-----Original Message-----
From: Hebert, Matthew W. CDR BUMED [mailto:Matthew.Hebert@med.navy.mil]
Sent: Wednesday, June 22, 2011 14:23
Subject: ***ACTION REQUIRED*** - ANNUAL BUMED PRP CMA TRAINING

Good Wednesday Afternoon PRP Professionals:

I am CDR Matt Hebert, who has been assigned by the Navy Surgeon General as the BUMED PRP CMA Community Manager IAW the newly signed SECNAVINST 5510.35B.

In accordance with this directive, BUMED is required to oversee and maintain a current listing of medical treatment facility and fleet Competent Medical Authorities (CMAs) and PRP medical personnel and to make certain that each is formally trained and designated.

Additionally, as the CMA Community Manager I am required to develop and, as necessary, modify standardized CMA training material to be used for the initial and annual refresher training of CMAs and PRP medical personnel working in PRP.

As a result of this requirement, a training package has been developed, vetted through Strategic Systems Programs (SSP) and is now available for 'show time' on Army/Navy/Defense Knowledge Online (AKO/NKO/DKO) databases.

Anyone accessing these knowledge databases will be required to have an account.

For those interested in the AKO/DKO option:

The AKO/DKO system provides web-based enterprise information services to over 2.2 million Army, joint, and DoD customers and is a single entry point for access to the Internet and the sharing of knowledge and information. The intent of DKO is to provide DoD wide communicative network. DKO is an information sharing network required by the Department of Defense to support secure access to information. DKO access follows DoD security policy, and is accomplished by password or by a combination of a Common Access Card (CAC) and PIN. This allows for Navy and Marine Corps personnel to access this info 24/7/365 from any internet accessible computer without having to be on NMED or NMCI. An added benefit is that DKO has a low band width function that allows access to information from remote sites where access is limited. DKO is using Army Knowledge Online (AKO) as a platform and links to DKO can be found on <http://www.us.army.mil>.

Attached is a Powerpoint tutorial and AKO Account user guide for how to access the BUMED PRP CMA Annual/Initial training for AKO/DKO.

To access in Navy Knowledge Online (NKO):

Once logged into NKO <https://wwwa.nko.navy.mil/portal/home>, type into the search box (top right hand corner where it states "Enter Keyword Here"):

"BUMED"

Select the first entry on the search results (just entitled BUMED) and then on the left hand side, click on:

"BUMED PERSONNEL RELIABILITY PROGRAM COMPETENT MEDICAL AUTHORITY COMMUNITY MANAGER"

In the first box (main page) there will be several links; one for the training and once training is complete, a certificate of completion (Powerpoint), and several to the pertinent PRP Governing Instructions.

Please ensure that one copy of this certificate is sent to me at BUMED, one copy in the CMA/Medical personnel training jacket and one copy to the CO/RO as appropriate. Additionally, if not previously sent, please send copies of all CMA and/or designated medical personnel Letters of Designation directly to me for tracking as well.

As my final request, since I do not have all the contact information for the total number of CMAs/designated medical personnel assigned to your PRP commands (custodial and non-custodial), that you respectfully disseminate this information appropriately to your respectively assigned CMAs and designated medical personnel.

Thank you for your compliance with this request. All the best.

R/S

CDR Matt "RATBOY" Hebert, MSC, USN
Naval Aerospace and Operational Physiology Specialty Leader
Naval Aviation Survival Training Program Manager
BUMED PRP CMA Community Manager
Bureau of Medicine and Surgery (BUMED M3/5 FP1)
(202) 762-3456, DSN: 762- Blackberry: (202) 431-8789
Facebook Page:
http://www.facebook.com/#!/pages/Naval-Aerospace-and-Operational-Physiology-Program/170548442979988
Facebook Group (68 Members):
http://www.facebook.com/#!/home.php?sk=group_176025889093483&ap=1

Army Knowledge Online/ Defense Knowledge Online (AKO/DKO)

Account User Guide

Required for accessing the Defense Talent Management System (DTMS)

Department of the Navy

Senior Executive Service

Table of Contents

1 Introduction 2

2 Creating an AKO/DKO Account 3

3 Forwarding Email 8

4 AKO/DKO Password Reset 9

5 Reactivating your AKO/DKO Account 11

6 Where to Go for Additional Information 14

1 Introduction

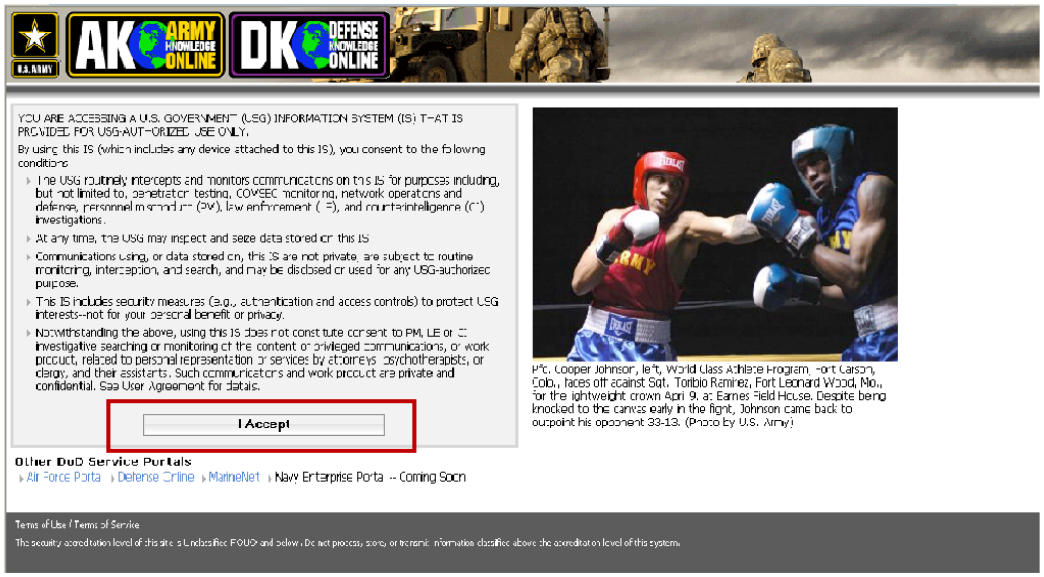
The Department of the Navy's SES leaders will need an active Army Knowledge Online/Defense Knowledge Online (AKO/DKO) account and a registered CAC in order to access the Defense Talent Management System (DTMS). To create an AKO/DKO account and register your CAC, go to section 2 of this document for step-by-step instructions. If you have previously created an account and either (1) you have received a new CAC, which is different than the one currently registered to your account, and/or (2) your account password has expired and 150 days has elapsed since the expiration date, causing your account to deactivate, go to section 5 of this document to reactivate your account. Please note that NKO accounts and AKO/DKO accounts operate separately, and it is still necessary to go through the AKO/DKO account creation process regardless if you currently have an NKO account.

