

D-9 INFORMATION TECHNOLOGY

Summary

Discrepancies Repeats

Staffing

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

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	Has the wing been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer “N/A”.	Compare wing’s 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 failed to obtain approval for supplement, OI or waivers prior to implementation IAW CAPR 120-1 para 3. NOTE: specify whether it as the supplement, OI or waiver	

02 Does the Wing 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 within eServices to identify whether the wing has an assigned Director of IT or IT Officer.	(Discrepancy):[xx] (D9 Question 02) Wing does not have an assigned Director of IT/IT Officer IAW CAPR 120-1 para 2.2.5.
03 Are all wing-level CAP internet Operations records current?	Review the Internet Operations Report and the Organizational Report from Members Reports to determine if all wing-level websites are approved and approval dates for wing 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.
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 has not properly provided warning requirement on web pages that present confidential information IAW CAPR 120-1 para 9.2.4.
05 Are full backups of CAP owned IT assets completed at least once a month and incremental backups weekly?-	Review wing's backup schedule documentation to ensure backups are being completed.	Discrepancy):[xx] (D9 Question 05) Wing does not perform full backups at least monthly and incremental backups weekly IAW CAPR 120-1 para 11.6.
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 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.

