

Courier

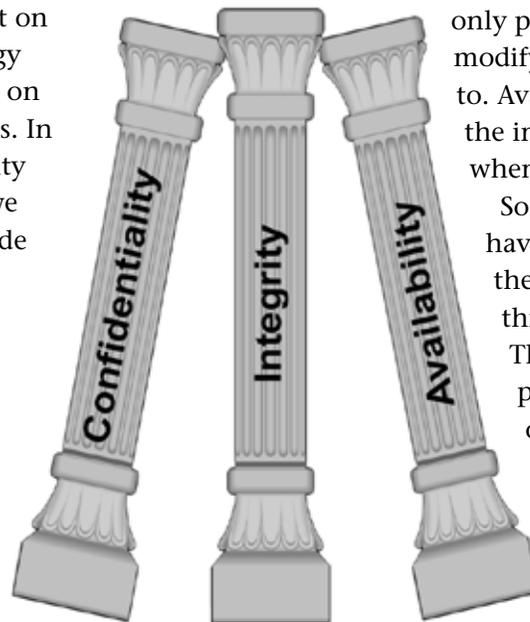
Inside this issue...

- ◆ Your role in the C-I-A - 1
- ◆ Fuel management - 1
- ◆ Employee focus - 3
- ◆ Channel 16 wins - 3
- ◆ Board of Supervisors - 4
- ◆ General Assembly representatives - 5
- ◆ Hanley Public Service Award - 5
- ◆ Benefits - 6
- ◆ New EAC logo - 7
- ◆ Briefs - 7
- ◆ Tech Tip - 8
- ◆ County closing information - 8
- ◆ Teleworking - 8

Online, use the hand symbol above to transfer directly to the stories. The links are active, too.

Your role in the C-I-A

In today's world, electronic files are the lifeblood of business. We use computers to do a large part of our work. This makes us as dependent on information technology today as we once were on more manual processes. In the information security (InfoSec) profession, we use three pillars to guide us in meeting our objective of securing the county's information – **Confidentiality, Integrity and Availability**. From the InfoSec perspective, these terms have fairly simple defini-



tions. Confidentiality means that only those people who are authorized can get information. Integrity says that only people authorized to modify information are able to. Availability requires that the information is available when it is supposed to be.

So what does all that have to do with you? In the county, it has everything to do with you. There are many examples of the three pillars of C-I-A impacting you. Examples include the need for strong passwords

See C-I-A, page 2

Fuel management discourages theft

Does the county provide free fuel? No, it doesn't, but apparently a few unthinking county employees have used the county fuel system for their own personal needs.

The county has 47 locations where fuel can be obtained for legitimate county needs. Unfortunately, during the last year, Vehicle Services identified a few county employees using the system to get fuel for their personal use. "This is simply not allowed and is considered theft of county property. A person found guilty of fuel theft could be terminated from county

employment and prosecuted for theft," said **Jim Gorby**, director of Vehicle Services.

The good thing about this unfortunate situation is that misuse of fuel is not widespread. "The vast majority of employees respect the system of obtaining fuel for authorized purposes," said **Howard Springsteen**, DVS logistics manager. "It's those very few individuals who break the law that reflects badly on all the good work county employees do."

See Fuel, page 2

C-I-A, from page 1

for authentication, least privilege for network access, and a standard image for computer workstations as well as not allowing personally-owned equipment (i.e., gadgets) on the county's network.

Several people have questioned "Why not?" to the no personally-owned equipment policy. It's an interesting question. Technology gadgets include a wide variety of items such as personal digital assistants, iPods, thumb drives, digital cameras and so on; basically, any device that can connect to a PC or the county's network. The list is long and grows constantly. To address the why not question, one must first understand that the county is not saying there is no purpose for some of these devices. What the policy states is that any device which connects to the county's network must belong to the county and must conform to the county's standards for IT resources. If a device does neither, it becomes a threat to all three of the pillars of C-I-A.

These devices grow increasingly more powerful every year. Many are designed to

be small and portable, almost substitutes for PCs. Their operating systems grow more complex and susceptible to malicious code while their storage capacities increase and their ability to interact with other devices gets easier. Malicious code, viruses and keylogging applications have already begun spreading via many of these types of devices, including cell phones, thumb drives and PDAs.

Confidentiality of information contained within county systems can be jeopardized when one puts information on a device that is not owned or protected by the county. Integrity of systems and the data contained in the systems becomes vulnerable when nonmanaged access is granted via personally-owned devices. These devices pose a threat to the availability of systems and data due to potential for malicious code or unauthorized activity.

