



FIRE DEPARTMENT • CITY OF NEW YORK

Supplement No. 95 to Department Order No. 110

October 8, 2024

Edited Online Edition



2.1.1

MESSAGE FROM THE BUREAU OF PERSONNEL

Members are encouraged to review AUC 293 and AUC 297 to familiarize themselves with the assignment and transfer policies of the Department. Members can submit a transfer request (CD-30) for any company they so choose. All transfer papers will be evaluated by the Bureau of Personnel in consultation with the Bureau of Operations to determine staffing needs and feasibility of the request. Members who submit a transfer request (CD-30) will receive an Email receipt to their @FDNY.NYC.GOV account (found on MyFDNY Portal) and assigned company indicating their current seniority and medical leave points calculated by the Bureau of Personnel. Members should review these calculations to ensure accuracy. In the event a discrepancy is found, members should submit the online form titled, Appeal of Medical Leave Transfer Points, in its entirety. This form can be found under Fire Admin Forms on the Intranet. BHS may ask for follow up documentation if needed. If there are instances where medical leave was recorded incorrectly, BHS can make the adjustments accordingly, and forward to Personnel. Medical leave points are factored as a five year look back with 5 points being awarded for each year of no medical leave or verified medical leave. A member with no medical leave or only verified medical leave will accumulate 25 medical leave points. Some examples of verified medical leave are breaks, tears, surgery, confirmed positive Covid-19, burns, sutures and hospital admission from Service-Connected Medical Leave. Unverified medical leave is usually described as sprains and strains. Unverified medical leave results in the loss of points depending on length and frequency of such medical leave instances.

BUREAU OF PERSONNEL TARGETED 2024 TIMELINE

TRANSFER REQUEST	APPLICATION DEADLINE	FDNY TARGET DATE
OFFICER COV. TO COV. (CD-30)	11/15/2024	DEC 2024
FF TRANSFER (CD-30)	11/15/2024	DEC 2024

* Members submitting a CD-30 must have had an annual medical in the previous 18 months. (Contact BHSAnnualMedicals@fdny.nyc.gov) * Firefighters, Lieutenants, and Captains hired after January 1, 2001, may only submit a CD-30 if their CFR certification is not expired. (Contact daryl.morales@fdny.nyc.gov) * Members completing their one-year rotation can submit a CD-30 for their rotation company at the end of the detail.

By Order of: **Robert S. Tucker**, *Fire Commissioner*
John M. Esposito, *Chief of Department*