



Civil Air Patrol



Information Technology: Commander's Corner

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Available IT Resources

Hardware

- Laptop / Printer / Scanner at each unit

Software

- QuickBooks - Wing Accounting Software
- Sertifi - Electronic Signature Services
- SmartVault – Finance Online Document Storage
- AVG GRISOFT – Antivirus Software
- CAPNHQ-hosted applications (eServices, WMIRS, ORMS etc.)
- cap.gov DNS Management

Wing Commanders Program Management Library

- Provides Commander with shortcuts to essential program management issues.

Member Benefits

- Please visit <http://capmembers.com/benefits>



Importance of Security

- **The internet allows an attacker to attack from anywhere on the planet.**
- **Risks caused by poor security knowledge and practice:**
 - Identity Theft
 - Monetary Theft
- **According to www.SANS.org , the top vulnerabilities available for a cyber criminal are:**
 - Web Browser
 - Instant Message (IM) Clients
 - Web Applications
 - Excessive User Rights





Security vs Safety

Security: We must protect our computers and data in the same way that we secure the doors to our homes.

Safety: We must behave in ways that protect us against risks and threats that come with technology.





Data Security

Personally Identifiable Information (PII)

- Personally Identifiable Information (PII) is confidential information about an individual that can be used to identify or trace an individual's identity.
- Examples of PII include, but are not limited to, social security number; age; marital status; race; date and place of birth; telephone numbers; other demographic, medical history, personal, medical and financial information. For more information on PII, see CAPR 1-2.

Data Security

- Since 2005 over **926 Million*** personal data records have been compromised in the US!
- Most of these occurrences are not hacking incidents but lost or stolen equipment that has personal data on the equipment
- Email phishing (tricking people into divulging sensitive information) is on the rise and bad guys are getting better at it all the time. These can look like legitimate emails from people or companies known to you.



Data Security Recommendations

- Require personnel to encrypt thumb drives with data on them so that if they are lost there is less risk of compromise.
- Protect CAP data on your personal devices with passwords/PINs
- Delete copies of CAPWATCH downloads, scans of receipts, licenses, medicals, etc. off computers after use.
- Check the recycle bin on your laptop to ensure that all sensitive information that you intended to delete is gone
- Be suspicious of emails that ask for your account information. Legitimate companies will never ask you to verify your account details or provide password/user names via email. Look for poor English grammar and emails that ask you to act “now” and provide a link to “verify” information
- Suggest that staff officers review and purge files in accordance with other publications so that records are not kept longer than necessary that could have PII; those that are kept for extended periods should be kept securely.

For more information see <http://www.privacyrights.org/data-breach>



Commander's Corner

WSA = Web Security Administrator

- WSA's "hold the keys" to restricted applications
- Trusted Agent for Commander. Should only give commander-authorized permissions
- eServices automatically notifies commander of all WSA-generated permissions changes
- Annual review of WSA Designations.

Automatic Application Assignment by Duty Position

- Permissions for some of the applications within eServices are currently tied to a members duty position as defined in the system.
- Application by Duty Position Report, Duty Position Access by Application Report



Commander's Corner

Entry area

- News and links specific to commanders

Admin Section

- Online Calendar, Duty Assignment, Member Reports, Organizational Information and Image Upload for Photo ID Cards

Approvals\Validations

- One stop shop for all approvals and validations

Reports

- OPS Quals Achievements (Active & Suspended) Report including Approved Last 30 Days.
- Validate permissions to apps & duty assignments
- Cadet Uniform Commander Report
- Membership Expiring Report



Commander's Corner

Reports (Cont'd)

- FRO Reporting
- Form 171 Completion Report
- Open Safety Mishaps
- Test Reports – Link to view previous completion test records on NTC.

OPSEC Entry

- Assign permissions to 5 members in your unit to enter OPSEC training completion in Ops-Qualifications app

Beta Testers

- Allow 2 members in your unit to help test eServices applications

Temporary Permissions

- Short term “commander” permissions to a deputy
- Only possible for Vice/Deputy Commander, Operations Officer, Deputy Commander for Seniors , or Chief of Staff



Commander's Corner

Gather Emails

- Allows gathering of email addresses for members in your unit
- Only place addresses in the Blind Carbon Copy Section (BCC).

Safety Suggestions

- View Safety Suggestions submitted by your unit's members

Temporary Lt Col Anniversary Approvals (Region CC)

- Allows Region CC to either Disapprove, Temporarily Approve (for one additional year), or Approve each member.
- If Temporarily approved for an additional year, they will appear again the following year for your approval.
- Wing Commanders have read-only permissions

CAPF 171 Submission

- Unit Commander's Financial Disclosure Statement – must be completed between Oct 1 – Dec 30.



Commander's Corner

General Officer Request

- Request form for the appearance of the CAP National Commander and/or National Vice Commander at Region/Wing event.
- Requests must be submitted no later than 90 days before the event.
- Expect to receive a response from the Aide-de-Camp team within 7-10 days.

Software Change Repository Project List (SCR)

- Monthly report of Information Technology Projects identified/ranked by IT Steering Group.



IT Functional Users Group (FUG) Members

| Region | Name |
|-----------------------|-------------------------|
| Chair | Lt Col David Dlugiewicz |
| Northeast Region | Col Joe Sirois |
| Middle East Region | Maj Rachel Knowles |
| Great Lakes Region | Col Leo Burke |
| Southeast Region | Lt Col Joe Knight, III |
| North Central Region | Col William E. Kay |
| Southwest Region | Lt Col Timothy Medeiros |
| Rocky Mountain Region | Capt Rob Ball |
| Pacific Region | Lt Col Ira Rosenberg |



IT Technical Advisory Group (TAG) Members

| Region | Name |
|-----------------------------|------------------------------|
| Northeast Region | LtCol Michael Sperry |
| Middle East Region | LtCol Kertis Henderson |
| Great Lakes Region | Major Scott Littlefield |
| Southeast Region | LtCol Robert Sims |
| North Central Region | Captain Matthew Kopp |
| Southwest Region | Captain Jonathon Moser |
| Rocky Mountain Region | Captain Rob Ball (Temporary) |
| Pacific Region | Major Steve Groner |
| National IT Manager | Colonel Sandra Brandon |
| ITSC Command Representative | Colonel Brian Ready |
| FUG Chair | Lt Col David Dlugiewicz |



Commander's Corner

Commanders Dashboard

- View Unit, Group and Wing Performance metrics.

Communication Tools

- Email notifications to CC of upcoming changes to eServices.

RSS Feed (Really Simple Syndication)

- Great way to push data out to members.
- Please encourage members to subscribe!

Gather email address applications

- Easy way to communicate with your members
- Resource Report provides email addresses for all current Qualifications.
- These applications are only as good as the emails in the system. Please ask members to update their addresses!!



Civil Air Patrol

**Please complete the 2017
survey online for a chance
to have your conference
registration fee refunded**

<https://www.surveymonkey.com/r/17NatCon>



Questions ?

CITIZENS SERVING COMMUNITIES

A nighttime photograph of the Anaheim Marriott hotel. The building is illuminated with warm lights, and its windows are lit up. In the foreground, there is a large, curved fountain with water cascading over a stone wall. The sky is dark, and the overall scene is vibrant and modern.

Save the Date
23-25 August
2018

**National Conference &
Command Council**

Anaheim Marriott
Anaheim, California

Online Registration Opens April 2018