

UNITED STATES COAST GUARD AUXILIARY



Recreational Boating Safety Visitation Program
U.S. Coast Guard Auxiliary District 7
SAFETY STARTS HERE



SUGGESTED PRACTICE: EMAIL COMMUNICATION

RECIPIENTS: Use AuxDirectory/AuxOfficer to find the recipient's correct email address.

USE THE SUBJECT LINE: Briefly identify the email content in the subject line. For example, "Division 2 PV Community Event 9/12/2018" instead of "Aux". You will find that this is also a significant aid in searching and finding specific emails.

FORWARDING EMAILS FROM DSO-PV: Do not remove DSO-PVs signature or change the content of the email.

FORWARDING: Forward emails, as appropriate, within 24 hours. Check the distribution list before forwarding emails; avoid forwarding to those who have already received it.

CONTENT: Keep the email content clear, concise and easy for the reader to understand. Use good conduct and etiquette to communicate with others.

DON'T PIGGY-BACK OLD EMAILS: Start a new email message if it contains different content or a new subject matter.

REPLY: Acknowledge receipt of emails sent directly to you. If you are copied (cc:) in an email, reply if information has been requested from you or if you have something important to add to the conversation.

REPLY ALL: If collaborating on a project with several other members, REPLY ALL is usually correct so that all members are aware of changes/questions relating to the project. However, if DSO-PV sends an informational email, use REPLY to acknowledge receipt; do not use REPLY ALL.

BCC: The use of the bcc: is prohibited in District 7. If you believe someone else should be informed, don't hide the fact. Copy that person so all are aware of the distribution.

CC: Keep others informed. Ask yourself, "Who needs to know this information?"

TIMING: Acknowledge receipt of emails, as appropriate, within 24 hours. Always reply in a timely manner—check your inbox frequently.

ABSENCE: If you will be out of communication for a time, be certain to notify those staff members who contact you regularly.

ATTACHMENTS: All reports are required to be in Word format in order to copy/paste into other documents. Use common software formats (PDF, XLS and WORD) for other attachments. Large file formats should be avoided; re-size before sending or separated into several emails if necessary.

TEXT: Do not use upper-case text in your message unless for abbreviations/acronyms.