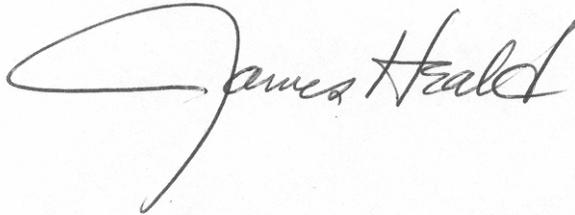


For: FFAS Federal, CO, and FAS Overseas Employees

Documenting Details for Employees

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Purpose

This notice provides a reminder to supervisors of FFAS employees, including Federal, CO, and FAS Overseas employees, who are detailed to or from their positions of record. A detail that is expected to exceed or does exceed 30 calendar days must be documented with SF-52.

B Authority

This policy complies with 5 U.S.C. 3341 and 5 CFR 300.301.

C Definition of Detail

A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment.

Details shall not be made to evade competitive principles or the proper classification of a position.

Details may be developmental in nature, such as a detail as a result of a formal training program (e.g., Executive Leadership Program, Executive Potential Program, Aspiring Leader Program, New Leader Program, etc.).

Disposal Date April 1, 2009	Distribution FFAS Federal, CO, and FAS Overseas employees, State Offices relay to County Offices
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Notice PM-2639

2 Action

A Reimbursable Details

There is a legislative requirement that no employee of USDA may be detailed or assigned to or from one USDA agency or office to another USDA agency or office for more than 30 calendar days unless the employee's agency is fully reimbursed by the receiving agency for the salary and expenses of the employee for the period of assignment. This would apply to details between FSA, RMA, and FAS. It would not apply when the detail is within the same agency.

Note: If the detail is developmental in nature because of participation in a formal training program, this requirement for reimbursement would not apply.

A reimbursable agreement should be considered if the detail is outside of USDA but is not a legislative requirement and is not required if the agency deems it is in the best interest of the agency and the Government to authorize the detail.

B Supervisor Responsibilities

The supervisor of record, where the employee is officially assigned, shall:

- ensure that SF-52 is initiated before the proposed effective date (Part A, item 4) with the following action requested (Part A, item 1):
 - with "Detail" as the action requested
- **Note:** Include information in Part D if detail is developmental in nature.
- for "Extend Detail" (if detail lasts longer than original length requested)
- for "Terminate Detail" at the end of the temporary assignment
- attach proposed set of duties or position description to SF-52
- inform the agency Budget office when details are reimbursable
- communicate with the supervisor where detail assignment will occur on length of detail, time and attendance, etc.