

# **MS 673 Detailing Employees - Procedures**

## **1.0 Procedures for Authorizing Details**

### **1.1 Detail of Employees Within Peace Corps**

The requirements and procedures listed below are to be followed by supervisors and management officials to: (1) ensure an employee receives credit for training and experience received on a detail, and (2) preclude giving an unfair advantage to some employees to compete for temporary assignments.

**Note:** The assignment of an employee to a position in an acting capacity is also considered a detail if such an acting assignment is not clearly stated in the employee's job description as part of the employee's regular duties..

#### **1.1.1 Details of less than 30 calendar days:**

Details of less than 30 calendar days will be documented by a memorandum from the requesting supervisor to the employee stating the purpose and duration of the detail. A copy of the memorandum will be furnished to the Office of Human Resource Management for filing in the employee's Official Personnel Folder (OPF).

**1.1.2 Details in excess of 30 calendar days, but not to exceed 120 calendar days:** Details in excess of 30 calendar days, but not to exceed 120 calendar days, will be documented with an SF-50 "Notification of Personnel Action." An SF-52 "Request for Personnel Action" will be submitted to the Office of Personnel Management. Such requests will be signed by the requesting and releasing office directors and will be accompanied by a position description or a statement of duties to be performed. A second SF-52 will be submitted by the office director to terminate the detail. An SF-50 will be processed to document the termination of a detail. The employee's regular position remains encumbered for the length of the detail.

#### **1.1.3 Details in excess of 120 days to the same or lower grade positions:**

Details to the same or lower grade positions may be made in 120 day increments for up to one year. Any request to extend a detail beyond 120 calendar days must be requested by submitting an SF-52 and supporting documentation at least one week prior to expiration of the 120 day period.

#### **1.1.4 Detail exceeding 120 days to a higher grade position or position with known promotion potential:**

When a detail to a higher graded position or to a position with known promotion potential will exceed 120 calendar days, the position must be filled through competitive procedures.

## **1.2 Detail of Employees Outside Peace Corps**

### **1.2.1 Approval:**

Requests for the detail of an employee to another United States Government agency or entity must be approved by the requesting employee's supervisor and by the Director of the Office of Human Resource Management, with prior review by the Office of the General Counsel and notice to the Office of the Chief Financial Officer (CFO) and to the Office Of Acquisitions and Contract Management (OACM).

### **1.2.2 Documentation:**

The official documents from the requesting Agency, or a memo for the record authorizing the detail must be made a part of the employee's official personnel folder and should include:

- Specified period of detail;
- Individual to contact in requesting Agency; and
- Statement indicating whether or not the detail is reimbursable and other matters relating to the detail.

## **1.3 Recording of Details**

The Office of Human Resource Management will maintain appropriate records to ensure that time limits are not exceeded without proper authorization and that the employee is returned to his/her position of record at the expiration of the detail.