

# D-9 INFORMATION TECHNOLOGY

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## 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/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. <a href="https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region">https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region</a>	(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 as the supplement, OI or waiver	

<p>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?</p>	<p>Review duty assignments for the wing within eServices to identify whether the wing has an assigned Director of IT or IT Officer.</p>	<p>(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.</p>
<p>03 Are all Wing/Region-level CAP internet Operations records current?</p>	<p>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.</p>	<p>(Discrepancy): [xx] (D9 Question 03) Wing/Region failed to comply with annual Internet Operations review requirements IAW CAPR 120-1 para 5.2.2.</p>
<p>04 Are locally developed web pages dealing with confidential information clearly marked with the warning required?</p>	<p>Review representational sample of unit web pages noting whether warning is present when the page is displaying confidential information.</p>	<p>(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.</p>
<p>05 Are full backups of CAP owned IT assets completed at least once a month and incremental backups weekly?-</p>	<p>Review Wing/Region backup schedule documentation to ensure backups are being completed.</p>	<p>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.</p>
<p>06 Are the default anti-virus protections enabled on locally available CAP issued computers?</p>	<p>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.</p>	<p>(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.</p>

