



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

OST 3300.2C

11-5-87

Subject: DETAIL OF EMPLOYEES

1. PURPOSE. This Order sets forth policy on details of General Schedule employees at grades GS-1 to GS/GM-15 and all Federal Wage System employees. It describes the circumstances under which a detail is appropriate, establishes responsibility for the action required to effect details and establishes requirements for documenting details.
2. CANCELLATION. OST Order 3300.2B, Detail of Employees, dated 1-7-87.
3. SCOPE. This Order applies to the Office of the Secretary (OST), with the exception of the Office of the Inspector General.
4. REFERENCES.
  - a. Federal Personnel Manual, Chapter 300, Subchapter 8.
  - b. Federal Personnel Manual, Chapter 352, Subchapter 3.
  - c. Departmental Personnel Manual, Chapter 300.
  - d. Departmental Personnel Manual, Chapter 352.
  - e. OST 3300.1B, Merit Promotion Plan, of 12-16-85.
5. 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 regular duties at the end of the detail. Technically, a position is not filled by a detail, as the employee continues to be the incumbent of the position from which detailed.
6. GENERAL POLICY STATEMENT. Details are intended to meet temporary needs in work operations when necessary services cannot be obtained by other more desirable or practicable means. They should be confined to the shortest possible period of time since extended details can compromise competitive principles of the merit system as well as position classification and pay principles. Except for brief periods, an employee should not be detailed to perform work of a higher grade level unless there are compelling reasons for doing so.
7. EXCLUSIONS. The following are not considered details for purposes of this Order:

- a. The performance of duties related to an employee's position while assigned on travel/temporary duty away from the official duty station;
- b. The occasional performance of duties that are not reflected in the official position description;
- c. The assignment of an employee to participate in a training course;
- d. The periodic assumption, for less than 120 consecutive days, of the duties of the "Chief" by an employee encumbering a full "Deputy" or "Assistant" position; and
- e. The assignment to or from State and local governments, institutions of higher education, Indian tribal governments and other eligible organizations authorized under the Intergovernmental Personnel Act (IPA).

8. USE OF DETAILS.

- a. Circumstances Under Which Details Are Appropriate.  
Employees are normally detailed:

- (1) To meet human resource emergencies occasioned by abnormal workload or resulting from unanticipated absences;
- (2) While official assignment is pending following changes in mission or organization;
- (3) Pending description and classification of a new position;
- (4) For training or career development purposes, particularly where such training is part of an established promotional or developmental program;
- (5) While a security clearance is pending, provided the employee is restricted from performing those aspects of the position upon which the "sensitive" designation is based; and
- (6) When an adverse action has been proposed and it is not considered in the best interest of the service to continue the employee against whom the action is proposed in his/her regular assignment while the decision on the action is pending.

b. General Limitations on the Use of Details.

- (1) An employee serving under a Schedule C appointment may not be detailed to a position in the competitive service without prior approval by the Director of Personnel.
- (2) Except for an emergency detail of 30 days or less, an employee serving in a competitive service position may not be detailed during the first 3 months after initial appointment or conversion from an Office of Personnel Management (OPM) register.

9. DETAILS WITHIN OST OR WITHIN DOT.

a. Requirements/Limitations.

- (1) A detail between appropriations within the Department of Transportation must be reimbursable unless:
  - (a) It involves a matter related to the losing office's appropriation and will aid that office in accomplishing the purpose for which the appropriation is provided; or
  - (b) It will have negligible impact on the losing office's appropriation.
- (2) All details must be limited to an initial period of 120 calendar days. Any extensions must be in increments of no more than 120 calendar days for a maximum total detail of:
  - (a) 1 continuous year; or
  - (b) 2 continuous years to an organization undergoing a commercial activity study.
- (3) Extensions beyond the above limits require the prior approval of OPM.

b. Administrative Arrangements/Approvals.

- (1) A detail within OST that extends beyond 120 days to a higher graded position or a position with known promotion potential must be made under the competitive procedures contained in the OST Merit Promotion Plan.

