

## AIR SUPPORT DIVISION

ORDER NO. 1, 2007  
16.1

March 28, 2007

**TO:** All Air Support Division Personnel

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

**SUBJECT:** ROTATION POLICY FOR AIR SUPPORT DIVISION CADRES

This order establishes the rotation policy for Air Support Division (ASD) cadres.

### Command Intent

Air Support Division is entering a period of change. Many of the personnel currently assigned to the division will retire within the next 24 months. To ensure operational stability and promote professional development within the ranks, all sworn officers assigned to the division will be required to participate in at least one cadre. Acquired skills in the functional area associated with each cadre will increase the individual's aviation knowledge and broaden situational awareness during routine operations. The goal of the rotation policy is to balance safety with individual opportunity for the mutual benefit of all parties involved.

### Divisional Procedures

Cadres within ASD will be divided into two categories: revolving cadres and non-revolving cadres. Risk analysis and training cost will be used to differentiate between these groups. Membership in a revolving cadre will be limited to two years. Even though officers are required to participate in at least one cadre, there is no limitation to the number of cadres an officer may participate in. The Emergency Flight Training (EFT) Cadre, Sniper Cadre and Specialized Insertion Platform Cadre are limited to command pilots. Members of the EFT Cadre will also hold a Certified Flight Instructor rating. The Safety Committee, Tactical Flight Officer Trainer Cadre, Special Operations Cadre, Design Team (Peer Committee), Station Fund Committee and Aviation Mishap Investigation Team are open to all sworn personnel. A description of each of these cadres is listed in the ASD Manual, Volume 2. The size of each cadre will be published in the cadre's standard operating procedures. At the completion of an officer's cadre tenure, the associated officer in charge (OIC) will review applicants for the upcoming vacancy and make a selection, giving priority to those applicants who have not previously held the position. If no applicant pool exists, the vacating officer may be extended for an additional two-year period.

The stability and pilot proficiency derived from a non-revolving cadre is necessary to mitigate associated potential risk in formation flight, fixed-wing and medium-lift operations. Due to constrained monetary resources, maintaining a limited but proficient cadre is also a necessity. While rotations in and out of these cadres will be limited, each of the three non-revolving cadres will be reviewed annually for anticipated attrition and future resourcing. Selection to non-revolving cadres will be at the discretion of the Commanding Officer of ASD.

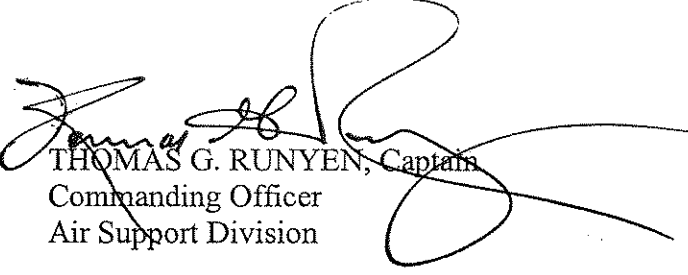
**Supervisory Responsibilities**

During the semi-annual employee counseling outlined in ASD Order No. 2, 2006, dated August 2, 2006, supervisors *shall* conduct semi-annual counseling with assigned officers. The counseling will document a discussion of areas of interest related to cadre participation. Supervisors will ensure that personnel understand the mission and role of each cadre and how it relates to aviation operations. Supervisors will include narratives from cadre OICs on the annual performance evaluation.

Cadre OICs will generate a one-paragraph narrative for each assigned cadre member, detailing the officer's participation. The narrative will include an evaluation of the individual's aptitude and dedication to the assigned task.

The Support Section OIC will maintain a current list of all cadre members and document historical participation in each group.

Any questions regarding this order can be directed to Sergeant II+III Anthony DeMolina, ASD, at (213) 485-2600.



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Commanding Officer  
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