



NEW MEXICO WING SUPPLEMENT 1 CAP REGULATION 120-1

14 JANUARY 2021

APPROVED/KCONYERS/CAP/IT

Information Technology

INFORMATION TECHNOLOGY SECURITY

CAP Regulation 120-1, dated 01 October 2017, is supplemented as follows:

4.3. Added. This also applies to NMWG domains and programs.

7.5. Added. To ensure that access can be made to a corporate-owned computer that has lost access to the NMWG domain, a local administrator account will be made on each corporate-owned computer. This admin account will only be used under the supervision of an ITO or NMWG/IT for technical purposes. Members will use their individual credentials to login to CAP systems. Members that need admin privileges will contact their ITO or NMWG/IT for assistance.

10.1.1.4. Added. All Windows 10 or newer computers issued by CAP will have encryption and recovery options set by NMWG/IT. Older computers will be assessed on a case-by-case basis. Computers will be setup by IT prior to issue to a member or unit, or within sixty (60) days of issue if necessary.

10.2.2. Added. Personal mobile devices used by members to connect to NMWG resources directly are required to meet NMWG mobile device system security configuration requirements. Members may obtain the NMWG mobile device system security configuration requirements from NMWG/IT.

11.6.1. Added. NMWG will manage backups for all data residing on wing servers. Units are encouraged to use the wing servers and tools when conducting CAP business. Members and Units using resources for CAP data other than wing servers are responsible for managing their own data backups.

12.1.1.1. Added. This also applies to NMWG domains and resources.

12.1.4. Added. Any official communications to members, parents, or mission partners involving Civil Air Patrol business will utilize the wing provided email system or document platform or other official CAP owned platform. Emails or documents containing any operational data, personal information, or any other restricted information will not be sent outside of CAP owned platforms. An exception will be made for communicating with cadet parents and mission partners as needed.

12.1.4.1. Added. Members shall not set up their NMWG accounts to automatically forward NMWG email correspondence to a non-CAP domain email account.

12.2. Added. Parents or legal guardians of NMWG cadets may request a limited access account to have oversight of their cadet's internet activities on NMWG domain resources. Requests for such account will be submitted to NMWG/IT utilizing a NMWG Form 120G. Such accounts should be requested only after all other means of oversight are exhausted.

13.5. Added. A member preparing a Report of Survey involving CAP IT systems, shall complete a NMWG Form 120I and forward it to NMWG/IT. Any member knowing of any loss, theft, damage, destruction, regulation violation or violation of law involving any CAP IT systems shall complete a NMWG Form 120I and route it to NMWG/IT. Only one form needs to be submitted for each incident although multiple forms should be submitted if appropriate. If more space is needed for the narrative, a blank sheet may be used and attached to the form.

13.6. Added. Members will document unacceptable use of CAP computer resources, as defined in Paragraph 6 of CAPR 120-1, on a NMWG Form 120I, IT Incident Report. Members will submit the completed form by mail, email, or online using the NMWG website to NMWG/IT within three days of discovering the unacceptable use. NMWG/IT will forward a copy of the form to NMWG/CC.

14.3. Added. Violations of this supplement will be enforced in accordance with CAPR 120-1, para. 14.

ANNETTE PETERS, Colonel, CAP
Commander

**Attachment 1
COMPLIANCE ELEMENTS**

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
IT	01	Are all known unacceptable use incidents reported utilizing the NMWG Form 120I?	Unit will provide copies of submitted forms, or NMWG/IT will provide access to report logs for review.	(A-Discrepancy): [xx] (Question 1) Unit failed to complete a NMWG Form 120I after discovering unacceptable use IAW NMWG Supplement 1 to CAPR 120-1, para. 13.6.	Attach a copy of the completed form to the discrepancy in the Discrepancy Tracking System (DTS). NMWG/IT will confirm completion if online method is used.
IT	02	Do all Windows 10 or newer corporate-owned computers have data encryption?	Onsite inspection of computers.	(A-Discrepancy): [xx] (Question 1) Unit failed to have data encryption turned on IAW NMWG Supplement 1 to CAPR 120-1 para. 10.1.1.4.	Attach a screenshot showing drive encryption has been enabled in the Discrepancy Tracking System (DTS).

