3-09/280.15 - Duties of Concerned Division Headquarters

The concerned division headquarters, upon review and approval of the Contract Law Enforcement Services (Form SH-AD-575), shall:

- Return the original SH-AD-575 forms to the CLEB for final distribution; and
- When the concerned division is advised by Personnel Administration that an increase in personnel has been approved, the division chief shall ensure that the concerned unit/station is notified.