TO: All Shift Leaders / Manpower Coordinators
FROM: Fred Reyna
DATE: 11/1/2022
SUBJECT Transfers
Note: All affected Group Leaders must ensure that transferred employees receive proper safety training. This training must include, but is not limited to, hazard communications / safe job practices, lock out, confined space entry, fork truck driver, man lifts, benzene and formaldehyde as appropriate for the Department they are entering. In addition, medical surveillance is required for employees who are transferring to operations with the following criteria:

-HAZMAT team members
-Fork Truck / Crane Operators

Hearing protection is required. The noise level is above 85 decibels and the operator must receive an audiogram within 6 months of the assignment.

Training records must be maintained as previously established. If there are any questions, contact the Safety Department.

Employees transferring to a different department must review the clothing and PPE requirements prior to transferring to the new department. Compliance with the new departmental standards is expected on the first day of transfer.

Group Leaders of employees obtaining transfers must provide the Employee Relations Department with secondary transfer information consisting of the operation, column #, line address and team #.

****Contingent upon successful completion of Team Leader Selection Process**

#	PRIMARY OPENING	FILLED BY	FROM TO	Operation	Shift Pref
0590	S/L>365 Days	M. Lyons 5/15/1995	5011-1 1113-1	Team Leader (Underbody)	N
0591	S/L>365 Days	B. Lewis 7/4/2016	1795-2 1795-2	ICS Sequence	N
0592	Posting #585 Behind Tiarra Frazier	H. Schumm 7/4/2016	1771-2 1771-2	Replacement Operator	N
0593	S/L>365 Days	A. Cooper 4/9/2012	25??-1 2553-1	Resonator Install	N
0594	Terminated	F. Tyra 6/6/2022	2535-2 2540-3	Transfer Case Install	N
0595	Quit	A. Wise 5/23/2022	2730-3 2721-3	AC Line Install/Battery Tray	N

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The following Secondary,tertiary, and One time transfers were completed on November 1, 2022:
** Contingent upon successful completion of Team Leader Selection Process

#	Primary Opening	Filled By	From To	1st Operation	Shift Pref	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref
539		J. Morykon 4/25/1995	1523-1 1527-1	East Responder	N	0597	P. Cross 6/12/1995	1530-1 1523-1	PQS LS	N					
0580	Quit	S. Wells 5/14/2012	1753-1 1761-1	Rear Heat Shield/Rocker Plug	N	0598	A. Brooks 2/10/2014	1783-3 1754-1	Front Seat Load	N					
0552	Per Diem	T Jones 10/7/2019	TRM_C_B 1722-2	RFA/Sill Secure	N	0599	No Applicant	1722-2	Brake Pedal Install						
0578	SL>365 Days	M. Rue 11/5/2012	2530-1 3811-3	Leave of Absence Operator	N	0600	No Eligible Applicant	2530-1	LH COS Secure						
0582	SL>365 Days	C. Athalone 7/22/1996	7124-2 71MB-2	LH Fit VS	N	0601	J. Johnson 5/27/1999	2524-1 71EB-2	RH Electrical VS	Y-1					
						0587	R. Brewer 10/27/1997	2530-3 1145-2	Team Leader	Y-3	0603	J. Feltis III 5/20/2013	2514-3 2530-3	Team Leader	N

2022

SKILLED TRADES TRANSFER

Tuesday, November 1, 2022

Primary Posting #	Primary	Filled By	From To	Reduce From	Secondary Posting #	Filled By	From To
2022-EL-17	Yes	J. Marquell 1/23/2017	4421-3 4630-1				