GUARDIAN ACCOUNT REQUEST

I. CADET INFORMATION			
NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	CAPID	CHARTER NO.
EMAIL	HOME PHONE	CELL PHONE	
II. GUARDIAN INFORMATION			
NAME (LAST, FIRST, MIDDLE INITIAL)	RELATIONSHIP TO CADET		
EMAIL	HOME PHONE	CELL PHONE	
III. STATEMENT OF NECESSITY			
Please explain why you need to access to your cadets email (Use reverse if more space is needed)			
IV. GUARDIAN OATH AND ACKNOWLEDGEMENT			
<p>I pledge that I will only use the account to ensure my cadet is behaving responsibly on the Civil Air Patrol (CAP) system, to contact appropriate unit personnel, and other official matters of CAP. I will not portray myself as a member of CAP in any capacity utilizing this account. I am familiar with the policies set forth by CAP Regulation 120-1 as well as New Mexico Wing's supplement thereof. I will not disclose my account password or any personal information found on the account to anyone, including, but not limited to, anyone in my household or family. I will not actively seek out any data that may be of a sensitive nature to CAP or others. If I come across any, I will report it immediately to the unit commander. I will not use this account in an attempt to circumvent unit leadership, unless absolutely necessary for a possible legal or Inspector General complaint.</p>			
PRINTED NAME	SIGNATURE	DATE	
WITNESS NAME	SIGNATURE	DATE	
V. ACTION BY COMMAND			
APPROVED <input type="checkbox"/>	NAME/RANK OF FLIGHT OR SQDN CMDR	CHARTER	DATE
APPROVED <input type="checkbox"/>	NAME/RANK OF GROUP COMMANDER	CHARTER	DATE
APPROVED <input type="checkbox"/>	NAME/RANK OF WING COMMANDER	CHARTER	DATE
CREATED	NAME/RANK OF NMWG/IT		DATE

NARRATIVE (Continued)

INFORMATION TECHNOLOGY INCIDENT REPORT

I. REPORTING PARTY			
NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	CAPID	CHARTER NO.
EMAIL	HOME PHONE	CELL PHONE	
II. AFFLICTED USER			
NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	CAPID	CHARTER NO.
EMAIL	HOME PHONE	CELL PHONE	
III. WITNESSES			
WITNESS I			
NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	CAPID	CHARTER NO.
EMAIL	HOME PHONE	CELL PHONE	
WITNESS II			
NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	CAPID	CHARTER NO.
EMAIL	HOME PHONE	CELL PHONE	
IV. INCIDENT DETAILS			
DATE OF INCIDENT	TIME OF INCIDENT	IT SYSTEMS USED IN INCIDENT	
DATE REPORTED	TIME REPORTED		
NARRATIVE (Use reverse side of form if additional space is required)			
V. NOTIFICATIONS (If made)			
PARENT / GUARDIAN NAME	PHONE	EMAIL	DATE
SQUADRON COMMANDER	PHONE	EMAIL	DATE
GROUP COMMANDER	PHONE	EMAIL	DATE
WING COMMANDER	PHONE	EMAIL	DATE
REGION	PHONE	EMAIL	DATE
NHQ	PHONE	EMAIL	DATE
LAW ENFORCEMENT AGENCY	REPORT NUMBER	OFFICERS NAME AND/OR BADGE NUMBER	
OTHER	PHONE	EMAIL	DATE

NARRATIVE (Continued)

I certify that all information provided is true and correct to the best of my knowledge.

Signature of Reporting Party		Typed Name and Grade of Reporting Party		Date	
Squadron ITO Notified	Signature of Squadron ITO		Squadron	Date	
Squadron CC Notified	Signature of Squadron CC		Squadron	Date	
Group ITO Notified	Signature of Group ITO		Group	Date	
Group CC Notified	Signature of Group CC		Group	Date	
Wing IT Notified	Signature of Squadron ITO		Wing	Date	
Wing Legal Notified	Signature of Squadron ITO		Wing	Date	
Wing IG Notified	Signature of Squadron ITO		Wing	Date	