

INTRADEPARTMENTAL CORRESPONDENCE

NOTICE
16.1

May 22, 2007

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: AIR SUPPORT DIVISION FACILITIES UPGRADE

The Air Support Division (ASD) facility will be undergoing renovations during the upcoming months. Air Support Division supervisors have discussed this issue at length and have concurred that the below-outlined aesthetic changes to the concerned ASD section offices will greatly enhance ASD operations. A request for funding was recently forwarded to the Commanding Officer, Fiscal Operations Division. The renovations to the facility will commence upon the anticipated approval of the funding request.

ROLL CALL ROOM

The following are the upgrades/improvements, which will be completed in the ASD roll call room:

- Remove and dispose of the airline style seats. Obtain 24 "High Mark" style office chairs for seating at the tables and the existing workstations.
- Install 3 rows of tables in the roll call room. The tables will be configured so that they face the Smartboard (west end of the room). There will be 2 tables in each row for a total of 6 additional tables. The tables will be mounted to the side walls, leaving a 3-foot aisle in the middle of the room. The portion of the tables that are immediately adjacent to the side walls will be configured as work stations, similar to the existing work stations along the south wall. This renovation will provide 6 additional workstations in the roll call room.
- Install 6 LANS computers at the workstation ends of the tables.
- Place a podium at the front of the room.
- Replace all inoperative florescent lighting.

DAVID SAPERSTEIN TRAINING CENTER CONFERENCE ROOM (UPPER LEVEL)

The following are the upgrades/improvements, which will be completed in the David Saperstein Training Center (conference room):

- Install a ceiling-mounted projector system that projects towards the east wall of the room where an 8' x 8' projector screen will be installed. The projector will be linked to a LANS computer with Internet access. Additionally, a DVD/VHS player will be connected to the system.
- Upgrade the audio system by installing 4 speakers in the conference room. These speakers should also be mounted/suspended from the ceiling.
- Two flat screen-style televisions, wall/ceiling mounted, at approximately the mid-point of the room, across the room from each other. These screens are to be connected to the projector. These screens should be able to swivel so they can be viewed from various locations within the room.
- The computer and associated equipment should be mounted at a workstation that is in the recessed area along the south wall of the room.
- Purchase an additional 6 tables and 4 chairs. This will allow the room to be utilized as a conference room. This equipment will also allow this room to be set up as a classroom, which seats 40 students.
- Install radio communication equipment that enables the occupants of the room to monitor all the same aviation and police frequencies that are monitored in the tower. By adding the communication equipment, it allows the room to be utilized as a Tactical Operations Center or Command Post during major incidents.
- Install the necessary wiring/equipment to provide the ability to monitor live video down-link.

DAVID SAPERSTEIN TRAINING CENTER CLASSROOM (LOWER LEVEL)

The following are the upgrades/improvements, which will be completed in the David Saperstein Training Center (lower classroom):

- Install a ceiling-mounted projector system and a 4' X 4' projector screen in classroom. The projector will be linked to a LANS computer with Internet access. Additionally, a DVD/VHS player will be connected to the system.

COT ROOM

The following are the upgrades/improvements, which will be completed in the Cot Room:

- Replace all existing mattresses with mattresses that have vinyl covers or a similar material that can be easily cleaned.
- Replace the broken and missing ceiling tiles.
- Dispose of the bedding that is in disrepair and clean all serviceable bedding.
- Repair or replace the bedding locker. This locker is in need of shelving to keep the bedding organized.

SPECIAL FLIGHTS SECTION OFFICE

The following are the upgrades/improvements, which will be completed in the Special Flights Section office:

- Remove and dispose of the airline style seats and replace the seats with 8 new "High Mark" office chairs.

TOWER

The following are the upgrades/improvements, which will be completed in the Tower:

- Replace the 2 existing televisions with 2 flat screen-style televisions and have them mounted/suspended from the ceiling. The televisions should be mounted directly above the landing on the stairway to the Tower level so that they can be viewed, but are not interfering with tower operations. This would clear the desk where the 2 televisions are currently located and would make the space available for a workstation.
- Install a LANS computer at the workstation where the 2 televisions are currently located (if needed, re-route the third LANS computer from the Watch Commander's office to the Tower).
- Repair/replace the existing sunscreens.
- Clean the Tower windows.

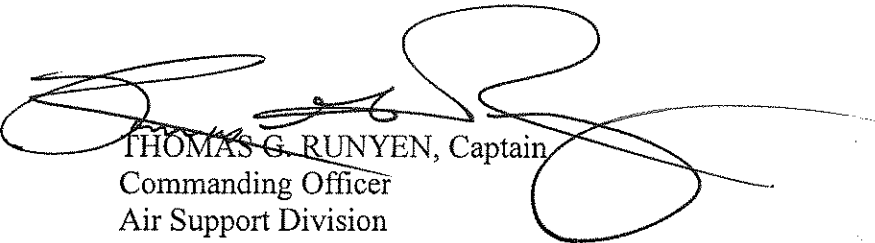
All Air Support Division Personnel

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Air Support Division personnel will be notified when the requested funding is approved and the renovations are scheduled to begin.

Please direct any questions regarding this notice to Sergeant Michael Daly.



THOMAS G. RUNYEN, Captain
Commanding Officer
Air Support Division