



OHRM-2004-E04

Office of Human Resources Management Policy Memorandum

Subject: Details

This policy is intended to provide guidance regarding processing procedures for various types of details. ITA OHRM is implementing this policy to ensure that all requests for details follow the necessary procedures needed in advance of receiving approval.

Attached to this memo is information on details and the process outlining the required criteria needed for all details by category.

I trust this information will be useful and clarify the procedures for processing details. If you have any questions about this memorandum, please feel free to contact your servicing HR Specialist.

Approved

Handwritten signature of Doris M. Brown in black ink.

Human Resources Officer

12/15/2004

Date

e-Templates:

[Non-Reimbursable MOU](#)

[Reimbursable MOU](#)

[Sample Memo Detail Request](#)

Details

Definition: A detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. There is no formal position change; officially the employee continues to hold the position from which detailed and keeps the same status and pay. Employees do not need to meet qualification standards in order to be detailed. However, employees must meet positive education requirements and special licensure requirements in order to be detailed into a position with these requirements.

Purpose: Details are intended for meeting temporary needs of the agency's work program including changes in mission/organization, unexpected increase in workload, and special projects, and are initiated when necessary services cannot be provided by other means. Details can be used in situations such as temporary shortage of personnel or emergency work situations. An employee who continues to carry out the duties of the position to which permanently assigned and also performs some of the duties of another position for a limited time generally is not considered to be on detail. Details for more than 120 days in any twelve-month period, to a higher-graded position or to a position with greater promotion potential must be made competitively using competitive procedures, and may not exceed on year.

Approval and Review of Details: Most details require advanced approval by the Department's Office of the Secretary, Director of the Office of Human Resources Management (OS-OHRM) before the commencement of the detail, with the exception of internal details within ITA operating units. Most details require a Memorandum of Understanding (MOU), a Memorandum of Agreement (MOA), or a letter request for a detail from an outside office. Requests for details requiring approval from the OS-OHRM, accompanied by the MOU, MOA, or letter request and response for a detail, will be forwarded to the Assistant General Counsel for Administration (AGCA) for their review. AGCA will review each MOU, MOA, or written request for a detail before the commencement of the detail.

MOU's/MOA's and Letters Requesting Details: All MOU's, MOA's ([reimbursable](#) and [non reimbursable](#)) and responses to letters requesting details must first be reviewed for clearance by the ITA CFO's Office, who will coordinate other Departmental clearances, as necessary. Most details will require legal clearance by AGC Admin before these documents are signed by either parties; details to agencies outside the Department will also require clearance by the Department's Director of Human Resources. AGC Admin requires at least a two week review lead time from the proposed effective date of the detail (proposed effective date is indicated on the SF-52, Request for Personnel Action), so that these documents can be thoroughly reviewed and proper clearance given on MOU's, MOA's and responses to letters requesting details. In all, you should plan a one month lead time for all clearances to be obtained.

Written Request for a Detail and Responses to Written Requests – Criteria:

- [Written request for Detail](#) must contain a statement of services requested, the name of the individual requested, the anticipated duration of the detail, and how that person best meets their needs.

- Responses to Written Requests must state that the organization is willing to release the person for the time specified, the benefits the agency would incur and its relationship to the mission; or alternatively, the organization must state that providing this person for the detail would have a negligible or minimal fiscal impact on the appropriation supporting the detail.

Duration: Details may be effected in increments such as 30, 60, 90, and up to 120 days. A detail may be extended up to 120 days at a time. Extensions of details will be requested through a Request for Personnel Action (SF-52) and submitted to the servicing HR Specialist at least one pay period in advance of the effective date. Extensions will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

Processing Details: Details of 30 days or less are documented in the Supervisor's Records. A [Request for Personnel Action \(SF-52\)](#) must be processed for details in excess of 30 days, which results in an official personnel action filed in the employee's Official Personnel Folder (OPF). For the benefit of the employee's own personal records, supervisors should ensure that employees receive a copy of the approved SF-52, since Detail actions do not generate an SF-50, Notification of Personnel Action.

Prohibitions:

- Employees appointed permanently from competitive registers or under direct hire procedures may not be detailed for three months after the initial appointment.
- Employees may not be detailed to a higher grade or to a position with greater promotion potential for more than 120 calendar days without completion of competitive procedures.
- Initial details may only be made for up to 120 calendar days and extensions can be made only in increments of up to 120 calendar days. All details outside of DOC require advanced DOC approval (see External Details)
- Details should not be used to qualify or prepare employees for promotion or to reassign them to positions with promotion potential.

