

TRANSMIT VIA: AIRTEL

CLASSIFICATION: \_\_\_\_\_

DATE: 4/17/87

PERSONAL ATTENTION

TO: *W* Director, FBITO: All SACs  
All LegatsSPECIAL AGENT TRANSFER POLICY  
SAN JUAN DIVISION

FBIHQ recently approved a modification to the current transfer policy for assignment to the San Juan Division with the primary changes being the reduction of the minimum tour from four years to three years and office of preference (OP) transfer to one of three offices after five years assignment in San Juan.

Effective immediately, the following staggered three-to five-year policy has been approved for the San Juan Division:

A. THREE-YEAR POLICY

Special Agents assigned to San Juan electing to serve only three continuous years in San Juan and who have served a minimum five years in a top-12 office will be transferred to a small- to medium-sized office or to a top-12 office if the Agent so desires. The Administrative Services Division (ASD) will select the small- to medium-sized office based solely on staffing needs.

Special Agents assigned to San Juan electing to serve only three continuous years in San Juan who have been assigned to a top-12 office for less than five years or who have not been assigned to a top-12 office will be transferred to the Agent's choice of one of three top-12 field offices preselected by ASD based on existing staffing needs. Included in the list of three top-12 offices will be the top-12 office, if appropriate, to which the Agent was formerly assigned.

**Airtel to All SACs and All Legats  
Re: Special Agent Transfer Policy  
San Juan Division**

These Agents must have a "Fully Successful" or better Performance Appraisal Report at the time of transfer and the personal recommendation of the SAC, San Juan, to be considered eligible for such transfer.

If future staffing problems of the San Juan Division become so critical requiring second tours of assignment to the San Juan Division, then the Agents who elected the three-year assignment only would be the first considered for the second tours.

**B. FOUR-YEAR POLICY**

Irrespective of prior assignment, Agents completing four continuous years in San Juan are considered to have satisfied the top-12 obligation. Transfer from San Juan is to a small- to medium-sized office selected by ASD from those having existing needs at that time. Consideration will be given to assignment to a specific top-12 office should the Agent request such assignment.

**C. FIVE-YEAR POLICY**

Upon completion of five continuous years in San Juan, Agents will receive an OP transfer, irrespective of prior assignments, to one of three offices of the Agent's choice. Upon selection of the three offices by the Agent, ASD will thereafter select the assignment based on staffing needs existing at that time.

Upon conclusion of the fourth year and upon agreement of remaining for the fifth year in San Juan, the Agent will be advised as to the specific office of assignment to which he/she will be transferred after completion of the fifth year. Agents are advised, however, that they cannot make any arrangements in connection with this transfer or to obligate the Government funds until actually in receipt of their official transfer letter. This is especially important in view of the Bureau's budget/accounting system.

In addition to the above, all Agents assigned to San Juan for three continuous years or more will be credited with a one year OP seniority "add-on" for use in determining standing on their chosen OP list. This "add-on" is only for OP-standing purposes and is not a formal EOD date adjustment. Once the Agent receives an OP, the "add-on" no longer applies.

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Re: Special Agent Transfer Policy  
San Juan Division**

The foregoing transfer policy is immediately effective for Agents currently on board in San Juan or transferred to the San Juan Division subsequent to the date of this communication. It should be reiterated that all transfers are based on the staffing needs of the FBI. It should also be noted that, notwithstanding the San Juan policy set forth herein, any Agent who accrues sufficient seniority for an OP transfer on their chosen OP list while assigned to San Juan will be considered eligible for same providing the Agent has been assigned to San Juan for a minimum of one year.

It is still incumbent upon the SAC, San Juan, to advise ASD, FBIHQ, approximately 90 days prior to the completion of current tour if an Agent does not wish to renew his/her assignment. Existing policy for the execution of Service Agreements as well as annual leave and home leave entitlements remains unchanged.

Selection of any option, three, four, or five years, by an Agent must be officially declared by communication to FBIHQ, Attention ASD. Once official transfer orders are issued, there will be no cancellations or attempts to enhance selection of assignment. Likewise, once the five-year option is selected and the OP assignment identified, there will be no reversion back to the four-year option.

There are currently a number of vacancies in the San Juan Division due to several recent transfers of Agents. Any Agent with Spanish language ability interested in assignment to San Juan should make this known through their respective SACs to the Special Agent Transfer Unit (SATU), ASD. Agents who do not have the requisite language ability yet are interested in assignment to San Juan should likewise make this interest known. Because of the unique and critical staffing needs in San Juan, some Agents without Spanish language ability will be considered for assignment to San Juan.

Manual changes to follow.