



FCM 011 -2016

FIRE CHIEF MEMORANDUM

DATE: January 26, 2016

TO: All Uniformed Members

THROUGH: Todd A. Bower, Acting Chief of Department *TAB*
Desmond G. Fulton, Division Chief, Administration *DGF*
Pete VanderMiller, Assistant Chief, Administration *PV*

FROM: Gary R. Pierce, Captain, Administration *GP*

SUBJECT: ASL VACATION, KELLY DAY DESIGNATIONS, AND MEMBERS RETIRING IN 2017

In an effort to accommodate all members of the Department, the Administration Division will open the time frame for ASL Vacation options, Kelly Day preferences, and Retiring members to waive number of vacation days for 2017. This will be available during the months of February through September 18, 2016. These selections can be made on the DFD Web Tools under Member Tools by clicking on My DFD, then log in using your F# and last four numbers of your Social Security number and the first letter of your last name. Click on the drop down arrow and find My ASL Options, Kelly Day Preferences, and Retiring Next Year.

Members will be able to make changes through September 18, 2016, at which time it will be locked down in order to program vacation selections for 2017. Any member needing assistance should contact the Administration Division.

GP:kfc/H/FCM/2016/011-2016 ASL Vacation, Kelly Day Designations, and Members Retiring in 2017

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)