See Also: LOM 7203

ACTION BY:	***ACTION:***
Course Developer/Instructor	1. **Submits** a written request through the chain of command to the Forensic Sciences Instruction (SFT) section chief. The request must include: • Name • Series • Grade • Identification of requested laboratory or section • Proposed date of reassignment, taking into consideration any pending court appearances and work assignments • Copies of the last three performance appraisals
Section Chief (Losing)	2. **Reviews** the request. 2a**.** If the request is denied, **provides** written notification to the employee to include the reason(s) for <u>not</u> granting the request. **Provides** a copy of the decision to the Office of Forensic Sciences (SF). 2b. If the request is approved, **forwards** the request to the gaining laboratory/section.
Laboratory Director or Section Chief (Gaining)	3. **Reviews** the request. 3a. If the request is denied, **provides** written notification to the employee to include the reason(s) for <u>not</u> granting the request, through the losing LD or the section chief. **Provides** a copy of the decision to SF. 3b. If approved, **forwards** request to SF.
SF	4. **Reviews** the request. 4a. **Approves** the request and **provides** written notification of the decision to the employee, the losing and gaining LDs/section chiefs and includes the voluntary reassignment agreement. 4b. If request is denied, **provides** written notification to the employee to include the reason(s) for <u>not</u> granting the request, through the losing and gaining LDs/section chiefs. 5. **Requests** integrity check and Giglio review.

Employee	6. **Acknowledges** and **signs** the reassignment agreement.
	7. **Provides** the reassignment agreement to SFT section chief.
Laboratory Director or Section Chief (Losing/Gaining)	8. **Establishes** the effective date of reassignment.
	9. **Provides** written notification to SF to include the effective date of reassignment and **attaches** the employee's voluntary reassignment agreement.
SF	10. **Coordinates** the reassignment with HR.

End of Document

Date Posted: 03/30/2018