



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

25 March 2004

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 E. Bijou St
Colorado Springs, CO 80909-6806

SUBJECT: Management and Support of Information Technology (IT) Resources

1. Our IT resources are vital for us to accomplish our mission. We must ensure that measures are in place to manage and support these systems. We utilize several resources within our squadron for guidance on these systems. All Air Force and Air Education and Training Command regulations apply. In addition to those regulations, we look to the 367 RCS Instruction 33-101 and 372 RCG Instruction 33-202 for local policies. An accreditation package has been written which also discusses local policies.
2. SSgt Bennett is responsible for relaying pertinent information regarding our policies to the field. During in-processing, the Systems Administrator trains individuals on our squadrons policies.

THOMAS Y. HEADEN, Lt Col, USAF
Commander