

INTRADPARTMENTAL CORRESPONDENCE

ORDER NO. 1, 2009
16.1

January 29, 2009

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: CLARIFICATION OF RESPONSIBILITY AND AUTHORITY OF THE
SAFETY COORDINATOR AND CHIEF PILOT


It has come to my attention that there is a misunderstanding as to the lines of responsibility and supervision as it relates to the position of the Safety Coordinator and the Chief Pilot. In order to clarify the responsibilities of those two positions, it should be noted that, effective immediately, the Safety Coordinator is under the supervisory purview of the Officer in Charge (OIC), Support Section, and he/she has direct access to the Commanding Officer (C/O), Air Support Division (ASD), whenever he/she feels it is necessary.

With regard to Safety Coordinator position, the current ASD organizational chart shall be amended to place the Safety Coordinator directly under the supervision of the OIC, Support Section, with direct access to the C/O, ASD.

These amendments are being made so that there is direct supervision on a daily basis for the two aforementioned positions.

These amendments shall be included in the current ASD Manual.

If you have any questions regarding this issue, please direct them to me.



MICHAEL C. WILLIAMS, Commander
Commanding Officer
Air Support Division

AIR SUPPORT DIVISION ORGANIZATIONAL CHART
 Approved by Commander [Signature] hael Williams on 01/28/09

