

MS 673 Detailing Employees

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Procedures

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1.0 Purpose

This Manual Section establishes Peace Corps' policies and procedures for detailing employees.

2.0 Authority

- (a) Section 7 of the Peace Corps Act, as amended
- (b) Section 14 of the Peace Corps Act, as amended
- (c) Section 503 of the Foreign Service Act.
- (d) Article XII of the Negotiated Agreement between the Peace Corps Union and the Peace Corps.

3.0 Applicability

The provisions of this Manual Section apply to all employees of the Peace Corps except temporary employees and those employees whose appointments are made with the advice and consent of the Senate.

4.0 Policy

Details will be used only as a temporary measure to accomplish essential work or to assist another organization in accomplishing its work and will be utilized in a manner which will not compromise the principles of comprehensive recruitment or merit promotion. Supervisors and management officials of the Peace Corps are responsible for ensuring the use of employee details is kept within practicable and required time limits.

5.0 Definitions

5.1 Detail

The temporary assignment of an employee from the duties of his or her position to the duties of a different position for a specified period, when the employee is expected to return to his or her regular duties at the end of the assignment. An employee who is on detail is considered for pay and strength-count purposes to be permanently occupying his or her regular position. Details should only be used as a temporary measure to accomplish essential work or to assist another organization in accomplishing its work. "Covering" another employee's desk for a brief period, when the full scope of the employee's job is not being performed, is not necessarily a detail.

5.2 Position with Promotion Potential

A position known to have the potential for a higher grade than the position occupied by the detailed employee.

6.0 Requirements

6.1 Authority

A detail of less than 30 calendar days may be informally arranged by the supervisors concerned.

The requesting Office Director, with prior consultation with the Office of Human Resource Management and the releasing Office Director, has the authority to detail employees in excess of 30 days in accordance with this Manual Section and appropriate references.

6.2 Purpose of Details

Details are generally authorized to fulfill certain needs or to resolve particular situations within the Peace Corps, such as:

- (a) Emergencies occasioned by abnormal workloads, significant changes in organization or mission, or unanticipated and critical absences of employees;
- (b) Duties assigned to an employee on a temporary basis, pending a description and classification of a new position, security clearance, or official assignment; and
- (c) Duties assigned to an employee on a temporary basis for training purposes which are an integral part of an established career development program. (Note: Details and assignments of various projects can be an excellent way to develop employees by providing direct work experience.).

Note: "Covering" another employee's desk for a brief period, when the full scope of the employee's job is not being performed, is not necessarily a detail.

6.3 Restrictions on Details

6.3.1 Higher Graded Work

Details to higher graded work are discouraged, except for brief periods and compelling reasons. This is especially important when s/he may later compete for the position to which detailed in order to avoid giving the employee an unfair advantage in the competition for a job. Depending on the situation, it can be better to cover a position by assigning an equal or higher-graded employee to cover an unexpectedly vacant position.

6.3.2 Length of Detail

No employee may be detailed for more than 120 days to a higher grade position or to a position with promotion potential unless approved in advance by the Director of the Office of Human Resource Management. After a detail has reached 120 days in such a position the position must normally be filled in accordance with MS 620 Peace Corps Merit Promotion and Selection Plan. Depending on the situation, it can be better to cover a position by assigning an equal or higher-graded employee to cover an unexpectedly vacant position.

6.4 Special Details and Temporary Assignments Authorized By the Director Of The Peace Corps

6.4.1 Detail to another United States Government agency

The Peace Corps may detail an employee to another agency. Requests for the detail of an employee to another United States Government agency 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).

6.4.2 Detail to Congressional Committees

The Peace Corps may not detail an employee to a Congressional Committee except:

- (a) When the work of the Committee actually aids the Peace Corps in accomplishing a purpose designated in its appropriations; and
- (b) Where the absence of the employee will not be detrimental to the work of the Peace Corps or necessitate the hiring of an additional employee.

6.4.3 Detail to a Foreign Government

The Director of Peace Corps may detail an employee of the Peace Corps to an office or position with a foreign government or foreign government agency when:

- (a) Acceptance of such a position does not involve the taking of an oath of allegiance to another government; and
- (b) Acceptance of such a position does not involve acceptance of compensation or other benefits from the foreign government by the employee.

The employee detailed to a foreign government remains an employee of the Peace Corps and an incumbent of the position from which detailed.

6.5 Compensation for Details

6.5.1 Detail to position at the same grade

When an employee is detailed to perform the duties of a position that is at the same grade level as his/her position, or to duties at a lower grade level, no additional compensation is warranted.

6.5.2 Detail to position at a higher grade

6.5.2.1 Bargaining unit employee detail to position at a higher grade

When officially detailing a bargaining unit employee to a higher-grade position, the provisions of Article 12 Section D of the Negotiated Agreement between the Peace Corps and the Peace Corps Employees Union must be followed. These provisions state that details of less than 30 days will normally be rotated among qualified employees. They also require that bargaining unit employees detailed to higher graded positions for more than 29 days may elect either monetary

compensation equal to the difference between the employee's current salary and the salary of the higher-graded position, or training, or time off. When monetary compensation is elected, the supervisor must submit a memo to the Director of HRM after the detail is completed, requesting that the employee be compensated under the provisions of the union contract. A copy of the required SF-52 (see attached [MS 673 Procedures](#)) must be attached to the memo.

6.5.2.2 Non-bargaining unit employee detail to a higher grade position

There is no requirement to compensate non-bargaining unit employees for details to higher-graded positions. However, at his/her discretion, a supervisor may request lump sum compensation, calculated in accordance with 6.3.2.1, for a non-bargaining unit employee who has been detailed to a higher-graded position.

6.6 Evaluating Performance Of An Employee Who Is In A Detail Status

6.6.1 For detail of 120 days or longer

When an employee will be officially detailed to another set of duties or another position for a period of 120 days or longer, the supervisor who has jurisdiction over the detail must formally establish an interim performance plan for the detail at its outset. This plan must be communicated to the employee and included in the documentation submitted to HRM with the SF-52 documenting the beginning of the detail.

Upon completion of a detail lasting 120 days or more, the detail supervisor must formally evaluate the employee's performance in the detail, and communicate the evaluation to the employee and his/her regular supervisor (i.e., the employee's rating official). The employee's rating official must give full consideration to this evaluation when s/he prepares the employee's final appraisal for the performance cycle.

6.6.2 For detail of less than 120 days

Official details of less than 120 days do not require formal performance planning and appraisal to take place. However, at the outset of the detail the supervisor should state his/her expectations clearly in writing and at its conclusion provide the employee and his/her rating official with feedback, preferably in writing. Again, this feedback should be considered by the rating official in the employee's final appraisal for the performance cycle.

6.7 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.

6.8 Documenting Details

The requirements for documenting all details are set forth in the [MS 673 Procedures](#) accompanying this Manual Section.

7.0 Effective Date

This Manual Section becomes effective upon the date of issuance.