AKO is currently undergoing a transformation to support all Department of Defense (DoD) users. The result will be an adaptive and agile enterprise portal, called Defense Knowledge Online (DKO), which will facilitate knowledge management, collaboration, and information-sharing across DoD and other Government agencies. DKO is being built on the AKO unclassified portal and is currently referred to as the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) portal. AKO is the largest and most mature of all DoD portals and currently supports over 2M users. AKO/DKO provides a secure and DIACAP accredited infrastructure environment in NIPR and SIPR networks operating out of three physical locations for COOP purposes. In addition, it provides over 2.28M DoD users with secure and authenticated access to services including the portal, email, 250MB of personal file storage, UNLIMITED file storage for organizations, collaboration tools, Business Process Management (BPM) workflow tool, IM/Chat, Web 2.0 applications such as milBook (facebook-like inside the .mil environment), video messaging, 24/7 NIPR/SIPR Help Desk, over 1,400+ Single Sign On (SSO) and Directory Services (LDAP) DoD applications, Joint Forces Command Joint Training, NCES tools, CENTCOM and USF-Iraq website hosting, and Mobile Smartphone (Portal-on-the-Go) among other services. The AKO/DKO portal and services are funded through Army, DoD's Net-Centric Enterprise Services and military departments since FY08.

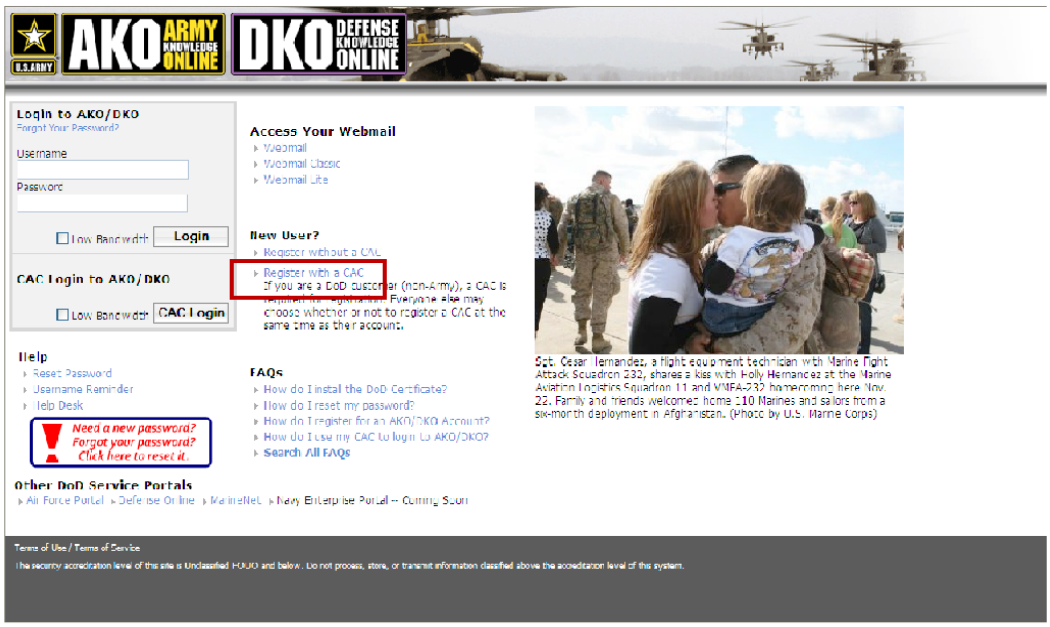
2 Creating an AKO/DKO Account

The following steps will guide you through the process of creating an AKO/DKO account. All new customers registering to AKO/DKO will need to have a valid CAC and be at a computer with a CAC reader to begin this process.

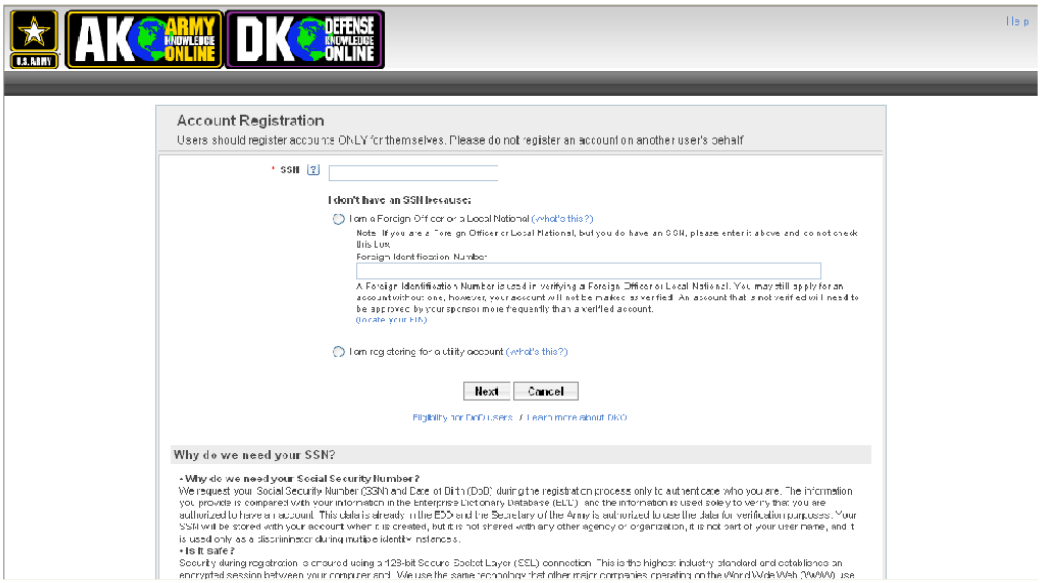
Step 1: Open Internet Explorer and navigate to the AKO/DKO portal by typing https://www.us.army.mil into your Internet Explorer address bar. Click **I Accept** to the user agreement notice to open the login screen.



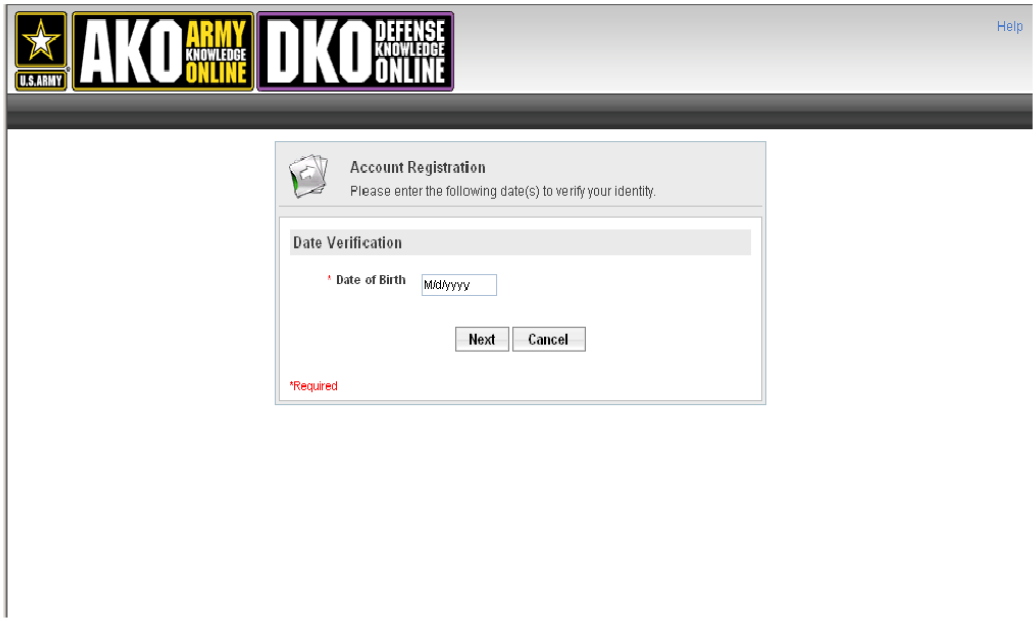
Step 2: You will see the AKO/DKO login screen. Click the **Register with a CAC** link located as the second option under the **"New User?"** heading.



