



Department of Energy

Washington, DC 20585

December 16, 2010

MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:


SARAH J. BONILLA, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

POLICY GUIDANCE MEMORANDUM #15
PROCESSING PERSONNEL ACTIONS FOR DETAILS

Update 53 to *The Guide to Processing Personnel Actions* issued by the Office of Personnel Management (OPM), effective September 12, 2010, requires agencies to officially document detail actions. As a result, all Servicing Human Resources Offices (SHROs) are now required to document, process, and file certain specific detail actions in CHRIS. Once the SF-52 is issued and processed in CHRIS, the SF-50 must be filed on the permanent side of the employees Official Personnel File (OPF).

The following non IPA detail actions (30-days or more) must be coded and processed in CHRIS for positions at the GS-1 – GS-15 grade levels or equivalent:

- Details to an international organization,
- Details to a position classified at a higher grade level,
- Details to a position with higher promotion potential than the employees permanent position of record, and
- Details to any position for 120 days.

Note: You are not required to document and file details that are less than 30 days except for those to international organizations, However, in the event that a detail which was originally scheduled for less than 30-days, is extended beyond the initial 30-days, the SHROs must prepare and process an SF-52 showing the effective date in which the detail actually began and the not-to-exceed date.

Please refer to Chapter 14, Table 14-A, *The Guide to Processing Personnel Actions*, CHRIS Bulletin # 248 dated December 10, 2010, and the CHRIS HR Users Manual for further information regarding the documentation of these actions, including the required Nature of Action Codes.

This requirement applies to all SHROs with delegated authority to create, approve, and/or process "Request for Personnel Actions" for their field or departmental elements. Although this policy guidance is being established for processing details throughout the Department, SHROs are still responsible for adhering to any established Collective Bargaining Agreements for their assigned organizations, as well as for ensuring that no merit system principles are violated.

If you have any questions or need clarification, please contact Tiffany Wheeler at 202-586-8481 or by email tiffany.wheeler@hq.doe.gov.

