

## AIR SUPPORT DIVISION

NOTICE  
8.2.2

August 22, 2001

**TO:** All Division Personnel

**FROM:** Commanding Officer, Air Support Division


**SUBJECT:** SCHEDULING DEFERRED VACATION

Each year, for various reasons, Division personnel defer scheduled vacation time. This year is no exception – several people have deferred their vacations.

This is to remind all personnel that it is an individual responsibility to ensure that personal vacation time, which needs to be taken (or lost), is properly scheduled. As you should be aware, the Department mandate includes only 12% of the workforce off on scheduled vacation at any one time (i.e., 2 supervisors, 4 Command Pilots, 3 Tactical Flights Officers, 1 Security Officer, 1 Garage Attendant, 1 clerical staff). Because many of the remaining weeks in this year are not available for additional scheduled vacations, the opportunity to schedule vacation time in the year 2001 is quickly disappearing.

If you need to schedule vacation time, to be taken before December 31, 2001, please contact your Watch Commander or Section Officer-in-Charge as soon as possible. As a reminder, Division Watch Commanders and Section Officers-in-Charge have discretionary authority to grant no more than 3 vacation days during a week as long as the scheduled time off does not include all five week days.

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

  
MICHAEL R. HILLMANN, Captain  
Commanding Officer  
Air Support Division