See Also: Personnel Manual 2335, Voluntary Reassignment Agreement
LOM 7203
Forensic Chemist Career Progression Guide

ACTION BY:	***ACTION:***
Employee	1. **Submits** a written request through the chain of command to the LD. NOTE: This section does not apply to forensic chemists. See the Forensic Chemist Career Progression Guide (CPG). The request must include: • Name • Series • Grade • Detailed reason for request • Identification of requested laboratory or section • Proposed date of reassignment, taking into consideration any pending court appearances and work assignments • Reporting date of current assignment • Copies of the last three performance appraisals
Laboratory Director or 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. **Provides** a copy of the decision to SF. 3b. If approved, **forwards** request to SF and **notifies** losing LD.
SF	4. **Reviews** the request. 5. **Requests** integrity check and Giglio review.

6. If request is:

   6a. Approved, **provides** written notification of the decision to the employee, the losing and gaining LDs and includes the voluntary reassignment agreement,

   OR

   6b. Denied, **provides** written notification to the employee to include the reason(s) for not granting the request, through the losing and gaining LDs.

Employee

7. **Acknowledges** and **signs** the voluntary reassignment agreement.

8. **Provides** the voluntary reassignment agreement to losing LD or section chief.

Laboratory Director or Section Chief (Losing/Gaining)

9. **Establishes** the effective date of reassignment.

10. **Notifies** SF in writing the effective date of reassignment and **attaches** the employee's voluntary reassignment agreement.

SF

11. **Notifies** HR field staffing unit in writing and **attaches** the reassignment SF-52, signed voluntary reassignment agreement and integrity check.

End of Document

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