

AIR SUPPORT DIVISION

ORDER NO. 2, 2006
16.1

August 23, 2006

TO: All Air Support Division Personnel

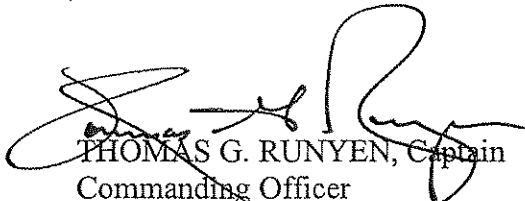
FROM: Commanding Officer, Air Support Division

SUBJECT: SEMI-ANNUAL PERFORMANCE EVALUATION AND CAREER OPPORTUNITIES COUNSELING

All employees have the right to be informed about their performance and career opportunities within the division and the Department. To ensure accomplishment of this important personnel issue, every supervisor shall meet individually with the personnel they are responsible for completing Performance Evaluations on. The meetings shall occur semi-annually; one meeting shall occur at the mid-point of the evaluation period, another meeting shall occur upon service of the Performance Evaluations.

The meetings provide the supervisor an opportunity to communicate performance expectations, performance strengths, and any performance concerns for improvement. Additionally, supervisors shall discuss career opportunities, i.e., maintenance officer, Special Flights, ASD cadres, etc., to determine expressed interest in assignments. This will also present an opportunity for a determination of training/education needed or sought by each employee. An open discussion of these issues should serve to guide the command in seeking out appropriate training for interested personnel as well as educating all personnel on the needs of the command and qualifications desired in particular assignments.

The counseling shall be documented on a Comment Card. The comments shall include a brief statement of the employee's response in regard to performance and desire for career opportunities beyond their current assignment.


THOMAS G. RUNYEN, Captain
Commanding Officer
Air Support Division


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