Similar to the domino effect we experience in traffic caused by an accident during rush hour, when one device is connected directly to a PC, it not only impacts that workstation, it impacts the C-I-A of all systems on the county's network. ■ - Jennifer Penner, DIT

To learn more about information security, visit <http://infoweb/dit/iso>

Fuel, from page 1

Fairfax County uses approximately 775,000 gallons of fuel a month. **Sheila Bishop**, DVS administrative branch manager, noted that gasoline and diesel fuel are purchased for county vehicles, Fastran, school and Connector buses, police cruisers, and heavy and light equipment. "With the recent increase in fuel costs, the county fuel bill has more than doubled from what it was just three years ago," said Bishop.

How does Vehicle Services identify fuel theft? According to **Andy Davidson**, DVS Network Analyst, the fuel management system has indicators that can alert managers to potential unauthorized fuel use. "We can identify abnormal or out-of-the ordinary use of fuel. From this level, we continue the investigation to confirm any misuse of county resources," he said. He also pointed out that diligent agency monitors, for example, can see abnormal situations developing.

In addition to the work being done by the

managers in Vehicle Services, one of the most effective ways of identifying fuel theft is by personal observation and reporting. "Alert county employees can report something unusual which allows us to investigate further," Davidson said, noting not every report is a violation. Once, someone reported a private vehicle filling up with gas at one of the county fuel sites. "We found that the vehicle was used for undercover operations and was authorized to obtain fuel. Most instances can be explained satisfactorily. It's those few unauthorized users that we want to catch," he said.

County employees can report situations they think may indicate unauthorized fuel use through the county Fraud Hotline at 703-324-787-3234, TTY 711, or the Internal Audit Infoweb page at <http://infoweb/audit/default.htm>. "Reports are anonymous and can be a first step in identifying theft," said **Chuck Higdon**, DVS assistant director for Administration. "It just shows everyone's commitment to being good stewards of county resources." ■

Designing woman

The top of the Empire State Building it's not, but you will recognize these standard icons in Library Administration. The Kong-ish one has become a guidepost for Library Services, sitting watchfully on top of the file cabinets in Suite 329 of the Government Center. The other, **Lorrie Bennett** (pictured on the right!), is the creative source for designing the library's array of outstanding flyers, brochures, newsletters and other informational materials.

Lorrie has worked for Fairfax County almost 20 years, serving as the Library's chief creative designer. "I love my work. There's not a boring thing about it, from the creative challenges I get handed to the wonderful people I work with," she said.

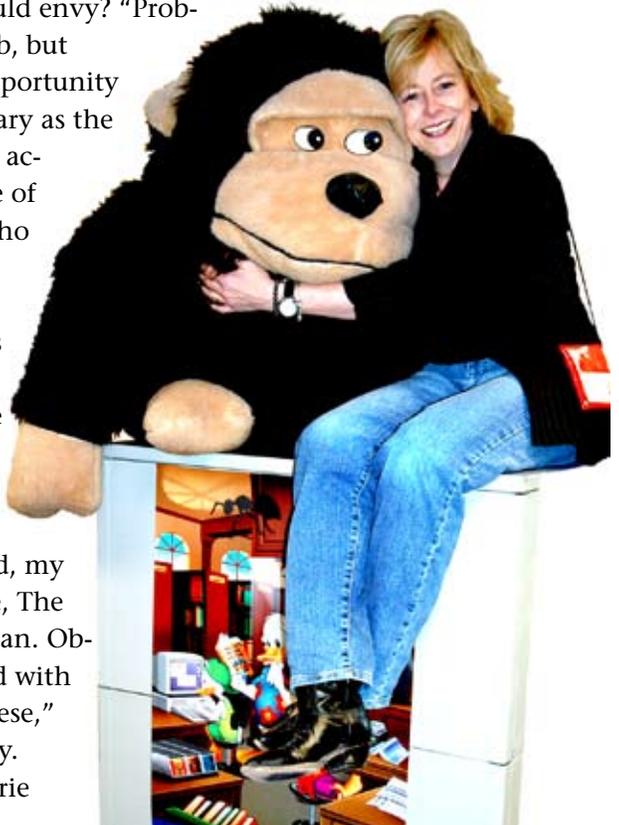
Lorrie is a Northern Virginia original, having been born and raised in Arlington. She graduated from George Mason University with a degree in sociology, but her creative side took over and sent her down her current path.

