

<p align="center"><b>U. S. DEPARTMENT OF EDUCATION</b></p> <p align="center"><b>PERSONNEL MANUAL INSTRUCTION</b></p>	<p><b>PMI 300-4</b>  <b>DATE <u>May 11, 1981</u></b></p> <p><b>APPROVED:</b>  <i>Lois E. Hartman</i>  <b>Director of Personnel</b></p>
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DETAILS TO UNCLASSIFIED DUTIES  
Included are changes through Inst. 3, 8/12/85

SUBJECT:

I. AUTHORITY

Section 3341 of Title 5 USC is the specific authority under which personnel may be detailed within the Department. This section gives the head of an executive department the authority to detail employees among the divisions and offices of the Department, except those employees who are required by law to be exclusively engaged in some specific work.

II. APPLICABILITY

This instruction supplements FPM Chapter 300, Subchapter 8 and sets forth ED policies and procedures with regard to detailing employees at GS-15 and below to unclassified duties. This Instruction addresses circumstances arising from a transfer of function, or an organization which moves all or a part of an organizational unit (such as branch, division or office) from one organizational component to another. It also applies to situations where management redistributes work among positions even though the organizational unit in which the positions are located does not change.

The procedures in this Instruction are not intended to address situations where a position, without any organizational change is determined to be surplus because the duties no longer need to be performed.

Whether or not this Instruction applies to other situations will have to be determined on a case by case basis. Questions regarding such situations should be referred in writing to the Personnel Policy and Program Division.

Policies and procedures governing the detail of ED employees to classified positions within and outside of the Department is covered under separate instruction "Detail of ED Employees, PMI 300-2".

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**Distribution:** FPM 300

## II. DEFINITIONS

- A. Detail-The temporary assignment of an employee to a different position or set of duties for a specific period of time with the employee returning to his/her position of record at the end of the detail.
- B. Unclassified Duties – A set of duties and responsibilities which has not been analyzed, identified and placed in a series and grade established by the Office of Personnel Management (OPM) under the General Classification System.
- C. Major Reorganization – An organizational change including transfer of function, the elimination, addition or redistribution of functions or responsibilities affecting a major segment of a departmental component.
- D. Transfer of Function – The transfer of the performance of a continuing function from one competitive area and its addition to one or more other competitive areas, or the movement of the competitive area in which the function is performed to another commuting area. (See MSPB Case Docket No. 03518310107, dated June 7, 1984.)

## IV. DELEGATIONS

The Deputy Under Secretary for Management has delegated the authority for detail as follows:

- A. Supervisors – may approve the detail of employees under their jurisdiction to unclassified duties for a period of 30 days or less. These details may be on a non-reimbursable basis.
- B. Division Directors or their equivalent – are authorized to approve the detail of a headquarters employee under their jurisdiction to unclassified duties for 120 days.
- C. Regional Program Directors – are authorized to approve the detail of employees under their authority to unclassified duties for 120 days.
- D. Assistant Secretaries or equivalent Staff Office Directors – are authorized to approve the detail of those employees not covered by the authorization to Division Directors, between offices of the Department (regions and headquarters) for 120 days.

V. GENERAL REQUIREMENTS

- \*A. Details to unclassified duties are limited to 120 days. An employee may not be assigned more than one 120-day detail to unclassified duties in a service year regardless of whether the duties to be performed are different or whether the duties are performed in another organization.\*
- B. In cases where the old position description no longer describes the duties being performed, the employee must be officially reassigned to other duties. If an assignment to another position at the same grade for which the employee is qualified cannot be made immediately, the employee normally will be detailed to a classified position or to unclassified duties. If details are made to unclassified duties, action must be taken within the prescribed 120 day period to establish positions and classify them.
- C. It is expected that most employees who are detailed under this Instruction will be placed in another position for which they are qualified and at their same grade before the expiration of the 120 day detail. However, should this not occur, an extension of the detail may be requested from OPM to avoid the immediate necessity for a reduction-in-force. It must be stressed that every possible effort must be made to place employees in properly classified positions for which they qualify and which are at the same grade.

VI. PROCEDURES FOR PROCESSING DETAILS TO UNCLASSIFIED DUTIES

- A. All requests for details to unclassified duties for 120 days or less will be submitted by the gaining office (office requesting the detail) to the Personnel Office. The request will include an SF-52 signed by both the requesting and approving officials and a statement of the duties to be performed while on the detail. The request should also state whether the detail is reimbursable or non-reimbursable.
  - B. Approval by OPM is required to detail employees to unclassified duties for more than 120 days. Requests will be made by PPPD. Requests to OPM will cover all employees whose details to unclassified duties are expected to exceed 120 days. Servicing Personnel Offices will send to PPPD, as required, the following information on persons for whom extensions are to be requested:
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1. Employee's name (s);
2. Title, series, grade and organizational location of position from which detailed;
3. Date of detail and expiration of same;
4. Statement of duties and organizational location to which detailed and functional statement if available;
5. Reason for detail; and
6. A listing of all employees whose details have been terminated for any reason.

C. After receiving the approval from OPM, the PPPD will provide the Servicing Personnel Office with a copy of the letter of approval. Personnel Offices will process the extensions of details on the SF-52, citing as the authority "letter of approval dated 00-00-00".

#### IIV. STATUS OF EMPLOYEES WHILE ON DETAIL

- A. Employees on detail to unclassified duties will continue to occupy the position from which they are detailed even though the position description may no longer describe the duties the employee is actually performing.
- B. If an employee is not placed in another position by the time the detail expires and an extension is not approved by OPM, reduction-in-force procedures may be necessary to determine the employee's entitlement to another position.