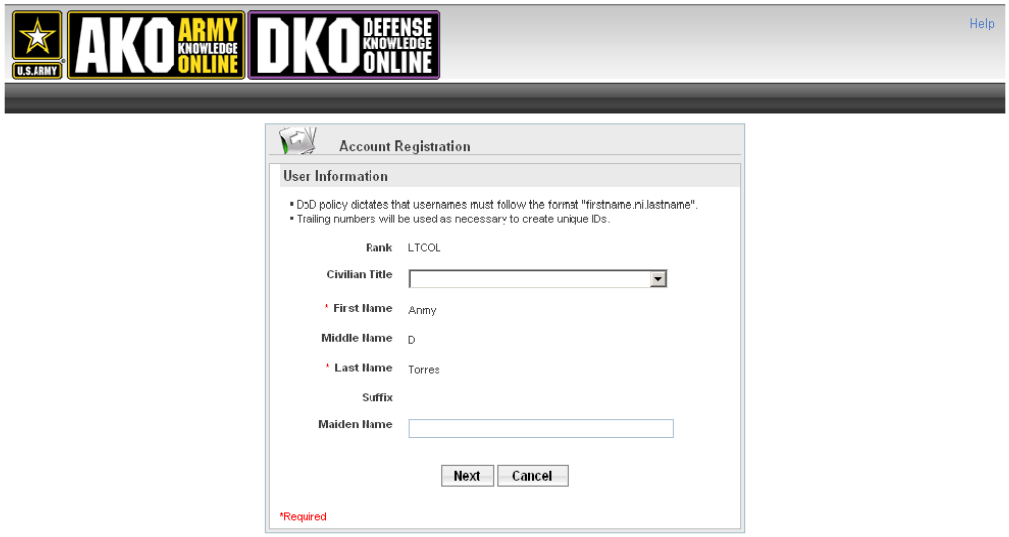
Step 3: The first screen in the account registration process asks for your SSN in order to authenticate who you are and provides you with a privacy act statement. Please enter your SSN in the space provided and click the **Next** button at the bottom of the page once you have reviewed this information.



Step 4: Enter your date of birth in the space provided in order to verify your identity and click the **Next** button to continue.



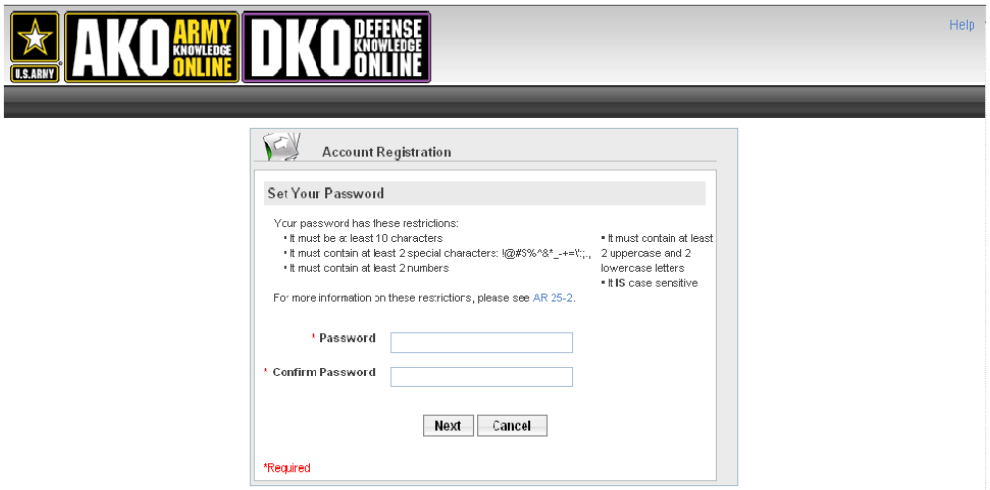
Step 5: Verify your user information and click the **Next** button to continue.



Step 6: Enter an external email address, which is NOT a '@us.army.mil' address, and click the **Next** button to continue. This address is where an email is sent when you first register for an account and where you will receive notifications regarding your account expiration.

Step 7: Enter your organization information and click the **Next** button to continue.

Step 8: Set a password that meets the identified password restrictions and click the **Next** button to continue.



Step 9: Answer the password security questions and click the **Complete Registration** button to finish the account registration process.

Step 10: Once you have completed the AKO/DKO account registration process, go back to AKO/DKO (https://www.us.army.mil) and login to get back into the portal to complete the KBA questions.

Knowledge-Based Authentication (KBA) enrollment: KBA is a new security procedure that was implemented in Nov 2009. It requires you to complete KBA upon creation or reactivation of a DKO account regardless of how you access DKO (via username/password or CAC) once the DKO account is active. KBA requires you to select 15 of 20 given questions and select the answers that fit your profile. When you want to access DKO using your DKO username and password, you will also have to answer 3 of these pre-selected security questions before accessing DKO. KBA is designed to strengthen the security of DKO by asking questions you should only know the answers to so we can verify your identity and prevent keyloggers from getting access to your account. KBA also satisfies Joint Task Force-Global Network Operations security requirements for 2-factor authentication when accessing a DOD system using username and password.

NOTE: If DKO doesn't take you automatically to complete the KBA once you login, please follow the steps below to complete the KBA if you haven't already done so:

1.) Click on the **My Account** menu option at the top
2.) Click **Account Settings**
3.) Click **KBA Questions**
4.) Follow prompts

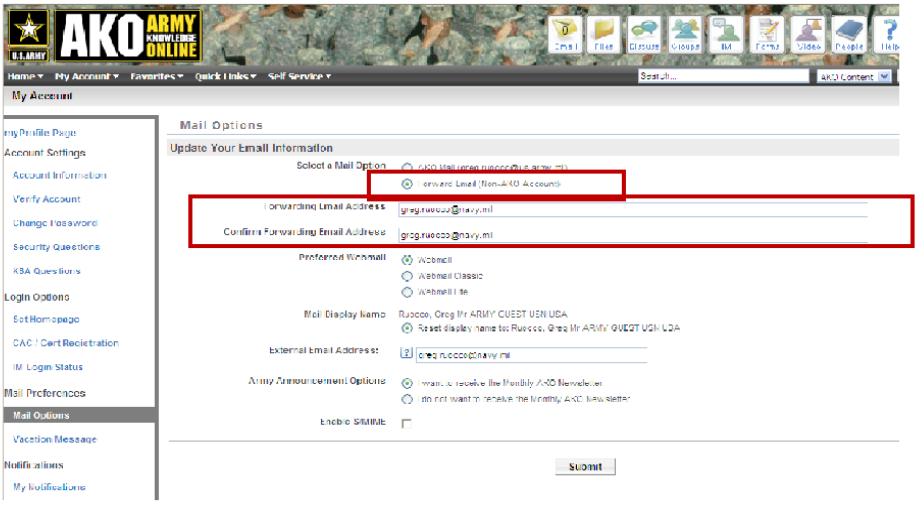
3 Forwarding Email

These instructions guide you through setting up your AKO/DKO account to forward emails to your local email account. Once you do this, you need only give people your AKO/DKO email address (e.g., *firstname.lastname@us.army.mil*) even when you PCS or go on a deployment where a local email account is assigned. To Turn Forwarding ON:

