



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
JOINT BASE SAN ANTONIO LACKLAND, TX 78236-5259

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DLIELC 1404.1
637 ISS/INF

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC INSTRUCTION 1404.1

SUBJECT: Civilian Mobility Plan and Procedures

- References:
- (a) DLIELC Instruction 1404.1, Selection of Language Training Detachment (LTD) and Mobile Training Team (MTT) Personnel, 30 August 2002 (hereby superseded)
 - (b) Civilian Mobility Plan, undated, circa 1992 (hereby superseded)
 - (c) DOD Directive 5160.41E, Defense Language Regional Expertise, and Culture Program (DLRECP), August 21, 2015
 - (d) AFI 16-105. Joint Security Cooperation Education and Training, 3 January 2011
 - (e) AFI 36-202, Civilian Mobility, 18 March 1994
 - (f) DODI 1400.24, Civilian Mobility Program, February 17, 2006

1. PURPOSE

This instruction establishes the DLIELC Civilian Mobility Plan and Procedures (CMPP).

2. APPLICABILITY

This instruction applies to all DLIELC employees in covered positions and to the divisions directly involved in implementing mobility policy and procedures: 332 Training Squadron (TRS), Training with Human Resources (637 TRG/CCTH), Resources (637 TRG/CCR), Training Logistics Flight (637 TRG/TLF), International Nonresident Flight (637 ISS/INF) and Evaluations (637 TRG/CCV).

3. DEFINITIONS

3.1. For purposes of this instruction, the following definitions are provided:

3.1.1. Covered Employees. Employees in the GS-1700 series, except GS-1702, serving on permanent or term appointments at DLIELC.

3.1.2. Covered position. A position whose GS-1700 series incumbent is subject to the CMPP by virtue of occupying the position.

3.1.3. Directed assignment. Assignment to nonresident service of covered employees who are not volunteers.

3.1.4. Language training detachment (LTD). Consists of one or more DLIELC covered employees assigned to nonresident service on a permanent change of station basis for a period of one year or more.

3.1.5. Mobility agreement (MA). Signed by covered employees to acknowledge their mobility obligation IAW the CMPP (Encl E1).

3.1.6. Mobile Training Team (MTT). Consists of one or more DLIELC covered employees assigned to nonresident service for a period of time not exceeding 179 days.

3.1.7. Permanent change of station (PCS). Nonresident service of one year or more.

3.1.8. Permanent employee. A full-time employee who is serving on a career, career-conditional or VRA appointment.

3.1.9. Temporary duty (TDY). Nonresident service of not more than 179 days.

3.1.10. Nonresident service: TDY or PCS service, other than for purposes of attending conferences or receiving training, successfully completed as a DLIELC employee at a site other than DLIELC.

4. BACKGROUND

4.1. IAW the charter set forth in reference (c) and the guidelines in reference (d), DLIELC directly supports US Department of State and Department of Defense (DoD) international policy objectives as globally implemented through the Security Assistance Training Program (SATP). DLIELC is a DOD agency responsible for the management and oversight of the Defense English Language Program (DELP). The DELP includes all English Language Training Programs (ELTP) conducted by DOD for US or international military personnel. The DELP also includes those aspects of the ELTPs of other nations in which DOD personnel participate in support of the International Military Education and Training (IMET) and Foreign Military Sales (FMS) Programs.

4.2. INF provides technical assistance for ELTPs conducted by host-country Ministries of Defense (MOD) in support of SATP requirements. This assistance consists of providing technical advice as well as deploying instructional, advisory and management personnel on a TDY or PCS basis.

5. POLICY

5.1. IAW the provisions of references (e) and (f), it is essential that DLIELC be able to deploy covered employees for nonresident service. It is the policy of DLIELC to fill nonresident service MTT and PCS vacancies by:

5.1.1. Lateral reassignment of volunteers whenever the use of volunteers will, in the judgment of CC, satisfactorily accomplish mission requirements.

5.1.2. Temporary promotion of volunteers when CC deems such promotions necessary to accomplish mission requirements.

5.1.3. Directed assignment when:

5.1.3.1. There is an insufficient number of qualified volunteers, or:

5.1.3.2. CC determines that directed assignments would better meet nonresident service mission requirements.

5.2. It is the policy of DLIELC to:

5.2.1. Prohibit directed assignments as a form of disciplinary action.

5.2.2. Ensure that candidates for DLIELC covered positions are clearly informed that:

5.2.2.1. They are bound by the CMPP whether or not there is a signed MA on file at the Civilian Personnel Flight (CPF).

5.2.2.2. Employees wishing promotion, reassignment or demotion to a covered position will be required to sign an MA as a condition for the action if CPF does not have a signed MA on file.