ITA Internal Details:

- Details within ITA: Details may be arranged by mutual agreement between operating units. All negotiations for details shall be handled by or with the approval of appointing officers of the operating units concerned. All details shall be requested and approved in writing.

Required type of Agreement: Operating Unit Written Detail Request (Memo format) and the releasing Operating Unit's Written Response.

Approval: All details of ITA employees within ITA must be approved in advance by the head of the releasing operating unit.

DOC Internal Details:

- Details within the Department: The head of the Department of Commerce (DOC) (delegated to appointing officers as designated in [DAO 202-250](#)), may detail employees among the bureaus and offices of DOC. Employees of ITA and serviced bureaus may also request details to other components of DOC.

Required type of Agreement: [Agency/Bureau Written Detail Request](#) (Memo format) and the releasing Agency/Bureau's Written Response.

Approval: All details of employees must be approved in advance of the effective date by the head of the releasing Agency/Bureau. Employees may not start details until approval has been granted. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

External Details:

- Details between Executive Departments and Agencies: Details to other executive departments and agencies shall be considered on the basis of the ability of the operating unit concerned to spare the employee's services, without detriment to the work of the operating unit and without the necessity of employing an additional employee; the importance of the proposed assignment; and the official interest of ITA and the Department of Commerce in the proposed assignment.

Required type of Agreement: MOU/MOA.

Approval: All reimbursable and non-reimbursable details (regardless of the length) to organizations outside the Department must be approved by the Department's Director for Human Resources Management. This includes details to the Congress, the White House, the Office of Management and Budget and related offices, and other Federal agencies. Any detail, external to the Department, affecting political appointees, i.e., Presidential Appointees requiring Senate confirmation, Non-career Senior Executives, and Schedule C personnel, must be submitted for review to ITA-OHRM. ITA-OHRM will obtain the necessary coordination with OS-OHRM. OS-OHRM will obtain the necessary sign-offs from AGCA. All details require OS-OHRM review and approval before the individual is released for the detail. Once the entire clearance and approval process has been completed, ITA-OHRM will forward the detail package (SF-52 and MOU/MOA, etc.) to the detail requestor. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

- Details to the Office of the White House: Employees may be detailed from time to time to the Office of the White House for temporary assistance (3 U.S.C. 107.) It is the policy of the Department to cooperate as fully as practicable in detailing employees to the Office of the White House for temporary assistance, upon receipt of an authorized request. In order to assure that requests for temporary assistance in the White House Office are authorized requests and that their impact is distributed as equitably as practicable among all Government agencies in the Washington metropolitan area, the President has arranged for all authorized requests from the White House to be made to the Office of Personnel Management (OPM). The OPM will then request individual agencies, through the Department's Director for Human Resources Management, to fulfill specific requests. Maximum effort shall be made in filling approved requests for detail to the White House Office to select only well-qualified, conscientious employees who are best suited to fill the specific requirements set forth in the requests.

Requests received from the OPM for details to the White House Office shall be deemed authorized requests and may be approved by the Department's Director for Human Resources Management. All other requests from the White House staff for detail of employees shall be referred to the Chief Financial Officer and Assistant Secretary for Administration for consideration and review with the Secretary, as appropriate. Any request from the OPM, other than to the Department's Office of Human Resources Management, for detail of employees to the White House Office, shall be referred to the Department's Director for Human Resources Management without making a commitment or giving encouragement of any kind, in order to permit allocation of all requests to the several operating units on an equitable basis.

Required type of Agreement: MOU/MOA.

Approval: All reimbursable and non-reimbursable details (regardless of the length) to the White House must be reviewed by ITA-OHRM. ITA-OHRM will obtain the necessary coordination with OS-OHRM. OS-OHRM will obtain the necessary sign-offs from AGCA. All details require OS-OHRM review and approval before the individual is released for the detail. Once the entire clearance and approval process has been completed, ITA-OHRM will forward the detail package (SF-52 and MOU/MOA, etc.) to the detail requestor. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

- Details to Congressional Committees: The Department may not lend or detail an employee to a congressional committee except when one of the following requirements is met:

