



INDIANA WING SUPPLEMENT 1
CAP REGULATION 120-1

8 MAY 2020

APPROVED/K.Conyers/CAP/IT
Information Technology
INFORMATION TECHNOLOGY SECURITY

CAP Regulation 120-1, dated 1 October 2017, including Interim Change Letter dated 18 July 2019, is supplemented as follows:

2.1.6. CAP Websites. Added. For the purpose of this supplement, reference to websites, including wing, group, and squadron, refers to the publicly accessible web presence of the unit. This definition does not include those systems accessed through Microsoft Office 365 and SharePoint.

2.1.7. Wing Intranet. Added. The wing intranet includes all Office 365 accessed applications, including SharePoint, that requires the user's Office Credential to access and is the successor to the members' pages of the prior wing website. The foundation for the wing intranet is SharePoint. SharePoint will serve as a content management system in addition to its traditional collaborative role.

5.3. The user display name in Office 365 will be set globally and will only be modified by IT officers and in accordance with this supplement. The display name is automatically applied to all applications across the Office 365 platform and ensures compliance with the parent publication. The member's first and last name as recorded in eServices will be used. Cadets will use "Cadet" for grade due to the frequency of promotion and update burden created if each promotion were recorded. Exceptions to name usage must be approved by INWG/IT. Squadron IT officers may update cadet grade for cadets in their unit at their discretion.

5.3.1. Wing Staff Display Name Format. Added. Members chartered to INWG Headquarters (GLR-IN-001) will utilize the following display name format: Lastname, Firstname MI Grade CAP INWG/SYM. Members assigned to wing headquarters as an additional duty but not chartered at the headquarters may utilize either their home unit primary assignment or wing additional duty assignment for organization/office symbol.

Example: Rickenbacker, Edward V Lt Col CAP INWG/DO

5.3.2. Group Staff Display Name Format. Added. Members chartered to a Group Headquarters will utilize the following display name format: Lastname, Firstname MI Grade CAP INWG GRP#/CC. *Note: Group numbers will not use Roman numerals for group numbering.*

Example: Lindbergh, Charles A Maj CAP INWG GRP5/CC

5.3.3. Display Name Format for Senior Members not assigned to Wing or Group Headquarters. Added. Lastname, Firstname MI Grade CAP INWG IN111/CP. Only a member's primary duty assignment office symbol will be used when multiple duty assignments are held.

Example: Goddard, Robert H Capt CAP INWG IN350/PA.

5.3.4. Display Name Format for Cadets. Added. Cadets will follow the standard display name format of Lastname, Firstname MI Cadet CAP INWG IN111. Cadets may use either "Cadet" or their abbreviated cadet grade (i.e. C/SSgt, C/1st Lt, etc.). Squadron IT Officers are responsible for updating member display names following promotions as this is *not* automatically updated. *Note: Cadet display names will not include an office symbol with the organization of assignment.*

Example: Eaker, Ira C Cadet CAP INWG IN800

5.4. Use of the internal Office 365 News/Updates function through SharePoint sites ("Indiana Wing Intranet") does not require public affairs authorization for posting. All posts are internal audience via a member login credential. INWG/PA may utilize these internal postings to create publicly releasable information that may then be released in accordance with CAPR 190-1, *Civil Air Patrol Public Affairs Program*.

8.5. All users will be prompted to add at least one of the following: phone with text message capability, email (other than their wing email account), or Authenticator app to their Office 365 account. The verification of this resource will then allow users the ability to reset their password without administrator servicing. Alternatively, members may link an authenticator to their account for use in password resets.

8.10. Members utilizing multi-factor authentication are not required to change passwords every 180 days.

9.2.1. INWG/IT and subordinate unit IT officers will utilize Office 365 Groups and Azure Active Directory to manage all security access within the Office 365 system.

11.6. Office 365 data retention policies are in place to ensure no data may be deleted inadvertently or deliberately within the administrator defined time. This retention standard meets the United States Government standard for legal data retention. An additional backup of the data contained on the Office 365 platform would introduce additional risk and provide no added data preservation benefit.

11.8. File storage, including documents, email, and internal staff communications, are conducted and maintained in the Office 365 platform. This platform conforms to the requirements of the ICL dated 18 July 2019 requiring hosting inside the boundaries of the United States of America.