5.3. The CMPP and the MA become effective as of the date of appointment or assignment of each covered employee and remain in effect as long as the employee occupies a covered position at DLIELC.

6. RESPONSIBILITIES

6.1. INF:

6.1.1. Provides overall management of LTD/MTT selection, preparation, deployment and support.

6.1.2. Promulgates and coordinates LTD/MTT assignments within DLIELC.

6.1.3. Recommends selection of personnel for LTD/MTT assignments to CC.

6.1.4. Processes personnel to be deployed, providing assignment orientation training, facilitating passport applications, preparing travel orders, making travel arrangements, obtaining necessary clearances, and scheduling medical fitness reviews and security briefings.

6.1.5. Accomplishes all coordination necessary for deployment with the Defense Security Cooperation Agency, military departments, unified commands, the hosting duty location and appropriate units on JBSA Lackland.

6.1.6. Schedules briefings with CC both for personnel who are to be deployed as well as those who return from deployment.

6.1.7. Recommends to CC approval/disapproval of employee requests for exemptions from nonresident service.

6.1.8. Provides support to deployed personnel. Such support actions include informing deployed personnel of developments which have a significant bearing on their federal service careers, ensuring that they receive the pay and allowances to which they are entitled, assisting them in travel voucher and after-action report preparation, ensuring that they have the wherewithal to accomplish their missions, interceding with host-country or US government officials when circumstances dictate, etc.

6.2. CCTH/CCR/TLF:

6.2.1. CCTH provides, when requested by INF, employee information pertinent to deploying employees to nonresident service positions.

6.2.2. CCR certifies availability of funds for LTD/MTT deployments.

6.2.3. CCTH coordinates LTD/MTT-related personnel actions with CPF.

6.2.4. TLF provides packing and shipping support when warehouse or bulk items are required for an LTD/MTT.

6.3. Divisions with Covered Employees: Cooperate in the selection, deployment, preparation and follow-up actions related to LTD/MTT assignments. They:

6.3.1. Ensure that upcoming LTD/MTT assignments announced by INF are promulgated in the respective work areas.

6.3.2. Evaluate volunteers for LTD/MTD assignments with respect to professional and personal qualifications and suitability for nonresident service.

6.3.3. Identify any significant adverse impact on unit productivity that would be occasioned by the selection of a particular employee for nonresident service.

6.3.4. Release employees selected for nonresident service for necessary processing such as passport applications, photos, medical appointments, briefings, etc.

6.3.5. Ensure, when possible, that all use/lose leave for MTT members has been programmed prior to departure. The division/branch chief notifies INF when a programmed TDY will prevent an employee from taking all use/lose leave in a given calendar year.

7. PROCEDURES

7.1. Promulgating, Obtaining and Filing of the CMPP and MA

7.1.1. CPF:

7.1.1.1. Publicizes in job announcements, recruiting bulletins and other forms of advertising the fact that appointments or conversions to covered positions might require MTT and LTD assignments to nonresident locations.

7.1.1.2. Ensures that the position descriptions of covered positions are clearly annotated with the statement, "*Employees assigned to this position will be required to sign a mobility agreement as a condition of employment.*"

7.1.1.3. Ensures that a copy of the CMPP and the MA are available at the CPF for candidate's review and includes a copy of the CMPP and the signed MA in each new covered employee's pre-employment packet.

7.1.1.4. Requires all newly appointed covered employees to sign the MA as a condition of employment.

7.1.1.5. Retains a copy of the signed MA in the employee's official personnel folder and forwards a copy to CCR.

7.1.2. CCTH:

7.1.2.1. Posts a copy of the CMPP and the MA on the DLIELC web site to ensure that applicants for DLIELC-covered positions are informed of the mobility policy.

7.1.2.2. Retains a copy of the MA for each employee in a covered position.

7.1.2.3. Monitors instructor hiring procedures.

7.1.2.4. Requires employees newly promoted to covered positions, who have not signed an MA, to sign the MA as a condition of promotion to a covered position.

7.1.2.5. Retains a copy of the MA of employees promoted to a covered position and sends the original to CPF for inclusion in the employee's official personnel folder.

