

Directive 330.1
8/28/92

DETAILS OF PERSONNEL

- I. This Directive defines AMS policy and procedures for PURPOSE detailing personnel.
- II. This Directive replaces AMS Directive 330.1, dated REPLACEMENT 5/25/89.
HIGHLIGHTS
- III. 5 U.S.C. 3341, 3345-3349, and 3371-3376; 5 CFR Parts AUTHORITY 317 and 352; and Federal Personnel Manual and Departmental Personnel Manual Chapters 300 (Subchapter 8), 334, and 352.
- IV. It is AMS policy to detail employees for the shortest POLICY practical time to meet temporary needs when necessary services cannot be obtained by other means.
- V. A. A detail is the temporary assignment of an DEFINITIONS employee to perform duties outside the scope of his/her normal position or to perform services for an organization other than the one to which appointed.
- B. A reimbursable detail is the temporary assignment of an employee to a position which requires the borrowing organization to reimburse the lending organization for the salary and benefits of the employee concerned. A written agreement should be executed before making a detail of this nature. In the absence of a written agreement, contact your servicing personnel office for guidance.
- C. A nonreimbursable detail is one for which expenses are borne by the lending organization.
- VI. A. Details may be appropriate in the following CIRCUM- STANCES circumstances:
- UNDER WHICH 1. An employee is especially qualified to meet DETAILS an emergency involving life or property;
- MAY BE MADE 2. Pending official assignment, security clearance, or classification of a new position;
3. Special projects, abnormal workload, or temporary absences of other employees;
4. During organizational changes, or pending assignment of permanent staff to the new organizational units; and
5. For training purposes.
- B. Details shall be limited to circumstances in which:
1. Services of the employee can be spared without undue interruption to work;
2. Replacement of the employee will not be required during the period of the detail; and
3. The employee is properly qualified to perform the work to which assigned.
- VII. A. An employee in the competitive service may not be RESTRIC- TIONS ON detailed for at least 90 days after appointment from DETAIL an Office of Personnel Management (OPM) register, and/or an appointment under a direct-hire authority, except for

an emergency detail of 30 days or less. Contact the servicing personnel office for approval before initiating such details.

B. Employees appointed under a Schedule C excepted authority may not be detailed to a position in the competitive service without prior approval by OPM. Employees appointed under Schedule A or B excepted authorities may be detailed to positions in the competitive service.

C. Details of temporary employees to temporary positions may be made if the positions meet the criteria for temporary employment. Details of temporary employees are subject to the same time limits and documentation requirements as details of permanent employees.

D. An employee may not be detailed exclusively for overtime work.

E. Nonreimbursable details within and outside of the Department are permitted only in limited circumstances. Contact the servicing personnel office before initiating such details.

VIII.
LENGTH OF
DETAILS

A. Details to unclassified duties and to same, lower, or higher grade positions (except SES positions) may be made in 120-day increments up to a maximum of 1 year. Competitive promotion procedures are required for a detail of more than 120 days to a higher grade or to a position with known promotion potential (see AMS Directive 302.1, Merit Promotion Plan). Extensions beyond 1 year require the prior approval of OPM. Such requests for extensions should be submitted through appropriate administrative channels to the servicing personnel office and shall include the following:

1. A Standard Form (SF) 52, Request for Personnel Action.
2. A statement as to:
 - a. Whether the detail could become a permanent assignment.
 - b. Why detailing or rotating other employees to the position is not practical, appropriate, or reasonable.
 - c. Whether the detail assignment has promotion potential.
 - d. Whether the detail is project oriented or whether the detailee is filling a permanent position on a temporary basis.

B. Details to Senior Executive Service (SES) positions are limited to 240 days. Details of 30 days or less may be approved by the Administrator. Details beyond 30 days must be approved by the Office of Personnel (OP). GS/GM and SES employees (including individuals in excepted permanent positions) may be detailed to SES positions. Non-career and Schedule C employees cannot be detailed to SES career reserved positions.

IX.
RECORDING
DETAILS

A. The following types of details require no documentation:

1. Details of 30 days or less; and
2. A detail to a position that is identical to the employee's current position or at the same grade, series, and basic duties as the employee's current position.

B. An SF-52, Request for Personnel Action, and a position description are required for:

1. A detail for more than 30 days to a lower or higher grade position or to a position with more promotion potential. Note: If the employee is detailed to an unclassified position, an SF-52 and a statement of duties are required.

2. All details for 120 days or more.

X.
RESPONSI-
BILITIES

A. Supervisors will:

1. Initiate an SF-52, Request for Personnel Action, as required to begin, extend, or terminate a detail. The SF-52 will be used to document the detail, and therefore must be signed by an appropriate division representative with delegated authority. Authority to request a detail does not constitute authority to approve the personnel action. No detail exceeding 30 days shall become effective without the approval of the servicing personnel office.
2. Provide written justification for extending details which require prior approval from OPM. (See Section VIII.A.2.)
3. Provide written critical elements and performance standards to employees no later than 30 calendar days after the beginning of a detail when the detail is expected to last at least 120 days. Details of less than 120 days do not require written performance elements and standards, but some documentation on the employee's performance should be kept.
4. Monitor all indicated time limitations to ensure compliance with regulations.

B. The servicing personnel office will:

1. Provide technical advice and guidance to managers, supervisors, and employees on details.
2. Prepare and submit requests for extensions of details which require approval of OPM.
3. Obtain approval for details of employees to Federal agencies outside USDA.

C. The Employment Policy Branch, Personnel Division, will set AMS policy and interpret statutory and regulatory policy for details.

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