

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
ENFORCEMENT AND REMOVAL OPERATIONS  
ICE HEALTH SERVICE CORPS**

**PHS SERVICE REMAINING REQUIREMENTS**

**IHSC Directive: 01-08  
ERO Directive Number: 11707.2  
Federal Enterprise Architecture Number: 306-112-002b  
Effective Date: February 5, 2020  
Revision Date: November 23, 2021**

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**By Order of the Assistant Director  
Stewart D. Smith, DHSc, FACHE**

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Date: 2021.11.23 10:58:41 -05'00'

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1. **PURPOSE:** This directive sets forth policy and procedures for IHSC service remaining requirement (SRR) obligations for U.S. Public Health Service (PHS) Commissioned Corps officers.
2. **APPLICABILITY:** This directive applies to all PHS officers detailed to the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC).
3. **AUTHORITIES AND REFERENCES:**
  - 3-1. Public Law 111-84, National Defense Authorization Act.
  - 3-2. Title 37, U.S. Code, Statute, Pay and Allowances of the Uniformed Services.
  - 3-3. 84 Federal Register 3681, Exceptional Family Member Program (EFMP).
  - 3-4. Memorandum of Agreement between Department of Homeland Security and the U.S. Department of Health and Human Services, U.S. Public Health Service. June 28, 2019
  - 3-5. Commissioned Corps of the U.S. Public Health Service (USPHS). (2001). Reassignment (Inst 322.05). In Commissioned Corps Issuance System (CCIS).
  - 3-6. PHS. (2010). Commissioned Officer's Effectiveness Report (COER). In *CCIS*.
  - 3-7. PHS. (2012). Leave of Absence; General (CC 361.01). In *CCIS*.
  - 3-8. PHS. (2018). Health Professions Special Pays (CCD 151.05). In *CCIS*.

- 3-9. PHS. (2018). Separation of Commissioned Officer. In *CCIS*.
- 3-10. PHS. (2019). Involuntary Separation (CCD 123.01). In *CCIS*.
- 3-11. PHS. (2019). Readiness Compliance (POM 821.69). In *CCIS*.
- 3-12. PHS (2020). Guidance on Non-Health and Human Services (HHS) Agency Returns (POM 821.78). In *CCIS*.
- 3-13. PHS. (2021). Assignment Duty Pay (CCI 633.06). In *CCIS*.
- 3-14. PHS. (2021). Assignment Pay Locations, Rates, and Agreements (POM 821.79). In *CCIS*.
- 3-15. Defense Travel Management Office, Joint Travel Regulations.

**4. POLICY**

- 4-1. PHS officers who accept an assignment with IHSC incur a service remaining requirement (SRR). Refer to Table 1 below for applicable SRR position categories. Commissioned Corps Headquarters issues personnel orders for all personnel action types described below. The personnel orders effective date establishes the agreement start date.

<b>Table 1. Applicable Service Remaining Requirement Position Categories</b>		
<b>Personnel action type</b>	<b>Individual is eligible to transfer after</b>	<b>Individual agrees to an additional IHSC commitment of</b>
Call to active duty (CAD)	24 months	Not applicable
External transfer: another agency/operating division (OPDIV)	24 months	Not applicable
Internal transfer: new position	18 months	18 months
Internal transfer: same position relocation	24 months	24 months
Assignment pay	2, 3, or 4 years as stated in the assignment pay agreement	2, 3, or 4 years as stated in the assignment pay agreement

- 4-2. **Acceptance of initial IHSC assignment:** PHS officers who accept an initial IHSC assignment incur a 24-month commitment. Officers may transfer to another agency or operating division (OPDIV) after fulfilling their SRR commitment to IHSC.

**4-3. Internal IHSC transfers**

- 4-3.1 **IHSC reassignment.** After satisfying 18 months of a 24-month

obligation, a PHS officer is eligible for a reassignment within IHSC. Eligibility determines the earliest date IHSC may reassign an officer with personnel orders.

4-3.1.a The earliest an officer may apply for a vacant position is 90 days before eligibility.

4-3.1.b An officer may not request an SRR exception to apply earlier for a vacancy (i.e., > 90 days before eligibility) unless the request involves humanitarian, exceptional family member reassignment, or hardship discharge. SRR exceptions must be approved prior to applying early (i.e., > 90 days before eligibility).

4-3.1.c If selected for the position, personnel orders may not reflect an effective date before the date of eligibility.

