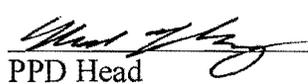


**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

Employee Temporary Reassignment within PPD

Prepared by  Date 2/11/12
Luz Jaquez

Approved by  Date 2/11/12-13
PPD Head

Fermilab

Particle Physics Division, MS 208
Employee Temporary Reassignment Form

Employee Temporary Reassignment Form

This form is for the temporary reassignment of PPD employees between PPD departments

Employee: _____ ID: _____ Date: _____

New Assignment: _____ Location: _____

Date: (Begin) _____ (Expected End) _____

Timesharing Arrangements (if any): _____

Hazards at the project location(s): _____
(e.g., confined spaces, radiation, electric, scaffolding, special machinery, heavy lifting, chemicals, etc.):

Required training to be identified by _____
(eg., Radiation, ODH, Access, Special Machinery, etc.)

Work restrictions for this employee: _____

Temporary Supervisor: _____ Signature : _____

(Temporary Supervisor accepts line management responsibility for overseeing the work of the employee, and ensuring that the environment and work are organized in compliance with ES&H regulations.)

Current Supervisor: _____ Signature : _____

Approval: _____ Date: _____
(Current Department Head)

Approval: _____ Date: _____
(Department Head for Temporary Assignment)

Approval: _____ Date: _____
(Particle Physics Division Head)

cc: Temporary Supervisor Department Heads Current Supervisor Employee Division Head Division Office