Lorrie's husband, Dave, retired last year as manager of the Centreville Regional Library. They have two daughters: Lauren, who is a teacher in the Fairfax County Public Schools, and Sarah, who is a math major at James Madison University. When she retires "in a few more years," she and her husband plan to do a lot of traveling that includes camping ("Perhaps Holiday Inn every third day") and

enjoying more time with her hobbies, which include photography, painting ("Dave wants me to paint the house but I'm not that kind of painter.") hiking, gardening and just being outside. "I'm basically a Nature Girl," she said, tucking a turnip into her hair.

What feature of her job does she think others would envy? "Probably all of my job, but especially the opportunity to serve the Library as the Animal Handler, accompanying one of my colleagues who dresses in one of those huge animal costumes for library openings or Celebrate Fairfax. "I've handled Curious George, Clifford the dog, and, my personal favorite, The Stinky Cheese Man. Obviously, I'm good with animals and cheese," she said solemnly.

And this is Lorrie Bennett. ■



Lorrie Bennett, pictured on right.

Cable Channel 16 selected as the best

Cable Channel 16 was recently named the best government access cable television station in the nation by the Alliance for Community Media. It is the third time the county has won the award in the Overall Excellence of Governmental Access category, with previous awards won in 1996 and 1999.

The award recognized Channel 16 programming, including government meetings, public service announcements and informational programs about government services. More than 1,500 entries were submitted this year from the United States and Canada.

The Alliance for Community Media is a nonprofit coalition of public, educational and government access cable stations that promotes community communications and programs that are distributed on cable television access channels.

Channel 16 delivers more than 850 hours of programming per year, including Board of Supervisors, Planning Commission and Board of Zoning Appeals meetings. News-to-use features are offered on shows like "County Magazine," "Your Community, Your Call" and "Information Avenue." ■

Channel 16 is available in Fairfax County on the Cox Communications cable system, in Reston on the Comcast Cable system and on the Internet at www.fairfaxcounty.gov/cable/channel16/vod.htm.

Fairfax County Board of Supervisors

The Fairfax County Board of Supervisors held the first board meeting of 2006 on Jan. 6. **Gerald E. Connolly** will continue serving in the elected position of chairman until 2007. Supervisor **Sharon Bulova** was elected vice chairman of the board for 2006.

Here are the names, districts and contacts for the supervisors.



**Sharon Bulova, Vice Chairman,
Braddock District**
Phone: 703-425-9300, TTY 711
Fax: 703-503-9583
braddock@fairfaxcounty.gov



**Gerald E. Connolly, Chairman
Elected At-Large**
Phone: 703-324-2321, TTY 711
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chairman@fairfaxcounty.gov



Joan M. DuBois, Dranesville District
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Penelope A. Gross, Mason District
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Fax: 703-354-8419
mason@fairfaxcounty.gov



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Phone: 703-478-0283, TTY 711
Fax: 703-471-6847
hntmill@fairfaxcounty.gov



Gerry Hyland, Mount Vernon District
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mtvernon@fairfaxcounty.gov



Dana Kauffman, Lee District
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Elaine McConnell, Springfield District
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Fax: 703-451-3047
springfield@fairfaxcounty.gov



Linda Q. Smyth, Providence District
Phone: 703-560-6946, TTY 711
Fax: 703-207-3541
provdist@fairfaxcounty.gov

The 2006 Virginia General Assembly representatives

Here are listed the names of the Virginia General Assembly representatives, along with their party affiliation, district represented and local telephone number. For hearing impaired, use the standard TTY 711 telephone connection. Representatives will be in session from Jan. 11 through March 11. (ref: *Courier* article: The Road to Richmond, Jan 6, 2006.)

