# D-9 INFORMATION TECHNOLOGY

**Staffing**

Position - Information Technology Officer (IT) held position: 0 Year(s) 0 Month(s)

Information Technology Specialty Track:

List IT name, CAP ID, Phone number and email address

**Y/N/R/NA, or OB (Observation)**

## Questions

| Type | # | Topic/Detailed Question | How to verify compliance | Discrepancy Write up | How to Clear |
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| CI | 01 | Has the Wing/Region been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer "N/A". | Compare Wing/Region website for published supplements/OIs or waivers with those documents posted on the CAP publication website. https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region | (Discrepancy): [xx] (D9 Question 01) Wing/Region failed to obtain approval for supplement, OI or waivers prior to implementation IAW CAPR 120-1 para 3. NOTE: specify whether it is the supplement, OI or waiver, | Attach a copy of the approved supplement, OI or waiver or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS). |



Export Import

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| CI | 02 | Does the Wing/Region have an assigned Director of IT or IT Officer responsible for maintenance, upkeep and compliance with regard to use of all CAP IT assets within their respective units? | Review duty assignments for the Wing/Region within eServices to identify whether the Wing/ Region has an assigned Director of IT or IT Officer. | (Discrepancy):[xx] (D9 Question 02) Wing/Region does not have an assigned Director of IT/IT Officer IAW CAPR 120-1 para 2.2.5. | Provide screen shot of updated duty assignments showing assignment of Director of IT or IT Officer to the Discrepancy Tracking System (DTS). |
| CI | 03 | Are all Wing/Region-level CAP Internet Operations records current? | Review the Internet Operations Report and the Organizational Report from Members Reports to determine if all Wing/Region-level websites are approved and approval dates for Wing/Region websites are within the current fiscal year. | (Discrepancy): [xx] (D9 Question 03) Wing failed to comply with annual Internet Operations review requirements IAW CAPR 120-1 para 5.2.2. | Attach a print screen of updated record showing current review/in compliance approval date(s) to the Discrepancy Tracking System (DTS). |

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| CI | 04 | Are locally developed web pages dealing with confidential information clearly marked with the warning required? | Review representational sample of unit web pages noting whether warning is present when the page is displaying confidential information. | (Discrepancy):[xx] (D9 Question 04) Wing/Region has not properly provided warning requirement on web pages that present confidential information IAW CAPR 120-1 para 9.2.4. | Attach a print screen of the web site containing the required warning, being sure to obscure the confidential information, to the Discrepancy Tracking System (DTS). |
| CI | 05 | a) Are full backups of CAP-owned IT assets completed at least once a month and incremental backups weekly? | Review Wing/Region backup schedule documentation to ensure backups are being completed. | (Discrepancy): [xx] (D9 Question 05) Wing/Region does not perform full backups at least monthly and incremental backups weekly IAW CAPR 120-1 para 11.6. | a). Attach a current backup schedule document that shows compliance to the Discrepancy Tracking System (DTS). |

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| CI | 06 | Are the default anti-virus protections enabled on locally available CAP issued computers? | Review a representative sample of locally available CAP issued laptops for current anti-virus software. This can be found by navigating to the right hand corner of the task bar, locating the anti-virus software icon and opening application to identify if services are current and active. | (Discrepancy):[xx] (D9 Question 06) Wing/Region failed to ensure current anti-virus is enabled on CAP-issued laptops IAW CAPR 120-1 para 11.7.NOTE: list each computer with non current anti-virus software. | Attach a print screen of updated record showing the computer(s) is (are) protected to the Discrepancy Tracking System (DTS). |

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.