



AIR COMBAT COMMAND

Air Combat Command Digital Security Tips

AIR COMBAT COMMAND IS THE PRIMARY FORCE PROVIDER OF COMBAT AIRPOWER TO AMERICA'S WARFIGHTING COMMANDS

CAUTION!

Only establish and maintain connections with people you know and trust. Review your connections often. Ensure that your family takes similar precautions with their accounts. The wrong privacy and sharing settings can expose your personal data.

Assume that ANYONE can see information you post about your personal or professional life. Ensure your posts are considered against that standard.

LinkedIn profiles tend to be more visible and searchable than in social networks such as Facebook. Consider using secure browser settings when possible, and regularly monitor your browsing history.

WHAT TO DO IF YOU RECEIVE A THREATENING MESSAGE OR POST

- Do not engage with the individual, do not respond to or delete the post or message
- Contact your supervisor
- Contact your unit Information Assurance Monitor

HOW TO MAKE YOUR SOCIAL MEDIA PROFILES MORE SECURE

FACEBOOK

- In the top right corner, click the down arrow next to the lock icon and select **settings**.
- Under **security**, click login notifications and select the best method for you to be notified when your account is accessed from a computer or mobile device that you haven't used before.
- Under **privacy**, ensure your timeline is not linked to other search engines. Also consider not allowing anyone to send you friend requests. To do this, click the **no one** option next to the friend request option.

Also, underneath the **privacy** tab, click **timeline** and **tagging option**. Select the option to review posts that friends tag you in before they appear on your timeline.
- Under your cover photo, click the **about** tab. Here is where most of your personal information will be stored – email addresses, phone numbers, birthday, military affiliation, etc. If you want to remove your military affiliation from your profile click **edit** in the top right-hand corner. While you can individually customize who sees what category of information, consider selecting the **only me** option.
- Go to the **activity tab** at the corner of your cover photo. Click it and select the search icon on the left hand side under the photos to see your search history. To delete it, select **clear searches** in the top right corner.
- To control who sees your friends list, click on the **friends** tab on your profile page. Click the pencil icon on the top right and hit **edit privacy**. To ensure no one sees your friends list, select the **only me** option.

TWITTER

- Log into your Twitter account and click the **settings** icon in the top right corner.
- In the drop down menu, click **settings**.
- Under the **security and privacy** tab, in the privacy section, select **do not allow anyone to tag me in photos** to keep people from tagging you in images.
- Uncheck the Tweet location option. By doing this, Twitter will not be able to add your location to your tweets. If it was checked in the past, you can delete all location information from past tweets by clicking the button located in that section.

LINKED IN

- Log into your LinkedIn account.
- Click the **profile** tab to update your privacy settings and ensure your information is visible only to people of your choosing. Select who can see your connections. Set to **only you**.
- LinkedIn, **by default**, automatically retrieves information about the user on websites with LinkedIn Plug-In integration. Prevent sharing **your activities on third-party websites** with LinkedIn by unchecking the box.

ADDITIONAL INFORMATION

For more information on Social Media safeguards visit <http://www.acc.af.mil/library/sm&digitalsecurity/index.asp> or <http://www.af.mil/Portals/1/documents/SocialMediaGuide2013.pdf>

The appearance of hyperlinks or reference to specific social media sites does not constitute endorsement by the Department of Defense.