

**PROMOTION CEREMONY GUIDELINES**  
**PERSONNEL ORDERS DIVISION INFORMATION**  
*Wednesday, November 27<sup>th</sup>, 2024*

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FROM: PERSONNEL ORDERS DIVISION  
TO: COMMANDS CONCERNED  
SUBJECT: PROMOTION CEREMONY GUIDELINES - NOVEMBER 27, 2024

THE POLICE COMMISSIONER IS HOSTING A PROMOTION CEREMONY ON WEDNESDAY, NOVEMBER 27<sup>TH</sup>, 2024. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 0700 HOURS WITH THEIR I.D. CARD TO THE POLICE ACADEMY, LOCATED AT 130-30 28TH AVENUE, FLUSHING, NY, 2<sup>ND</sup> FLOOR, GYMNASIUM. THE CEREMONY WILL COMMENCE AT 1100 HOURS.

GUESTS WILL NOT BE PERMITTED TO ENTER UNTIL 1000 HOURS AND MUST BE SEATED BY 1045 HOURS TO ENSURE THE TIMELINESS OF THE CEREMONY. ADDITIONALLY, DUE TO SEATING AVAILABILITY CONSTRAINTS, IT IS REQUESTED THAT PROMOTEEES LIMIT THE NUMBER OF GUESTS ATTENDING. CARPOOLING IS ALSO ENCOURAGED DUE TO LIMITED AVAILABLE PARKING.

PARENT COMMANDS ARE DIRECTED TO ENSURE THEIR SUBORDINATE UNITS ARE MADE AWARE OF THIS MESSAGE AS SOON AS POSSIBLE. DESK OFFICERS OR OTHER DESIGNATED PERSONNEL MONITORING DEPARTMENT EMAIL ARE DIRECTED TO DISTRIBUTE THIS MESSAGE AND ENSURE THAT PROMOTEEES ARE APPROPRIATELY NOTIFIED.

THERE WILL BE NO EXCUSALS EXCEPT FOR MEMBERS THAT ARE ON SCHEDULED ANNUAL VACATION, ON SICK REPORT, OR ASSIGNED TO M.E.L.D.

COMMANDING OFFICERS ARE DIRECTED TO NOTIFY THE UNIFORM PROMOTIONS UNIT AT (646) 610-6888 FOR ANY PROMOTEEES WHO ARE EITHER ON SICK REPORT, RESTRICTED DUTY, LIMITED CAPACITY, AUTHORIZED LEAVE, OR NOT ON FULL DUTY STATUS. IF THE OFFICE IS CLOSED, THE NOTIFICATION WILL BE MADE AT 0800 HOURS THE FOLLOWING DAY. MEMBERS OF THE SERVICE WILL STILL BE PROMOTED IF THEY ARE UNABLE TO ATTEND THE CEREMONY.

PLEASE NOTE, MEMBERS PROMOTED AS OF 1600 HOURS, NOVEMBER 27, 2024, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, NOVEMBER 28, 2024.

NOTE: PROPER UNIFORM AND APPEARANCE WILL INCLUDE:

1. REGULATION BLACK, HIGH-GLOSS SHOES/LACE-TYPE OXFORD MUST BE WORN
2. SUMMER BLOUSE, PROPERLY FITTED
3. REGULATION EIGHT (8) POINT CAP (IN GOOD CONDITION)
4. REGULATION LONG SLEEVE SHIRT, PROPERLY FITTED
5. COMMAND INSIGNIA OR DESIGNATED RANK (COLLAR BRASS) ON THE UNIFORM SHIRT AND SUMMER BLOUSE
6. REGULATION TIE
7. REGULATION DRESS TROUSERS PROPERLY FITTED (NO DUTY TROUSERS)
8. WHITE GLOVES
9. HAIR TO BE PROPERLY CUT, TRIMMED, WORN OFF THE COLLAR AND PLACED UNDER UNIFORM CAP WITHOUT VISIBLE BULK
10. NO EARRINGS
11. NO PERSONAL ADORNMENT OR UNAUTHORIZED MODIFICATION OF UNIFORM (I.E. FRATERNAL PINS, ETC.)
12. PERSONNEL ASSIGNED TO HIGHWAY AND MOUNTED UNITS ARE PERMITTED TO WEAR BOOTS AND BRITCHES

