



U.S. Chemical Safety and Hazard Investigation Board

SUBJECT: INTERNAL TRANSFER, REASSIGNMENT, AND CHANGE IN DUTY STATION

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1. **PURPOSE.** This Order establishes policies and standard operating procedures for the Chemical Safety and Hazard Investigation Board (CSB) for processing internal transfers, reassignments, and changes in duty station.
 2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
 3. **SCOPE.** Except as provided below, this Order applies to all CSB employees, subject to any limitation provided by statute or regulation on the internal transfer or reassignment of employees who do not have competitive status. For example, an excepted service employee cannot be reassigned to a position within the competitive service. This order does not govern personnel actions falling within the scope of the CSB's Merit Promotion Plan, Board Order 016. This Order does not limit the authority of the Chairperson under Order 028 to take any necessary personnel action that is in the best interests of the CSB. For example, notwithstanding the specific procedures of this Order, the Chairperson may order necessary personnel actions to address issues of sexual harassment, resolve employment disputes, or take other appropriate actions.
 4. **REFERENCES.** Subchapters I and IV of Chapter 33 of Title 5 of the United States Code; 5 C.F.R. § 210.102, 5 CFR § 330.501, and 5 CFR § 335.102; OPM Guide to Processing Personnel Actions, Chapters 14, 21, and 23. In the event of a conflict between these authorities and the provisions of this Order, the applicable statutes, regulations and OPM guidance shall control.
 5. **POLICY.** For necessary business reasons and in accordance with the procedures described below, the CSB may internally transfer an employee to a new supervisor, reassign an employee to a different position without promotion or demotion, or authorize or order an employee to move to a new duty station in a different geographic location. Whenever such a change is contemplated for an employee in a Federal Career Intern or trainee position, particular consideration shall be given to whether the change is consistent with the developmental goals of the position.
 6. **DEFINITIONS.**
 - a. **Internal transfer** – the assignment of an employee to a new supervisor without a change in the position, grade, or pay of the employee.
 - b. **Reassignment** – the change of an employee from one position to another without promotion or demotion.
 - c. **Change in duty station** – a change of an employee's duty station from one geographic location to another.
 - d. **Duty station** –the geographic location (city/town, metropolitan area, county, and/or state) in which the employee works, as determined by the CSB. Except as otherwise determined by the CSB, the official duty station for all CSB employees (including Board Members and the Chairperson) is the geographic location where the employee resides.
 - e. **Office** – a major administrative unit of the CSB as set forth in Board Order 028.
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- f. **Office Director** – the head of a major administrative unit of the CSB as set forth in Board Order 028.

7. **INTERNAL TRANSFERS AND REASSIGNMENTS.**

a. **Intra-Office.**

- a. Office Director. After consultation with the relevant supervisor(s), the Human Resources Director (HRD), and the General Counsel (GC), an Office Director may, for necessary business reasons and in accordance with the procedures herein, internally transfer or reassign an employee within his/her office upon the approval of the Chairperson. An Office Director must document the reasons for the internal transfer or reassignment in writing and provide a copy to the employee, the relevant supervisor(s), the HRD, and the Chairperson. The Office Director must also ensure that the relevant supervisor(s) completes a performance appraisal for the employee *prior* to the effective date of the reassignment or internal transfer of that employee, and updates/establishes a performance plan within 30 days thereafter.
- b. Employee Request. An employee who seeks an internal transfer or reassignment within an office shall submit a written request on the form attached to this Order as Appendix A to his/her supervisor and to the Office Director with a copy to the HRD. The employee shall set forth the reasons for the request, and the anticipated benefits to be derived by the CSB if the request were approved. The Office Director shall review all pertinent information, consult with the relevant supervisor(s), the HRD, and the GC, and issue a written decision based on the best interests of the CSB within a reasonable time. The Office Director must obtain the approval of the Chairperson before authorizing an internal transfer. The Office Director's decision shall be submitted to the employee, with a copy to the employee's supervisor, the HRD, and the Chairperson.

b. **Inter-Office.**

- a. Chairperson. Upon the request of the sending Office Director and with the approval of the receiving Office Director, the Chairperson is authorized to approve the internal transfer or reassignment of an employee between offices of the CSB. The Office Director sending the employee to another office must ensure that the employee's supervisor completes a performance appraisal for the employee *prior* to the effective date of the reassignment or internal transfer of that employee. The Office Director receiving the employee must ensure that the employee's new supervisor establishes a performance plan for the employee within 30 days thereafter.
- b. Employee Request. An employee who seeks an internal transfer or reassignment between offices of the CSB shall submit a written request on the form attached to this Order as Appendix A to his/her supervisor, the relevant Office Directors, and the HRD. The employee shall set forth the reasons for the request, and the anticipated benefits to be derived by the CSB if the request were approved. After obtaining the approval of his/her supervisor, the relevant Office Directors, and the HRD for the internal transfer, the employee

shall submit the request to the Chairperson. The Chairperson shall review all pertinent information and consult with the relevant Office Directors, the HRD, and the GC. Once this review and consultation is complete, the Chairperson's decision shall be provided to the employee, with a copy to the employee's supervisors, relevant Office Directors, and the HRD.