4-3.1.d Once assigned to the new position, the officer incurs a new 18-month commitment to IHSC.

4-3.2 **Same position relocation.** IHSC reviews same position relocation requests in a manner which promotes the efficiency of the program, does not impact agency budget and is fair and equitable to the employee. A PHS officer who satisfies eligibility requirements may remain in their current position and request geographic relocation to a new duty station. Once assigned to the new duty station, the officer incurs a 24-month IHSC commitment; thereafter, the officer is eligible to apply for an external or internal transfer after satisfying their agreement. The PHS officer must meet the eligibility requirements below before initiating the position relocation request.

4-3.2.a Hold no current IHSC commitment obligation (i.e., SRR).

4-3.2.b Complete 24 months of service in current position.

4-3.2.c Remain in good standing with no disciplinary action.

4-3.2.d Documented "satisfactory" performance on previous three Commissioned Officer Effectiveness Reports (COERs).

4-3.2.e Previous COER narrative documents officer's ability to work independently.

4-3.2.f Maintained basic readiness status during the previous 24 months.

4-3.2.g Does not hold a direct patient care position within an IHSC detention facility.

4-3.2.h Demonstrates the move is a cost savings to the government (e.g., household goods move and basic allowance for housing is less over three years compared to current basic allowance for housing).

**4-4. IHSC-initiated reassignment or relocation.** IHSC may reassign officers based on the identified needs of the agency. Examples include and are not limited to facility closures. Reassignments may involve a new billet designation and assignments to remote, hard to fill and hardship sites.

All requested reassignments must be appropriate for an officer and consistent with the terms of the memorandum of agreement.

**4-4.1 In the event IHSC is experiencing a facility closure,** IHSC waives SRR transfer eligibility requirements for the affected officer(s) as described in Table 1. An officer may apply for another position (i.e., reassignment) within the agency or another OPDIV. The officer's supervisory chain assists the officer in locating the same position at another IHSC duty station (i.e., relocation).

**4-4.1.a Officer agrees to an IHSC-initiated relocation.** When a PHS officer agrees to an IHSC-initiated relocation, the SRR transfers and continues at the new location. A new SRR is not necessary. If the PHS officer is not under an active SRR, a new SRR is not required.

**4-4.1.b IHSC Reassignment.** IHSC waives SRR transfer eligibility requirements for the affected officer(s) as described in Table 1. The officer may apply for a vacant IHSC position (i.e., reassignment). If selected for the position and the officer accepts the position, the officer incurs a new 18-month commitment in the new position.

- Thereafter, if an officer requests an external transfer to another OPDIV and their original SRR expires after the new SRR, IHSC determines transfer eligibility by reviewing the original and new SRR. Both agreements must satisfy external transfer eligibility requirements.

**4-4.1.c External transfer to another agency/OPDIV.** IHSC waives SRR transfer eligibility requirements for the affected officer(s) as described in Table 1. The officer may seek an external transfer to another agency.

**4-4.1.d Officer declines relocation, reassignment, and**



**external transfer.** When a PHS officer declines a relocation, reassignment, and external transfer to another agency, IHSC may return the officer to the Department of Health and Human Services in accordance with the Memorandum of Agreement and Guidance on Non-Health and Human Services Agency Returns (see section 3-4).

4-4.2 In the event IHSC requests a reassignment or relocation as deemed necessary by the agency, the officer may complete one of the following:

4-4.2.a **Officer agrees to an IHSC-initiated relocation or reassignment.** When a PHS officer agrees to an IHSC-initiated relocation or reassignment, the SRR transfers and continues at the new location and, or reassignment. A new SRR is not necessary.

If the PHS officer is not under an active SRR, a new SRR is not required.

4-4.2.b **Officer declines an IHSC-initiated reassignment or relocation. Officer accepts external transfer to another agency/OPDIV.** When a PHS officer declines an IHSC-initiated reassignment or relocation, IHSC waives SRR transfer eligibility requirements for the officer as described in Table 1. The PHS officer may seek an external transfer to another agency/OPDIV.

- **If the officer is unable to secure an external position in a reasonable time,** IHSC may return the officer to the Department of Health and Human Services in accordance with the Memorandum of Agreement and Guidance on Non-Health and Human Services Agency Returns.

