



# Department of Defense

## INSTRUCTION

NUMBER 1400.24

February 17, 2006

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USD(P&R)

SUBJECT: Civilian Mobility Program

- References:
- (a) DoD Directive 1400.24, subject as above, October 20, 1989 (hereby canceled)
  - (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
  - (c) Title 10, United States Code
  - (d) Joint Travel Regulations, Volume 2

### 1. PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as an Instruction, consistent with the authority in Reference (b).
- 1.2. Establishes and implements policy and assigns responsibilities and procedures for the development and operation of formal civilian mobility programs within the Department of Defense, pursuant to Reference (b), when such programs enhance career progressions and improve mission effectiveness.

### 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

### 3. DEFINITIONS

3.1. Civilian Mobility Agreement. An agreement signed by an employee as a condition of employment that the employee, at the discretion of management, is subject to change of permanent duty station under the terms of an established civilian mobility program.

3.2. Civilian Mobility Program. A formal program that provides for planned change of permanent duty station of civilian personnel within the same or another DoD Component that may involve relocation without reduction in grade.

3.3. Relocation. A change in permanent duty assignment from one location to another requiring a relocation of the employee's residence.

### 4. POLICY

It is DoD policy, pursuant to Reference (b) and title 10 (Reference (c)), that the procedures in this Instruction (Section 6, below) be used when establishing a civilian mobility program as part of a DoD Component's workforce development strategy.

### 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall administer the procedures in this Instruction.

5.2. The Heads of the DoD Components, consistent with the procedures prescribed in this Instruction, shall:

5.2.1. Establish civilian mobility programs.

5.2.2. Ensure adequate provisions have been made for funding planned relocations of personnel when formal mobility programs have been established.

5.2.3. Ensure employee costs associated with relocations under this instruction are reimbursed in accordance with Joint Travel Regulations (Reference (d)).

### 6. PROCEDURES

The following parameters shall be considered in establishing civilian mobility programs:

6.1. When necessary to enhance career progression and/or improve mission effectiveness, civilian mobility programs may be established by DoD Components. Such programs, prescribing mandatory mobility of civilian employees as a condition of employment, shall be initiated only when voluntary programs are incapable of supporting essential mobility requirements. The establishment of civilian mobility programs recognizes that selected

relocations shall be required for designated intern training, other formal developmental efforts, specified career development enhancement, or planned efforts in support of mission-related needs.

6.2. Civilian mobility programs that are part of career development programs shall not require more than 2 relocations of an employee between initial assignment and completion of the formal training for placement at the target or full performance level in the career field. Other civilian mobility programs, e.g., those requiring periodic rotation of employees, shall not require relocations of covered employees more frequently than once every 2 years unless deviation is required by contract expiration or otherwise established limitations on the duration of tours of duty for an area. However, temporary duty assignments, i.e., for formal training or for meeting emergency or other mission essential needs, may be required.

6.3. Positions covered are to be clearly identified by type and level in the mobility program's enabling document. Civilian mobility programs shall generally be confined to administrative, professional, technical, and managerial positions.

6.4. Current employees in newly covered positions shall be subject to mobility programs only after voluntary execution of a mobility program agreement unless there already was a preexisting requirement for mobility when the assignment to the position was accepted.

6.5. On establishment of a formal mobility program, new employees assigned to covered positions shall be clearly informed of the details and operations of the program before assignment and shall be required to execute a mobility agreement as a condition of employment.

6.6. Geographic preferences of covered employees for permanent duty station changes shall be considered, but are not binding on management. When practicable, employees covered by mobility programs shall be assigned to geographic areas of their preference.

6.7. Employees in mobility program positions shall usually be given at least 90 days advance notice of relocation, unless a move is required to meet essential mission requirements or other properly approved exceptions to the established program.

6.8. Formal mobility programs shall describe the administrative actions to be taken when an employee fails to honor a mobility agreement, and shall contain provisions for releasing employees from mobility requirements that, in hardship cases, may include reassignment to other positions not requiring mobility.

6.9. Formal mobility programs shall not prevent current employees from occupying covered mobility program positions even though these employees have declined to sign a mobility agreement. These employees shall not be excluded from consideration and selection for promotion to vacancies at their present location for which qualified and available.

6.10. The use of civilian mobility programs shall only be for enhancing career development and progression and/or achieving mission effectiveness. Mobility assignments shall not be used as a form of disciplinary action.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "David S. C. Chu". The signature is written in a cursive style with a large, sweeping initial "D".

David S. C. Chu  
Under Secretary of Defense  
(Personnel & Readiness)