

AIR SUPPORT DIVISION

NOTICE
8.2.2

August 18, 2000

TO: All Air Support Division Personnel

FROM: Acting Commanding Officer, Air Support Division

SUBJECT: VACATION SCHEDULING – REMAINDER OF CALENDAR YEAR 2000

As the end of the calendar year approaches, the ability to schedule vacation time becomes more restricted. Civilian employees are responsible for managing their vacation accounts on a monthly basis and therefore are not faced with the year end dilemma some sworn personnel can experience. It is never too early for sworn personnel, subject to losing unused vacation time at the end of the year, to schedule the use of any excess vacation time. At some point in time, it may become too late to effect such scheduling.


The table below depicts the deployment periods remaining in the year 2000, the weeks within those deployment periods that can accommodate additional vacations (segregated by rank and assignment) and the number of additional people who may be scheduled on vacation during any such week.

<u>DP # 9</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Supervisors	0	0	0	0
Police Officer Pilots	0	0	0	0
Tactical Flight Officers	0	0	0	0
Flight Operations Specialists	0	0	0	1
<u>DP # 10</u>				
Supervisors	1	0	0	0
Police Officer Pilots	2	0	0	0
Tactical Flight Officers	2	2	2	2
Flight Operations Specialists	1	0	0	0
<u>DP # 11</u>				
Supervisors	0	1	2	2
Police Officer Pilots	0	0	1	2
Tactical Flight Officers	0	0	0	0
Flight Operations Specialists	1	1	1	1
<u>DP # 12</u>				
Supervisors	0	0	1	0
Police Officer Pilots	0	2	2	0

Tactical Flight Officers	0	1	3	3
Flight Operations Specialists	0	1	1	1
DP # 13				
Supervisors	0	0	0	0
Police Officer Pilots	0	0	0	0
Tactical Flight Officers	0	0	0	0
Flight Operations Specialists	0	0	0	1

Scheduling and use of personal vacation time is an individual responsibility. Division personnel desiring to schedule vacations during available periods should contact the division Adjutant as soon as possible.

Questions regarding this notice should be directed to the division Adjutant.


RICHARD SMITH, Lieutenant
Acting Commanding Officer
Air Support Division