13. UNIFORMED MEMBERS OF THE SERVICE, AND CIVILIAN MEMBERS OF THE SERVICE ASSIGNED TO THE TRAFFIC ENFORCEMENT DISTRICT AND SCHOOL SAFETY DIVISION WHO ARE AUTHORIZED TO WEAR A UNIFORM ARE **PROHIBITED TO GROW FACIAL HAIR, EXCEPT** UNDER THE FOLLOWING CIRCUMSTANCES:
1. WHEN REQUIRED BECAUSE OF MEDICAL CONDITION, AND WITH THE WRITTEN APPROVAL OF THE CHIEF SURGEON.
  2. WRITTEN APPROVAL OF THE DEPUTY COMMISSIONER, EQUAL EMPLOYMENT OPPORTUNITY WHEN REQUIRED BECAUSE OF RELIGIOUS ACCOMMODATION.

NOTE: CIVILIAN PERSONNEL MUST APPEAR IN APPROPRIATE BUSINESS ATTIRE:

1. JEANS ARE NOT TO BE WORN
2. I.D. CARD MUST BE WORN AND DISPLAYED ON THE OUTERMOST GARMENT

NOTE: UNIFORM FOR TRAFFIC ENFORCEMENT AGENTS WILL INCLUDE:

1. HAT - WHITE EIGHT (8) POINT (IN GOOD CONDITION)
2. SHIRT - POWDER BLUE
3. SHOES - BLACK LEATHER, PLAIN TOE, LACE-UP
4. WHITE GLOVES
5. TROUSERS - NAVY BLUE WITH 1/4" NAVY BLUE BRAID
6. TIE - NAVY BLUE (IN GOOD CONDITION)
7. JACKET - NAVY UNIFORM BLAZER (SUMMER BLOUSE) WITH TWO NYPD/TRAFFIC ROCKER PATCHES (SERVICE STRIPS ARE NOT AUTHORIZED)

IN ALL CASES, THE PROMOTEE'S APPEARANCE IS TO BE EXEMPLARY. MEMBERS OF THE SERVICE BEING PROMOTED WILL NOT CHANGE INSIGNIA OR UNIFORM OF RANK UNTIL COMPLETION OF PROMOTION CEREMONY.

**NOTE: STRICT ADHERENCE TO THE UNIFORM/APPEARANCE STANDARDS LISTED ON THE UNIFORM PROMOTION CHECKLIST IS REQUIRED. ANY MEMBER IMPROPERLY GROOMED OR ATTIRED ACCORDING TO DEPARTMENT REGULATION WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROMOTION CEREMONY. UNIFORM INSPECTION OF MEMBERS CONDUCTED AT THE UNIT/COMMAND LEVEL WILL BE SUBJECT TO REVIEW.**

IT IS THE MEMBER'S RESPONSIBILITY TO MAINTAIN THEIR DRESS UNIFORM IN A PROPERLY FITTED, HIGH-CONDITION STATE AT ALL TIMES. ADDITIONALLY, SUPERVISORS ARE RESPONSIBLE TO ENSURE THAT A POTENTIAL PROMOTEE IS IN FULL COMPLIANCE WITH ALL APPEARANCE GUIDELINES. TO ENSURE OBSERVANCE OF UNIFORM REGULATIONS AT PROMOTION CEREMONIES, THE PROMOTEE'S CURRENT COMMANDING OFFICER/DESIGNATED SUPERVISOR WILL INSPECT PROMOTEE PRIOR TO THE PROMOTION CEREMONY. THE RESULTS OF THIS INSPECTION WILL BE RECORDED ON A "UNIFORM PROMOTION CHECKLIST". ALL UNIFORMED MEMBERS BEING PROMOTED MUST APPEAR AT PROMOTION CEREMONY WITH A COMPLETED UNIFORM PROMOTION CHECKLIST AS DESCRIBED IN THE FOLLOWING PROCEDURES:

ADMINISTRATIVE GUIDE PROCEDURES:

- 304-07 PERSONAL APPEARANCE.
- 304-08 FACIAL HAIR POLICY.
- 305-01 GENERAL UNIFORM REGULATIONS.
- 305-02 UNIFORM CLASSIFICATIONS.
- 305-03 UNIFORMS.
- 319-03 CIVILIAN MEMBER-UNIFORMS/EQUIPMENT.