7.2. Filling Nonresident Vacancies by Lateral Reassignment

7.2.1. INF:

7.2.1.1. Solicits volunteer letters for upcoming nonresident assignments. Solicitations include the beginning and ending dates of the assignment; a statement of the mission to be performed; desired/required professional qualifications and experience; and significant information pertinent to living and working conditions.

7.2.1.2. Requests that first and second-level supervisors endorse each volunteer letter with "recommended," "highly recommended," or "not recommended" and provides a justification for the level of recommendation.

7.2.1.3. Requests that if they feel the selection of an employee for a nonresident service position would have a negative impact on their division's ability to perform its mission, submit an impact statement along with their recommendations.

7.2.1.4. Tentatively selects a primary and an alternate for each vacant position after considering each candidate's qualifications, quality and types of experience, supervisory recommendations and comments and most recent appraisal.

7.2.1.5. Forwards a selection package for the approval of CC. This package contains a list of the volunteers, a copy of the letter soliciting volunteers, supervisory recommendations and comments, INF recommendations for the primary and alternate selectees, and the rationale for these recommendations.

7.3. Filling Nonresident Vacancies by Temporary Promotion: If there are no qualified lateral volunteers to meet the primary and alternate candidate requirements, INF

will recommend to CC that the vacancy be filled by temporary promotion.

7.3.1. Temporary Promotion of 120 or Fewer Days:
If the duration of vacancies is 120 or fewer days, they are filled by either a noncompetitive or competitive temporary promotion, depending on the circumstances peculiar to the position. Temporary promotions of more than 90 days must be cleared through the Priority Placement Program (PPP). If filled noncompetitively, INF announces the vacancies and solicits volunteers wishing to be considered for the promotion. If filled competitively, the procedures in the paragraph below are followed.

7.3.2. Temporary Promotion of More than 120 Days:
If the duration of vacancies is more than 120 days, INF informs CPF of the prospective vacancies. Once PPP is cleared, CPF notifies Air Force Personnel Center, which posts the vacancy announcements on its web site. Employees wishing to be considered for the promotion follow self-nomination procedures.

7.4. Filling Nonresident Vacancies by Directed Assignment

7.4.1. When in-grade volunteers are not available for nonresident GS-09, GS-11, GS-12, and GS-13 positions, INF will solicit promotion-eligible volunteers. When no volunteers are available to fill LTD/MTT positions, the following procedures will be utilized to select employees for directed assignment.

7.4.2. Selection for directed assignment will be made in accordance with the DLIELC CMPP and references (b) and (f).

7.4.3. DLIELC first-level supervisors will be responsible for evaluating candidates' qualifications, either recommending or not recommending an individual for a particular assignment.

7.4.4. In order to be eligible for a directed assignment, employees must:

7.4.4.1. Have completed a minimum of one year of employment with DLIELC.

7.4.4.2. Have a Secret Clearance.

7.4.4.3. Not be currently assigned to a mission essential project or Special assignment for which task failure would result from a directed assignment (determined by the current supervisor and approved by CC). The duration of mission essential exemptions normally does not exceed one year.

7.4.4.4. Meet any selective placement factors for the particular assignment. Selective placement factors include any specialized experience requirements such as curriculum development experience.

7.4.5. Employees who have completed a nonresident tour (minimum of 90 continuous days) within the previous 36 months will be excluded from the selection process. If through no fault of their own, employees on a 90-day tour do not complete the full tour, but do complete a minimum of 75 days, they will be credited with having completed a 90-day tour. The 36-month tour completion date will be calculated using their date of return from the last tour subtracted from the scheduled date of departure for the upcoming tour.

7.4.6. Employees who meet the criteria identified in paragraph 7.4.4. above, will be ranked according to two criteria as follows:

7.4.6.1. The first criterion will be to rank employees according to their length of DLIELC nonresident experience. A minimum of the top 30 ranked employees will be assigned to a Nonresident Experience Category (NEC) according to the following guidelines:

7.4.6.1.1. NEC 1: Employees who have accrued less than 90 consecutive days of nonresident service.

7.4.6.1.2. NEC 2: Employees who have accrued 90 days consecutive and up to 365 days total nonresident service.

7.4.6.1.3. NEC 3: Employees who have accrued between one and two years of total nonresident service.

7.4.6.1.4. NEC 4: Employees who have accrued more than two years of total nonresident service.

7.4.6.2. The second criterion will be the DLIELC Total Service Date (TSD). For most employees, the TSD

will be their current (and only) entry on duty date with DLIELC. For employees who have two or more separate periods of employment with DLIELC, their TSD will be calculated based on total service with DLIELC. Previous dates of employment with DLIELC will be subtracted from their current entry-on-duty date to calculate their TSD.

