

See Distribution

## **AIM**

1. The aim of this loose minute is to inform staff of the changes taking place to the administration of ICT in the Regiment as OCdt R Watson passes his duties to OCdt A Mooyaart, OCdt D Moore Dutton and WOCdt A Pye.

## **GENERAL**

### **Situation**

2. As of Tuesday 11<sup>th</sup> March 2008 OCdt Watson will be taking on a period away from the unit in order to complete his dissertation and prepare for his exams up to a satisfactory level.

3. **ICT responsibilities passed on:**

#### **OCdt Mooyaart:**

- a) Contact point for ULOTC enquiries via [enquiries@ulotc.co.uk](mailto:enquiries@ulotc.co.uk) and [webmaster@ulotc.co.uk](mailto:webmaster@ulotc.co.uk).
- b) General ICT Assistance in the Regiment.
- c) Network Administration.
- d) Email address administration ([xyz@ulotc.co.uk](mailto:xyz@ulotc.co.uk))
- e) Regimental Contact List administration.
- f) Phone line administrator for those using the BT system.
- g) Website liason between ULOTC and Lt Elliott with a view to taking complete control of the website in the near future.
- h) ICT Library curator.
- i) Regimental Update email.

#### **WOCdt Pye:**

- j) Troubleshooting and assistance in the pay office in the use of JPA.

#### **OCdt Moore Dutton:**

- k) Regimental Photograph Board administration.
- l) ULOTC events designated photographer.
- m) Liase with Lt Elliott and OCdt Mooyart in order for photographs to be uploaded to the website.
- n) Liase with OCdt Mooyart in order to keep the ICT Photographic library up to date.

4. **Contact details:**

**OCdt Mooyaart:** webmaster@ulotc.co.uk, network@ulotc.co.uk,  
enquiries@ulotc.co.uk Tel:07896346605

**OCdt Moore Dutton:** photography@ulotc.co.uk Tel:07985567981

**OCdt Pye:** Tel: 07740103747

Distribution:

Information:

CO

2IC

TM

Adj

QM

RQMS

RSM

PSIs

OCCC

SUO

WOCdt Pye

OCdt Moore Dutton

OCdt Mooyaart