CIVILIAN EMPLOYEE REFERENCE MANUAL: CHAPTER 3 GUIDELINES FOR DRESS CODE.

AUTHORITY: CHIEF OF PERSONNEL  
OPER: LT ZALESKI



**PROMOTION CEREMONY**  
**PERSONNEL ORDERS DIVISION INFORMATION**  
*Wednesday, November 27<sup>th</sup>, 2024*

FROM: PERSONNEL ORDERS DIVISION  
 TO: COMMANDS CONCERNED  
 SUBJECT: PROMOTION CEREMONY - NOVEMBER 27, 2024

U N I F O R M  
 P R O M O T I O N S

TO DEPUTY CHIEF:

PAUL J SARACENO	905379	OFF COD
ANTHONY S GAZIS	913853	MED DIV
JOSEPH W HAYWARD	923936	1ST AMEND
WINSTON M FAISON	926817	AVIATION
JOHN L OCONNELL	937204	DB FID

TO INSPECTOR:

MELODY L ROBINSON	939329	INT MSS
JOHN PORTALATIN	928984	110 PCT
CHRISTOPHER STILIANESIS	918367	DBQN

TO DEPUTY INSPECTOR:

TIMOTHY P SCHULTZ	934158	101 PCT
AMANJEET S SANDHU	931138	TD 1
EMMANUEL M KWO	944715	PSA 7
JESSICA RIVERA	929042	DPT INV

TO PROBATIONARY CAPTAIN:

LEVY K GARCIA	936646	034 PCT
JORDAN P CASTRO	942768	040 PCT
NIGEL L FENTON	940134	107 PCT
EHTASHAM KHAN	945878	110 PCT
SALVATORE MANNINO	937015	TD 33
TIMOTHY J COSTIGAN	944468	H&W EAU
STEVEN L EROMENOK	939531	IAB
BRIAN D ALEXANDER	948599	090 DET
RUBEN E PAGAN	949437	F S S
PATRICIO V OVANDO	922922	NARCBMN

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

ROBERT N FOLEY	934873	046 DET
PENNY S WANGLEWIS	948519	MNROBSQ

## TO LIEUTENANT SPECIAL ASSIGNMENT:

VICTORIA L BEAUVOIR	945004	CCCS
ALICE M CHOU	922111	ITB

## TO PROBATIONARY LIEUTENANT:

JAMES G BURKE	950127	VGANG TF
MICHAEL A MERCURIO	954130	DATA A&MAP
DANIEL S MERVIS	948094	076 PCT
AKMAL ASADI	955729	105 PCT
PATRYK KACZMARCZYK	954012	TD 33
SERGIO A DELAMOTA	943137	INT OAS
WENDELL A HINDS	926957	WTC CMD
DEREK P PASOLINI	954217	BS CRIME ANL
MILENIA R ESTEVEZ	946970	FTS
SEAN P NEEDHAM	950940	IAB
ERNEST C HERNANDEZ	951815	MS SU CRT

## TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

AML ELSOKARY	941010	EEO INV UNIT
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## TO SERGEANT SPECIAL ASSIGNMENT:

CESAR A REYES	952159	1ST D C
QUANIA M RIOS	940636	SI CAS
ADLAI PINNEY	946122	PBBX SU PST
MATTHEW J MCCOY	947238	HB

## TO PROBATIONARY SERGEANT:

VENUS V ALICEA	945010	TRN SUPP
KIMBERLY NEAL	952047	SSD YRT
TSERING DHUNDUP	965044	005 PCT
JACOB M FONT	956653	019 PCT
MATTHEW J MILLER	960945	020 PCT
ANTHONY J MEDINA	951999	023 PCT
NELLY F SAYAGO	957138	024 PCT
STEPHANIE A HANNA	943941	028 PCT
DANIELLE A PAYNTER	957942	028 PCT
KYLE T OLEARY	953198	041 PCT
SERGEI VOROBYEV	962864	041 PCT
KATIE A CAMERON	954722	043 PCT
SANTIAGO MIRANDA	953113	045 PCT
TYLER C HANSON	966611	052 PCT
JOSEPH W TRETOLA	952303	052 PCT
RUBEN JASMIN	941950	061 PCT
MAYER SCHWARTZ	961262	063 PCT
JOHN P TRIANO	953494	063 PCT
MINA A GERGIS	956671	067 PCT
MUHAMET MJESHTRI	953119	071 PCT
COLM G MOYLAN	966727	075 PCT
JEAN H PRINSTON	954245	075 PCT
MOHSIN AKHTAR	958226	076 PCT
KAREEM K ABDELAZIZ	960116	078 PCT
RICHARD J NAPOLITANO	956967	105 PCT
MD M RAHAMAN	955355	108 PCT
MICHAEL A ALTIERI	963371	109 PCT
DANIEL J SCALCIONE	955453	113 PCT
SAIEM A HASNAIN	964547	115 PCT
ISAAC SANABRIA	965500	120 PCT
GREGORY A VALENTIN	957239	121 PCT
ALEXANDER F MENGANI	958925	122 PCT
SALVATORE F PERSICO	957028	122 PCT

ALAMGIR M HOSSAIN	965197	TD 1
MICHAEL J QUACKENBUSH	959097	TD 3
QUAMRUZZAMAN ROKON	963242	TD 12
JESSICA Y ZHANG	964851	TD 34
JESSICA L MONJARAS	959134	PSA 1
CRISTIAN I TOMOROGA	961377	PSA 1
CARSON CHEUNG	959164	PSA 2
KEVIN PAMPHILE	954207	PSA 7
CARINA SALAZAR	954311	PSA 7
CARLOS R AVILES	956402	PSA 8
RYAN J LORELLO	956856	SIB PMO
SEAN J FOLEY	965104	INT FIO PRG
ASHLEY D MCFARLAN	964643	INT PSS
SUKHROB K AKHMEDOV	963840	INT OAS
CARL LOUIS	955213	INT OAS
TIMOTHY P STOKES	951304	CRC
MICHAEL A ARDOLINO	951507	CCCS
STEPHEN R BOHSALI	956443	DCLR
ALICIA M OCONNOR	964685	POL ACAD
DANNY TSE	961395	MED DIV
NATALIE CONTRERAS	951631	STD
MAURICE C ILAO	950614	IAB
NICHOLAS J KRESBACK	950706	ESS 02
MICHAEL FERNANDEZ	954804	YOUTH STRAT
JASON ANAZAGASTY	954486	SS DIV
ALBERT U HUH	957690	PBMN
SHIBIN A VARGHESE	954395	TB
LOUIS A DEROGATIS	963006	HBK RT
JOHN P GIAMPICCOLO	963043	010 DET
SAMEH OUJI	956144	MTN DET
DIEGO M JIMENEZ	949142	AC ZONE I
KELECHI C AGU	944306	DB LPS
ADELINE J ANNARUMMA	949726	ORG THEFT SQD
NANDPAUL PERSAUD	953247	NARCBQS
VICTORIA A HURCHEY	960694	NARCBBS
JOSEPH S PANEK	951008	NARCBBS
SAMANTHA R GILL	949028	STR FORCE

TO DETECTIVE FIRST GRADE:

MARILYNN L ESPOSITO	945516	PCO
NANCY D RIPOLLICID	942430	CD OFF
KONSTANTIN GENIN	943290	HWY CIS
ERIN VITALE	933899	DB TRAINING
CESAR N DIAZ	920579	INT/CTB
VICTOR P ROBALINO	937388	ITB
TIMOTHY P NOLAN	918080	DA QNS
LUCAS M HUERTAS	945831	MONEY LAUND
AMJAD K KASAJI	939768	DRUG ENF TF

TO DETECTIVE SECOND GRADE:

