

**Texas Department of Criminal Justice
Request for Household Goods Move**

I. To be completed by employee requesting household goods move assistance:

Name: _____ Job Title: _____
Print: Last First MI
Month/Day of Birth: _____ Date of Hire: _____
(mm/dd) (mm/dd/yyyy)
Address: _____ City: _____ State: _____ Zip: _____
(Current Street Address)
Mailing Address: _____ City: _____ State: _____ Zip: _____
(If Different From Street Address)
Personal Telephone: (_____) Current Unit or Department Location: _____
Area Code
Transferring To: _____ Reason: _____
(Unit or Department)
Future Street Address: _____ City: _____ State: _____ Zip: _____
(If Known)

Employee's Acknowledgement: I certify that I have read and am familiar with PD-61, "Household Goods Move," and that I am eligible for TDCJ assistance in moving household goods as provided for therein.

Employee's Signature

Date (mm/dd/yyyy)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

II. To be completed by the losing unit or department human resources representative:

- _____ A) Employee has at least six months of employment with the state of Texas.
_____ B) Employee meets the following criteria for reassignment **or** closing or reduction in force (check one).

Reassignment:

- _____ 1) Employee's reassignment is considered to be of a permanent nature.
_____ 2) Employee's reassignment is required by the TDCJ to meet staffing requirements.
_____ 3) Employee is being reassigned from one designated headquarters (to include a unit) to another designated headquarters of the TDCJ.
_____ 4) Employee's reassignment shall serve the best interests of the state.
_____ 5) Distance between the employee's current and future designated headquarters is at least 25 miles.