Virginia Senate

- ◆ Sen. Patricia Ticer, (D-30th), 703-549-5770
- ◆ Sen. Mary Margaret Whipple, (D-31st), 703-538-4097
- ◆ Sen. Janet Howell, (D-32th), 703-709-8283
- ◆ Sen. William Mims, (R-33rd), 703-779-1888
- ◆ Sen Jeannemarie D. Davis, (R-34th), 703-938-7972
- ◆ Sen. Richard Saslaw, (D-35th), 703-978-0200
- ◆ Sen. Linda "Toddy" Puller, (D-36th), 703-765-1150
- ◆ Sen. Ken Cuccinelli, (R-37th), 703-766-0635
- ◆ Sen. James "Jay" O'Brien, (R-39th), 703-750-0936

Virginia House of Delegates

- ◆ Del. Vincent Callahan Jr., (R-34th), 703-356-1925
- ◆ Del. Stephen Shannon, (D-35th), 703-281-5200
- ◆ Del. Kenneth Plum, (D-36th), 703-758-9733
- ◆ Del. David Bulova, (D-37th), 703-273-3557
- ◆ Del. Robert Hull, (D-38th), 703-573-4855
- ◆ Del. Vivian Watts, (D-39th), 703-978-2989
- ◆ Del. Timothy Hugo, (R-40th), 703-968-4101
- ◆ Del. Dave Marsden, (D-41st), 703-323-4733
- ◆ Del. David Albo, (R-42nd), 703-451-3555
- ◆ Del. Mark Sickles, (R-43rd), 703-922-6440
- ◆ Del. Kristen Amundson, (R-44th), 703-619-0444
- ◆ Del. David Englin, (D-45th), 703-549-3203
- ◆ Del. Brian Moran, (D-46th), 703-370-2890
- ◆ Del. Adam Ebbin, (D-49th), 703-549-8253
- ◆ Del. James Scott, (D-53rd), 703-560-8338
- ◆ Del. Chuck Caputo, (R-67th), 703-476-6944
- ◆ Del Thomas Rust, (R-86th), 703-437-9400

Katherine K. Hanley Public Service Award nominations due

Nominations for the **Katherine K. Hanley Public Service Award** are being accepted until Feb. 22. The award was established last year by Leadership Fairfax, Inc. to honor the public service legacy of **Katherine K. Hanley**, chairman of the Fairfax County Board of Supervisors from 1995-2003. The first award recipient was **Verdia Haywood**, deputy county executive.

The award recognizes outstanding accomplishments in the areas of public service employment or service on a public board, authority or commission for sustained contributions to the quality of life in the community. Eligible candidates are public service employees or citizen representatives of a public-appointed board, authority or commission from the jurisdictions of Fairfax County, cities of Fairfax and Falls Church, towns of Clifton, Herndon and Vienna.

A committee appointed by the Leadership Fairfax Inc. Board of Directors will review the

nominations and supporting documentation, and will select the award recipient based on the facts presented in the nominations.

Nominations must be received by 4:30 p.m., Feb. 22, in the office of Leadership Fairfax Inc., 8230 Old Courthouse Road, Suite 320, Vienna, Va. 22182. Nomination forms are available on the Leadership Fairfax Inc. Web site at www.leadershipfairfax.org. Nominations must include a statement of not more than three typewritten pages plus not more than three pages of supporting material, all describing the nominee's achievements in community service, extent of responsibility and why the nominee should be selected.

The Katherine K. Hanley Public Service Award will be presented by Kate Hanley at the annual Leadership Fairfax Inc. Board of Supervisors breakfast on March 22 at the McLean Hilton Hotel.

If questions, please contact Leadership Fairfax Inc., 703-752-7553, TTY 711. ■

Nomination forms are available on the Leadership Fairfax Inc. Web site at www.leadershipfairfax.org.

Focus on Benefits

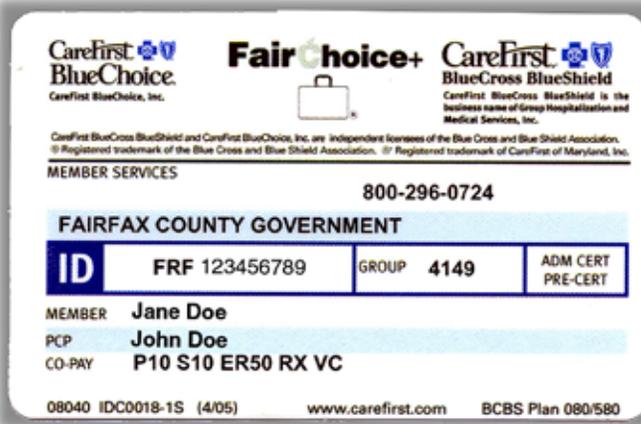
New CareFirst medical ID cards

Employees enrolled in CareFirst's FairChoice+BlueChoice POS plan and BluePreferred PPO plan for 2006 should have received new medical identification cards in the mail recently. In a continuing effort to guard against identity theft, CareFirst has replaced

the prior Social Security number-based identification number with a new identification number. The ID card you receive is used for both medical and pharmacy services.