4-4.2.c **Officer declines an IHSC relocation, IHSC reassignment and external transfer to another agency/OPDIV.** When a PHS officer declines an IHSC relocation, IHSC reassignment, or external transfer to another agency, IHSC returns the officer to the Department of Health and Human Services in accordance with the Memorandum of Agreement and Guidance on Non-Health and Human Services Agency Returns.

**4-5. SRR exceptions.** A PHS officer may request an SRR exception that waives

the SRR obligation. Exceptions as defined by PHS include humanitarian, exceptional family member reassignment, or hardship discharge. The officer routes all exception requests through the officer's supervisory chain to the IHSC Executive Governing Board for review. The IHSC Assistant Director reviews and makes final determinations for SRR exceptions.

4-5.1 If under an SRR and requesting an exception, the officer must notify and route the request through their supervisory chain. The officer may request relocation or release from IHSC, allowing the officer to transfer to another federal department or agency. IHSC considers relocation requests due to hardship on a case-by-case basis.

4-5.1.a **IHSC agrees to relocation within IHSC.** When IHSC agrees to the exception and relocation, IHSC waives SRR transfer eligibility requirements. Once assigned to the new duty station within IHSC, the officer incurs a new 24-month IHSC commitment; thereafter, the officer is eligible to apply for an external or internal transfer after satisfying their agreement.

4-5.1.b **IHSC agrees to release.** When IHSC agrees to the exception and release, IHSC waives the SRR transfer eligibility requirements. The officer may seek transfer to a different federal department or agency.

4-5.1.c **IHSC denies request.** When IHSC denies the exception, the officer may request voluntary separation or retirement if eligible. An officer may not request an external transfer to another agency or OPDIV while under an SRR.

#### **4-6. Assignment Pay**

4-6.1 PHS officers utilize the established Commissioned Corps Headquarters guidance and reference the following regarding assignment pay:

4-6.1.a PHS. (2021). Assignment Pay Locations, Rates, and Agreements (POM 821.79). In *CCIS*.

#### **4-7. Equal Employment Opportunity (EEO)**

4-7.1 PHS officers reference the memorandum of agreement between DHS and the U.S. Department of Health and Human Services.

## **5. RESPONSIBILITIES**

### **5-1. PHS officer.**

- 5-1.1 Ensures sufficient active-duty time to honor and complete the SRR with IHSC. Retirement eligible officers must not agree to an SRR that exceeds their date for mandatory retirement (i.e., 30 years).
- 5-1.2 Signs and returns an SRR agreement when accepting an assignment or relocation, except during an IHSC-initiated relocation.
- 5-1.3 Fulfills the SRR agreement.
- 5-1.4 Determines their eligibility for transfers or position relocation requests.
- 5-1.5 Familiarizes themselves with the published policies applicable to all PHS officers and maintains an ongoing awareness of updates and changes to PHS policies.
- 5-1.6 As applicable for assignment pay, complete responsibilities in accordance with Commissioned Corps Issuance Systems. Assignment Pay Locations, Rates, and Agreements (POM 821.79).

### **5-2. IHSC Personnel Unit (IPU).**

- 5-2.1 Prepares, receives, and stores SRR in personnel files.
- 5-2.2 Verifies the officer meets SRR reassignment, transfer, or relocation eligibility requirements.
- 5-2.3 Reviews and provides the IHSC Executive Governing Board recommendations on position relocation requests and SRR exceptions.

### **5-3. Officer's supervisory chain.**

- 5-3.1 Reviews SRR exception and position relocation requests.
- 5-3.2 Provides justification and recommends concurrence or non-concurrence to the IHSC Executive Governing Board.
- 5-3.3 Routes requests with justification and recommendations through the supervisory chain to IPU and the IHSC Executive Governing Board.
- 5-3.4 As applicable for position relocations, confirms available space and resources at the new location.
- 5-3.5 As applicable for IHSC-initiated reassignment or relocation, assists the PHS officer in locating a new IHSC position or new location.

5-3.6 As applicable for assignment pay, complete responsibilities in accordance with Commissioned Corps Issuance Systems, Assignment Pay Locations, Rates, and Agreements (POM 821.79).

**5-4. IHSC Executive Governing Board.**

5-4.1 Reviews and makes recommendations for SRR exceptions and position relocation requests.

**5-5. IHSC Assistant Director.**

5-5.1 Reviews and makes final determinations for SRR exceptions and position relocation requests.