15. Indiana Wing and Subordinate Unit Websites. Added. The primary domain for the Indiana Wing Website is <https://inwg.cap.gov>. Subordinate units will utilize the abbreviated charter number appended to the wing domain to serve as their unit website (example: GLR-IN-654 would use <https://in654.inwg.cap.gov>). Groups will utilize an abbreviated group number appended to the wing domain (example: Group 5 would use <https://grp5.inwg.cap.gov>). All units will utilize the national headquarters provided and standardized content management system and

associated branding. All websites will be designed for general public use. All member specific functions will be directed to the unit's respective intranet site.

16. Indiana Wing Intranet. Added. The wing intranet is built in SharePoint on the Office 365 platform. To access the wing intranet home, visit <https://inwg.sharepoint.com>. All wing members will utilize their Office 365 credentials to access this site. Each unit will be provided a SharePoint site that is subscribed to the "hub" site. These SharePoint sites will inherit basic formatting; however, units will have flexibility to customize menus, pages, and take advantage of all collaborative and communication tools associated with their sites. These sites are part of the wing intranet.

17. Microsoft Office 365. Added. Office 365 is the primary workspace for all wing staff and is a resource available to all wing members. The license includes numerous web apps under the Office brand. INWG/IT will manage application access when and where it is determined necessary. Account usernames are firstname.lastname@inwg.cap.gov. When a duplicate name situation exists, the new account will be created with a period and number following the last name (example: john.smith.2@inwg.cap.gov). The original username will not be modified. Numbering will begin at two; numbers zero and one will not be used.

17.1. Wing Email. Added. All members of Indiana Wing are provided a wing email account. INWG/IT, or squadron IT officers when delegated the responsibility by INWG/IT, will create accounts for all new members based on eServices available data and new member reports. All members assigned to Indiana Wing and subordinate units will use their @inwg.cap.gov account for all Indiana Wing related email. Personal email accounts will not be used for CAP related email. Members may not forward mail through their wing account to then respond via personal accounts (use of other cap.gov accounts is permitted but not recommended). Members may choose to utilize third party email applications in lieu of Outlook (this is not a recommended practice). Members will ensure their primary eServices email contact is their wing account. A secondary personal account may be added at the member's discretion.

17.2. Microsoft Teams. Added. Microsoft Teams is the primary collaborative and communication platform for internal wing staff communication. For communication to external parties to the wing staff, email is the primary means of communication. Squadrons are encouraged to utilize Teams in lieu of other third-party applications and services (i.e. GroupMe, Discord, etc.).

17.3. Microsoft OneDrive. Added. OneDrive is the Office application that provides cloud storage of documents and other files. Members may utilize their OneDrive storage space to maintain files and documents that are confidential or do not otherwise need to be accessible to other members. When SharePoint sites are synchronized, OneDrive is utilized to access those synchronized file libraries.

17.4. Microsoft SharePoint. Added. SharePoint provides the shared file library and collaborative storage space. SharePoint is the designated file storage solution for all documents and files for all Indiana Wing Headquarters directorates and staff sections. Additionally, SharePoint sites collectively form the Indiana Wing Intranet and enable communication and wing wide file sharing capabilities.

17.4.1. Wing Staff File Storage. Added. The Wing Staff group, team, and associated SharePoint site is termed "WingShare" and is restricted in access to members with an IN001 staff duty assignment. The file library associated with this group is termed "WingDrive." The Wing Staff Team files area and WingShare file library (WingDrive) are the same file storage location and are used for all internal wing staff file storage.

17.4.2. Directorate and Staff Area SharePoint Sites. Added. Each functional area on the headquarters staff is provided a SharePoint site. These sites collectively form the wing intranet. These directorate sites include a file library. This library is utilized to provide files and documents that are determined to be of use to the entire wing. This library *is not* to be used for storage of internal wing staff files and documents.

17.4.3. Subordinate Unit SharePoint Sites. Added. Each subordinate unit, groups and squadrons, will be provided a site. This site will be a part of the wing intranet. Units will utilize the site to publish news and updates, and may customize its menu and content as determined necessary to satisfy unit requirements.

ROBERT W. FREESE, Colonel, CAP
Commander

ATTACHMENT 1
Compliance Elements

No compliance elements are established by this publication.