Brand Quiz
September 2024

Q: How many duty positions can I include in my official CAP email signature?

A. If it's in eServices, it's OK to include all of them.
B. Just the top one.
C. Up to two.

A: You may include up to two duty positions in your email signature block.

Use the Email Signature Generator on the Brand Portal to format your email signature properly. The duty assignment format starts with the unit's name, followed by the duty position, without a comma. For example, Iowa Wing Director of Operations or Acme Comp. Sq. Safety Officer. Unit names may be abbreviated following the guidance on the Brand Portal. Organize assignments from the highest to the lowest organizational level, such as wing, then squadron, or region, then wing.

If you have multiple CAP email accounts, such as one for your squadron and one for your wing, you may have different signature blocks if you follow the general guidance in the Brand Portal.

The email signature generator and Word template on the Brand Portal have been updated to make the content more readable. (See related New Email Signature item below in today's MAC Matters.) Even if you currently have a properly formatted signature block, you must update it to match the new style. Once you have input the necessary information into the updated generator or Word template, use the properly formatted signature block, without any modifications.