

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS DIRECTIVE

4300.5
REVISION 3

5/30/90

DETAILS OF PERSONNEL

I. PURPOSE

A. Gives the policy and procedure on details of personnel, except those under the Intergovernmental Personnel Act.

B. Applies to all employees, permanent and temporary, unless otherwise provided for in a negotiated agreement.

II. CANCELLATION

This directive cancels FSQS Directive 4300.5, dated 6/17/81. Previous editions were dated: 4/6/78 (Basic), 1/9/79 (first revision), 6/17/81 (second revision).

III. REASON FOR REISSUANCE

Incorporates new requirements and procedures issued by OPM. Also updates organizational terms and replaces FSQS masthead.

IV. FORMS AND ABBREVIATIONS

The following will appear in their shortened form in this directive:

| | |
|-------|--------------------------------|
| OPM | Office of Personnel Management |
| SPO | Servicing Personnel Office |
| SF-52 | Request for Personnel Action |

V. DEFINITIONS

A. **Detail.** A temporary assignment of an employee to a different position for a specified period, with the employee returning to regular duties at the end of the period. ■
■
■

B. **Nonreimbursable Detail.** Lender will bear all expenses. Such detail is made as an accommodation and with this understanding. Details of this type require prior approval of the SPO.

C. **Reimbursable Detail.** Lender will be reimbursed for the detailed employee's regular salary, fringe benefits, and any additional, authorized expenses. Such detail requires a written agreement to this effect signed in advance by both the lending agency and the receiving agency.

DISTRIBUTION: All Offices

OPI: PD – Employment and Employee
Benefits Branch

VI. **PURPOSE OF DETAILS**

Details may be made to:

- A. Provide needed assistance when a shortage of personnel or an exceptional volume of work requires additional personnel, or
- B. Meet staffing needs due to unforeseen workload, change in mission or organization, or unanticipated absences, or ■
■
- C. Use employees unable to work at the regular assignment due to fire, flood, strikes, or other emergencies. ■
■

VII. **DELEGATION OF AUTHORITY**

Program managers and their designees may:

- A. **Effect** details of less than 120 calendar days subject to: ■
 - 1. Any applicable restrictions given in paragraph VIII., and
 - 2. Observance of the recording requirements of paragraph IX., and
 - 3. Any applicable requirements of the FSIS Merit Promotion Plan.
- B. **Recommend** details of more than 120 calendar days and extensions of details to the SPO. Appropriate justification and documentation must accompany SF-52 submitted to the SPO. ■

VIII. **RESTRICTIONS AND REQUIREMENTS**

- A. **Limitation on Details.**
 - 1. **Details to the same or lower grade positions** are limited to **1 YEAR.** ■
Schedule detail appointments for 120-day increments. If a detail beyond 1 year is needed, submit justification to the SPO 45 days before the end of the year. ■

* * *
 - 2. **Details to a higher grade position** or to a position with known potential.
 - a. Details to higher grade positions are limited to 120 calendar days within a 12-month period. Competitive promotion procedures do not apply to these details.
 - b. Selection for details for more than 120 days to a higher grade position or to a position with known promotion potential must be made under competitive promotion procedures. Details of this type are limited to **1 YEAR.** (Prior service under all details to higher grade positions or temporary promotions, whether competitive or non-competitive, during the preceding 12 months must be counted as part of them 1 year limit.) ■
■
 - 3. **Details to unclassified duties** are limited to 1 year and should be scheduled in 120-day increments. ■
■

* * *

4. **Terminate details** at the close of business on the date:

a. The detail is officially terminated as evidenced by acceptable documentation ("not-to-exceed" date on SF-52, memorandum terminating the detail before the "not-to-exceed" date, etc.).

b. The position is filled by the permanent incumbent.

c. The detailed employee is relieved of performing the duties of the position to which detailed.

B. Details of Appointees in Competitive Positions. Employees newly appointed to competitive positions may not be detailed to another position before the completion ,of at least 3 months' service. **EXCEPTION:** An emergency detail of 30 days or less.

C. Details into the Department. Employees of other Government agencies may not be detailed to FSIS without prior approval of the SPO. Such details will be approved only if a qualified person is not available within the Department.

D. Details to Commissions, Councils, and Boards. Employees may not be detailed to serve on any committee, council, board, or other similar body unless its creation was authorized by law.

E. Details to Congress or Congressional Committees. Employees may be detailed only under certain conditions. The SPO will provide advice as to whether these conditions are met in individual cases.

F. Details to the White House and to the Staffs or Commissions of the President or Vice President. Prior approval of USDA's Office of Personnel is required. Submit SF-52 to the SPO.

G. Details to Sensitive Positions. Detailed employees are subject to the same security program requirements as an employee actually in a sensitive position.

H. Details to Other Agencies of USDA and to Other Departments or Branches of the U.S. Government. If such details are not reimbursable and will extend for more than 30 calendar days, the details require prior approval of USDA's Office of Personnel. Send requests to the SPO for routing through appropriate channels to the Office of Personnel. The request must specify:

1. Name of detailed employee.
2. Agency to which detailed.
3. Grade.
4. Annual salary rate.
5. Beginning and ending dates of detail.
6. Reason for the detail.

I. **Foreign Technical Assistance Details.** Report all details to the SPO. Report should include:

1. Purpose of detail.
2. Inclusive dates.
3. Country or countries involved.
4. Sponsoring agency.

5. Costs of salary, fringe benefits, per diem, and transportation. Each cost item must specify the amount for which FSIS will receive no reimbursement and the amount which will be paid by the sponsoring agency, either directly or through reimbursement.

IX. **RECORDING DETAILS**

Document details by sending SF-52 to the SPO. An SF-52 is required for: ■

A. Details of more than 30 days to a higher grade position or to a position with more promotion potential. ■

B. Details of 120 days or more. ■

X. **DETAILS BETWEEN ORGANIZATIONAL UNITS**

When a detail is between organizational units, the unit from which the employee is detailed must report the following information to the Budget and Finance Division if the detail is reimbursable.

A. Name, grade, and salary of the detailed employee.

B. Organizational unit to which the detail is made.

C. Length of the detail.

XI. **TERMINATION OF PER DIEM UPON TRANSFER TO DUTY STATION**

When an employee on detail to a temporary duty station is transferred and the location becomes the permanent duty station, the employee is no longer entitled to per diem. Per diem stops on the day the employee receives (oral or written) notice of duty station change. In all cases, the employee's reimbursement voucher must contain a statement giving the date the notice of the change was received. ■ ■



**Deputy Administrator
Administrative Management**