

AIR SUPPORT DIVISION

ASD ORDER NO. 4 – 2000

May 11, 2000

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: APPOINTMENT OF AIR SUPPORT DIVISION COMPUTER LIAISON

Effective immediately, Clerk Typist Karen Reuser is hereby appointed the Air Support Division Computer Liaison.

Duties associated with the ASD Computer Liaison include the following:

1. Coordinate all Division computer system requisitions, repair orders, reports of systems malfunctions, and software installations and updates;
2. Interact with Department entities involved in the installation and maintenance of Division computers and associated software; and,
3. Maintain LAN-Backer status.

Division personnel shall report any malfunction or other Division computer system anomaly to the ASD Computer Liaison. That system includes computers (computer processing units), monitors, keyboards, printers, the local area network, associated computer telephone lines, and other related things. The ASD Computer Liaison shall retain exclusive authority to represent this Division in all matters related to installed and proposed computer systems. Division personnel who are qualified LAN-Backers are not affected by this order and will remain available to persons experiencing difficulty with Division computers (e.g., logging on, use of installed applications, etc.).

Questions regarding this order should be directed to the Division Adjutant.



KENNETH R. HALE, Captain
Commanding Officer
Air Support Division