MEXALINE M MATEO	949889	1ST D C
ROBERT PALI	961061	D C P I
JAMES L KENNY	949165	JFK TF
DARRYL S CALHOUN	955776	TARU
BRIAN A MCGOVERN	956078	TARU
BRIAN J GLACKEN	922423	ESS 01
MATTHEW T GRANAHAN	926899	ESS 07
CHAD J MACK	937000	028 DET
PRISCILLA S PEREZ	957025	DB SVD
ERIC W BUKOWSKI	936257	C SCENE

TO DETECTIVE INVESTIGATOR:

ALBERT GARCIA	944583	044 PCT
MEKUBAHDYA YISRAEL	953592	060 PCT

DANIEL J MADDEN	950796	PSA 6
RONALD B ROBINSON	929054	DB SIU
ANTONIO R HERNANDEZ	957669	INT FIO PRG
LUIS D GUEVARA	958661	INT CIS
JONATHAN A CALDERON	947724	IAB
MICHAEL R CAUTILLO	952562	IAB
LYNDSEY M CIACCIO	958407	108 DET
GRANT OKOLIE	956988	DB LPS
VINCENT W PERALTA	955314	LAB FIREARMS
LORRAINE FUENTES	944221	WARRSEC
BRIAN E MCALLISTER	963639	WARRSEC
LAMIK L FITZGERALD	965099	GVSD Z2
DENISSE I PACHECO	949434	BK CHILD

## TO DETECTIVE SPECIALIST:

LAURIE E CAPUTO	955784	CD OFF
JAMES M SOMMER	970873	DC OPS
LINDA UNGKHUNCHAI	966374	PB
DANIEL A TRENTOWSKI	956305	ESS 03
EGEMEN AYDIN	961631	SRG 1
JASON E SIMMONS	970218	PSB CRT
LYDIA C RIVERA	941160	PBBS

C I V I L I A N  
P R O M O T I O N S

TO PROVISIONAL ADMINISTRATIVE PSYCHOLOGIST LEVEL M-III:

MATTHEW J GRAZIANO                      374302                      HEALTH & WELLNESS SEC  
(DESIGNATED EXECUTIVE DIRECTOR, HEALTH AND WELLNESS SECTION)

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VIVIAN H MALARKEY                      350976                      SUPPORT SERV DIV  
(DESIGNATED DEPUTY DIRECTOR, SUPPORT SERVICES DIVISION, FISCAL UNIT)

TO NON-COMPETITIVE INTELLIGENCE RESEARCH SCIENTIST LEVEL III:

KELLI A FOY                                      372218                      INTEL OAS

TO PROVISIONAL PSYCHOLOGIST LEVEL II:

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TO CRIME ANALYST LEVEL III:

JEFFREY A VARGAS                      366999                      CHIEF CRIME CTRL STRAT

TO PROBATIONARY PRINCIPAL POLICE COMMUNICATIONS TECHNICIAN LEVEL I:

LYNDSEY I ANDERSON                      358553                      COMM SEC  
LATCHWANTI THOMPSON                      358772                      COMM SEC

TO MANAGEMENT AUDITOR LEVEL II:

OKSANA B VORONETSKA                      369492                      PAYROLL SEC

TO COMPUTER ASSOCIATE (OPERATIONS) LEVEL II:

FEYAWNA N HENRY                      374271                      ITSD BODY WORN CAMERA UNIT  
CHRISTOPHER M WADY                      369666                      ITSD BODY WORN CAMERA UNIT  
ANTHONY M MAGLIONE                      367497                      INFO TECH SERV DIV

## TO PROBATIONARY ADMINISTRATIVE MANAGER (NON-MANAGERIAL) I:

SAMANTHA M BENTON	329504	069 PCT
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## TO ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL III:

SYDNEY B EVERSLEY	342528	MIDTOWN TRAFF T/F
WYNTER A SMALLS	343491	MS TRAFF ENF 1
MARIO E LLIVE	349505	MS TRAFF ENF 6
CARMETA N COX	331522	MN TRAFF ENF UNIT
GEORGE S WILLIAMS	332048	QN TRAFF ENF UNIT
MAGDALENA G ALBERGO	345342	QNS TOW POUND

