sub page. Make sure the top of the page says "New Page: Heading" and give me a heading title.
 - Feel free to send special instructions. However, all departmental pages will match in attributes and look and feel.
3. Wing section web pages will only be accepted from Directors. Other California Wing staff must have permission of his/her director for posting information. Directors may delegate permanent authority to post to their section's page via a directive to the Webmaster and a copy to myself.
 4. For timely posting to the web site, all submissions must be sent to the Webmaster by 5:00pm on a Tuesday in order to be posted to the site by that Friday.
 5. With regards to content, please keep in mind the official Civil Air Patrol news release policy, as stated in CAP Manual 190-1. The Internet is a form of media communication and should be treated as an official news release medium.

David Boehm, Captain CAP
Director, Information Systems

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