



# Department of Information and Communication Services

March 2005

**BITS & BYTES**

Issue: 2005-03

---

**Time to get your websites "Ship – Shape"!** – Now is the time to get your unit websites ready for the 2005 Best of Web "BOW" competition. You can then submit your nominations to your DSO-CS for the District level evaluations. District nominations will then forwarded to the National competition during the period **beginning 16 APR – with the \*final\* deadline for DSO-CS submission 15 JUN 2005**. Winners will be announced at NACON in Orlando! All Flotilla, Division, and District websites encouraged to participate. Specific details for the 2005 BOW event are posted on AIRS click: <http://216.167.73.185/~airs/> Don't forget to check out the CS Guide <http://csguide.auxservices.org/> , which also has a wealth of additional information for Auxiliary websites.

First Place Winners will receive a distinctive 5 Star Logo similar to the following: <http://www.cgaux.org/cgauxweb/gifs/5starlogo-4a.jpg> for their website and a beautiful Trophy: <http://www.cgaux.org/cgauxweb/gifs/Trophies2004.jpg> will be presented at NACON 2005.

Runners-up will also receive a 1 Star Logo for their websites

Don't miss your chance to be the **Best of the Best!**

Jeff Mahl  
[DC-I@cgaux.org](mailto:DC-I@cgaux.org)

---

**The 7029EZ makes reporting Easy** -- I-CS Department is embarking on a vigorous program to improve customer service levels in a number of areas. We have launched a serious effort to address an issue that has long been discussed, but has seen little progress in the eyes of our members. After discussions with each DC and NADCO, it is apparent that \*true\* paperwork reduction is a common and much needed goal. To address this we have launched the 7029EZ project which represents a fundamental change in the way we approach data collection, thus reducing the burden on our members.

The 7029EZ form is an effortless, simple alternative to the ANSC 7029. The 7029EZ online form offers an effective, web-based reporting method that eliminates downloading, emailing, copying or stamping an envelope. The 7029EZ concept does \*not\* change the AUXDATA database itself, and will allow Members to use their same secure "universal password" assigned through the National eDirectory system <http://www.auxedirectory.org/> to gain access to the electronic form as well as their personal input history.

The 7029EZ will provide us with much more meaningful miscellaneous category reporting by utilizing "Directorate Level" reporting. This optional process will streamline and encourage a monthly reporting method for members, allowing them to report their own \*99\* hours on a once-a-month basis. No longer will you have to submit the old line by line form. The new form is expected to take 60 seconds or less to complete. The data then awaits SO-IS approval prior to being posted. The simplicity of the 7029EZ method will propel an increase in reporting, and is designed to benefit the vast majority of our members especially those with online access. Attention will be made to develop a similar paper based approach for those members not yet "connected".

We will specifically address the needs of the member who in many cases now "under" reports, or has completely stopped reporting their missions. Beta testing for the 7029EZ Form will begin soon in D8WR.

Vickie Vose  
[DC-ld@cgaux.org](mailto:DC-ld@cgaux.org)

---

**Attention All IS Officers** -- Whether of not you are entering data, you are able to verify accuracy of data that you have submitted for data input. It has been suggested in the past that all members doing data input, run a Mission Detail Report to insure all data was input accurately, but you can get help from others. The Mission Detail Report gets very lengthy toward the end of the year. In Adobe format it takes much time to scroll down through all of the information to try to check it for accuracy. Here is a suggestion to help you check the accuracy of data input and insure that your members and your flotilla have been credited for all of the hours they have spent performing their missions.

When you have the Mission Detail Report on screen, go to File, Generate to File, Delimited, Tab and click OK. In next window change the Save in: to either A\$ on 'Client' (A:) [which saves to a floppy disk] or C\$ on 'Client' (V:) [the C\$ should get it to your C: drive where those using a SWS III-active duty units, it is their V: drive.] The file name will read mission\_detail. You can add the unit number or date to it or just leave as it is. Just remember what you used to be able to find it. The file will be a .TXT file on either your "A:" or "C:" drive depending on where you saved it.

To take the file into an EXCEL spreadsheet, open EXCEL, click on the file you saved and the Text Import Wizard will come up. Be sure Delimited is selected and click on NEXT. Be sure Tab is checked and click on NEXT, then click on FINISH. The Column Headers do not come up across the top but each header is a full column which may be deleted or hidden if you are familiar with the data.

Column A is Title 'Resources'  
Column B is the Unit or Resource that was used to input the mission.  
Column C is Title 'Mission'  
Column D is the mission that was entered.  
Column E through I are Titles: 'Name', 'Emp ID', 'Unit Number', 'Position', 'Visits', and 'Exams Given'  
Column J is Name.  
Column K is Emp ID.  
Column L is Flotilla of the Member shown.  
Column M is Lead, Non-Lead, or Training.  
Column N is number of Visits performed.  
Column O is number of VSCs given.  
Column P is Title 'Start Time'  
Column Q is actual date and time mission started.  
Column R is Title 'Duration (Hrs)'  
Column S is Total Hours reported for that line of activity.

