
Request for Change of Assignment

1007.1 DOCUMENTING AND PROCESSING TRANSFER REQUESTS

Agency Content

Employees desiring to transfer from one organizational component to another shall submit a Request for Transfer (Forms 9.20a [white] and 9.20b [blue]) in accordance with the instructions outlined below. (The instructions are also printed on the back of the forms.) Only one transfer may be requested per form and each request must be specific as to Bureau and Division requested.

Requesting employees will prepare two copies (white and blue) of a transfer request. The blank sections pertaining to the requesting employee, present assignment, requested assignment, and summary of qualifications, must all be completed by the member requesting the transfer. A 10.1 may be attached if additional space is required.

After completing the above information, the requesting employee will forward the white copy (Form 9.20a) directly to the Human Resources Division and submit the blue copy (Form 9.20b) to his/her present Commanding Officer.

Upon receipt of a blue Request for Transfer (Form 9.20b) from a subordinate, the current supervisor and Division Commanding Officer will complete a pink Transfer Request Evaluation (Form 9.28). The current Commanding Officer of the requesting employee will initiate the form by completing the top section of a Transfer Request Evaluation Form and submitting it to the immediate supervisor of the requesting employee for a written evaluation.

Supervisors shall review the employee's transfer request and prepare a transfer request evaluation. Supervisors shall include in their comments: length of time the employee was assigned to them; observations concerning the employee's abilities, attitude, initiative; and details of any problem areas the employee may have, the employee's ability to relate to the public. Supervisors may review past personnel performance evaluation(s) and indicate any training needs the employee may require. A 10.1 may be attached if additional space is needed.

Commanding Officers shall review the employee's transfer request, supervisor's transfer request evaluation and prepare a transfer request evaluation. The Commanding Officer shall include in their comments observations and knowledge of the employee's capabilities; ability to deal with the public and fellow employees and supervisors; details of the general attitude the employee displays regarding the current assignment; the reason for the transfer request; work habits including punctuality, excessive sick time, etc. The Commanding Officer will explain any problems this employee may have regarding the present assignment or may encounter in the requested assignment. A 10.1 may be attached if additional space is needed.

After the supervisor and Commanding Officer have completed all the evaluation information, the Commanding Officer will affix the completed pink evaluation form to the blue transfer request form. The current Commanding Officer will sign the request form in the space provided.

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Supplemental Manual

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The blue 9.20b and pink 9.28 forms will be forwarded to the current Bureau Chief for signature within five working days from the date submitted by the requesting officer.

Both forms will then be forwarded to the Commanding Officer of the requested Departmental component. The Commanding Officer of this component will sign the transfer request and forward them to the Bureau Chief for signature. Both the blue 9.20b and pink 9.28 forms will then be sent to the Human Resources Division, within ten working days from the date the requesting officer submitted the transfer.

Upon receipt of all the completed transfer request forms (Form 9.20a, 9.20b, and 9.28), the Human Resources Division will complete the Acknowledgement of Transfer (Form 9.20a - bottom). The effective date and expiration date of transfer request will be indicated. A copy of Form 9.20a will be forwarded to the requesting employee to indicate that the transfer request has been received.

All copies will be assembled and filed in the Human Resources Division "Request for Transfer File" for a period of six months or until the transfer is completed or withdrawn. If, after six months from the effective date, a transfer is not completed, all copies will be removed from the active Request for Transfer File.