

A&IM  
July 12, 1989

## Inspector General Instruction 1400.24

**Subject:** Inspector General Civilian Mobility Program

**Reference:** DoD Directive 1400.24, "Civilian Mobility Program," January 12, 1976

**A. Purpose.** This document describes basic policies regarding the Civilian Mobility Program in the Office of the Inspector General, Department of Defense (IG, DOD), to improve mission effectiveness and to enhance career progression.

**B. Cancellation.** OIG Policy and Procedures Manual I, Chapter 1, Section 2-34, "Civilian Mobility Program," November 6, 1985.

**C. Applicability.** This instruction applies to the Offices of the Inspector General and the Deputy Inspector General and to the organizations of the Assistant Inspectors General and Directors of IG Regional Offices, hereafter referred to collectively as IG Components.

### **D. Definitions.**

1. Civilian Mobility Program. A formal program which provides for planned change of permanent duty stations for civilian personnel within the IG, DoD, without reduction in grade or compensation and which may involve geographic relocation. The extent of implementation depends on available funds and mobility requirements in each major organizational element.

2. Civilian Mobility Agreement. An agreement signed by an employee as a condition of employment that the employee is subject to change of permanent duty station under terms established by the IG, DoD, Civilian Mobility Program and implemented at the discretion of management. (See Appendix A)

3. Geographic Relocation. A change in permanent duty station assignment, outside the commuting area, which requires the employee to relocate residence.

4. Mobility Position. A position designated as requiring that the incumbent be available for relocation to any other position in the same or similar career field at the same or higher grade. Appointment to such positions is subject to the selectee's execution of a Mobility Agreement.

### **E. Policy.**

1. The IG, DoD, Civilian Mobility Program is established for two reasons:
  - a. To improve mission effectiveness and responsiveness, and
  - b. To enhance career progression.

## Report Documentation Page

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2. Authorized travel and transportation expenses incident to temporary or permanent changes in duty station will be borne by the IG, DoD. To ensure that employees and their families will not be disadvantaged financially or otherwise as the result of permanent change of station for the benefit of the IG, certain relocation allowances will be provided to employees pursuant to the Federal Travel Regulations.

3. The depth and breadth of employee experience are important factors in determining the best-qualified candidates for IG, DoD, jobs. To acquire this experience for career progression and executive developmental purposes, employees may need to make geographic moves. Those geographic relocations that may be required will be to positions that provide experience necessary for career progression and to improve mission effectiveness.

4. The program will be used only to achieve the goals designed for the mutual benefit of the organization and the individuals. Indiscriminate reassignment of personnel must be avoided, and mobility assignments will not be used as a form of disciplinary action. Geographic preferences of covered employees for permanent duty station changes will be considered, but are not binding on management. To the extent practicable, employees covered by this program will be assigned to geographic areas of their preference.

5. The provisions of this document apply to the establishment and operation of the Civilian Mobility Program throughout the IG, DoD. They do not, however, restrict the proper use of management's authority to reassign employees under management directed reassignments (even to other geographic locations) on a case by case bases for the efficiency of the IG.

6. IG, DoD, employees occupying designated mobility positions will not normally be required to make a geographic relocation more frequently than once every three years unless otherwise required by contract or agreement. However, temporary duty assignments of short duration, e.g., for formal training, to meet emergency needs, or similar reasons, may be required.

7. Employees selected for assignment to a mobility position will be required to execute a Mobility Agreement as a condition of employment prior to appointment to such positions. Refusal to execute the Agreement constitutes a refusal to accept a condition of appointment to the position and must, therefore, result in withdrawal of any offer of employment in the position.

8. Current employees occupying covered positions who have previously declined to sign mobility agreements will not be precluded from consideration and selection for reassignment or promotion to vacancies which require mobility agreements if they are otherwise qualified and available. However, if they are selected for such positions, the action will not be processed until they have signed the Agreement.

9. Employees will be fully informed of the details and operations of the IG, DoD, Civilian Mobility Program prior to the execution of the Mobility Agreement.

10. Position descriptions and job opportunity announcements for covered positions will be annotated to reflect mobility requirements.

11. IG, DoD, employees who occupy designated positions prior to the effective date of this instruction and IG, DoD, employees who occupy positions that are subsequently designated mobility positions are exempt from the requirement to execute a Mobility Agreement unless there was a preexisting requirement.

12. Employees in covered positions will be provided at least 90 days advance notice of relocation unless a move is required by contract expiration or other properly approved exception to the established program.

13. No more than two geographic relocations will be required of employees in career development programs between initial assignment and completion of their formal training for placement at the target or journeyman level in the career field.

14. Employees who execute the Mobility Agreement will be expected to be capable of moving at management's request.

15. Consistent application of the provisions of the Civilian Mobility Program is essential to achieving its stipulated purpose. Requests for exceptions to planned geographic relocation of covered employees will be honored only when it is evident that undue hardships or gross inequity would result if release from the Mobility Agreement were not granted. Requests for exceptions must be submitted in writing and approved by the appropriate Assistant Inspector General (AIG) or a formally assigned Acting AIG. This authority may not be redelegated to lower levels. The original documentation of such exception will be maintained in the employee's Official Personnel Folder.

16. Failure of a covered employee to honor a directed geographic relocation may result in one or more of the following: Reassignment to a non-management position; change to lower grade; or removal from the Federal Service. A change to a lower grade or removal actions would be processed as adverse actions according to procedures prescribed in Title 5 U. S. C. and the Federal Personnel Manual, Chapter 752.

**F. Responsibilities.**

1. Each AIG is responsible for determining which positions are designated as mobility positions and for advising the personnel servicing specialist in the Personnel and Security Directorate, in writing and in a timely manner, so that position descriptions and job opportunity announcements can be properly annotated.

2. Each AIG is responsible for making final determinations regarding exceptions to planned geographic relocations and/or waivers of the requirement to sign a Mobility Agreement if the position normally requires an Agreement. These exceptions or waivers, or denial thereof, will be considered consistently regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, membership or nonmembership in an employee organization, or nondisqualifying physical or mental handicap.

3. The Director of Personnel and Security is responsible for administering the policies set forth in this policy document.

4. Each AIG is responsible for ensuring that adequate provisions are made for funding the planned movement of personnel.

5. The Director of Personnel and Security is responsible for ensuring that position descriptions and job opportunity announcements reflect mobility requirements and that employees and selectees are informed of the Program requirements prior to execution of Mobility Agreements in accordance with the policies prescribed above.

6. Employees are responsible for executing Mobility Agreements prior to assignment to a covered mobility position. The failure of the employee to sign the Mobility Agreement may result in nonselection, but if the assignment is inadvertently processed without a signed Agreement, that fact will not exempt the employee from the mobility requirements.

**G. Proponent.** The proponent of this policy is the Assistant Inspector General for Administration and Information Management, Personnel and Security Directorate.

**H. Supplementation.** This policy may be supplemented as necessary; however, supplements will not duplicate or change the meaning of this policy. Supplements should only be issued when additional guidance for unique component procedures is required. All supplements will be formally coordinated with proponent prior to final approval and publication. Two copies of supplements will be provided to the proponent and two copies to the IG Publications Management Office.

**I. Information Requirements.** This policy does not require the submission of any reports.

**J. Effective Date and Implementation.** This instruction is effective immediately.

//Signed//  
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Assistant Inspector General for  
Administration and Information Management

Enclosure

Appendix A (Note: Appendix A was not with the original Instruction when this was scanned and added to the OIG Intranet, December 2000, and thus it is not provided.)

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