Step 1: Open Internet Explorer and navigate to the AKO/DKO portal by typing https://www.us.army.mil into your Internet Explorer address bar. Login with your **username** and **password** or via the **CAC Login** button.

Step 2: Click on the **My Account** tab, which is by the AKO/DKO logo in the upper left area of the screen, then click on **Mail Preferences** and select **Mail Options**.

Step 3: In the **Update Your Email Information** section of the screen, select the **Forward Email (Non-AKO Account)** button.



Step 4: Enter your local email account (e.g. *firstname.lastname@navy.mil or firstname.lastname@usmc.mil)* in the **Forwarding Address** and the **Confirm Forwarding Address** blocks.

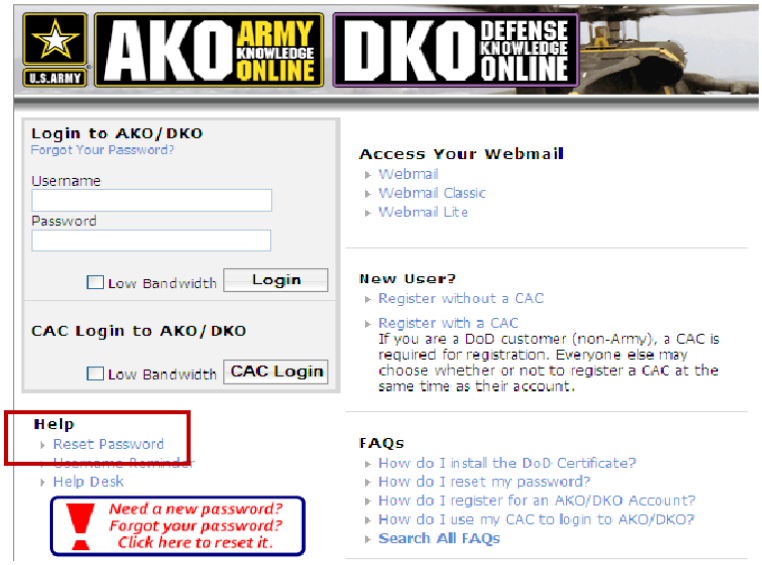
Step 5: Click the **Submit** button at the bottom of the screen. The forwarding email process is **complete**. Upon clicking Submit, you will not receive a confirmation screen. You will know if your changes have been processed if the information you entered into Mail Options is still there once you log back in.

4 AKO/DKO Password Reset

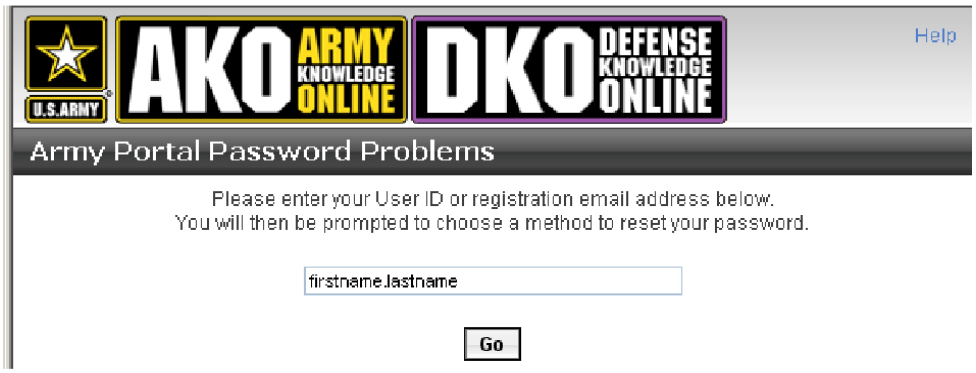
These instructions apply if (1) you have forgotten your password, (2) your account password is about to expire, or (3) your account password has expired and 150 days has NOT elapsed since the expiration date.

Step 1: Go to the **AKO/DKO** login screen at https://www.us.army.mil.

Step 2: Click the **Reset Password** link under the **Help** heading.



Step 3: A new **pop-up window** will appear. Enter your AKO/DKO **User ID** or **registration email address** into the text box and click the **Go** button. If you do not remember your User ID or registration email address, go to section 6 for instructions on retrieving this information.

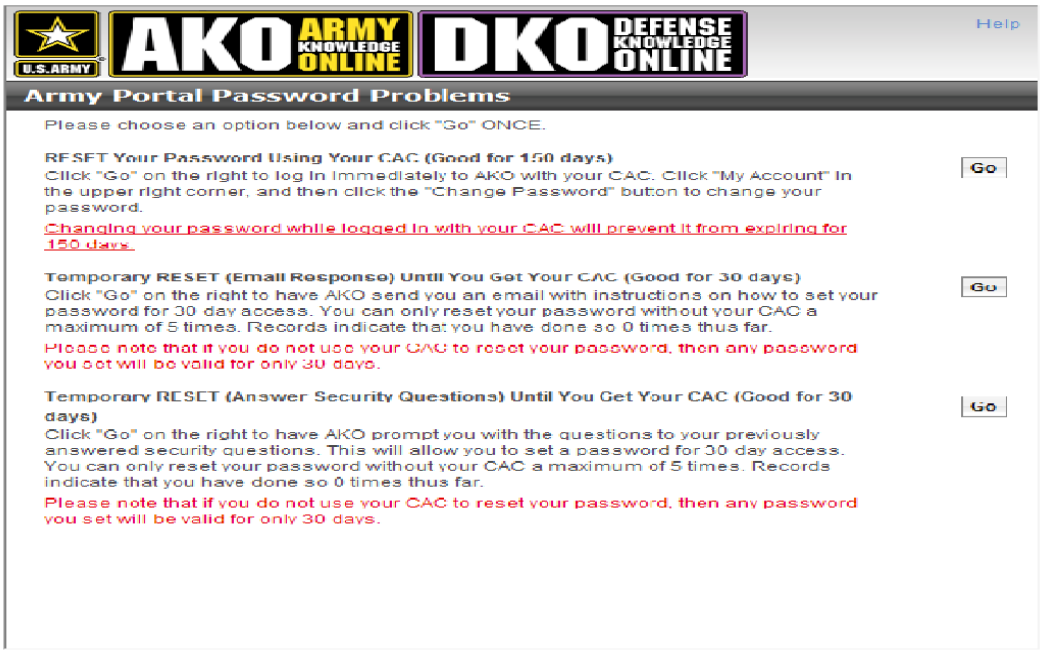


Step 4: Select a method to reset your password by clicking the **Go** button next to the desired option. You will see three choices for resetting your password:

1.) Reset Your Password Using Your CAC (Good for 150 days)
2.) Temporary RESET (Email Response) Until You Get Your CAC (Good for 30 days)
3.) Temporary RESET (Answer Security Questions) Until You Get Your CAC (Good for 30 days)

Select either of the **Temporary RESET** options if you are not using a computer with a CAC reader and follow the email or onscreen instructions to enter in a new password (expires in 30 days). If you are using a computer with a CAC reader, select the **RESET Your Password Using Your CAC** option and follow the steps below to get a 150-day password. The password reset process is now complete.