Since your medical identification number is an important piece of information used by your healthcare providers to verify your coverage and file claims with CareFirst, you should advise your doctors, pharmacy and other healthcare providers of your new identification number at your earliest convenience. On your next visit to the doctor, remember to present your new card so that the office staff can make a copy for their records.

If you are enrolled with CareFirst and have not yet received your new ID card, you can contact Betsi Fuhrman, the county's onsite CareFirst representative, at 703-324-3474, TTY 703-222-7314. ■



Reminder: New flexible spending account administrator for 2006

Employees participating in the flexible spending account program this year are reminded that the county has a new flexible spending account administrator for 2006, Fringe Benefits Management Company (FBMC). FBMC offers a variety of ways to access your current account balance and claim status, including a customer service office, interactive voice response unit and Web site. Reimbursement request forms can also be downloaded from the Web site.

or by mail to Fringe Benefits Management Company, P.O. Box 1800, Tallahassee, Fl. 32302-1800. The same form should be used for both medical and dependent care reimbursement requests.

If you had direct deposit in place with the county's prior flexible spending account administrator and wish to continue this service, you will need to complete a new direct deposit form and submit it to FBMC, Attention: Enrollment Processing, P.O. Box 1878, Tallahassee, Fl. 32302-1878.

Reimbursement requests for medical and dependent care expenses incurred in 2005 should still be submitted to Ceridian via fax at 877-488-6454 or mail to Ceridian FSA Services, P.O. Box 534134, St. Petersburg, Fl. 33747 by no later than March 31, 2006. Ceridian's claim form is available by accessing the Benefits page on the Infoweb. ■

To obtain account balance and claim information from FBMC:

- Call the FBMC Customer Service Office at 1-800-342-8017, 7 a.m. to 10 p.m. ET, Monday through Friday.
- Call FBMC's interactive voice response unit at 1-800-865-3262, 24 hours a day, seven days a week.
- Visit the FBMC Website anytime at www.fbmc-benefits.com. Reimbursement request forms can also be downloaded from this site.

Reimbursement requests for medical and dependent care expenses incurred in 2006 can be sent to FBMC via fax at 888-800-5217

Briefs

Stewardship is good!

Do you know about the great work the Park Authority is doing to promote stewardship of our natural resources and treasured historic landmarks? Have you heard about Museum Collections or the Cultural Resource Management Plan? What about Natural Resource Protection's 75 plus projects, or the hundreds of phenomenal volunteers at our nature centers and historic sites? If not, then read all about it in the latest ResOURces newsletter. Visit www.fairfaxcounty.gov/parks/resources to read it online or to request a printed copy.

**New mileage rate effective Jan. 1**

Effective Jan. 1, the mileage rate changed from 0.485 to 0.445 cents. Revised travel forms reflecting this change are available on the In-foweb. For further information, contact **George Hohmann**, 703-324-3085, TTY 711, or **Darlene Herndon**, 703-324-3129, TTY 711.

Nurturing Parenting Program facilitators needed

The Fairfax County Department of Family Services is recruiting volunteer facilitators for its Nurturing Parenting Program. You'll serve as a group facilitator in this child abuse prevention parent-child education program, and you can work with either parents or children. The program runs from 12 to 21 weeks and meets one evening a week. Facilitators receive training and orientation. The next training is Saturday, Feb. 4, from 8:30 a.m. to 4:30 p.m. and on Wednesday, Feb. 8, from 5 to 9 p.m. Facilitators

must be at least 21 years of age. Background checks and a screening interview are required. There is an especially strong need for males and Hispanics. This also is a great opportunity for seniors and retirees. For more information, please contact **Laurie Eytel**, volunteer manager, at 703-324-7871, TTY 703-222-9452.

Join Team 1040 now

By volunteering just two to four hours per week as a volunteer tax preparer or translator with the Fairfax County CASH — Creating Assets, Savings and Hope — program, you can help low-income residents in our community keep more of what they earn by avoiding expensive commercial tax preparation fees and by claiming all of the refunds due to them. If you have done your taxes online, you have the skills we need. Training is provided. For more information, to volunteer or for reasonable ADA accommodations, contact **Tom Meagher** at the Fairfax County Office of Partnerships, 703-324-5319, TTY 711. ■

EAC selects new logo

The results of the Employee Advisory Council are in with **Shana Beatty's** entry selected as the new EAC logo. "We are very pleased with the new logo," said **Anita Baker**, EAC chair. "It is clean, eye-catching, includes the motto and gives a sense of moving forward."