## TO NON-COMPETITIVE CRIMINALIST LEVEL II:

SHERIFAT Y ALAKA	375889	POLICE LAB
ROBERT M COCHRAN	375890	POLICE LAB
ALYCIA GUNAWAN	375891	POLICE LAB
ELIZABETH R HANLEY	375892	POLICE LAB
MIKAELA M MCGEE	375640	POLICE LAB
JONATHAN PATRUNO	375716	POLICE LAB
GABRIELLA M SERVEDIO	375894	POLICE LAB

## TO EVIDENCE &amp; PROPERTY CONTROL SPECIALIST LEVEL II:

MONIQUE M CHAPPELL	346519	PROP CLERK SEC
JASMINE J ELCOCK	356182	PROP CLERK SEC

## TO STAFF ANALYST LEVEL II:

SVETLANA PERSHINOVA	372994	STAFFING ADMIN SEC
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## TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

PAULA C WILLIAMS	359654	COMM SEC
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## TO NON-COMPETITIVE CRIMINALIST LEVEL I-B:

SARAH N BENTZ	378093	CRIME SCENE UNIT
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## TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

MEGAN R STAFFORD	371594	MTS PCT
JACQUELINE R WARD	371525	MTN PCT
YVETTE MYERS	343873	041 PCT
MARCELLEE R LACEA	374057	043 PCT
ALEXIS D PEREZ	363225	044 PCT



LAURA J TIZIO	372159	076 PCT
TAKIYAH S JEROME	362543	088 PCT
SHALANE A MCCALL	374482	106 PCT
DAIJA M HENLEY	369563	110 PCT
LOUIS G VALENTINO	371522	123 PCT
AYANA E ROBINSON	371588	TD 32
DESIREE DAVILA	371568	PSA 8
NICOLE M SPENCE	362443	PBBX
KRISTEN M CASAL	371470	CIVILIAN HIRING UNIT
VANESSA A CERCADO	371472	LB BODY-WORN CAMERA LEGAL UNIT
IRMA MARMOLEJO	363208	QNS COURT SEC
COMEKA Y HURLOCK	358754	LATENT PRINT SEC

## TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

ZAIDA GRULLON	355469	TSO INT RESP/SPEC EVENTS
SIMPHONY S JOSEPH	367375	MIDTOWN TRAFF T/F
BISWAZITH CHAKRABORTY	355446	MS TRAFF ENF 6
NAFIEW AHMED	357735	MN TRAFF ENF UNIT
MT R YESMIN	364857	QS TRAFF ENF UNIT
SAJAL PAUL	357787	QN TRAFF ENF UNIT
NATASHA M BRADSHAW	355167	QNS TOW POUND

## TO TRAFFIC ENFORCEMENT AGENT LEVEL III:

DAVID A PEREZ	368567	TSO INT RESP/SPEC EVENTS
RACQUEL K STOWE-JONES	368909	TSO INT RESP/SPEC EVENTS
JACK M GUZMAN LOPEZ	378185	MS TRAFF ENF 2
STEVEN BAREA	375271	BX TRAFF ENF UNIT
SHARAFAT UDDIN	367425	QS TRAFF ENF UNIT

## DESIGNATED GROUP LEADER:

KAISHA FELIX	351542	PBBXW SS
DAIANA M MONTILLA	365259	SSD
JAHMIEL T WARNER	366957	SSD
CHRISTINA A COLON	368239	SSD YOUTH RESP TEAM
JASMINE MEDINA-VASQUEZ	355876	SSD YOUTH RESP TEAM

PARENT COMMANDS CONCERNED MUST ACKNOWLEDGE RECEIPT OF THIS MESSAGE VIA PER1 OR CALL 646-610-8310

PARENT COMMANDS SHALL MAKE CERTAIN THAT ALL SUBORDINATE UNITS AFFECTED BY THIS MESSAGE ARE NOTIFIED AS SOON AS POSSIBLE.

AUTHORITY: CHIEF OF PERSONNEL  
OPER: LT ZALESKI