7.4.6.3. Based on the final ranking of the combined NEC and TSD processes, the employee who has the lowest NEC category (1 being the lowest) and the highest TSD (longest amount of time with DLIELC) will be selected for directed assignment to meet a current LTD/MTT tasking.

7.5. Prior to notification of selection, the first level supervisor will be informed of the tentative selectee and will be asked to either recommend or not recommend the individual for the particular assignment. CC will consider the recommendation and make final approval.

7.6. The selected employee will be scheduled for the appropriate overseas assignment physical examination. Upon successful completion of the required examination, the employee will be further processed for the assignment. Should the employee fail the examination, the examining physician will be asked to advise if the physical limitations are temporary or permanent. Appropriate follow-on action will be taken in accordance with paragraph 7.7.3. below.

7.7. Exemptions from Nonresident Service

7.7.1. Employees selected for a directed assignment may request an exemption, based on personal hardship or medical problems, by submitting a written-request to CC through their chain of supervision. If approved, an exemption will be limited to a specific duration. Ordinarily, CC does not grant exemptions which exceed 12 months in duration. Normally employees subject to the CMPP can't be granted a permanent exemption and must take necessary action in order to be available for future directed or voluntary assignments to fulfill LTD/MTT requirements.

7.7.2. CC may grant a permanent exemption from directed assignments to employees in NEC 2 or higher who have accumulated 15 years of DLIELC service and who demonstrate that they have a physical condition or personal circumstance that would prevent their deployment for nonresident service. CC may require the exempted employee to submit periodic evidence to demonstrate that the physical condition or

personal circumstance continues. If there is a change in the physical or personal circumstance, CC may withdraw the exemption.

7.7.3. With the exception of those employees granted an exemption IAW the provisions of paragraph 7.7.2. above, covered employees no longer able to fulfill the mobility requirements of their position for valid medical or personal reasons may be laterally reassigned or demoted to a non-covered position. If DLIELC, working with CPF, cannot effect such a reassignment or demotion, or if the employee refuses to accept the reassignment or demotion, the employee may be separated from the federal service.

7.7.4. Employees with disabling medical conditions may be placed, if eligible, through the Physically Restricted Program. If the employee cannot be placed within a reasonable period of time, or is ineligible to retire, the employee may be separated from the federal service.

7.7.5. If it is clear that a personal hardship situation has become permanent and efforts to place the employee have been unsuccessful, the employee may be separated from the federal service.

7.7.6. Employees who are separated from federal service for failure to comply with a mobility requirement are not eligible for the discontinued service retirement option.

7.7.7. Employees who refuse to accept an assignment IAW the provisions of this plan may be separated from federal service.

7.7.8. Extension of Nonresident Service: CC will consider requests for an extension of nonresident service on a case by case basis and is the final approving authority for extensions.

8. SUMMARY OF REVISIONS

The purpose of this revision is to update references.

9. EFFECTIVE DATE

This instruction is effective immediately.

JEFFREY T. COOPER, Colonel, USAF
Commandant

Enclosure
Mobility Agreement

El. ENCLOSURE 1

MOBILITY AGREEMENT

FOR OFFICIAL USE ONLY

DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
JBSA Lackland, Texas

I have read and understand the Defense Language Institute English Language Center DLIELC Instruction 1404.1 (Civilian Mobility Plan and Procedures).

- To accept reassignment by the Commandant, DLIELC, to any position of equal grade and pay for which I am qualified at any CONUS or overseas location under his/her jurisdiction and to remain at the designated location(s) for one complete tour of duty.
- I understand that failure to comply with the conditions of this agreement may be grounds for my removal from Federal Service.
- I understand that the Commandant will give consideration to medical or other personal reasons if I am unable to accept a particular assignment and may grant a temporary exemption.

To the best of my knowledge there are no existing situations or conditions which will preclude my availability for this or subsequent assignments within CONUS or overseas.

Position Number and Title: ESL/EFL Instructor

Pay Plan, Series, and Grade: GS-1701-11

Signature: _____

Typed Name: _____ Date: _____