Baker said the logo was selected by the council from almost 60 entries. The top designs were so good that the EAC decided to recognize **Regina Corbett**, County Executive's Office; **Erin Summers**, Department of Finance; and **Allen Ghasemy**, DPWES; as runners up with \$50 prizes.

Shana Beatty said, "I'm honored

that my entry was selected to represent the EAC. I hope when employees see the logo they will think about a dynamic organization that is working on their behalf. Of course, the \$200 prize came in handy before the holidays."

The new logo will soon be on EAC letterhead, brochures, business cards and, of course, the Web site at www.fceac.org. "The logo is part of the our Strategic Plan to improve the visibility and effectiveness of the EAC," said Baker. ■

Paula Ferrer and Anita Baker of the EAC present Shana Beatty, center, with a \$200 check.



Adding Function Keys to Word (Deja vu)

We previously have discussed Shortcut Keys and how much time they can save. The Function Key toolbar in Microsoft Word may revive old memories of WordPerfect and how dependent we were on function keys. Continuing with nostalgic reflections of the past, we may recall the paper strip taped above the function keys associating the commands. Now back to the current world and the discovery of Function Keys in Word. Word's Function Key toolbar is an onscreen toolbar. This is a real nice feature and is something you should try and explore. It is a clickable toolbar that shows the function key number and lists the associated command and it changes when you hit the **shift**, **ctrl**, **alt** or a combination of these keys. ■

To turn this feature on, follow these simple steps:

1. From the **Tools** menu, select **Customize...**
2. Click on the **Toolbars** tab
3. Check the box beside **Function key display**
4. Click **Close**

It is a great way to learn the commands!

Here is a sample of what the Function Key toolbar offers:

Function keys:

- ♦ Get Help or visit Microsoft Office Online - F1,

- ♦ **Spelling** command - F7.
 - ♦ **Save As** command - F12.
- SHIFT+Function key:**
- ♦ Change the case of letters - SHIFT+F3.
 - ♦ **Thesaurus** command - SHIFT+F7.
 - ♦ **Save** command - SHIFT+F12.
- CTRL+Function key:**
- ♦ **Print Preview** command - CTRL+F2.
 - ♦ Close the window - CTRL+F4,
 - ♦ **Open** command. - CTRL+F12.
- CTRL+SHIFT+Function key:**
- ♦ **Print** command. -

Tech Tip # 101

Department of Information Technology
Technology Infrastructure Division
Technical Support Center
Fairfax County Government Center
12000 Government Center parkway
Fairfax, VA 22035
Tel: 703-222-3535, option 1
Fax: 703-222-3396
TTY: 711

CTRL+SHIFT+F1 .

ALT+Function key:

- ♦ Quit Microsoft Word. - ALT+F4.
- ♦ Find the next misspelling or grammatical error. The **Check spelling as you type** check box must be selected (**Tools** menu, **Options** dialog box, **Spelling & Grammar** tab). - ALT+F7.

ALT+SHIFT+Function key:

- ♦ **Save** command - ALT+SHIFT+F2.

CTRL+ALT+Function key:

- ♦ **Open** command - CTRL+ALT+F2 ■

Snow and info!

You can find plenty of information to help you and your agency deal with inclement weather in the Emergency Communication section of the Fairfax County Communication Strategy at infoweb/cex/commstrategy/emergency/.

Need to know what to do to close a county facility? Where to get the latest information on county closings? How to sign up for emergency messages to come to your PDA or cell phone? It's all there.

All of the resources in the Fairfax County Communication Strategy are at <http://infoweb/cex/commstrategy/>. For help, call the Office of Public Affairs at 703-324-3187, TTY 711. ■

County exceeds region's teleworking goal

Fairfax County is the first jurisdiction to reach – and then exceed – the regional goal set by the Metropolitan Washington Council of Governments to have 20 percent of the eligible workforce teleworking one day per week or more by the end of 2005.

"Teleworking is an essential tool for improving the region's air quality," said Board of Supervisors Chairman **Gerald E. Connolly**, who pointed out that 1,000 county employees telecommuting an average of one day a week will save 1.8 million commuting miles and pre-

vent 720,000 pounds of pollutants from entering the air by taking cars off the roads. ■

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