



BELL COUNTY COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
7268 Airport Rd
Temple TX 76501



MEMORANDUM FOR RECORD

20 September 2023

FROM: TX403/CDC

SUBJECT: Bell County Composite Squadron Communication Policy

1. To ensure the Civil Air Patrol Cadet Protection Policy is followed and appropriate communication and information dissemination occurs, the following communication policy is instituted for all official Civil Air Patrol business conducted by cadets and adult members.
2. All email correspondence between cadets and adult members will be addressed to or courtesy copied (CC) to the Cadet Programs Officers' email: swr-tx-403cadetprograms@txwg.cap.gov. If any correspondence incidentally takes place over text or a phone call it must be followed up with an email. The exception to this is a group call or group messaging via Skype, Microsoft Teams, Slack or Zoom with two adult members present on the call/message.
3. Cadet Programs will use the messaging platform, Slack, as a secondary communication tool for Civil Air Patrol matters only.
 - a. Professionalism is expected. No memes, jokes, or horseplay.
 - b. Your display name will be your rank and first and last name. Staff positions are indicated as your title.
 - c. Direct message the next two levels of your chain of command (e.g., element leader and flight sergeant) for:
 - i. Drill or milestone test requests
 - ii. Notification of meeting absence
4. This policy is for Bell County Composite Squadron and does not apply outside of a squadron sponsored activity.
5. The Point of Contact for this action is TX403/CDC nikki.sliger@txwg.cap.gov.

Nikki Sliger

Nikki Sliger, 2d Lt, CAP
Deputy Commander for Cadets