

TEXAS TASK FORCE ONE STANDARD OPERATING GUIDELINES

MEMBER TRANSFERS

VOLUME 1

REFERENCE NO. 1-05

1.00 PURPOSE

- 1.01 The purpose of this document is to provide information regarding transfers of personnel within the Task Force

2.00 OBJECTIVE

- 2.01 Any member wishing to transfer must understand what qualifications they must meet as well as the proper paper work to fill out.

3.00 DEFINITIONS

- 3.01 **Transfers:** A transfer may occur between teams or positions.

4.00 GENERAL GUIDELINES

- 4.01 Task Force members that wish to transfer to another team position may do so in writing to the Program Manager, the Task Force Leaders from the team the member is transferring from, and the Task Force Leaders of the team that the member is transferring to. A copy of an updated resume should also accompany the transfer request.
- 4.02 Members must hold or remain in their current position for a period of at least one year (two years for logistics personnel) before submitting a transfer request to another team position.
- 4.03 Transfer requests will be accepted from July 1st thru September 1st of each year.
- 4.04 Members must meet the position descriptions requirements for the position transferring to before submitting a transfer request.

- 4.05 The Program Manager, Task Force Leaders, and the Sponsoring Agency will consider all transfer requests. Input from the affected Task Force Managers is recommended.
- 4.06 Approved transfers will be effective in January of each year and prior to assigning new Task Force members to the roster.