1.) Click on the **My Account** menu option at the top
2.) Click **Account Settings**
3.) Click **Change Password**
4.) Follow prompts

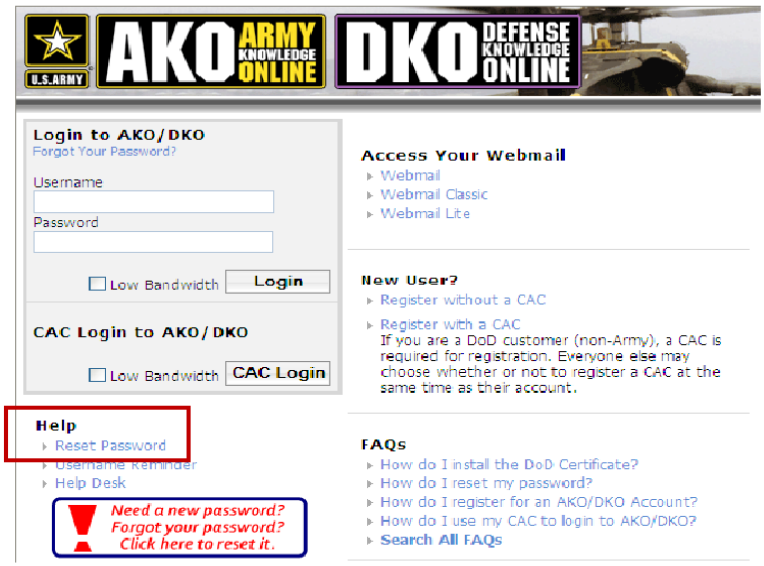


5 Reactivating your AKO/DKO Account

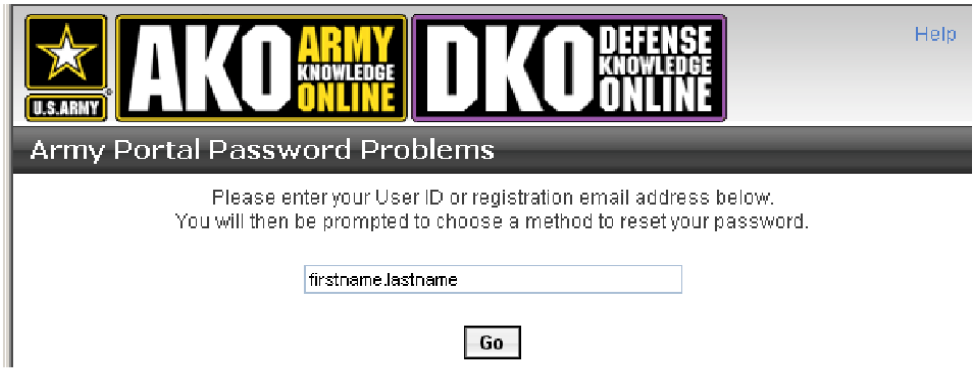
These instructions apply if (1) you have received a new CAC, which is different than the one currently registered to your account, and/or (2) your account password has expired and 150 days has elapsed since the expiration date, causing your account to deactivate. For situation 2, go to section 6 for additional information before proceeding to the following steps.

Step 1: Go to the AKO/DKO login screen at https://www.us.army.mil/.

Step 2: Click the **Reset Password** link under the **Help** heading.



Step 3: A new **pop-up window** will appear. Enter your AKO/DKO **User ID** or **registration email address** into the text box and click the **Go** button. If you do not remember your User ID or registration email address, go to section 6 for instructions on retrieving this information.



Step 4: After clicking the **Go** button, you will be given options for resetting your password. Select the **Temporary RESET** (**Email Response)** option to reset your password by clicking the **Go** button next to the description. The system will send an email to the registration email provided. This email will have a link that will take you to AKO/DKO to change the password (expires in 30 days).

Step 5: Once you have reset your AKO/DKO password, go back to AKO/DKO (https://www.us.army.mil) and login with your username and newly-reset password to get back into the portal to complete the KBA questions.

Knowledge-Based Authentication (KBA) enrollment: KBA is a new security procedure that was implemented in Nov 2009. It requires you to complete KBA upon creation or reactivation of a DKO account regardless of how you access DKO (via username/password or CAC) once the DKO account is active. KBA requires you to select 15 of 20 given questions and select the answers that fit your profile. When you want to access DKO using your DKO username and password, you will also have to answer 3 of these pre-selected security questions before accessing DKO. KBA is designed to strengthen the security of DKO by asking questions you should only know the answers to so we can verify your identity and prevent keyloggers from getting access to your account. KBA also satisfies Joint Task Force-Global Network Operations security requirements for 2-factor authentication when accessing a DOD system using username and password.

NOTE: If DKO doesn't take you automatically to complete the KBA once you login, please follow the steps below to complete the KBA if you haven't already done so:

1.) Click on the **My Account** menu option at the top
2.) Click **Account Settings**
3.) Click **KBA Questions**
4.) Follow prompts

Step 6: Register your CAC by following the steps below:

1.) Login to AKO/DKO with your **username** and **password**
2.) Answer three randomly generated questions from what you set in KBA
3.) Click on the **My Account** menu option at the top
4.) Click **Login Options**
5.) Click **CAC/Cert Registration**
6.) Follow prompts

***Once you have registered your CAC, please **LOG OFF**.

Step 7: Log back in to AKO/DKO using your newly-registered CAC and follow this step to get a 150-day password. If not logged in with your CAC, you will not be able to change your password with a longer expiration date.

1.) Login to AKO/DKO via the **CAC Login** button
2.) Click on the **My Account** menu option at the top
3.) Click **Account Settings**
4.) Click **Change Password**
5.) Follow prompts

Step 8: While logged on to AKO/DKO with your CAC, please follow this last step to select NEW security questions and NEW answers since they are currently set to default. These questions are different from your KBA questions and are used to facilitate password resets in the future.

