

Civilian Personnel
DETAILS

History. This is a revised publication.

Summary. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-6 establishes policies and procedural guidance for detailing civilian employees.

Applicability. This regulation applies to all Department of Defense (DOD) employees, appropriated fund civilian employees, permanent and temporary, employed at Fort Polk and serviced by the local Civilian Personnel Advisory Center (CPAC). The pronouns he, his, and him when used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is CPAC, AFZX-CP-R, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Adminis-

trative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

Suggested Improvements. Users of JRTC & FP Regulation 690-6 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to CPAC, AFZX-CP-R, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

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/s/
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1. Purpose. The purpose of this regulation is to establish regulatory policy and procedural guidance for detailing civilian employees.

2. Explanation of Term. 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 expectation that the employee will return to his

regular position at the end of the period. There is no formal position change; officially, the employee continues to hold the position from which detailed and keeps the same status and pay.

3. General.

a. The detail of an employee will be based on the needs of management and the abilities of employees. Details will be distributed on an equitable basis. Management will keep details within the shortest practicable time limits.

b. An employee need not meet the Office of Personnel Management (OPM) qualification requirements prior to being detailed, except when detail is to a position which has specific minimum educational requirements.

c. The experience of an employee on detail is credited as an extension of the work the employee was doing prior to the detail, or on its own merits, whichever is more beneficial to the employee.

*This reg supersedes JRTC & FP Reg 690-6, dated 21 October 1992.

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d. Service while on detail is credited for time-in-grade purposes at the grade of the position the employee officially holds.

e. A performance plan will be prepared for an employee detailed for 120 days or more following guidance in Army Regulation (AR) 690-400, Total Army Performance Evaluation System and JRTC & FP Reg 690-14, Performance Management and Recognition System with Change 1 and Change 2.

f. An employee who continues to carry out the duties of the position to which permanently assigned and also performs some of the duties of another position for a limited time (e.g., while position is vacant or incumbent is on leave) generally is not considered to be on a detail.

g. The temporary assignment of an employee to perform duties identical to his current position or to a position of the same grade, series, and basic duties as his current position does not constitute a detail.

h. A temporary employee may be detailed ONLY to another position of the same or lower grade if the position meets the criteria for temporary employment. Details of temporary employees are subject to the same time limits and documentation requirements as details of permanent employees. A detail cannot go beyond a temporary employee's not to exceed (NTE) date.

4. Purpose of Details. A detail of an employee may be made for any legitimate management purpose, and should be kept within the shortest practicable time limits. Management will make continuing efforts to secure necessary services by appropriate personnel actions. Some examples of circumstances where details will be utilized are as follows:

- a. To handle unexpected workloads or special projects.
- b. To fill in during another employee's absence or during a job vacancy.
- c. For training.
- d. Pending position classification, security clearance, or investigation.
- e. To meet time-in-grade requirement when an employee's position is upgraded due to additional duties and responsibilities.
- f. To accommodate an employee on "light duty" due to a doctor's order pending recuperation from illness or injury.

5. Details Which Are Prohibited.

a. Except for an emergency detail of 30 days or less or a detail to facilitate the placement of an injured employee in light duty status, an employee may not be detailed for at least 3 months after non-

temporary competitive appointment from an OPM register. b. The detail of a temporary employee to a higher graded position or to a "Set of Duties." c. Excepted Service employees (other than Schedule A, B, and Veterans Readjustment Act (VRA) may not be detailed to positions in the competitive service without delegated agreement with OPM or without OPM's prior approval.

6. Computing Time Limits on Details.

a. Although a new time limit applies each time an employee is detailed to a different position, employees will not routinely be kept on details for long periods of time. Initial details and extensions may be made in increments of no more than 120 calendar days up to a maximum total of:

(1) One year for details to unclassified duties, and to positions at the same, lower, or higher grade (except Senior Executive Service (SES) positions). "Unclassified duties" are written statement of duties to which no appropriate classification authority has assigned a grade level.