You can sort by Resource and see every mission entered for any of your resources: aircraft, boat, radio or unit. Or you can sort by name and get all of the missions for each individual member. Or you can sort by date and get all missions for a particular date. Or you can sort by mission to see who has been active in that mission, or check the accuracy of how each mission was entered.

An example that I spotted by doing this was an U/W Activity that showed Transit as the Sub-Activity, and there is no such transaction authorized; however the system took it. Transit only is allowed for a Trailer Activity. Other common errors - easy to spot: All UPA missions should have all members showing as LEAD as there are no qualifications required to perform PA missions. All MDV and VSC missions should be either LEAD or TRAINING as a NON-LEAD cannot get credit for a visit or examination. So "IS" Officers who are doing input, please do not take offense if your members are checking their input for accuracy and find problems for you to correct. We want the system to reflect what are members are doing and how much they are doing. Please try to convince all members to turn in their Mission Activity Reports in a timely manner.

Marilyn McBain  
[DVC-IS@cgaux.org](mailto:DVC-IS@cgaux.org)

---

**Time is running out!** – Please don't miss your chance to attend the 2005 'C' School sessions of **AUX-04** for PowerPoint and Web Design <http://www.uscgaux.org/~aux04/> , or **AUX-10** for AUXDATA/AUXINFO training <http://www.uscgaux.org/~aux10/> Check out the Student Support sites for complete details, and apply **today!**

Jeff Mahl  
[DC-I@cgaux.org](mailto:DC-I@cgaux.org)

---

**What is Phishing or Spoofing?** -- "Phishing" or "Spoofing" emails are made to look like they are sent from reputable companies but are actually sent by cyber-criminals. These types of emails are sent to trick consumers into divulging sensitive information so that unlawful charges can be made on the consumers' accounts. Responding to "phishing" or "spoofing" emails will put your accounts and personal information at risk; they will link you to an imitation copy of a legitimate web page to trick you into providing sensitive personal information including passwords.

**Identifying a Phish or Spoof Email** -- Phishing emails will usually urge you to "update" or "validate" your account information and will often threaten some dire consequence for not responding to them. Be on the lookout for poor grammar or typographical errors. Many phishing emails are translated from other languages or are sent without being proofread, and as a result may contain bad grammar or typographical errors.

**What do I do if I get a Phishing Email?** --If you get an email that asks for sensitive information, do not reply or click on the link in the message. When possible, you should avoid clicking links in the email. Instead of clicking the link, type the URL into the address area of your Internet browser. At no time should you cut and paste the link included in the message. The phishing websites are cleverly constructed at times and will actually have a URL that begins with https like a secure server site does. The one tip off on not being a secure server site is there will not be the padlock indicator on the lower toolbar of your monitor.

The Federal Trade Commission has issued a warning about these identity theft scams. They suggest the following:

- If you get an email that warns you, with little or no notice, that an account of yours will be shut down unless you reconfirm your billing information, do not reply or click on the link in the email. Instead, contact the company cited in the email using a telephone number or Web site address you know to be genuine. Avoid emailing personal and financial information;
- Always keep your password secure. Never share your password with anyone;
- Always review your credit card and bank account statements as soon as you receive them to determine whether there are any unauthorized charges. If your credit card or bank statement is late by more than a couple of days, call your credit card company or bank to confirm your billing address and account balances.

For more information on how to avoid email scams, please visit the Federal Trade Commission's website at <http://www.ftc.gov/bcp/online/pubs/alerts/phishingalrt.htm>

Jerry Turley  
[BC-IWA@cgaux.org](mailto:BC-IWA@cgaux.org)

---

**Factoid**

The duties for DSO, SO, and FSO-IS Officers have been brought up to date, and are now listed at the B&B Support area under "Other Useful Topics": <http://support.auxservices.org/B&B.htm> The duties for our DSO, SO, and FSO-CS Officers are always available in the CS Guide: <http://csguide.auxservices.org/2.0.checklists.htm>

**Cyber Spot of the Month**

Protect yourself from online problems. It's really easy to prevent trouble, and takes a lot less time than correcting problems after the fact! Dell has a great site set up which gives you simple tips on how to keep yourself protected. Check out:

<http://support.dell.com/support/topics/global.aspx/support/security/security>

**Did you know?**

Just when you thought it couldn't get any easier, it did! Check out the new main page of the National eDirectory: <http://www.auxedirectory.org/> Finding **\*any\*** Member in the Auxiliary (with or without an email address), or particular Officer(s), or Members in particular unit(s) just got a whole lot quicker!

**Reminder:**

This mail system is for use only for the distribution of Bits & Bytes, and other I-CS Department information. It is not to be used for any other purpose. Thanks for your cooperation.

**Viewing problems?**

Check the Bits & Bytes Archive for a complete list of **\*all\*** issues at:

<http://www.cgaux.org/cgauxweb/infoserv/BandB.htm>

**Bits & Bytes**

A resource of the Department of Information and Communication Services  
Charlotte Kelly, Editor, [BC-ISN@cgaux.org](mailto:BC-ISN@cgaux.org)