1.) Click on the **My Account** menu option at the top
2.) Click **Account Settings**
3.) Click **Security Questions**
4.) Follow prompts

6 Where to Go for Additional Information

If you have any questions or need further assistance with your AKO/DKO account, please contact the Civilian Human Resources Executive Management Program Office by phone or email:

Technical POC:
Greg Ruocco
greg.ruocco@navy.mil
202-685-6297

Talent Management Program Manager:
Tiffani Payne
tiffani.payne@navy.mil
202-685-6185

If you do not remember your AKO/DKO account User ID or registration email address, and/or your account password has expired and 150 days has elapsed since the expiration date, causing your account to deactivate, please send Lt Col Anmy Torres, the Director of DKO, a digitally-signed email for assistance. This email must come directly from you so that the digital certificates from your CAC can be identified in the system's authentication repository (DMDC). Please include the following information:

FULL NAME:
DOB (DAY AND MONTH ONLY):
OFFICIAL EMAIL:
OFFICIAL PHONE #:

Director of DKO
Lt Col Anmy Torres
anmy.torres@us.army.mil
703-704-0701

For additional information on the Department's Executive Management Program, email navy.ses@navy.mil

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BUMED Personnel Reliability Program (PRP) Competent Medical Authority (CMA) Community Manager AKO/DKO Website ACCESS

CDR Matt Hebert, MSC, USN

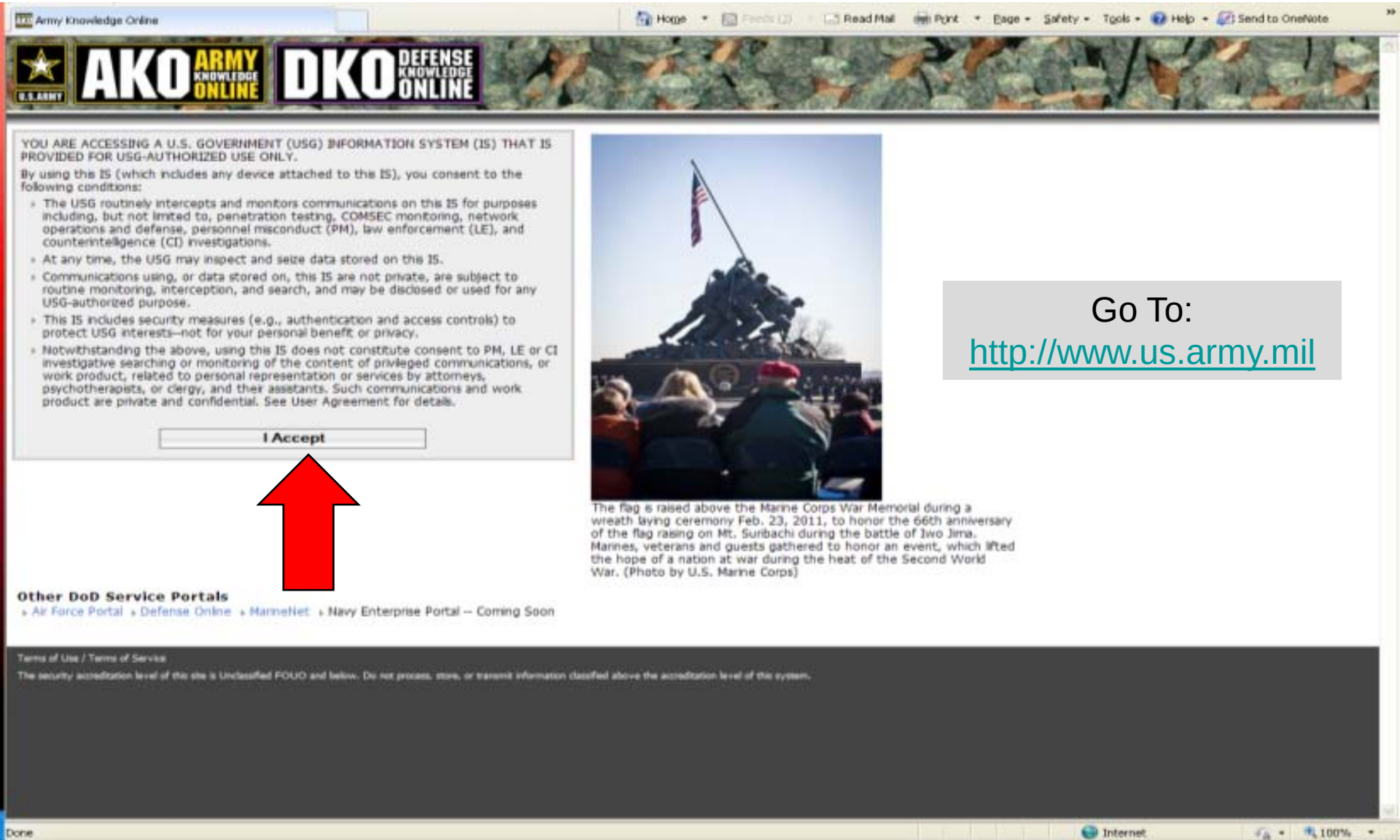
BUMED PRP CMA Community Manager

20 May 2011

AKO/DKO Login Screen

http://www.us.army.mil

BUMED PRP CMA COMMNITY MANAGER



Go To:
http://www.us.army.mil

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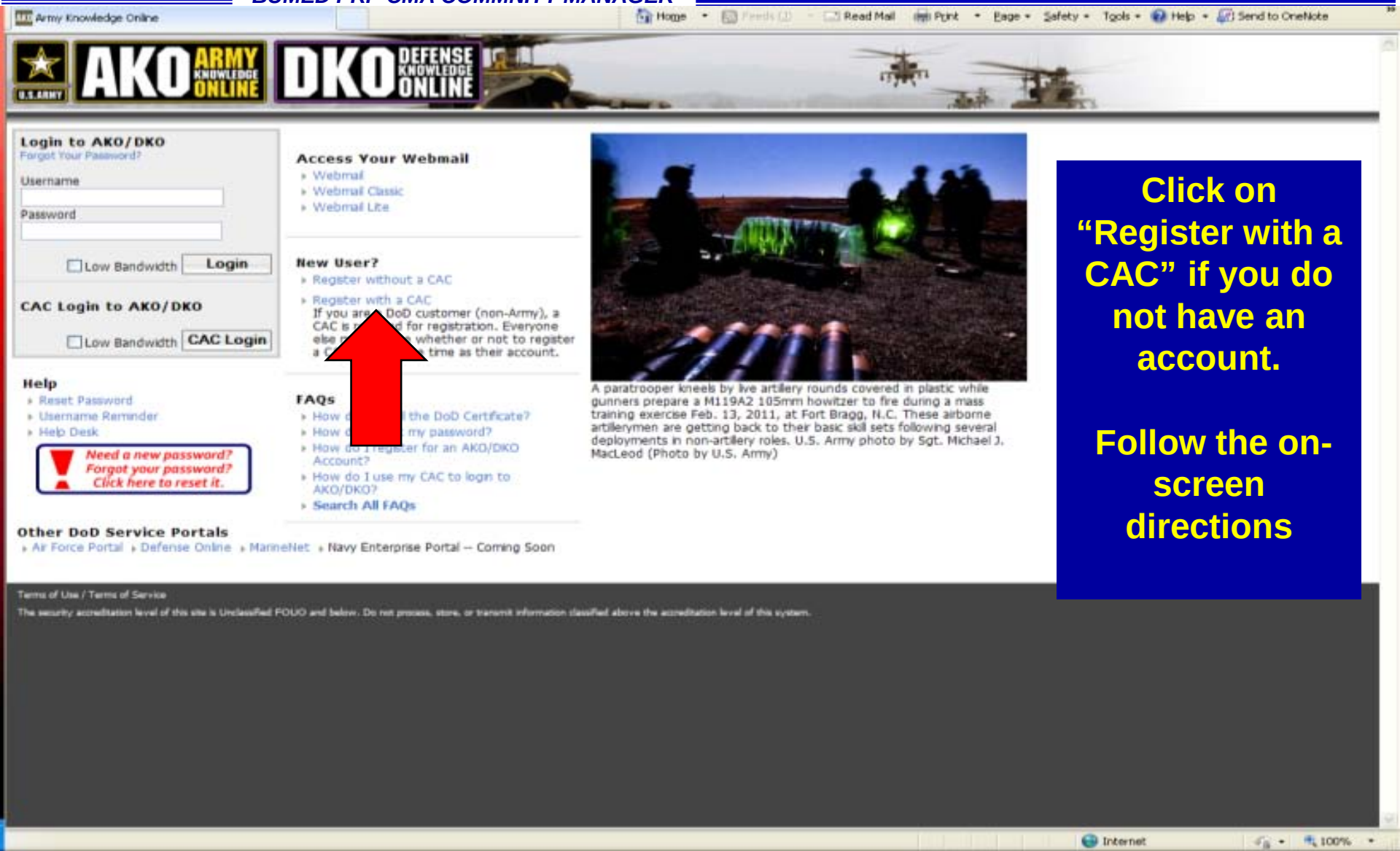
Sign-In Screen

