



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 12300.8A  
ASN (M&RA)  
16 Dec 2005

SECNAV INSTRUCTION 12300.8A

From: Secretary of the Navy

Subj: DETAILS, FELLOWSHIPS, TRAINING AND DEVELOPMENTAL  
ASSIGNMENTS OF DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEES  
OUTSIDE THE DEPARTMENT OF DEFENSE

Ref: (a) DOD Directive 1322.6 of 22 Apr 04  
(b) DOD Directive 1000.17 of 24 Feb 97  
(c) DOD Directive 1430.16 of 11 Apr 97  
(d) 5 CFR Part 334

Encl: (1) Nomination format

1. Purpose. To provide information, policy and procedures for Department of the Navy (DON) civilian employee participation in fellowships, training assignments and details outside the Department of Defense (DOD). This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 12300.8.

3. Background. Reference (a) establishes guidelines for all fellowships, scholarships and grants for DOD personnel. Reference (b) establishes policy and procedures for detailing personnel to organizations outside DOD. Reference (c) is the DOD policy on the Defense Leadership and Management Program (DLAMP). Reference (d) is the regulatory authority for assignments under the Intergovernmental Personnel Act. This instruction provides amplifying information and specific policy and procedures for the assignment of DON civilian employees outside DOD under references (a) through (d).

4. Policy

a. Except as specifically exempted herein, civilian employees of the DON will not be assigned to training, developmental, or other work assignments outside DOD except through references (a) through (d) and this instruction.

b. Under the authority of reference (a), civilian employees of the DON may be assigned to the Legislative Branch to receive instruction and hands-on experience in a Congressional office

through Legislative Fellowships, formal and informal training and developmental assignments and other developmental activities. All requests for assignment of civilian employees to the Legislative Fellows program must be submitted in accordance with reference (a). All other requests for assignment of civilian employees to the Legislative Branch must be submitted in accordance with this instruction.

(1) All assignments of DON civilian employees to the Legislative Branch, whether through fellowship assignments, other developmental programs or detail, or Defense Leadership and Management Program rotational assignments, shall be coordinated with the Office of Legislative Affairs (OLA) through the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)). Civilian employees will receive an orientation from the Navy or Marine Corps OLA, as appropriate, prior to reporting for training, developmental assignment, or detail to the Legislative Branch.

(2) All requests for assignment to the Legislative Branch must be submitted to the Office of the DASN (CHR) not less than 30 days in advance of the assignment and must include the information in enclosure (1) of this instruction.

c. Under reference (b), civilian employees of the DON may be assigned to positions outside DOD to support a specific project of pre-determined duration, where it is judged that the employee is uniquely qualified to accomplish the task and the detail is in furtherance of identifiable interests of the DON or DOD.

(1) Requests to detail a civilian employee to a position outside DOD must be submitted in accordance with reference (b) and this instruction.

(2) Detail requests must be submitted via the Office of the DASN (CHR) not less than 60 days in advance of the assignment and must include the information in enclosure (1) of this instruction.

5. Exclusions. Except for assignments to the Legislative Branch, rotational assignments for training and development made under references (c) or (d) are exempt from coverage under this instruction.

6. Eligibility. Participation in details outside DOD, Legislative Fellowships, or rotational or developmental assignments is limited to civilian employees serving in permanent appointments. Employees nominated for assignment outside DOD will have demonstrated fully acceptable performance in their current position and the ability to work in an independent assignment. Nominees for Legislative Fellowships must be selected through a competitive process focused on individual performance and potential for success. Selection will be based on a determination that the assignment will contribute to the mission and goals of the DON or will provide training and developmental opportunities for the employee not available through other formal or informal training methods.

7. Responsibilities

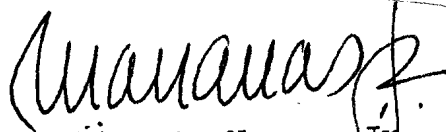
a. The authority to establish qualification requirements and application and selection processes under this instruction is delegated to the Chief of Naval Operations, the Commandant of the Marine Corps, the Assistant for Administration, Office of the Under Secretary of the Navy, and the commanders of Navy Echelon 1 and 2 commands.

b. The authority to approve assignments of DON civilian employees to the Legislative Branch not covered by references (a) or (b) is delegated to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) and is further redelegated to the DASN (CHR).

c. Any bargaining obligations must be satisfied prior to implementation of this instruction.

8. Action. Submit nominations for fellowships, scholarships and grants covered by reference (a) in accordance with that reference. Submit nominations for detail assignments outside DOD via the Office of the DASN (CHR) in accordance with reference (b). Submit nominations for all training, rotational or developmental assignments outside DOD not covered by references (a) or (b), the DASN (CHR) for approval and coordination with OLA and will include the information in enclosure (1).

9. Report. The reporting requirement contained in paragraph (7) is exempt from reports control per SECNAVINST 5214.2B.



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Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

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**NOMINATION OF A DEPARTMENT OF THE NAVY CIVILIAN  
EMPLOYEE TO A DETAIL, FELLOWSHIP, TRAINING OR  
DEVELOPMENTAL ASSIGNMENT  
OUTSIDE THE DEPARTMENT OF DEFENSE**

The following information must be provided:

Command Sponsor:

Point of Contact (Name, Title, Telephone (COMM/DSN), E-Mail)

Nominee Information:

Name

Pay Plan-Series-Grade

Current Position Title

Organization Unit Identification Code (UIC) and Title

Description of Proposed Assignment (including beginning and ending dates)

Purpose of Proposed Assignment

Description of Proposed Follow-on Assignment