

## SUBCHAPTER 300.2

### CIVILIAN MOBILITY PROGRAM

**References:** (a) DoD Directive 1400.24 of 20 Oct 89,  
"Civilian Mobility Program" (NOTAL)  
(b) DoD Priority Placement Program Operations  
Manual, Chapter 14 (NOTAL)

**Cancelled:** SECNAVINST 12300.6 of 10 Jan 77.

**1. Purpose.** To revise policy and assign responsibility for civilian mobility programs within the Department of the Navy (DON) following the requirements of references (a) and (b).

#### **2. Policy**

a. Informal mobility programs will be used when sufficient mobility can be obtained through voluntary means.

b. Formal programs prescribing mandatory mobility of civilian employees as a condition of employment may be established when needed to enhance employee career development or improve mission accomplishment.

c. Consideration shall be given to the impact that formal mobility programs may have on organization efficiency, employee retention, and budgetary requirements.

#### **3. Responsibilities**

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for review and approval of all formal civilian mobility programs.

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) is responsible for management and administration of the program including developing and interpreting program policy and procedures.

c. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps, the Assistant for Administration, Undersecretary of the Navy, and the heads of echelon 2 commands under CNO are responsible for assuring that this policy is implemented within their organizations.

d. Activity Heads, Commanders, and their designees shall:

(1) Ensure compliance with civilian mobility program requirements within their respective organizations.

(2) Provide civilian mobility program information to managers and employees.

e. Directors of Human Resources Service Centers will establish procedures to verify civilian mobility program eligibility.

#### **4. Procedures**

a. Recommending Officials. The establishment of a formal civilian mobility program requires recommendation by one of the following officials:

(1) Assistant Secretaries of the Navy.

(2) Heads of first and second echelon commands.

(3) Functional heads of formal career programs.

#### **5. Applicability**

a. Specific personnel. In the interest of enhancing career progression and improving mission effectiveness, mandatory civilian mobility programs may be established for the following:

(1) Auditors (GS-5 and above) in the Navy Audit Service.

(2) Career management interns and trainees (GS-5 and above) in formal career programs.

(3) Special agents (criminal investigators) (GS-5 and above) in the Naval Criminal Investigative Service.

b. Other personnel. Mandatory civilian mobility programs may be established for personnel in other types of positions if it can be demonstrated that voluntary programs are incapable of supporting the mobility requirements essential for successful accomplishment of specific mission-related functions and/or

formal career development programs (including those which require rotation between CONUS and overseas).

**6. Relocation plans.** Mandatory mobility programs will contain relocation plans describing the type and approximate number of positions covered, the activities and locations among which personnel may be assigned, methods of selection for relocation, how relocations will be funded, and the criteria and procedures which will be used.

a. Identification of positions. Positions covered will be identified by title, occupational series, grade level, activity name, and location.

b. Selection methods. Selection for relocation may be based on one or a combination of the following criteria:

(1) Mission requirements.

(2) Employee skills, knowledges and abilities.

(3) Employee progression needs and geographic preference (employee geographic preferences must be considered, but are not binding on management).

(4) Length of time at a particular location.

(5) Budgetary requirements.

**7. Relocation**

a. Basic requirement. Employees who are covered by a mandatory mobility program, and who are directed to relocate under the program, are required to accept relocation as a condition of employment. Such employees who decline relocation may be removed under adverse action procedures for failure to accept reassignment.

b. Employee requests for release from relocation requirements. Programs should contain definitive criteria governing employee requests for release from mobility requirements, e.g., by reassignment or voluntary change to lower grade, in hardship cases where appropriate positions not subject to mobility agreements are available.

c. Exceptions. Civilian mobility programs shall contain provisions for granting exceptions to relocation requirements

when adherence to those requirements would cause hardship or inequity to an activity, command or employee.

d. Assignment to non-mobility program positions. Employees who are placed in non-mobility program positions, e.g., by reassignment or promotion, are automatically released from their former mobility agreements.

## **8. Mobility Program Review, Proposal and Modification.**

a. Existing Mobility Programs. Recommending officials (identified in paragraph 4a, above) who have existing approved civilian mobility programs are asked to review their programs for compliance with current DOD and DON policy within 90 days of issuance of this guidance. Upon completion of the review, a summary of the results of the review, a copy of the approved mobility program, and a request for modification or cancellation of the program (if needed) are to be sent to the Director, Staffing and Classification Division, OCHR(011), Nebraska Avenue Complex, Suite 40103, 321 Somers Court, NW, Washington, DC 20393-5441 within an additional 45 days.

b. New mobility program proposals. Recommending officials are to submit proposed new civilian mobility programs to the address in paragraph 9a in the format provided in paragraph 11.

c. Future modification or cancellation of mobility programs. Recommending officials are to submit proposed civilian mobility program modifications or cancellations to the address in paragraph 9a.

**9. Budgetary and Administrative Considerations.** Recommending officials are to ensure the cost of their mobility program relocations is included in the appropriate command or activity budget and that their mobility programs are administered in accordance with the governing DOD and DON policy and guidance.

**10. Civilian Mobility Program Format.** The following format is to be followed when requesting approval of civilian mobility programs. It is designed to ensure consistent documentation of mobility program requirements and to expedite review and approval of such programs. Requests should include:

- a. Proposed Civilian Mobility Program Name.
- b. Command/activity responsible for program administration.

c. Command/activity point of contact. Include name, title, organizational location, voice and fax telephone numbers, and e-mail address.

d. Purpose of program. In addition to the purpose, state the reasons why sufficient mobility cannot be obtained through voluntary means.

e. Mobility program requirements and conditions.

(1) Statement that use of the civilian mobility program is for the purpose of enhancing career development and progression and/or achieving mission effectiveness, and will not be use as a form of disciplinary action.

(2) Statement that prospective mobility program employees shall be clearly informed of program requirements and operation before placement in a mobility program position, and shall be required to sign a mobility agreement as a condition of employment.

(3) Statement that current employees in newly covered positions will be subject to the program only after voluntary execution of a mobility agreement unless they were covered by an equivalent pre-existing mobility requirement.

(4) Statement that (1) geographic preferences of covered employees for permanent duty station changes shall be considered, and actualized if practicable, but are not binding on management; and (2) employees will normally be given at least 90 days notice of relocation.

(5) Statement of the actions to be taken if an employee fails to comply with mobility requirements.

(6) Statement of the exceptions to the mobility program that may be authorized and the officials to whom authority to approve exceptions is to be delegated.

(7) Statement that mobility programs will not preclude current employees occupying mobility program positions, but who have declined to sign mobility agreements, from consideration and selection for promotion to mobility program vacancies at their present location.

(8) Statement that position descriptions for all mobility program positions will include the mobility requirements.

(9) Other statements of conditions or requirements that are necessary and appropriate for the specific mobility program.

f. Relocation Plan. The mobility program's relocation plan need not be provided in total, but must be described in sufficient detail to permit review and approval. It should, as a minimum, include the following:

(1) The approximate number of positions to be covered by title, occupational series and grade level.

(2) The activities and locations between which covered employees may be assigned.

(3) The methods to be used to select employees for relocation.

(4) The estimated number of geographic relocations per fiscal year.

(5) A statement of how funding for relocation expenses will be provided.

g. Employee Mobility Agreement(s). Attach a copy of the mobility agreement(s) that covered employees will be required to sign as a condition of employment. If there is more than one agreement, explain the reasons for the different ones.

**11. Action.** Commands, activities and individuals with responsibilities shall take necessary actions to implement the provisions outlined in this subchapter.