

7. COMPUTER SYSTEMS AND SOFTWARE

Overview

- (1) Details on policies for use of company computers and servers are outlined in the DLA employee manual.

B. Computer Systems

- (1) To efficiently run and operate the Charter and flight operation and any systems listed here, you must maintain at least three computer systems that run the current version of Windows Operating system or higher. The computer systems will store data for sales and marketing and management. There should be at least two laser printers (one for the pilot desk and one for flight coordination).
- (2) All Safety related data that is maintained locally, will be protected against unauthorized access and use by all means practically available, both by limiting physical access, and by use of access protocols to prevent unauthorized access. All company data held by SAS (Software as service) or “Cloud” based system providers will be protected by those providers’ internal and external protocols.
- (3) There needs to be an Internet connection with a minimum symmetric bandwidth to ensure adequate capacity to handle all daily needs for internet, email, and any data intensive functions. This can be provided via a dedicated land-based (T-1, Cable, DSL) or wireless or satellite telecommunications facilities of the types and number that we may prescribe periodically. As technology advances, we may require other reception and transmission facilities, which will be addressed periodically and designated in the Manuals.

C. Software

- Flightplan.com account with link to Weight & Balance with Runway Analysis
- **JetInsight** login

- (1) Microsoft Office™ and Microsoft Outlook™
 - (a) Microsoft Office™ is required, as it is crucial to conducting daily operations.
- (2) Microsoft Outlook™
 - (a) Microsoft Outlook™ is a component of the Microsoft Office™ bundle and must be installed for the purpose of utilizing email
 - (b) A DLA email address is required for every flight crew and employee to ensure rapid communication.

8. BULLETINS

- A. Bulletins are issued in a standard format based on the on formatting department. The information disseminated in bulletins reflects procedural and policy changes, clarifications, and general information.
- B. Numbering will consist of a department/numeric designator. The department identifies the type of bulletin while the numeric provides the year and number of the bulletin being issued; i.e., Safety Bulletin 09-05 is the fifth safety bulletin in 2009. All bulletins issued, by department, can be found under Appendix C of this manual
- C. The following is a list of bulletins by department:
 - (1) Administration
 - (2) Marketing
 - (3) Safety
 - (4) Training
- D. All bulletins must be posted in each work area that is affected by the bulletin and must have a positive sign-off, on the bulletin, by each employee in that particular work group.