



# U.S. Chemical Safety and Hazard Investigation Board

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

---

## CONTENTS

1.	Purpose.....	2
2.	Effective Date.....	2
3.	Scope.....	2
4.	References.....	2
5.	Policy.....	2
6.	Definitions.....	2
7.	Responsibilities.....	3
8.	Internal Transfers and Reassignments.....	3
9.	Change in Duty Station.....	4
10.	Reasonable Accommodation.....	6
11.	Recordkeeping.....	6
12.	Review and Update.....	6
	Appendix A: Request Form	

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. It does not apply to Presidential appointees, Schedule C appointees, members of the Senior Executive Service, intermittent employees, and temporary employees whose appointments are not expected to exceed 120 days. 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 region to another.
  - d. **Duty station** – the city/town, county, and state in which the employee works.

e. **Office** – a major administrative unit of the CSB as defined in Board Order 14.

7. **RESPONSIBILITIES.**

a. **CSB Board** – Oversees implementation of, and approves changes to, the Order.

b. **Chairperson** – Approves changes in duty station, inter-office internal transfers, and inter-office reassignments.

c. **Human Resources Director (HRD)** – Ensures that technical guidance and assistance are provided to managers, supervisors, and employees regarding internal transfers, reassignments, or changes in duty stations. Acts as liaison with the CSB’s servicing personnel office. Performs other specific duties as outlined in this Order.

d. **General Counsel (GC)** – Reviews proposed internal transfers, reassignments, and changes in duty stations for compliance with applicable federal law and CSB Orders.

e. **Office Director** – As prescribed by section 8 of this Order, authorizes the internal transfer or reassignment of employees within his/her office. This term includes both Office Directors if there is more than one Office Director for any Office.

f. **Supervisors** – A supervisor must prepare an interim or final performance appraisal for an employee who is to be transferred to a new supervisor or reassigned to a new position, in accordance with the CSB’s Performance Appraisal Program, Board Order 010. Such appraisals, even if summary in form, shall be completed prior to the effective date of any internal transfer or reassignment, with a copy submitted to the HRD and the receiving supervisor. Supervisors of reassigned employees and receiving supervisors of transferred employees must update/establish performance plans for such employees within 30 days of the effective date of the action, in accordance with Board Order 010. All supervisors must provide the HRD with advance information on projected staffing requirements, anticipated losses, changes in duties, or other information that could lead to an internal transfer, reassignment, or change in duty location.

8. **INTERNAL TRANSFERS AND REASSIGNMENTS.**

a. **Intra-Office.**

(1) **Office Director.** After consultation with the relevant supervisor(s), the HRD, the GC, and the Chairperson, an Office Director may internally transfer or reassign an employee within his/her office. 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), and the HRD. 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.

- (2) 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, the GC, and the Chairperson, and issue a written decision based on the best interests of the CSB within a reasonable time. The Office Director's decision shall be submitted to the employee, with a copy to the employee's supervisor and the HRD.

**b. Inter-Office.**

- (1) 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 Chairperson shall document the reasons for the internal transfer or reassignment in writing and provide a copy to the employee, relevant Office Directors, and to the HRD. The Office Director sending the employee to another office must also 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.
- (2) 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, the Chairperson, 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. 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 may issue a written decision based on the best interests of the CSB within a reasonable time. The Chairperson's decision shall be submitted to the employee, with a copy to the employee's supervisors, relevant Office Directors, and the HRD.

**9. CHANGE IN DUTY STATION.**

- a. **Official CSB Duty Station.** The official duty station for CSB employees is Washington, DC. This section outlines the procedures for processing a request for an involuntary change in duty station from the official CSB duty station in

Washington, DC to a different location. At the present time, however, this section does not mean to imply that such changes are favored or likely. The CSB is currently evaluating different options for staffing the agency and meeting its mission responsibilities, including the possibility of some employees working in different geographic areas. Until that review is complete and the Board has reached some determination on the issue, it is unlikely that changes in duty station will be authorized.

**b. Change in Duty Station.**

- (1) Authorization of Temporary and Permanent Changes. The Chairperson may authorize in writing a temporary or permanent change in the duty station of an employee based on the business needs of the CSB or at an employee's request. 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.
- (2) Employee Request. An employee who seeks a change in duty station shall submit a written request on the form attached to this Order as Appendix A to his/her supervisor and Office Director, and to the Chairperson. A copy shall also be provided to the HRD, and to the proposed office manager or supervisor at the requested duty station. 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.

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.

The decision to deny or grant a change in duty station is in the sole discretion of the Chairperson and may be granted or denied based on the best interests of the CSB.

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.

- (3) 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.

10. **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.
11. **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.
12. **REVIEW AND UPDATE.** The HRD is responsible for reviewing this Order annually in consultation with the Chairperson and Office Directors of the CSB. The HRD shall complete such review and propose any changes to the Board no later than March 1<sup>st</sup> of each year.

## **CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

January 24, 2008

**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 \_\_\_\_\_ Chairperson

The employee request made above is:

\_\_\_\_\_ **Granted, with an effective date of:** \_\_\_\_\_

\_\_\_\_\_ **Denied**

For the reasons described in the attached decision memorandum.

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 Official Name: \_\_\_\_\_

Management Official Signature and Date: \_\_\_\_\_