



ქრონოლოგიური თანდასწავლის აკადემია NATIONAL DEFENCE ACADEMY

LEPL-David Aghmashenebeli

National Defence Academy of Georgia G – 6 Service

Provision

Article 1. General Provisions

1. This Provision determines the legal status, structure, authority, accountability of the G-6 Service (hereinafter referred to as the Service) of the LEPL – David Aghmashenebeli Georgian National Defence Academy (hereinafter referred to as the Academy) and regulates other issues related to the activities of the Service.
2. The Service is a structural unit of the Academy Headquarters.
3. The Service carries out its activities in accordance with the legislation of Georgia, international treaties and agreements of Georgia, subordinate normative acts, the Academy Charter, these Provisions and individual administrative-legal acts of the Commander.
4. The Service is accountable to the Commander of the Academy and the Deputy Commander-Chief of Staff and performs the duties assigned to them on the basis of applicable legislation.

Article 2. Task of the Service

The task of the Service is to ensure the planning, organization and monitoring of the Academy's connections, information systems, and networks; organize and ensure the security of information exchange, and to ensure and monitor the work and educational process at the Academy through computer and other information technologies through appropriate equipment.

Article 3. Main Functions of the Service

The functions of the Service are:

- a) to create appropriate conditions for study, work, and scientific research at the Academy through the use of information technologies;
- b) to create a unified computer network for the Academy, ensure its management, systematic updating, and expansion, maintain its security, and carry out the installation and software-related work necessary for the inclusion of new users;
- c) to cooperate with the Ministry of Defense of Georgia, the Georgian Defence Forces, and other relevant institutions in order to introduce innovations and develop the existing information technology infrastructure;
- d) to create the Academy's Internet domain and establish subdomains, and to ensure the proper functioning of the domain name server;

- e) to establish a unified information space for the Academy and connect it to the global information space through the introduction of modern information technologies;
- f) to install standard software on the Academy's computer equipment, eliminate software-related issues, remove viruses, modernize computer equipment, carry out repairs within the scope of competence, and monitor warranty services.
- g) to prepare technical specification materials for the procurement of computer equipment by the Academy;
- h) to arrange computer classrooms and ensure their proper functioning;
- i) to ensure the proper functioning of various financial software programs;
- j) to assist the Academy personnel in preparing the appropriate equipment for presentations;
- k) to participate in the examination and implementation of warranty services for computer and network equipment;
- l) to participate in the inventory process of the Academy's computer equipment;
- m) to perform other functions defined by the legislation, this Regulation, and the individual administrative-legal acts of the Commander, within the scope of competence.

Article 4. Structure and Management of the Service

1. The Service is headed by the Head of the Service, who is appointed and dismissed by the Minister of Defence of Georgia upon the recommendation of the Head of the Academy.

The Head of the Service:

- a) Plans the work of the Service, ensures the improvement of the style and methods of work;
- b) Distributes correspondence and work to the employees of the Service, gives them instructions and tasks;
- c) Is responsible for the proper functioning and security of the computer network at the Academy;
- d) Develops and implements the policy of access levels in the network, ensures the proper functioning of servers;
- e) Conducts and implements research and analysis necessary for the development of the Academy's computer network;
- f) Participates in the implementation and development of distance learning within the scope of his/her competence;
- g) signs documents prepared in the service and, within the scope of his/her competence, approves individual administrative-legal acts and other documents (drafts) developed by the structural units of the Academy;
- h) Submits a report on the activities performed by the Service on a monthly basis, as well as at any time upon request of the management;
- i) Is responsible for the observance of labor discipline by the Service personnel;
- j) m) Ensures the performance of the functions assigned to the Service, submits proposals to the Chief of Staff of the Academy on the encouragement or imposition of disciplinary liability on the personnel subordinate to him;

- k) Periodically hears the report of the Service personnel on the work performed by them;
 - l) Determines the sequence of use of vacations by the Service personnel;
 - m) Performs other tasks determined by the Commander of the Academy and the Chief of Staff within the scope of competence.
2. The Service includes: the Head of the Service, Chief Specialist, Senior Specialist, Information Systems and Network Administrator, and the G-6 Service Sergeant.
3. The functions and duties of the service personnel and their job description forms are approved by the head of the academy.

Article 5. Procedure for making amendments and additions to the Regulations

Amendments and additions to the Regulations shall be made by resolution of the Academic Council of the Academy.