BUMED PRP CMA COMMNITY MANAGER

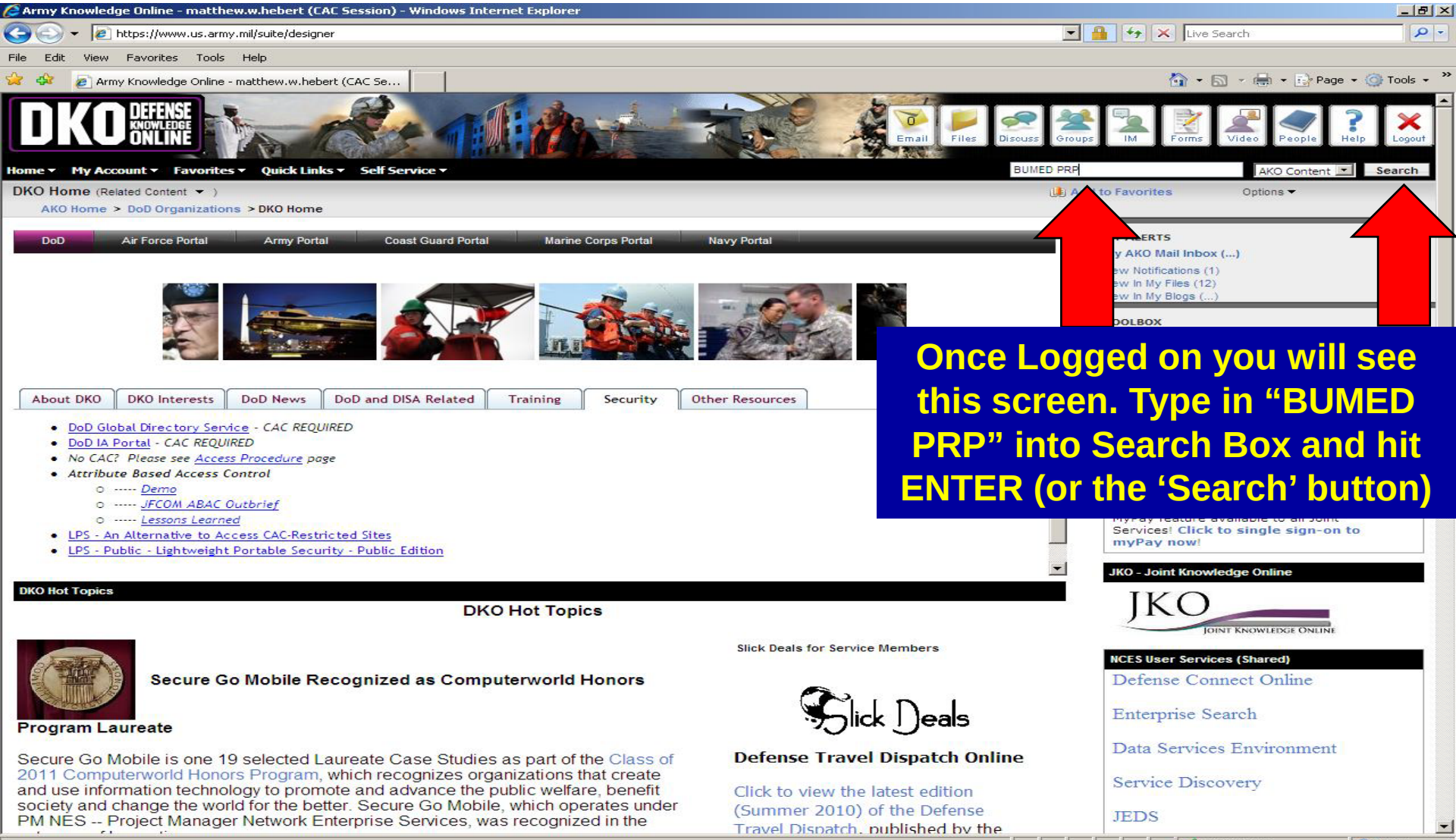


Click on "Register with a CAC" if you do not have an account.

Follow the on-screen directions

Search Screen

BUMED PRP CMA COMMNITY MANAGER



Once Logged on you will see this screen. Type in "BUMED PRP" into Search Box and hit ENTER (or the 'Search' button)

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Search Results

BUMED PRP CMA COMMNITY MANAGER

https://search.us.army.mil/ - Army Knowledge Online - AKO Search - Windows Internet Explorer

File Edit View Favorites Tools Help

AKO ARMY KNOWLEDGE ONLINE

Welcome matthew.w.hebert!

