MRC - Transfer request workshop

This document explains the policy regarding the transfer procedure from AC-AC and AC-OPS units. The document also includes an email template for both transfers.

Workshop description/guide:

Hi everyone, great to have you here and welcome to a TAW Admin WorkShop

Today we will talk about the ends and outs of admin "Requests for Transfers". We are all involved from one time or another in this process and even though it is fairly routine, transfer requests are still a subject of constant irritation and confusion by many. So today in this Workshop we will attempt to make the confusion of the "Request for Transfer" go away forever–RIGHT–hehe.

This workshop is an attempt to clarify the policy as well as provide you with a standardized template, this should make this process less of a pain and save you some time. By using a standard template the email chain will be consistent and that will result in a quick transfer. The entire transfer process should not take more than a couple days.

So let's get started:

This workshop will deal with all areas of "Request To Transfer", whether they be:
- Internal Army/Division to Division
- Army to Operations or vice-versa
- Vanguard to Operations or vice-versa

So, let's first take a look at TAW Policy and see what it says about this subject and how it applies to each of the 3 situations I mentioned.

Policy states

Section 3: Member Transfers

When a member requests a transfer, that member's Chain of Command (CoC) must be contacted via email, and Division Command or Central Command (CC) of the unit will forward the request to the desired division's CoC. The receiving unit's Division Command or CC must approve or deny all members' requests.

There are a couple of caveats to the standard transfer procedure that follows.

- **For Vanguard:** All transfers to Vanguard must be approved by a Vanguard Command member and the SUL of the specific unit if present.

- **For Operations:** Army Command, Operations Command, Corps Command, and Division Command must be copied in on the transfer request. **Each office must give their approval for all transfers going in and out of Operations.**

  Once approved, Operations Command will transfer the member **NOT THE MEMBER'S DIVISION COMMAND**.

The initial paragraph can be a bit confusing if just skimmed over, but if you really look at it and consider your position as TFO you can understand what is needed to transfer a member to or from another unit. From this point on we will identify these units as "Sending Units" or "Receiving Units" just to clarify.

Forms of Transfers:

Internal Army to Army Transfer:

Since there are some additional caveats involved when it comes to Vanguard and Operations, we will start with Army internal transfers.

This process is pretty straight forward when it comes to Army units, this is simply an email chain from the "Sending Unit" TFO Team to the "Receiving Unit" TFO team. Additionally the CC/CLC of both sending and receiving Divisions should be CC'd in the chain.

 IMPORTANT NOTE HERE: *Corps Commanders must not be in the recipient's line, remember you are communicating with your counterparts in another Division. The CC -ing of the Corps Commanders is not simply a way to keep them in the loop ,they can also weigh in on the transfer if needed. Please be aware a request for transfer can be disapproved and stopped by anyone in the email chain, this is rare but can happen.*

For this email chain we have made the following email template:

NEW MESSAGE

━---

TO: XYZ DC/XYZ DO @ taw.net
    Cc: ABC CC/CLC - DEF CC/CLC @ taw.net

SUBJECT: Member Request for Transfer

━---

Email Body:
Greetings, we have received a request of transfer from (call sign) to (Receiving Division).

(URL Link to Members Dossier)

Do you approve the incoming transfer?
Thank you,

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Army-Vanguard email template

The remaining two bullet points in the Policy called caveats is where most Request of transfers go wrong, let's unpack the first one:

- **_For Vanguard:_** _All transfers to Vanguard must be approved by a Vanguard Command member and the SUL of the specific unit if present._

So if a member in Army requests a transfer to Vanguard, the same Request for Transfer Template used for Army-Army works fine except now on the Recipient line you will put **Vanguard Corps Commanders as well as SUL** if present and then CC in Army Command.

For this email chain we have made the following email template:

NEW MESSAGE

▬---
TO: XYZ SUL @ taw.net,/ Vanguard Corps Commanders CC/CLC,/Vanguard Division staff
     Cc: Army CC/ALC Commanders

SUBJECT: Member Request for Transfer
▬---
Email Body:

Greetings, we have received a request of transfer from (call sign) to (Receiving Division).

(URL Link to Members Dossier)

Do you approve the incoming transfer?

Thank you,

Army to Operations or Operations to Army Template

Last but not least let's look at the last caveat that most often becomes a problem, Army to OPS and OPS to Army transfers. We will explain why, back in the day when Operations was formed it was found that Army could simply transfer members to Operations and Operations personnel would just find people in Operations not knowing who sent them or why. To make matters worse it was discovered that by doing this it would also break the website and in some cases the members' account. So a specific protocol was established to cure all those problems, hence the policy was written for Operations.

- **For Operations:** Army Command, Operations Command, Corps Command, and Division Command must be copied in on the transfer request. Each office must give their approval for all transfers going in and out of Operations.
  Once approved, Operations Command will transfer the member **NOT THE MEMBER'S DIVISION COMMAND**.

So anytime a transfer is made in or out of Operations this is the email template to be used to avoid any problems:

NEW MESSAGE

▬---
TO: (receiving Div.) XYZ DC/XYZ DO @ taw.net
      Cc:(Corps Command) ABC CC/CLC - DEF CC/CLC @ taw.net
(Army Command) as well as Operation Command and finally the Corps Commanders of the receiving Corps If there is one.

SUBJECT: Member Request for Transfer

▬---
Email Body:

Greetings, we have received a request for transfer from (call sign) to (Division).

(URL Link to Members Dossier)

Do you approve the incoming transfer?

Please reply All

Please Note:.Once approved, Operations Command will transfer the member NOT THE MEMBER'S DIVISION COMMAND.

Thank you

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Additional Notes:

#There is a belief by some that there is a special order of approval of transfer in the email chain, there is not. The only exception to this would be Operations and only applies if the transfer is coming or leaving Operations. In this case Operations is the last to approve the transfer and actually do the physical move of the member in or out of Operations, hence the warning disclosure at the bottom of each transfer template.

*   Additional information in the body of this email should be minimal, if the sending Division feels the need to add some information not included in the members dossier that is pertinent to the member is permitted.