

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 2) 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 3) 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 4) 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 5) 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 6) 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.