DKO DEFENSE KNOWLEDGE ONLINE

Search | Personalized

Query Filters Applied

"bumed prp"

Select Data Sources

Advanced Options

Search:

Search Within These Results

Save Current Search

<< Previous **Displaying 1 - 4 out of 4 Total Results** Next >>

BUMED PRP CMA COMMUNITY MANAGER TRAINING Community Documents 97%
BUMED PRP CMA COMMUNITY MANAGER TRAINING Community Documents. BUMED PRP CMA COMMUNITY MANAGER TRAINING Community Documents. BUMED PRP CMA COMMUNITY MANAGER TRAINING Community Documents.
Description: BUMED Personnel Reliability Program (PRP) Competent Medical Authority (CMA) Community Manager Training Site
Created Date: 19/05/2011
Created By: matthew.w.hebert
URL: https://www.us.army.mil/suite/kc/30048773

BUMED PRP CMA COMMUNITY MANAGER TRAINING Home 96%
BUMED Personnel Reliability Program (PRP) Competent Medical Authority (CMA) Co Manager Training Site. AKO Visible Teams| BUMED PRP CMA COMMUNITY MANAGE TRAINING| BUMED PRP CMA COMMUNITY MANAGER TRAINING Home.
Description: BUMED Personnel Reliability Program (PRP) Competent Medical Authority (CMA) Community Manager Training Site
Created Date: 2011/05/19
Created By: matthew.w.hebert
Portal Path: AKO Visible Teams > BUMED PRP CMA COMMUNITY MANAGE TRAINING
URL: https://www.us.army.mil/suite/page/656847

AKO Visible Teams 96%
AKO Visible Teams. AKO Visible Teams. This group serves as the parent for all teams define as visible during the creation process.. AKO Visible Teams.
Description: This group serves as the parent for all teams defined as visible during the creation process.
Created Date: 2004/09/10
Created By: Administrator
URL: https://www.us.army.mil/suite/group/1044

BUMED PRP CMA COMMUNITY MANAGER TRAINING 96%
This assurance is accomplished through:\r\n\342\227\246Careful screening & selection\r\n\342\227\246Education\r\n\342\227\246Continuous evaluation \r\n\342\227\246Prompt removal of personnel from the PRP who no longer meet the high standards prescribed\r\n. AKO Visible Teams| BUMED PRP CMA COMMUNITY MANAGER TRAINING.
Description: BUMED Personnel Reliability Program (PRP) Competent Medical Authority (CMA) Community Manager Training Site:\r\n\r\nUS Navy Personnel Reliability Program (PRP) and Navy Medicine\342\200\231s roles:\r\n\r\nTo ensure that each perso...
Created Date: 2011/05/19
Created By: matthew.w.hebert
Portal Path: AKO Visible Teams
URL: https://www.us.army.mil/suite/group/177936

<< Previous Next >>

Concept Cloud
visible during the creation process

Query Refinement Options

File Extension

Publication Type

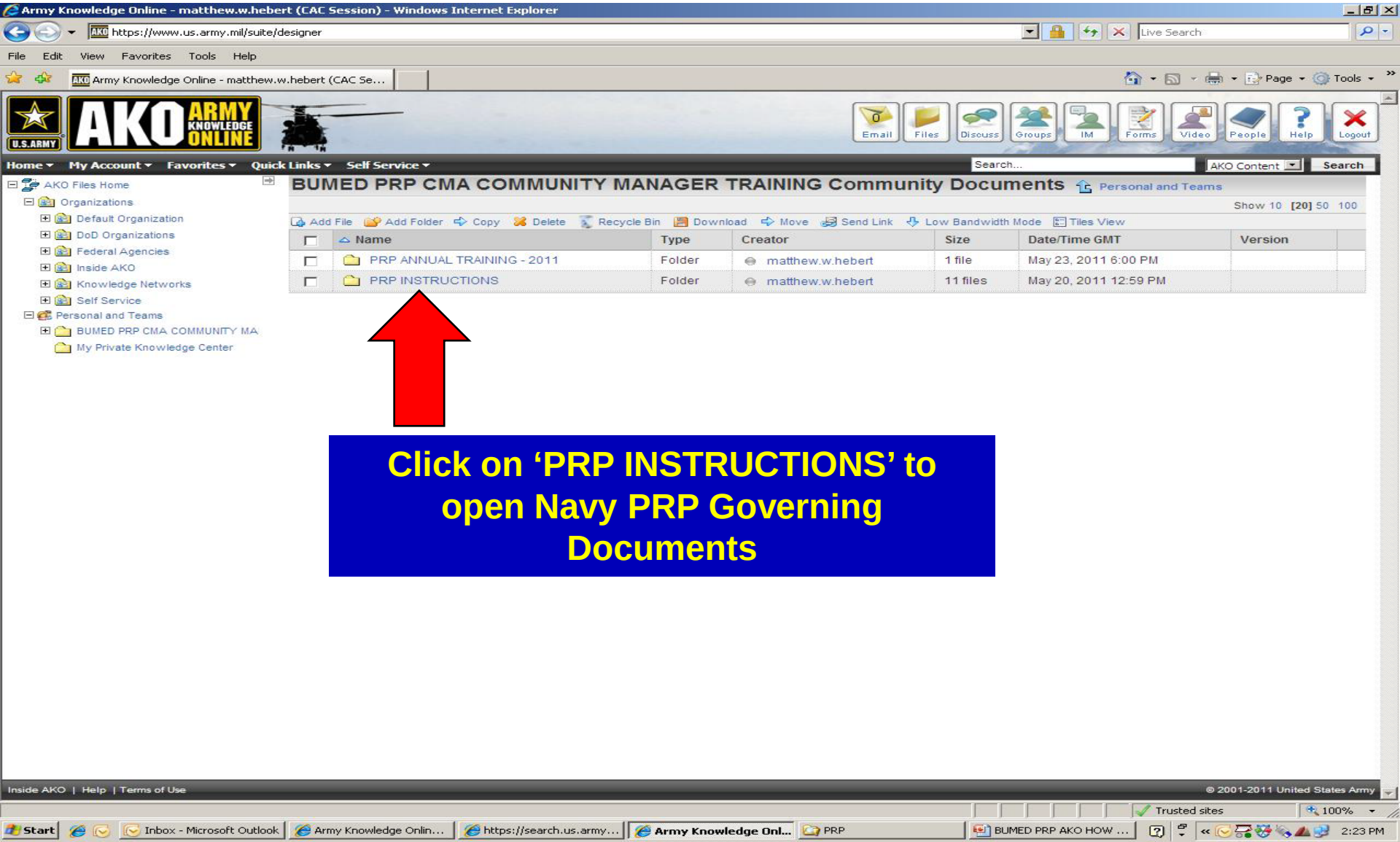
Publication Series

Click here to get to the PRP files and Training Package

Start | Army Knowledge Online -... | https://search.us.ar... | ARMY KNOWLEGE ONLIN... | Doc1.docx (Read-Only) -... | 10:19 AM

BUMED PRP CMA COMMUNITY MANAGER FILES

BUMED PRP CMA COMMNITY MANAGER



BUMED PRP CMA COMMUNITY MANAGER FILES

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BUMED PRP CMA COMMNITY MANAGER

Army Knowledge Online - matthew.w.hebert (CAC Session) - Windows Internet Explorer

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

Home My Account Favorites Quick Links Self Service

Email Files Discuss Groups IM Forms Video People Help Logout

- AKO Files Home
  - Organizations
    - Default Organization
    - DoD Organizations
    - Federal Agencies
    - Inside AKO
    - Knowledge Networks
    - Self Service
  - Personal and Teams
    - BUMED PRP CMA COMMUNITY MA
    - My Private Knowledge Center

PRP INSTRUCTIONS

BUMED PRP CMA COMMUNITY MANAGER TRAINING Community Documents

Show 10 [20] 50 100

Add File | Add Folder | Copy | Delete | Recycle Bin | Download | Move | Send Link | Low Bandwidth Mode | Tiles View

Name	Type	Creator	Size	Date/Time GMT	Version
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