- (2) Details between an Operating Administration and OST for periods in excess of 30 days, and subsequent extensions, require the approval of both the Operating Administration Personnel Office and the OST Personnel Operations Division.
- (3) Advance approval must be obtained from the OST Office of Security if the detailee's security clearance does not conform to the sensitivity of the position or set of duties to be performed.
- (4) Employees serving at the grade levels covered by this Order may not be detailed to Senior Executive Service (SES) positions without the approval of the Secretary or designee.

c. Documentation.

- (1) A memorandum, addressed to the Director of Personnel through the Chief of the Executive Personnel and Training Division, must be submitted to the Personnel Operations Division for the following details that require approval:
  - (a) A detail of an employee serving under a Schedule C appointment to a competitive service position; and
  - (b) A detail of an employee serving at a grade level covered by this Order to an SES position.
- (2) A detail of less than 30 calendar days, except those described above, need not be documented.
- (3) A detail in excess of 30 calendar days must be recorded on a Standard Form 52 (SF-52), Request for Personnel Action, by the OST losing office and forwarded to the Personnel Operations Division through normal management approval channels.
- (4) If an initial detail of 30 calendar days or less extends beyond 30 days, it must be recorded. The effective date will be the date on which the employee began performing the new duties.

- (5) When documentation is required, a separate SF-52 must be submitted for the initial detail period (120 calendar days maximum) and each extension (120 calendar day maximum increments). These SF-52's must always show a not-to-exceed (NTE) date. Also, if the duties to be performed are unclassified, the sensitivity of those duties must be indicated on the SF-52 and a brief written statement that describes the unclassified duties must be provided to both the employee and the Personnel Operations Division.
- (6) Except for a detail to a Working Capital Fund position from another appropriation, the SF-52 for any detail between appropriations must specify whether the detail is reimbursable or nonreimbursable. If it is nonreimbursable, the SF-52 must state that the detail meets at least one of the two exceptions to the requirement for reimbursement. If the detail is reimbursable, the SF-52 must state that an appropriate reimbursable agreement has been negotiated.
- (7) A revised SF-52 must be submitted by the losing office to replace a previous SF-52 when a detail is either terminated early or extended beyond the planned NTE date as shown on the previous SF-52.
- (8) In instances where an employee is not authorized to perform the full scope of the duties of the classified position to which detailed, a written statement should be provided to the employee and the Personnel Operations Division that describes the duties that the employee is not authorized to perform.
- (9) A request for a detail that requires either competitive action, prior approval, or coordination with an Operating Administration should be submitted to the Personnel Operations Division well in advance of the proposed effective date to allow time for processing.
- (10) An SF-52 that records a detail will be filed on the permanent (right) side of the detailee's Official Personnel Folder and a copy of the SF-52 is to be given to the employee. A Standard Form 50 (SF-50), Notification of Personnel Action, is not required for these details.

10. DETAILS TO/FROM OTHER FEDERAL AGENCIES.

a. Requirements/Limitations.

- (1) A detail of an OST employee to another Federal agency must be reimbursable unless:
  - (a) It involves a matter related to the losing office's appropriation and will aid in accomplishing the purpose for which the appropriation is provided; or
  - (b) It will have negligible impact on the losing office's appropriation.
- (2) Details to the White House must always be made reimbursable after an employee's detail exceeds 180 calendar days in a fiscal year.
- (3) Reimbursable details have no time limitations.
- (4) A nonreimbursable detail that involves a matter that is related to the losing office's appropriation and will aid in accomplishing the purpose for which the appropriation is provided has no time limitation.
- (5) A nonreimbursable detail that is not related to the losing office's appropriation must be limited to 1 continuous year. Extensions beyond the 1 year require the prior approval of the General Accounting Office (GAO).

b. Administrative Arrangements/Approvals.

- (1) All details of OST employees to the White House require the concurrence of the Secretary or designee.
- (2) Any other detail of an OST employee to another Federal agency in excess of 30 calendar days requires the prior approval of the Director of Personnel.

c. Documentation.

