

D-9 INFORMATION TECHNOLOGY

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Has the wing been operating under any supplements, operating instructions 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 1) Wing failed to obtain approval for supplement, operating instruction or requested waiver prior to implementation IAW CAPR 120-1 para 3.	Attach a copy of the approved supplement, OI or waiver or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).
CI	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.	Provide screen shot of updated duty assignments showing assignment of Director of IT or IT Officer to the DiscrepancyTracking System (DTS).
CI	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.	Attach a print screen of updated record showing current review/in compliance approval date(s) to the Discrepancy Tracking System (DTS).
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 4) Wing 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	Are backups of electronic files	Review wing's backup schedule	a). Discrepancy):[xx] (D9	a). Attach a current backup

made at least weekly?

documentation to ensure backups are being completed.

Question 5) Wing does not perform full backups at least monthly and incremental backups weekly IAW CAPR 120-1 para 11.6.

schedule document that shows compliance to the Discrepancy Tracking System (DTS).

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 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.	Attach a print screen of updated record showing the computer(s) is (are) protected to the Discrepancy Tracking System (DTS).
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