**6. PROCEDURES:**

**6-1. SRR agreement during assignment and reassignment.**

6-1.1 **Verify eligibility.** As applicable, IPU verifies eligibility based on type of personnel action listed in Table 1. If the officer is eligible, IPU prepares an SRR. If ineligible, IPU notifies the candidate of ineligibility and does not prepare the SRR.

6-1.2 **Prepare SRR.** IPU prepares the SRR according to the type of personnel action listed in Table 1. See Appendix A for the SRR form.

6-1.3 **Offer IHSC position to officer.** IPU offers the officer the position and presents the SRR form and SRR policy to the candidate. To accept an assignment, the candidate must review, sign, and return the SRR.

6-1.4 **Complete signed SRR agreement:** IPU must receive the signed SRR agreement to process the PHS-1662 Form, Request for Personnel Action Commissioned Officer. IPU staff may not process PHS-1662 without a signed SRR.

IPU retains the SRR agreement in the officer's personnel file at headquarters in accordance with records management policies.

**6-2. SRR exceptions.**

6-2.1 If the officer cannot satisfy the SRR agreement due to an exception, the officer must document the exception and requested action. The exception must include humanitarian, exceptional family member reassignment, or hardship discharge. Then, the officer routes the request through their chain of command to IPU and the IHSC Executive Governing Board.



- 6-2.2 The supervisory chain reviews the request. The supervisory chain provides justification and recommendations for action (concurrence or non-concurrence). The supervisory chain routes the request with recommendations to IPU and the IHSC Executive Governing Board.
- 6-2.3 IPU reviews the request and may provide recommendations to the IHSC Executive Governing Board. The IHSC Executive Governing Board approves or denies the request and provides justification, then forwards their decision to the IHSC Assistant Director.
- 6-2.4 The IHSC Assistant Director makes the final decision for the request and documents the decision.
- 6-2.5 The decision is sent to the Chief of Administration or designee for action (e.g., notify IPU and supervisory chain).
- 6-2.6 When IHSC agrees to an exception, IHSC waives the SRR transfer eligibility requirements. The officer may relocate or transfer.
  - 6-2.6.a **Relocation.** IPU prepares the SRR in accordance with the type of personnel action listed in Table 1. See Appendix A for the SRR form. IPU offers the officer relocation, along with the SRR form and policy. To accept a relocation, the officer must review, sign, and return a new SRR.
  - 6-2.6.b **Signed SRR agreement:** IPU must receive the signed SRR agreement to process the PHS-1662 Form, Request for Personnel Action Commissioned Officer. IPU staff may not process PHS-1662 without a signed SRR. IPU retains the SRR agreement in the officer's personnel file at headquarters in accordance with records management policies.
- 6-2.7 In the event IHSC denies the exception, the officer may request voluntary separation or retirement if eligible. The officer receives a copy of the documented decision and justification.

**6-3. SRR agreement during same position relocation.**

- 6-3.1 The PHS officer verifies meeting all eligibility requirements. The officer initiates discussion regarding position relocation with the first line supervisor.
- 6-3.2 The supervisor and/or supervisory chain (e.g., unit chief), confirms available space and resources at the proposed location.
- 6-3.3 After the officer and the first line supervisor confirm the location,

they complete the Officer Initiated Position Relocation Memo. See Appendix B for a memo example. The memo must demonstrate a cost savings to the government (e.g., household goods move and basic allowance for housing is a cost savings as compared to current cost).

- 6-3.4 The first line supervisor routes the memo through the chain of command to IPU and the IHSC Executive Governing Board.
- 6-3.5 The supervisory chain reviews the memo. Supervisory chain documents on the memo the justification and recommendation for action (concurrence or non-concurrence). Then, the supervisory chain routes the memo to IPU and the IHSC Executive Governing Board.
- 6-3.6 **Eligibility Verified.** IPU reviews the memo and verifies the officer satisfies the eligibility requirements. IPU provides the IHSC Executive Governing Board eligibility verification. If the officer is not eligible, IPU denies the request based on ineligibility and notifies the officer, the supervisory chain, and the IHSC Executive Governing Board.
- 6-3.7 The IHSC Executive Governing Board approves or denies the request and provides justification. The board makes determinations in a manner which promotes the efficiency of the program, does not impact agency budget and is fair and equitable to employees. The IHSC Executive Governing Board forwards their decision to the IHSC Assistant Director.
- 6-3.8 The IHSC Assistant Director makes the final decision for the request and documents the decision.
- 6-3.9 The decision is sent to the Chief of Administration or designee for action (e.g., notify IPU and supervisory chain).
  - 6-3.9.a In the event IHSC agrees to the position relocation, IPU prepares the SRR in accordance with the type of personnel action listed in Table 1. See Appendix A for the SRR form. IPU offers the officer relocation, along with the SRR form and policy. To accept a relocation, the officer must review, sign, and return the SRR.
  - 6-3.9.b Signed SRR agreement: IPU must receive the signed SRR agreement to process the PHS-1662 Form, Request for Personnel Action Commissioned Officer. IPU staff may

