

PERSONAL SECURITY:

- Remove home address and phone number on personal checks and business cards.
- Consider using a P.O. box service to receive all personal mail.
- Minimize Internet footprint by making social media pages private, and limit sharing of personal information online, including photos.
- Do not name your personal computing devices, routers, or Internet connections with names associated with you, your family, or your address.
- Create a personal e-mail address to use only for family and close friends. Do not open e-mail or attachments from unknown individuals, or click on links from unknown individuals.
- Change your online account passwords regularly and use security questions that cannot be easily guessed.
- Install and regularly update firewalls and antivirus programs on your personal computing devices.
- Set your cellphone to automatically lock when you are not using it.
- Do not write/send e-mail or texts in areas where casual observers can view your correspondence.
- Never use public networks to pass private/personal information.
- Consider placing real property in a trust and list utilities under the name of the trust.
- Finely shred or destroy discarded mail.

OFFICE SECURITY:

- Have central reception handle all calls, visitors, and mail.
- Alert office staff to suspicious people, parcels, and packages that do not belong in the area.
- Establish key and lock controls. If keys are not returned by terminated employees, change all locks.
- Secure cellphones in cellphone lockers – do not leave them unattended.
- Park in secured area if possible.
- Remove names from reserved parking spots.
- Report any unusual e-mail or spam to your security and IT departments.
- Do not accept any packages at your office that are from unknown senders.

REPORTING:

Eagle Eyes Program



The Eagle Eyes program is an Air Force anti-terrorism initiative that enlists the eyes and ears of Air Force members and citizens in the war on terror. Eagle eyes teaches people about the typical activities terrorists engage in to plan their attacks.

If you observe something suspicious, send your input using this link: <http://www.osi.af.mil/eagleeyes/>

AFOSI Confidential Web Tip Information System

Send your tip to:

<https://www.tipsubmit.com/WebTips.aspx?AgencyID=1111>

AFOSI Home page

<http://www.osi.af.mil>



AFOSI THREAT MANAGEMENT

Security Recommendations

RESIDENCE SECURITY:

- Identify individuals before opening doors.
- Install a porch light at a height that would discourage removal.
- Install dead bolts on all outside doors.
- Keep garage doors and fuse boxes locked at all times.
- Install a loud exterior alarm bell that can be manually activated from more than one location.
- Keep all firearms out of reach of children.
- Run a security check on all household staff prior to employment.
- Require identification of all repairmen and salesmen prior to permitting entry.
- Prepare an evacuation plan and brief household members on procedures.
- Consider getting a family dog as a deterrent to trespassers.
- Remove all signs on your residence with your name (e.g., mailboxes, doorways) and remove your name from your voice mail greeting.
- Do not hide a house key in an unsecured area.

ONLINE FINANCIAL SECURITY:

- Check your credit card and bank accounts regularly (at least once a week) and report discrepancies to your issuer immediately.
- Only make payments to secure websites – look for the padlock symbol in your browser, and click for details. Secure sites should also have the prefix “https://...”, with the “s” indicating a secure site.
- If using a new site, begin with a small value transaction; consider having a separate card for Internet purchases with a lower credit limit.
- Do not send credit card, bank or personal financial details (like your social security number) by e-mail; reputable financial institutions will not ask for your personal information via email or to verify it via a website.
- Ignore the “remember my password option” on banking and shopping sites. Avoid storing credit information at on-line sites – if these sites are compromised, so is your information.
- Read a company’s privacy policy before buying on-line. You want to ensure that they will protect your financial information and not distribute it to 3rd parties without your consent.

VEHICLE SECURITY:

- Park vehicles in well-lit areas. Do not patronize lots where car doors must be left unlocked and keys surrendered.
- Equip the gas tank with a locking cap that can only be controlled from inside the vehicle.
- Visually check the front and rear passenger compartments before entering the vehicle.
- Select a reliable service station for vehicle service.
- Be alert for vehicles that appear to be following you. If you suspect someone is following you, do not return to your home; drive to the nearest police or fire station. Sound the horn to attract attention.
- Plan ahead when traveling by vehicle by knowing the locations of police stations and fire departments.
- Use a different schedule and route of travel each day.
- Do not stop to assist stranded motorists or pick up hitchhikers.
- Have your keys in hand before entering a parking garage or parking lot.
- Leave sufficient room between you and another vehicle during stops to allow you to turn out of the lane if needed.
- If you have a vehicle with a key fob, hit the “panic button” to attempt to scare off intruders while alerting neighbors or others in the vicinity.