



FCM 146-2016

FIRE CHIEF MEMORANDUM

DATE: December 13, 2016

TO: All Uniformed Members

THROUGH: Eric C. Tade, Chief of Department *ECT*
Todd Bower, Deputy Chief of Department *TAB*
Desmond Fulton, Division Chief, Administration *DF*
James Hart, Assistant Chief, Administration *JH*

FROM: Gary R Pierce, Captain, Administration *GRP*

SUBJECT: REQUESTED (CONVENIENCE) TRANSFERS FOR 2017

The 2017 requested (convenience) transfers are expected to occur on May 7, 2017 and August 20, 2017. Per Department Directive 1008.00; “All transfers must be on file 21 days prior to the next effective transfer date (A-shift Sunday) following the effective vacancy date to be considered.” This means that all members who wish to be considered or excluded from the May 7, 2017 transfer date must have their transfer submitted or removed before midnight on April 16, 2017. This means that all members who wish to be considered or excluded from the August 20, 2017 transfer date must have their transfer submitted or removed before midnight on July 30, 2017. **Also, the requested (convenience) transfer for “A” shift Sunday January 14, 2018 must be submitted or removed before midnight October 1, 2017.**

Transfer requests to or within Airport Division suppression assignments must be on file 42 days prior to the effective A-shift Sunday transfer date or the start of the next 40-hour ARFF academy, whichever is earlier. For Command Staff, Captains, and Assistant Chiefs, a 10-week requirement prior to the transfer is required due to the interview and resume process at DIA. Transfer cancellations shall not be accepted within 42 days of the effective transfer date. Once a member has accepted a transfer to the Airport Division and attended any paid training, badging, or other preparation, certification procedures must be maintained and the transfer to the Airport Division may not be withdrawn.

GRP:kfc/H/FCM/2016/146-2017 Requested-Convenience Transfers for 2017

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)