not process PHS-1662 without a signed SRR. IPU retains the SRR agreement in the officer's personnel file at headquarters in accordance with records management policies.

6-3.9.c In the event IHSC denies the position relocation, the officer receives the documented decision and justification.

**6-4. IHSC-initiated reassignment or relocation for facility closure.**

6-4.1 The supervisor and supervisor chain (e.g., unit chief) assist the officer in finding the same position at a new location.

6-4.2 **Relocation.** After the same position is secured and officer accepts the relocation, IPU processes the PHS-1662 Form, Request for Personnel Action Commissioned Officer. A new SRR is not necessary. If the PHS officer is not under an active SRR, a new SRR is not required.

6-4.3 IHSC waives SRR transfer eligibility requirements for the affected officer(s) as described in Table 1. An officer may apply for another position (i.e., reassignment) within the agency or another OPDIV.

6-4.4 **Reassignment.** After the officer applies to an IHSC vacant position and is offered a new IHSC position (i.e., reassignment), IPU prepares the SRR in accordance with the type of personnel action as listed in Table 1. See Appendix A for the SRR form. IPU offers the officer the reassignment, along with the SRR form and policy. To accept a reassignment, the officer must review, sign, and return the SRR. IPU must receive the signed SRR agreement to process the PHS-1662 Form, Request for Personnel Action Commissioned Officer. IPU staff may not process PHS-1662 without a signed SRR. IPU retains the SRR agreement in the officer's personnel file at headquarters in accordance with records management policies.

6-4.5 IHSC waives the SRR if the officer declines a relocation and does not find a suitable IHSC reassignment. In this instance, the officer may seek an assignment external with another agency/OPDIV.

6-4.6 If the officer rejects the reassignment, relocation, or external transfer, IPU process a return to Health and Human Services in accordance with the Memorandum of Agreement and Guidance on Non-Health and Human Services Agency Returns.

**6-5. IHSC-initiated reassignment or relocation as deemed necessary by the agency.**

- 6-5.1 IHSC submits the agency relocation or reassignment to the officer.
- 6-5.2 After the officer accepts the IHSC relocation or reassignment, IPU processes the PHS-1662 Form, Request for Personnel Action Commissioned Officer. A new SRR is not necessary. If the PHS officer is not under an active SRR, a new SRR is not required.
- 6-5.3 If the officer does not accept the IHSC relocation or IHSC reassignment, IHSC waives the SRR. In this instance, the officer may seek an assignment external transfer to another agency/OPDIV.
- 6-5.4 If the officer rejects the reassignment, relocation, or external transfer, IPU processes a return to Health and Human Services in accordance with the Memorandum of Agreement and Guidance on Non-Health and Human Services Agency Returns.

**6-6. PHS-1662 Form, Request for Personnel Action.**

- 6-6.1 IPU processes the PHS-1662 in accordance with the form's directions and for the following personnel actions: call to active duty, reassignment, transfer, and same position relocation.
- 6-6.2 **Official Duty Assigned.** The PHS-1662 reflects the new duty station (e.g., Atlanta Field Office duty station address). IHSC assigns employees to an official duty station address that aligns with their locality. For example: if the employee is physically located in Atlanta, IHSC assigns the employee to either an approved field office address or an approved IHSC clinic address. IHSC cannot officially assign an employee to their residence address.

**6-7. Assignment Pay**

- 6-7.1 Follow procedures in accordance with Commissioned Corps Issuance Systems. Assignment Pay Locations, Rates, and Agreements (POM 821.79)

**6-8. Equal Employment Opportunity**

- 6-8.1 Follow procedures in accordance with the memorandum of agreement between DHS and the U.S. Department of Health and Human Services.

**7. HISTORICAL NOTES:** This directive updates the previous version of IHSC Directive: 01-08, *IHSC Service Remaining Requirements*, dated February 5, 2020.

