

Hardship Reassignment¹

There are a number of programs available for active federal employees to request and obtain transfers to other locations or for reassignment to another organizational office at your current duty station. For those who want to relocate for personal reasons employees may request reassignment under the Internal Placement Program or apply for a hardship transfer. Follow the procedures outlined below and discuss your desires with your supervisor and human resources staff. They can guide you through the process. There is no guarantee that the agency will be able to approve your request. Agencies have to evaluate their organizational needs prior to approving any transfer.

Even if the agency can't approve your request immediately, they may, as situations change, be able to accommodate your requests at a later date. Another option for relocation is to apply for open positions at the new location that are advertised under Merit Promotion Program (MPP) job announcements. For those who wish to improve their potential for future promotions and to expand their opportunities consider developing a comprehensive Individual Development Plan (IDP). Target positions at the location you wish to relocate.

Hardship transfers can be requested by employees that are experiencing personal problems at their current duty station. There are many reasons that people request hardship transfers; to care for sick parents; lack of medical facilities at your location for specific treatments for you or your family members; to get closer to your children after a divorce when your ex-spouse has custody; and any number of other reasons that create an undue hardship on you or your family.

Prepare a cover letter requesting the hardship transfer along with an application (federal resume) and give it to your immediate supervisor. Include the desired duty location in the cover letter, job series and grade of the position at the new location, and a copy of your training history. Your supervisor will forward it to the next level of management with his/her recommendation. There must be a position available or an anticipated vacancy at the new location for the request to be considered. Check with your Human Resource department for your agency's hardship transfer procedures. Each agency has written policies that describe the process in detail.

¹ https://federaljobs.net/fedtransfers/#Hardship_Transfers