8. **CHANGE IN DUTY STATION.**

Except as otherwise determined by the CSB, the official duty station for all CSB employees (including Board Members and the Chairperson) is the geographic location where the employee resides.

a. Authorization of Temporary and Permanent Changes.

The Chairperson may authorize in writing a temporary or permanent change in the duty station of an employee (including a Board Member) based on the business needs of the CSB or at an employee's request. A change in the duty station of the Chairperson may be authorized by a Board Member to whom the Chairperson has delegated such authority per Board Order 028 or, if no such delegation has been made, by the next most senior Board Member. The duty station of a Board Member or the Chairperson may not be changed unless the Board Member or Chairperson has requested that his/her duty station be changed. The expiration of a temporary change in duty station that requires an employee to return to the official CSB duty station shall not be considered an involuntary change in duty station under this subsection.

b. Employee Request.

An employee (other than a Board Member or the Chairperson) who seeks a change in duty station shall submit a written request on the form attached to this Order as Appendix A to the Chairperson, his/her supervisor, and the relevant Office Director. A copy shall also be provided to the HRD. The request shall set forth the request for a change, the reasons for the request, and the anticipated benefits to be derived by the CSB if the change were approved. A Board Member or the Chairperson is not required to use Appendix A but shall submit a duty station change request in writing to the Chairperson or, as applicable, the delegated Board Member or next most senior Board Member, with a copy provided to the HRD.

The supervisor(s) and Office Director(s) affected by the request, and the HRD, shall submit to the Chairperson, by separate written memorandum, their views on the request and whether approval of the request is in the best interests of the CSB.

The Chairperson shall review all pertinent information, consider the views of the Board, and issue a written decision in a reasonable amount of time. The Chairperson shall submit the decision to the employee, with a copy to the employee's supervisor(s), relevant Office Director(s) and the HRD.

Except for a change in the duty station of a Board Member or the Chairperson, the decision to deny or grant a change in an employee's duty station is in the sole discretion of the Chairperson and may be granted or denied based on the best

interests of the CSB.

If a request by a Board Member or the Chairperson to change his/her duty station is denied (by the Chairperson or, as applicable, the delegated Board Member or next most senior Board Member), the Board Member or the Chairperson may appeal the denial to the Board. In such case, the Board shall vote by a notation item, which may not be calendared, on whether to approve the duty station change. The change may be approved by a majority of Board Members voting on the notation item.

Typically, the CSB will not pay relocation expenses for any move to a new duty station based upon the employee's request. The Chairperson may authorize the payment of such expenses only in writing and in compliance with applicable laws, regulations, and CSB policy.

c. Involuntary Change in Duty Station.

Involuntary changes in duty station shall be limited to those situations in which there is a significant realignment of a CSB organizational function or component to a different geographic location or similar compelling circumstances justifying such a change. Notice of an involuntary change in duty station shall be given to any affected employee(s) as soon as practical. Except in an emergency, such notice shall be given at least 30 days prior to an ordered change. When an involuntary change becomes necessary, decisions by the Chairperson shall be based upon the needs of the CSB. The decision shall specifically address the employee's length of service, training, and area of experience. A final decision shall only be made after consultation with other Board Members, the HRD, and the GC. Opportunity shall be given for the employee to discuss the proposed change with the Chairperson, and to appeal a final decision of the Chairperson to the reviewing Board Member designated under Board Order 010.

9. **REASONABLE ACCOMMODATION.** Under certain circumstances, an employee may make a request for an internal transfer, reassignment, or change in duty station that may also constitute a request for a reasonable accommodation under Board Order 32. An employee seeking such a change may do so under this Order and/or the CSB's reasonable accommodation procedures.
10. **RECORDKEEPING.** The HRD shall be responsible for maintaining adequate records of any internal transfer, reassignment, or change in duty station, in accordance with applicable laws, regulations, and CSB policy.
11. **REVIEW AND UPDATE.** The HRD is responsible for reviewing this Order annually in consultation with the Chairperson and Office Directors of the CSB.

CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

January 24, 2008; Amended October 18, 2023.

REQUEST FOR TRANSFER, REASSIGNMENT, OR CHANGE IN DUTY STATION

Employee: _____

Request Date: _____

Current Position, Office, and Duty Station: _____

Current Immediate Supervisor: _____

Employee Request – I hereby request:

_____ An internal transfer to report to _____ as my immediate supervisor in [check one] my current office OR the Office of _____.

_____ A reassignment to the position of _____ in [check one] my current office OR the Office of _____.

_____ A temporary change in duty station to _____ for the following period of time: _____.

_____ A permanent change in duty station to _____.

Please explain the reasons for your request and the anticipated benefits to the CSB:

I, the employee named above, certify that the information provided above is true and correct to the best of my knowledge and belief, and that I have read Order 042 and will follow its procedures for this request.

Employee Signature and Date: _____

Management Determination:

Consultations completed with (as required by Order 042):

_____ Sending Supervisor/Office Director _____ Receiving Supervisor/Office Director
_____ Human Resources Director _____ General Counsel

The employee request made above is:

_____ **Granted, with an effective date of:** _____

_____ **Denied**

I, the management official whose name and signature appear below, certify that I have completed the consultations indicated above, as required by Order 042, and in all other respects have followed the requirements and procedures of that Order in making this determination.

Management Name: _____

Management Signature and Date: _____

Chairperson’s Signature and Date: _____