

UNITED STATES DEPARTMENT OF AGRICULTURE  
Federal Grain Inspection Service

FGIS 4335.1 10/13/78

DETAILS OF PERSONNEL

1 PURPOSE

This Instruction sets forth procedures governing details of personnel to, from, and within the Agricultural Marketing Service (AMS) and the Federal Grain Inspection Service (FGIS). The details apply to employees in competitive and excepted positions.

2 DEFINITIONS

- A A detail is the temporary assignment of an employee to perform duties outside the scope of his normal position, or to perform services for an organizational unit other than the one to which appointed. A detail may be either for a full time or a part-time basis.
- B A reimbursable detail is the temporary assignment of an employee to a position which requires the borrowing unit to reimburse the lending unit for the salary and fringe benefits of the employee concerned. A written agreement must be executed before making a detail of this nature.
- C A nonreimbursable detail is one for which expenses are borne by the lending unit.

3 CIRCUMSTANCES UNDER WHICH DETAILS MAY BE MADE

- A Details of personnel may be made for any one or a combination of the following circumstances:
- 1 Abnormal workload.
  - 2 Change in mission or organization.
  - 3 Unanticipated absences of personnel.
  - 4 Pending classification of a new position.
  - 5 Pending security clearance.
  - 6 Training purposes.
- B Details of personnel from AMS or FGIS to other Department Agencies, or to other Government Departments or agencies shall be restricted to cases in which:
- 1 Services of the employee can be spared without undue interruption to work.
  - 2 Replacement of the employee will not be required during the period of the detail.
  - 3 No additional expense is involved except as permitted by statute.

4 RESTRICTIONS ON DETAILS

Details prescribed in this Instruction are subject to the following restrictions:

- A An employee in a competitive position may not be detailed to another position within the Department until completion of 90 days of service after competitive appointment, except for an emergency detail of 30 days or less.
- B An employee who is serving under an excepted appointment may not be detailed to a position in the competitive service without prior approval of the Civil Service Commission.
- C An employee may not be detailed exclusively for overtime work.

5 LENGTH OF DETAILS

Details of personnel are limited by the following conditions:

- A Detail to Same Grade Level Position. A detail to a position at the same grade level may be made for a period up to 120 days. Such a detail may be extended an additional 120 days with prior approval of the Civil Service Commission.
- B Detail to Higher Grade Position Without Competition. A detail to a higher grade position without competition may be made for a period up to 60 days. If a detail of this kind will extend beyond 60 days, the detail must be made under competitive promotion procedures.
- C Detail to Higher Grade Position With Promotion Competition. A detail to a higher grade position with promotion competition may be made for a period up to 120 days. Such a detail may be extended for an additional period of 120 days with prior approval of the Civil Service Commission.

NOTE: Any employee detailed to higher grade position over 120 days without Civil Service Commission approval may be entitled to a temporary promotion.

6 RECORDING DETAILS

- A Details of 30 Days or Less. Documentation is not required for details of 30 days or less.
- B Details in Excess of 30 Days. Details in excess of 30 days must be documented on Form SF-52, Request for Personnel Action. Administrative Officers of AMS Divisions and FGIS shall:
  - 1 Prepare Form SF-52 to document the detail, and
  - 2 Forward Form SF-52 to the Employment and Classification Branch., AMS or FGIS, Personnel (PE) Division.

7 PREPARATION OF TIME AND ATTENDANCE REPORTS

Timekeepers shall prepare T&A reports for detailed employees in accordance with the regulations set forth in the MODE T&A Report Handbook.

8 CONTROLLING DETAILS

- A The Employment and Classification Branch, AMS or FGIS, shall set up internal procedures to assure that details do not extend beyond legal limits.

B        Administrative Officers shall also establish internal procedures to assure that details are within the prescribed limits.

/s/ Irving W. Thomas  
Deputy Administrator, Management