

# **TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **TRANSFERS**

### **VOLUME. 1**

#### **REFERENCE 1-05**

- 1.01 Task Force members that wish to transfer to another team position may do so in writing through their chain of command and to the program office. The Program Manager, Task Force Leaders and Team Mangers will consider all requests.
- 1.02 Transfer requests will be accepted from July 1st thru September 1st of each year. The member will be required to submit an application and an updated resume to the program office. A copy of all required training and certifications for the new position including an updated resume should accompany the transfer request.
- 1.03 Members must have been 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.
- 1.04 Members must meet the position descriptions, training, certifications and any other requirements for the position transferring to prior to submitting a transfer request. Members not meeting all of the requirements will not be considered. Additionally, members must be in good standing (SOG Ref. 1-16).
- 1.05 The Program Manager, Task Force Leaders and Task Force Managers will consider all transfer requests. Transfers will be approved based on the members past performance, attendance and qualifications. Transfer requests may be approved or denied based solely on the readiness needs of the team.
- 1.06 Members requesting transfers will be notified of the outcome prior to December 31 of the year in which the request is made. Approved transfer requests will be effective on January 1 of each year.
- 1.07 Task force members requesting transfers to a different team but in the same position must also do so during the July 1 to September 1 time frame each year.
- 1.08 Members must make the written request through their chain of command and to the program office. The Program Manager, Task Force Leaders and Team Mangers will consider all requests.
- 1.09 Transfers from one team to another within the same position will be approved or denied prior to December 31 of the year the request is made and will take effect on January 1 of each year.

1.10 Transfers from one team to another within the same position will be approved or denied based solely on the readiness needs of the team.

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