

AIR SUPPORT DIVISION

ORDER NO.3
8.2.2

January 23, 2001

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: SELECTION PROCESS FOR SPECIAL FLIGHTS SECTION

Air Support Division (ASD) management recognizes that an assignment to the Special Flights Section (SFS) is a sought after assignment. The selection of an individual for assignment to the SFS is based on the needs of the Division and priority for such an assignment is given to officers who have demonstrated an ability to perform their duties in an outstanding manner. Such assignment requires that an officer to be flexible in working various duty hours and has the ability to work with limited supervision. Therefore, the criteria and selection policies described herein and the application and selection procedures described below are established for determining assignments to the Special Flights Section.

When a vacancy is about to occur within the SFS, the SFS Officer-In-Charge (O.I.C.) will cause a division notice to be placed on the division Rotator. Any officer interested in an assignment to the SFS shall complete a Form 15.7 requesting such assignment and including any information deemed appropriate to the request. The requesting officer shall ensure that the recommendations of his/her supervisor and watch commander are affixed to the 15.7 request prior to submitting it to the Special Flights Section OIC. The Special Flights Section OIC will meet with the Commanding Officer, Air Support Division, to review the list of applicants. Selection will be made based on all of the criteria listed above and on the recommendation(s) of the applicant's supervisors. If an officer is not selected for the assignment, he/she may request that the 15.7 remain in file and be considered for the next vacancy.



MICHAEL R. HILLMANN, Captain
Commanding Officer
Air Support Division

NOTICE

Both a TFO and a Pilot position will become available in Special Flights in Deployment Period 2, beginning February 11, 2001.

All interested personnel should complete a 15.7 indicating their desire to be selected for the assignment and obtain the recommendation of their supervisor and Watch Commander. The 15.7 should be turned into the SFS OIC prior to the Deployment meeting on Wednesday, January 31, 2001. Per ASD Order #3.

Attn: This is a policy change. Previous applicants should retrieve their 15.7 requests and obtain the supervisory and Watch Commanders recommendation on those 15.7's in order to be considered.

Sgt. Jim Heintzman
OIC, SFS