

EXAMINER REQUESTED TRANSFER BETWEEN ART UNITS AND/OR TECHNOLOGY CENTERS

In efforts to improve performance and retention, the Agency will objectively evaluate requests for transfers between Art Units and/or Technology Centers.

Requests will be evaluated using the factors listed below:

- Transfers may be used to correct a mismatch in art area based on educational or experience background, to resolve personality conflicts, or as a retention tool.
- Factors will be weighed and could be positive or negative in the determination of whether transfers are appropriate:
 - Education and work experience
 - Conduct (positive or negative)
 - Performance in all PAP elements
 - Identified performance issues
 - Office workload
 - Retention

Examiners are encouraged to have discussions with their SPE and Director regarding transfer requests prior to submitting this form. Once the Examiner completes the Examiner Request section of this form, it should be sent to the [“Examiner Transfer Request”](#) mailbox with the Examiner’s Director Cc’d on the email. Examiners are encouraged to Cc their SPE as well. For more information refer to the memo ["Procedures for Considering Transfers of Examiners"](#) dated October 22, 2010. **Please complete one transfer request form for each area requested.**

<p>EXAMINER REQUEST</p> <p>Date of Request: Name: Transfer Requested From: AU: SPE: Class/Sub:</p>	<p>HOME DIRECTOR DECISION</p> <p>Examiner Released: Yes <input type="checkbox"/> <input type="checkbox"/></p> <p>Date: Home Director Signature:</p>
<p>Transfer Requested To: AU: SPE: Class/Sub:</p>	<p>RECEIVING DIRECTOR DECISION</p> <p>Transfer: Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Decision Date: Effective Date: Receiving Director Signature:</p>
<p>Technology Background: *Education: *Experience: *Reason for Transfer Request: Most Recent Rating of Record: <input type="checkbox"/> O <input type="checkbox"/> C <input type="checkbox"/> FS <input type="checkbox"/> M <input type="checkbox"/> U</p>	

An examiner making a transfer request while under a warning must agree in writing that he/she will not claim that the agency’s assistance during the warning was adversely affected by a change in art, change in supervisor, or change in condition(s) of employment which is the direct result of the granted transfer. This agreement will only be required when the transfer is offered and accepted pursuant to an examiner’s request.

* Supporting documentation may be attached.