(2) Two years for details to unclassified duties, and to positions at the same, lower, or higher grade (except SES) in an organization undergoing Commercial Activity Study.

b. Extensions beyond the maximum time limits allowed require prior approval by the OPM. Supervisory justification as to why it is imperative that the detail go beyond the maximum time limit should be submitted to the CPAC at least 30 days in advance of the expiration date of the detail in order to ensure timely action on the request. Office of Personnel Management approval is also required to detail an employee back to a position to which he had been detailed (for the maximum time period) within the previous 30 days.

7. Recording Details. Management will annotate all details of an employee on Employee Record Card (Standard Form (SF)-7B).

a. The following details will be documented on a memorandum for inclusion in the Official Personnel Folder. The memorandum must include the name, grade and position title of the employee being detailed; the reason for the detail; duration of the detail (inclusive dates); and the position title, grade, and description of duties to be performed.

(1) A detail for less than 30 days to a higher graded position or a position with promotion potential.

(2) A detail for more than 30 days, but less than 120 days to a position at the same or lower grade which does not have promotion potential.

b. Documentation will not be submitted for the following:

(1) The temporary assignment of an employee to perform duties identical to his current position or to a position of the same grade, series, and basic duties as his current position.

(2) An employee who continues to carry out the duties of the position to which he is permanently assigned and also performs some of the duties of another position for a limited time (e.g., while position is vacant or incumbent on leave).

c. Documentation will be submitted to the CPAC with a SF-52B, ONLY in the following situations:

(1) *Details for More than 30 Days But Less than 120 Days to a Higher Graded Position or a Position with Promotion Potential.* Documentation will be made with a SF-52B to show the organization and position to which detailed from and to, the effective date of the detail, the NTE date and the reason for the detail. A position description must be attached. If a detail that was originally made for 30 days or less (and thus was not documented with a SF-52B) extends beyond 30 days, prepare a SF-52B showing as the effective date, the date on which the detail actually began.

(2) *All Other Details for 120 Days or More.* Documentation will be made with a SF-52B to show the organization and position to which detailed from and to, the effective date of the detail, the NTE date and the reason for the detail. A position description or set of duties must be attached. If a detail that was originally made for less than 120 days (and thus was not documented with a SF-52B) extends to 120 days or more, prepare a SF-52B showing as the effective date the date on which the detail actually began.

(3) *Extensions of Details.* A SF-52B is required to extend a detail previously recorded on a SF-52B. Details may be extended in increments up to 120 days, subject to the maximum calendar time limits, and subject to any competitive procedures requirements. Effective date is the day following the NTE date of the current detail. No job description or set of duties is required to be attached.

(4) *Termination of Details.* When the detail that was recorded on a SF-52B terminates, such terminations must be recorded by submission of a SF 52B requesting "Termination of Detail" to the CPAC. The effective date is the date the employee actually returns to his permanent position.

8. Details to Higher Graded Positions.

a. Additional restrictions may be imposed in negotiated agreements concerning assignment to

higher graded bargaining unit positions.

b. Competitive promotion procedures are required in accordance with the local Merit Promotion and Placement Plan for a detail of more than 120 days to a higher graded position or to a position with more promotion potential. Prior service during the preceding 12 months under non-competitive details to higher graded positions and non-competitive time-limited promotion counts toward the 120-day total.

9. Responsibilities.

a. *Supervisors.* Supervisors will: (1) Ensure proper detailing of employees, including compliance with applicable negotiated agreement, concerning details to bargaining unit positions.

(2) Ensure that an employee is not detailed to a position which involves duties and responsibilities beyond the employee's capabilities, except for training purposes.

(3) Record all details on the Employee Record Card (SF-7B).

(4) Submit appropriate documentation for recording the detail, extension of detail, and termination of detail to CPAC.

(5) Inform the employee of the reasons for the detail, the nature of the duties to be performed, the duration of the detail, and provide the employee a copy of the documentation of the detail.

(6) Ensure that employee is returned to his official duties when the detail ends.

b. *CPAC.* The CPAC will:

(1) Provide advice and assistance to supervisors concerning the conditions under which details may properly be made.

(2) Take prompt action on requests for details, and assure proper documentation is submitted.

(3) Monitor the use of details, and ensure compliance with the spirit and intent of this regulation and applicable negotiated labor agreements.

(4) File documentation of detail in employee's Official Personnel Folder.

(5) Forward a copy of the documentation of the detail to the organization for the employee.