- (1) A memorandum, addressed to the appropriate approval authority through the Chief of the

Executive Personnel and Training Division, must be submitted to the Personnel Operations Division for all details of OST employees that require approval. The memorandum must contain the following:

- (a) A brief statement of the nature of the project or work to be performed;
  - (b) The agreed upon duration of the detail; and
  - (c) A statement that the detail is reimbursable and an appropriate reimbursable agreement has been negotiated with the other Federal agency; or
  - (d) A statement that the detail is nonreimbursable and meets at least one of the two exceptions to the requirement for reimbursement.
- (2) These interagency details are not documented by an SF-52 or SF-50.

#### 11. DETAILS TO INTERNATIONAL ORGANIZATIONS.

##### a. Requirements/Limitations.

- (1) Details of OST employees to an international organization are generally limited to 5 years.
- (2) These details are restricted to the international organizations listed in Federal Personnel Manual, Chapter 352, Appendix A.
- (3) They must be made in a manner consistent with the provisions of Federal Personnel Manual, Chapter 352, Subchapter 3.

##### b. Administrative Arrangements/Approvals.

- (1) Any detail of an OST employee to an international organization for 1 year or less must receive the prior approval of the Assistant Secretary for Administration.
- (2) Details in excess of 1 year require the prior approval of the Secretary.

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- (3) Any official agreement(s) or correspondence with the Department of State or an international organization in connection with such a detail should be prepared for the signature of the Assistant Secretary for Administration. Such correspondence or agreements must be routed through the Chief of the Personnel Operations Division and the Director of Personnel.

c. Documentation.

- (1) An SF-52 and a memorandum, addressed to the appropriate approval authority through the Chief of the Executive Personnel and Training Division, must be submitted to the Personnel Operations Division. The memorandum must contain the following:
  - (a) A brief statement of the nature of the work to be performed;
  - (b) The agreed upon duration of the detail;
  - (c) Whether or not the detail is reimbursable; and
  - (d) The particulars of the proposed reimbursable agreement, if applicable.
- (2) This type of detail is documented by an SF-50.

12. RESPONSIBILITIES.

a. Personnel Operations Division. The Personnel Operations Division shall:

- (1) Advise supervisors of the conditions under which details may be properly made;
- (2) Transmit requests for approval of details or extensions of details to the Secretary, the Assistant Secretary for Administration, the Director of Personnel, OPM and/or GAO through the appropriate approval channels, as required by this Order;
- (3) Coordinate the release date, extension, or termination for any detailee from an Operating Administration or another Federal agency; and

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- (4) Ensure that proper documentation of the detail of an OST employee is filed in the employee's Official Personnel Folder.

b. Gaining Supervisor/Manager. The OST supervisor/manager who initiates the request for the detail shall:

- (1) Propose only details that are consistent with this Order;
- (2) Provide an appropriate explanation or other documentation in connection with a detail, if required;
- (3) Prepare justification for any extensions that require the prior approval of OPM or GAO;
- (4) Coordinate with any OST detailee's permanent supervisor the release date, the length of the detail, any unplanned extensions, and any early terminations;
- (5) Negotiate agreements and obtain administrative approvals for all proposed reimbursable details;
- (6) Verify that the detailee's security clearance conforms to the sensitivity of the duties to be performed or request approval from the Office of Security if it does not conform; and
- (7) Provide performance appraisal input to the losing supervisor, as appropriate.

c. Losing Supervisor/Manager. The supervisor/manager of any OST employee to be detailed shall:

- (1) Authorize the detail and submit, to the Personnel Operations Division, any request for prior approval or concurrence that is needed;
- (2) Submit documentation (e.g., written statement of unclassified duties) or justifications in connection with details (initiation, extension or termination);
- (3) Ensure that agreements have been developed to cover reimbursable details; and

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- (4) Control details of subordinate employees through compliance with this Order.

For the Secretary of Transportation:



Melissa J. Allen  
For the Assistant Secretary  
for Administration