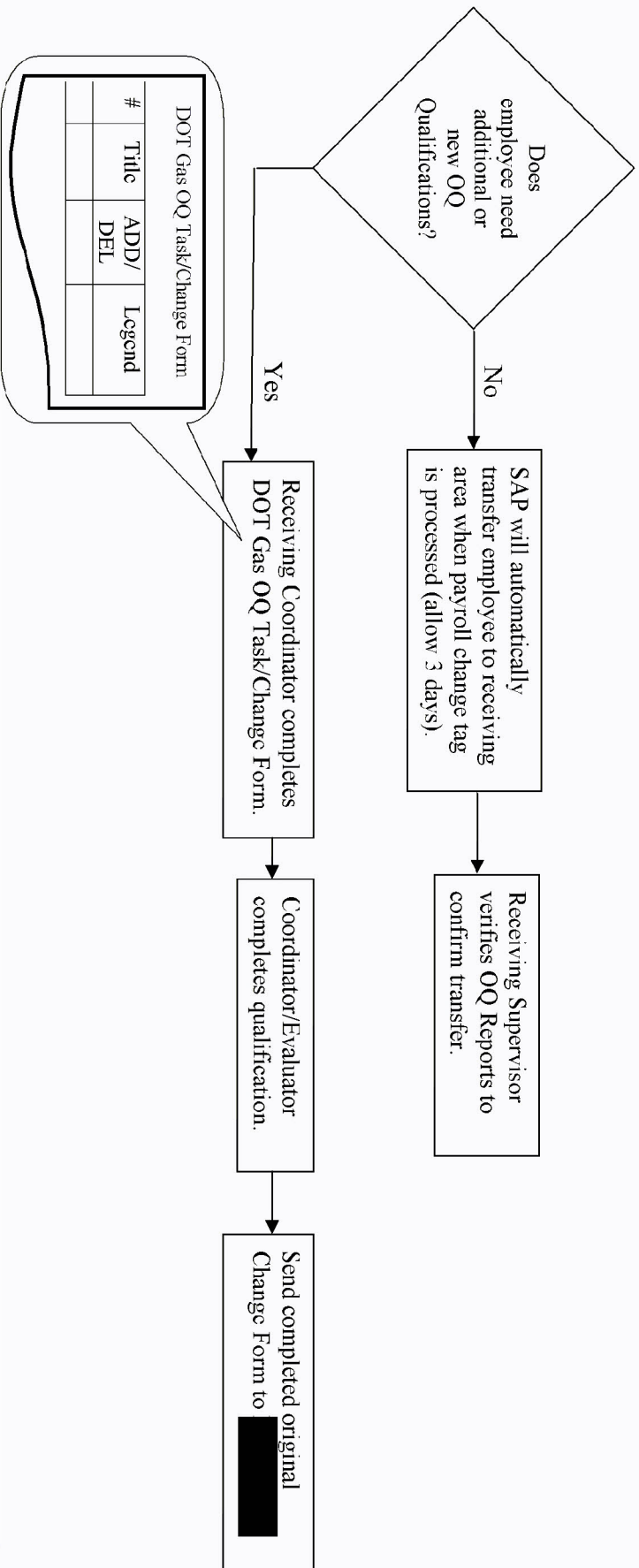


# OO Change of Area Process

**Process Map** Use the below procedure/flowchart when OO employees are transferring between areas.

Initiation Process		
Sending Supervisor	Sending Coordinator	Receiving Supervisor
<ul style="list-style-type: none"> <li>Notifies area coordinator of transfer or receipt</li> </ul>	<ul style="list-style-type: none"> <li>Notifies [redacted] of transfer or receipt</li> <li>If employee is transferring to any other department other than Gas, Coordinator to complete and submit Change Form.</li> </ul>	<ul style="list-style-type: none"> <li>Reviews employee's OO records from OO reports (i.e, Gap Analysis, Employee Transcripts or DOT OO Requirement Report)</li> <li>Determines if any additional qualifications are needed, or</li> <li>If subsequent qualification year is in alignment with receiving area</li> <li>Notify area coordinator of transfer.</li> </ul>



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# OO Change of Area Process, Continued

Receiving Coord./Supv. →

