

U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM CHAPTER 300

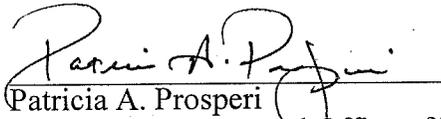
DATE: April 19, 2005

SUBJECT: Detail of non-SES Departmental Employees

This Chapter replaces all previous DPM Letters and other issuances in the 300 series on the detail of non-SES Departmental employees with the exclusion of DOT employees within the Federal Aviation Administration and the Office of the Inspector General, and is effective immediately. The Chapter does not cover the detail of employees under the Intergovernmental Personnel Act (IPA).

Details are an effective management tool used to meet the temporary staffing needs of the office, Operating Administration, or the Department.

This Chapter establishes the Department of Transportation's policy with regard to details. It is based upon and conforms to the requirements of the Office of Personnel Management implementing regulations in 5 CFR 300. This chapter is to be used in conjunction with the Code of Federal Regulations and other applicable laws.



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Filing Instructions: Replaces Chapter 300 Letters and other issuances on Details

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DEPARTMENTAL PERSONNEL MANUAL 300
DETAIL of non-SES Employees

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SECTION 1. General Information

Coverage

This DPM contains guidance on the use of details within the U.S. Department of Transportation (DOT) with the exception of the Office of Inspector General (OIG) and the Federal Aviation Administration (FAA).

Authority and References

The following citations from the Code of Federal Regulations provide basic regulatory guidance on details and should be used in conjunction with Departmental guidance.

1. 5 CFR 300, Subpart C – Detail of Employees (paraphrased)
 - (a) A competitive service employee may be detailed to either a competitive or excepted service position.
 - (b) An excepted service employee may be detailed to other excepted service positions; however, excepted service employees serving under a Schedule A, Schedule B, or the Veterans Readjustment Act may also be detailed to a competitive service position.
 - (c) The detail of other excepted service employees to competitive service positions requires the prior approval of the Office of Personnel Management.
2. 5 CFR 335.103(c)(1)(ii) “Competitive actions... (ii) Detail for more than 120 days to a higher graded position or to a position with higher promotion potential (prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions count toward the 120-day total); ”
3. 5 CFR 335.103(c)(2)(iii) “Competitive procedures do not apply to:... (iii) A temporary promotion, or detail to higher graded position or a position with known promotion potential, of 120 days or less; ”
4. For information concerning the detail of Departmental employees to International Organizations review 5 CFR 352, Subpart C.
5. For information concerning the detail of Senior Executive Service employees review 5 CFR 317.903.
6. The Guide to Processing Personnel Actions, Chapter 14 describes the requirements for documenting details.
7. Reimbursable details are authorized by 31 U.S.C. 1535, Economy Act dated 1996.

Purpose

A detail is the temporary assignment of an employee to a different position or set of duties for a specified period of time with the employee returning to his/her original position at the termination of the detail. There is no formal position change; officially the employee continues to occupy the position from which he/she is detailed and keeps the same status and pay. Employees do not need to meet the qualifications standard for positions to which they are detailed unless there is minimum licensure or an educational requirement.

Delegation of Authority

Details between Operating Administrations, or between an Operating Administration and the Office of the Secretary of Transportation (OST), for periods in excess of 30 days requires the approval of the personnel offices of both organizations.

Details of Departmental employees to other domestic Federal agencies (except as discussed below) in excess of 30 days requires the prior approval of the Departmental Director, Human Resources Management, OST.

All details of Departmental employees to the White House or to the Executive Office of the President must be referred to the Departmental Director, Human Resources Management, OST, to obtain the required concurrences of the Immediate Office of the Secretary.

The detail of employees outside of the Department as part of a formal training program does not require the prior concurrence of the Departmental Director, Human Resources Management, OST.

SECTION 2. Policy

In order to ensure that there is a clear understanding of the duties assigned and the standards under which an employee's performance will be appraised, a position description or a statement of duties must be prepared for all employees assigned to a detail.

For employees detailed outside of the Department for over 30 days, a written request providing the rationale for the detail must be submitted a minimum of one week prior to the commencement of the detail. The Departmental Office of Human Resources Management, OST, will coordinate the action as required.

Although the detail of employees outside of the Department under a formal training program does not require the prior approval of the Departmental Director, Human Resources Management, OST, a memorandum must still be submitted to OST documenting the detail.