

**TO: All Shift Leaders / Manpower Coordinators**

**FROM: Fred Reyna**

**DATE: 10/15/2024**

**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**

<b>#</b>	<b>PRIMARY OPENING</b>	<b>FILLED BY</b>	<b>FROM TO</b>	<b>Operation</b>	<b>Shift Pref</b>
<b>1850</b>	<b>Terminated</b>	<b>Dustin L. Jenkins 10/7/2019</b>	<b>1068-3 1760-2</b>	<b>LHR Doors On</b>	<b>Y-3</b>
<b>1851</b>	<b>Terminated</b>	<b>Misti K. Hibbard 4/11/2016</b>	<b>17BC-3 1720-2</b>	<b>MBWH Route Fod RHS</b>	<b>N</b>

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The following Secondary,tertiary, and One time transfers were completed on October 15, 2024:

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#	Previous Opening	Filled By	From To	1st Operation	Shift Pref	#	Current Opening	From To	1st Operation	Shift Pref
1830	Transfer E. Henderson Moten	Tequila Stephens 4/11/2016	17FA-1 1787-1	Arm Rest Bracket/Rear Speaker	N	1852	Jason S. Tunks 2/10/2014	17AA-1 1720-1	Striker Airbag Secure	N
1828	Quit	Ron E. Glass 10/8/2012	17EB-2 1786-1	Rear Door Weatherstrip	N	1853	Joseph D. Halsell 1/28/2013	3827-3 1787-2	Team Leader	Y-3
1827	Posting #1780 Karl McMahan	Kizziah Polke 8/25/1999	17DB-2 1523-2	Team Leader	N	1854	Stacy L. Butler 5/14/2012	17DB-2 1774-2	Team Leader	N
1727	1727	Jeffory Fugate 12/13/2021	27DA-1 5040-1	Replacement Operator	N	1855	Michall Niman 8/21/2023	3817-2 2521-2	Stab Bar Install & L/A Links	N
1836	Posting #1806 C. Gabet	No Applicant	5035-2	NER4		1856	Trey J. Markham 6/26/2006	3827-3 5035-2	NER4	Y-3
1837	Posting #1805 No Applicant	No Applicant	5041-2	Replacement Operator		1857	No Applicant	5041-2	Replacement Operator	
1838	Posting #1807 No Applicant	No Applicant	5052-2	Replacement Operator		1858	Shane Waddell 8/21/2023	50NB-2 5052-2	Replacement Operator	N
1839	Posting #1808	No Applicant		Replacement Operator		1859	No Applicant	5050-2	Replacement Operator	
1840	Posting #1809 No Applicant	No Applicant	5053-2	Replacement Operator		1560	No Applicant	5053-2	Replacement Operator	
1832	Quit	India Nelson 5/23/2022	50HB-2 1710-2	Front Insulator and Spoiler	Y-3	1861	No Applicant	5051-2	Replacement Operator	