

WHAT IS A DETAIL ASSIGNMENT?

A detail is the temporary assignment of an employee to a different position or set of duties for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. An employee who is on detail is considered for pay and FTE purposes to be permanently occupying his or her regular position. Therefore, there is no change to the employee's grade or salary while serving on the detail (even though the duties associated with the detail opportunity may be classified at a higher or lower grade level than the employee's current position).

WHAT TYPES OF POSITIONS/GRADE LEVELS CAN AN EMPLOYEE BE DETAILED INTO?

Employees may be detailed into positions that are at the same, lower, or higher grade; or to unclassified duties (unclassified duties consist of a written statement of duties to which a grade level, title, and occupational series have not been assigned by the Classification Specialist). *Note: Details to a higher graded position or one with higher promotion potential cannot exceed 120 days without competition.*

WHAT REQUIREMENTS MUST AN EMPLOYEE MEET?

The employee does not have to meet time-in-grade or OPM qualification requirements regarding one year of specialized experience. However, the employee must meet any applicable basic education/certification requirements.

ARE THERE RESTRICTIONS ON THE LENGTH OF A DETAIL ASSIGNMENT?

Detail assignments may be made for periods of up to 120 days at a time and in APHIS and GIPSA there is no limitation on how long an employee can be detailed to a position at the same grade level. [AMS Directive 330.1, Details of Personnel](#), limits details to a maximum of one year. However, a detail to a higher graded position or one with higher promotion potential for more than 120 days requires competition. ***Noncompetitive temporary promotions, details to higher graded positions, and details to positions with higher promotion potential all count toward the 120 day total allowed in a 52 week period.***

WHAT SF-52 ACTIONS ARE REQUIRED?

- Details are documented by a 'Detail NTE' **Standard Form (SF) 52 (Personnel Action Request)** and must include a not to exceed (NTE) date.
- An 'Extension of Detail NTE' SF-52 is required to extend the detail beyond the NTE date.
- A 'Termination of Detail NTE' SF-52 is required to officially end the detail assignment.

WHY IS REIMBURSEMENT SOMETIMES REQUIRED?

According to Section 730 of Public Law 113-006, "No employee of the Department of Agriculture may be detailed or assigned from an agency or office funded by this Act or any other Act to any other agency or office of the Department for more than 30 days unless the individual's employing agency or office is fully reimbursed by the receiving agency or office for the salary and expenses of the employee for the period of assignment." This provision is also included in the Appropriations Act for USDA.

There are times when a detail assignment must be reimbursed because not doing so would constitute an improper use of agency or office appropriations. However, reimbursement is not required if a detail assignment is deemed "in the best interest of the employing agency," or if the detail continues to serve the mission of the employing agency in some manner. *Note: Supervisors should confirm whether reimbursement is required with the [MRPBS Financial Management Division \(FMD\)](#).*

HOW DO I DETERMINE IF REIMBURSEMENT IS REQUIRED?

Please refer to the following determination table for documenting and reimbursing detail assignments:

STEP	DECISION FACTOR	IF YES...	IF NO...
1	Is the detail assignment expected to last more than 30 days?	Go to Step 2	Details of less than 30 days do not require documentation. However, if it becomes necessary to extend the detail beyond the 30 days, the detail must be recorded on Standard Form (SF) 52 (Personnel Action Request) with an effective date back to when the employee initially started performing the temporary duties.
2	Is the detail to a higher graded position or one with higher promotion potential and expected to last more than 120 days?	Detail assignments of this type and length require a competitive announcement. Contact your Staffing Specialist.	Go to Step 3
3	Is the employee being detailed within their current program?	Document the detail assignment by submitting a Standard Form (SF) 52 (Personnel Action Request) to your Human Resources staff.	Go to Step 4
4	Is the employee being detailed within an MRP agency (e.g., VS to PPQ, Cotton & Tobacco to Fruit & Vegetable, or Packers to Grain)?	Go to Step 5	Go to Step 6
5	Is the detail in support of the employee's agency or program mission?	Economy Act Reimbursement not appropriate.	The Supervisor must negotiate the dollar amount with the other program within their agency and then seek guidance from their programmatic Financial Manager for an allocation transfer/adjustment. The dollar amount may include salary and benefits and other non-salary costs like travel, training, etc., whatever the two parties agree to reimburse.
6	Is the employee being detailed between agencies or departments (e.g., APHIS to Forest Service, GIPSA to AMS, or APHIS to Health and Human Services)?	Go to Step 7	Contact your Staffing Specialist for further advice/guidance.
7	Is the detail in support of the employee's agency or program mission?	Economy Act Reimbursement not necessary. You may want to consider an Intragovernmental Personnel Agreement: http://www.opm.gov/policy-data-oversight/hiring-authorities/intergovernment-personnel-act/ Please contact your Staffing Specialist for assistance.	Supervisors negotiate the dollar amount with the other Agency and then work with the MRPBS FMD to prepare an Economy Act transfer after the first 30 days (USDA has the official form AD-672 or AD 7600A & B to document the reimbursement which can be obtained from the FMD-Agreement Service Center or any Program Agreement Team). The dollar amount includes salary and benefits and may include other non-salary costs like travel, training, etc., whatever the two parties agree to reimburse.

WHAT POSITIONS ARE COVERED—AND NOT COVERED—BY THIS FACT SHEET?

This fact sheet applies to employees in both the competitive and excepted service, regardless of the authorities under which they are appointed, except as described below.

This guidance does not cover authorization of details for:

- SES employees;
- Excepted service employees serving under Schedule C;
- Public Health Service (PHS) Commissioned Corps officers (42 USC 215);
- Employees of non-federal organizations who are assigned to MRP under contractual agreements;
- Details to International Organizations and or Foreign Governments (5 USC 3343) and (5 CFR 352.304);
- Details to the Legislative and Judicial Branches, or the Executive Office of the President (3 USC 112);
- Details under the Intergovernmental Personnel Act of 1970 (5 USC 3372-3374; and 5 CFR Part 334); and
- Details between MRP and a non-Federal organization under Section 214 of the PHS Act, as amended.