



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

July 12, 1989

INSPECTOR GENERAL INSTRUCTION 1400.24¹

SUBJECT: Inspector General Civilian Mobility Program

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

A. Purpose. This Instruction describes basic policies regarding the Civilian Mobility Program in the Office of the Inspector General of the Department of Defense (OIG 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, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Deputy Chief Human Capital Officer, the Dean of Instruction, the Chief of Staff, and the Equal Employment Opportunity Director, hereafter referred to collectively as the OIG Components.

D. Definitions

1. **Civilian Mobility Program.** A formal program which provides for planned change of permanent duty stations for civilian personnel within the OIG 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 OIG 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 his or her 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.

¹ This instruction has been updated administratively to reflect the current organizational structure of the OIG DoD. No policy changes have been made. December 2004.

E. Policy

1. The OIG DoD Civilian Mobility Program is established for two reasons:
 - a. To improve mission effectiveness and responsiveness, and
 - b. To enhance career progression.
2. Authorized travel and transportation expenses incidental to temporary or permanent changes in duty station will be borne by the OIG 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 OIG DoD, 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 OIG 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 individual(s). 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 OIG 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 basis for the efficiency of the OIG DoD.
6. OIG DoD employees occupying designated mobility positions normally will not 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 for 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 position. 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 informed fully of the details and operations of the OIG DoD Civilian Mobility Program prior to execution of the Mobility Agreement.

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

11. OIG DoD employees who occupy designated positions prior to the effective date of this instruction and OIG DoD employees who occupy positions that are designated subsequently 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 respective OIG Component Head or a formally assigned Acting OIG Component Head. 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. Change to lower grade or removal actions would be processed as adverse actions according to procedures prescribed in Title 5 United States Code and the Federal Personnel Manual, Chapter 752.

F. Responsibilities

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

2. Each OIG Component Head 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 Human Resources is responsible for administering the policies set forth in this policy document.

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

5. The Director of Human Resources 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 Human Resources Directorate, Office of the Chief of Staff.

H. Supplementation. This policy may be supplemented as necessary; however, supplements will not duplicate or change the meaning of this policy. Supplements should be issued only when additional guidance for unique component procedures is required. All supplements will be coordinated formally with the 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.

FOR THE INSPECTOR GENERAL:



Gregg E. Bauer
Chief of Staff

Enclosure

Appendix A (Note: Appendix A (Civilian Mobility Agreement) 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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