- 7-1. Included information on assignment pay.



7-2. Clarified information regarding position relocation requests.

**8. DEFINITIONS:**

8-1. **Reassignment:** A change of duties, responsibilities, billet, and/or position within the officer's current organization. A reassignment may be voluntary or involuntary when initiated to meet agency demands.

8-2. **Relocation:** A permanent change of station in which the officer maintains the current duties, responsibilities, position, and grade within the officer's current organization. A relocation may be voluntary or involuntary when initiated to meet agency demands.

8-3. See other definitions for this policy at Glossary in the [IHSC policy library](#).

**9. APPLICABLE STANDARDS:** None.

**10. PRIVACY AND RECORDKEEPING:** ICE uses detainee health records and information maintained in accordance with the DHS/ICE-013 Alien Health Records System of Records to provide for the care and safety of detainees. IHSC limits access to detainee health records and information to those individuals who need to know the information for the performance of their official duties, and who have appropriate clearances or permissions. IHSC secures paper records in a locked cabinet or room when not under the direct control of an officer or employee with a need for the paper record to perform their duties.

10-1. IHSC staff complete annual training on the protection of patient health information and Sensitive Personally identifiable information.

10-2. IHSC staff reference the Department of Homeland Security Handbook for Safeguarding Sensitive PII (Handbook) at DHS Handbook for Safeguarding Sensitive PII for additional information concerning safeguarding sensitive PII.

10-3. All relevant documents produced or provided in accordance with this Directive must be maintained in accordance with an applicable National Archives and Records Administration (NARA) General Records Schedule (GRS) or a NARA-approved agency-specific records control schedule. If the records are not subject to a records schedule, they must be maintained indefinitely by the agency. In the event the records are subject to a litigation hold, they may not be disposed of under a records schedule until further notification. Prior to the disposition of any records referenced in this directive, ICE Records Officer approval must be obtained.

**11. NO PRIVATE RIGHT STATEMENT:** This directive is an internal directive statement of IHSC. It is not intended to, and does not create any rights, privileges,

or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

**12. POINT OF CONTACT:** Chief, Personnel Unit (IPU).

**Appendix A - Service Remaining Requirements Agreement**

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
ENFORCEMENT AND REMOVAL OPERATIONS  
ICE HEALTH SERVICE CORPS**

Service Remaining Requirements (SRR) Agreement

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Officer Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Grade: \_\_\_\_\_

Date of Assignment (Effective Date): \_\_\_\_\_

**Acceptance of Initial IHSC Assignment:**

I understand that if this request is approved, I will incur a Service Remaining Requirement of two years from effective date of assignment. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe.

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Officer Requested Reassignment.**

I understand that if this request is approved, I will incur a Service Remaining Requirement of 18 months from the effective date of assignment. I further understand that I will be ineligible to accept another position within IHSC or an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe.

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Officer Requested Position Relocation**

I understand that if this request is approved, I will incur a Service Remaining Requirement of 24 months from the effective date of assignment. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe.

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Officer Requested Assignment Pay**

I understand that if this request is approved, I will incur a Service Remaining Requirement of \_\_\_ years from the effective date of assignment pay. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe. Also, I'm ineligible for an agency reassignment or relocation during the SRR timeframe.

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B - Officer Initiated Position Relocation Memo Sample**

U.S. Department of Homeland Security  
Washington, DC 20536



Month Day, Year – Times New Roman 11

MEMORANDUM FOR: IHSC Personnel Unit (IPU) for Routing

THROUGH: Supervisor’s Name  
Supervisor’s Title, Digital Signature

FROM: Officer’s Name  
Officer’s Title, Digital Signature

SUBJECT: Officer Initiated Position Relocation

This memorandum serves as notification of my intent and request to transfer to (Location Name) at (Location Address).

**Background**

Position background and overview of role, abilities, and evidence of success in current position (e.g. accomplishments, COERs).

**Analysis**

Explain how position relocation will benefit the officer and IHSC (e.g., cost analysis). Acknowledge eligibility requirements (e.g., 24-month service remaining requirement).

**Recommendation**

Title	Recommendation	Comments	Signature
IHSC Assistant Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
IHSC Executive Governing Board	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
IHSC Personnel Unit	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
Deputy Assistant Director or Chief of Staff	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
Unit Chief	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
If applicable, First Line Supervisor	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		