When the work of the committee actually aids the agency in the accomplishment of a purpose for which its appropriations are made such as by obviating the necessity for the performance by the agency of the same or similar work (It is not enough that there may be a mutuality of interest between the work of the congressional committee and the work of the executive agency, or that the knowledge or information gained by the detailee or the committee may be of interest or even helpful to the executive agency. The work of the congressional committee must involve work to be performed by the loaned or detailed employee which will relieve the executive agency of the necessity for performance of that work for the accomplishment of which the agency's appropriations are made; or When the services of an employee who is already on the rolls of the agency may be spared for brief periods, such as 30 days or less, without detriment to the work of the agency and without necessitating the hiring of additional employees. Appropriated funds of an executive agency may not be used to pay the salary of a newly appointed employee loaned or detailed to a congressional committee, where the employee was not needed for any work required to be performed by the agency but was appointed to fill an existing vacancy solely for the purpose of being assigned to the committee for an extended period.

Required type of Agreement: Congressional Written Detail Request (letter format) and a DOC Written Response to the Congressional Request.

Approval: All reimbursable and non-reimbursable details (regardless of the length) to a congressional committee must be reviewed by ITA-OHRM. ITA-OHRM will obtain the necessary coordination with OS-OHRM. OS-OHRM will obtain the necessary sign-offs from AGCA. All details require OS-OHRM review and approval before the individual is released for the detail. Once the entire clearance and approval process has been completed, ITA-OHRM will forward the detail package (SF-52 and Congressional Written Request and the Written Response) to the detail requestor. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

- Details to International Organizations: The head of a Federal agency is authorized to detail an employee to a public international organization for a period not to exceed five years. Under special circumstances, where the President determines it to be in the national interest, the detail may be extended for up to an additional three years. (5 U.S.C. 3343(b) (5 CFR 352.304). An employee so detailed shall be considered for the purpose of preserving his allowances, privileges, rights, seniority, and other benefits, to be an employee of the Federal agency from which detailed. The employee will continue to receive pay, allowances, and benefits from funds available to that agency, and such authorization will be considered as meeting all requirements of 5 U.S.C. 5536 relating to receipt of extra allowances. (5.U.S.C. 3343(c).)

Required type of Agreement: MOU/MOA.

Approval: All reimbursable and non-reimbursable details (regardless of the length) to public international organizations or to international organization preparatory commissions, must be reviewed by ITA's OHRM. ITA OHRM will obtain the necessary coordination with OS OHRM. OS OHRM will obtain the necessary sign-offs from AGCA. All details require OS-OHRM review and approval before the individual is released for the detail. Once the entire clearance and approval process has been completed, ITA-OHRM will forward the detail package (SF-52 and MOU/MOA, etc.) to the detail requestor. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

- Details to Foreign Governments: The Director, U.S. Information Agency (USIA) is authorized to assign or authorize assignment of persons of special scientific or other technical or professional qualifications to governments of other countries when (a) assignment is necessary in the national interest of the United States, (b) the foreign government agrees to reimburse the United States in an amount equal to the pay, travel expenses, and allowances payable to the person assigned; or (c) such governments shall have made an advance of funds, property or services. A person so assigned shall be considered an officer or employee of the Government of the United States and of the Government agency from which assigned and shall continue to receive pay from that agency. Employees may also receive representation allowances. (22 U.S.C. 1452.) A person so assigned may, at the discretion of the Department of Commerce, with the concurrence of the Director, USIA, and without additional compensation therefore, accept an office under the government to which he is assigned provided such acceptance shall not involve the taking of an oath of allegiance to another government. (22 U.S.C. 1453.)

Required type of Agreement: MOU/MOA.

Approval: All reimbursable and non-reimbursable details (regardless of the length) to a foreign government or for authority to accept an office under a foreign government must be reviewed by ITA-OHRM. ITA-OHRM will obtain the necessary coordination with OS-OHRM. OS-OHRM will obtain the necessary sign-offs from AGCA. All details require OS-OHRM review and approval before the individual is released for the detail. Once the entire clearance and approval process has been completed, ITA-OHRM will forward the detail package (SF-52 and MOU/MOA, etc.) to the detail requestor. Extension of a detail will follow the same approval criteria and process as the original request. In addition, a copy of the original detail submission paperwork must accompany the extension request.

Details Involving Political Appointees:

- Political Appointees: The Code of Federal Regulation (CFR) specifically prohibits details of excepted service employees to competitive positions without OPM approval, except for Schedule A, VRA appointees or Schedule B appointees. For more information on details of political appointees, please refer to the Department's Office of Executive Resources (OER). OER will coordinate with the Office of the White House Liaison, OPM, the Office of the Security, and the affected bureau(s) on required paperwork.