

MS 673 Detailing Direct Hire Employees

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MS 673 Detailing Direct Hire Employees Procedures

1.0 Purpose

This Manual Section establishes Peace Corps policies for detailing employees.

2.0 Authority

- (a) Section 7 of the Peace Corps Act, as amended;
- (b) Section 14 of the Peace Corps Act, as amended;
- (c) Section 503 of the Foreign Service Act; and
- (d) Article XII of the Negotiated Agreement between the Peace Corps Union and the Peace Corps.

3.0 Applicability

The provisions of this Manual Section apply to all direct hire employees of the Peace Corps, except temporary employees, experts and consultants, and those employees whose appointments are made with the advice and consent of the Senate. This Manual Section does not apply to Foreign Service National employees or personal services contractors.

4.0 Policy

Details of employees will be used only as a temporary measure to accomplish essential work or to assist another organization in accomplishing its work and will be utilized in a manner that will not compromise the principles of comprehensive recruitment or merit promotion. Supervisors and management officials of the Peace Corps are responsible for ensuring the duration of details is kept within reasonable time limits as governed by operational interests or necessities.

5.0 Definitions

- (a) **Detail** means the temporary assignment of an employee to perform the duties of a different position or to perform an unclassified set of duties for a specific period, with the employee returning to regular duties when the temporary assignment concludes. A detail to a higher graded position for more than two full pay periods will be considered a temporary promotion. There is no formal position change and, officially, the employee continues to hold the position from which detailed.
- (b) **Temporary Promotion** means a noncompetitive temporary promotion will be effected for any detail to a position at a higher grade at the start of the pay period directly after the minimum of a full two pay periods has been met.
- (c) **Day**, as used in this Manual Section, means a calendar day, rather than business day.
- (d) **Direct Hire Employees** means employees in positions covered by the Peace Corps personnel system authorized by Section 7 of the Peace Corps Act.

6.0 Requirements

6.1 Authority to Detail

- (a) A detail of an employee to a position for less than two full pay periods is a temporary assignment and may be made at the discretion of the immediate supervisor.
- (b) A detail of an employee to a position for more than two pay periods must be approved by the A Delegate of the detailing office and by the A Delegate of the receiving office if the detail is to another office. See MS 114 *Delegation of Authority* for definition of A Delegates.
- (c) A detail of an employee to a position at a higher grade, which in totality exceeds six months, must be approved by the A Delegate(s), the Chief of Staff with advice from the Director, Human Resource Management (HRM).
- (d) For details of Peace Corps employees to a position outside of the agency, Section 6.4 applies.
- (e) For details of non-Peace Corps employees to a position within the agency, Section 6.4 applies.

6.2 Purpose of Details/Temporary Promotions

Details and temporary promotions are generally authorized to fulfill assignment and staffing needs on a temporary basis such as:

- (a) Emergencies occasioned by abnormal workloads, significant changes in organization or mission, or unanticipated and critical absences of employees;

- (b) Duties assigned to an employee on a temporary basis, pending a description and classification of a new position, security clearance, or official assignment; and/or
- (c) Duties assigned to an employee on a temporary basis for training purposes, which are an integral part of an established career development program.

6.3 Restrictions on Details/Temporary Promotions

6.3.1 Higher Graded Work

Details to higher graded positions are permitted, but shall not exceed two grades above the employee's current position. A detail to higher graded positions for less than two full pay periods is considered a temporary assignment. Details to higher graded positions for more than two full pay periods shall be processed as temporary promotions.

6.4 Special Details and Temporary Assignments To and From Other Organizations

6.4.1 Detail Between United States Government Agencies

- (a) The Peace Corps may detail an employee to another agency. Requests for the detail of an employee to another United States Government agency must be approved by the requesting employee's A Delegate and the Chief of Staff and with prior review by the Director, HRM, and the Office of the General Counsel (OGC) and coordination with the Office of the Chief Financial Officer (CFO). (See MS 673 *Detailing Direct Hire Employees Procedures*)
- (b) The Peace Corps may accept a detail employee from another agency on a case-by-case basis. Requests for the detail of an employee to the Peace Corps must be approved by the receiving agency department's A Delegate and the Chief of Staff, with prior review by the Director of HRM and OGC and coordination with the Office of the CFO. (See also MS 673 *Detailing Direct Hire Employees Procedures*)
- (c) The Inspector General has independent authority under the Inspector General Act of 1978 to approve details between OIG and other Government Agencies. OIG is not required to seek the approval of agency official but shall coordinate with relevant offices as appropriate.

6.4.2 Detail to Congressional Committees

The Peace Corps may not detail an employee to a Congressional Committee except:

- (a) When the work of the Committee actually aids the Peace Corps in accomplishing a purpose designated in its appropriations; and
- (b) Where the absence of the employee will not be detrimental to the work of the Peace Corps or necessitate the hiring of an additional employee.

6.4.3 Detail to a Foreign Government

The Director of Peace Corps may detail an employee of the Peace Corps to an office or position with a foreign government or foreign government agency when:

- (a) Acceptance of such a position does not involve the taking of an oath of allegiance to another government; and
- (b) Acceptance of such a position does not involve acceptance of compensation or other benefits from the foreign government by the employee.

The employee detailed to a foreign government remains an employee of the Peace Corps and the incumbent of the position from which detailed.

6.5 Compensation for Details

6.5.1 Detail to Position at the Same or Lower Grade

When an employee is detailed to perform the duties of a position that is at the same grade level as his/her position, or to duties at a lower grade level, employees will retain their current rate of pay, and there will be no additional compensation. This includes details to a career ladder position which contains the same grade as the position of record.

6.5.2 Detail to Position at a Higher Grade

- (a) Details to a higher graded position for less than two full pay periods are considered a temporary assignment and will not result in higher compensation.
- (b) Details to a higher graded position for more than two full periods will be processed as a temporary promotion, and the employee will be compensated in accordance with regular promotion rules (see MS 620 *Direct Hire Selection and Promotion*).
- (c) Detail of a bargaining unit employee will be in accordance with the terms of the applicable bargaining unit agreement.

6.6 Evaluating Performance of an Employee Who is in a Detail Status

6.6.1 For a Detail of 120 Days or Longer

- (a) When an employee will be detailed to another set of duties or another position for a period of 120 days or longer, the detail supervisor must formally establish an interim performance plan for the detail at its outset. This plan must be communicated to the employee and the employee's rating official and included in the documentation submitted to HRM with the SF-52 documenting the beginning of the detail.
- (b) Upon completion of a detail lasting 120 days or more, the detail supervisor must formally evaluate the employee's performance in the detail, and communicate the evaluation to the employee and his/her regular supervisor (i.e., the employee's rating official). The

employee's rating official must give full consideration to this evaluation when s/he prepares the employee's final appraisal for the performance cycle. The appraisal must be attached to the SF-52 given to HRM, documenting the end of the detail.

6.6.2 Detail of Two Full Pay Periods or More, but Less than 120 Days

Details of two full pay periods or more, but less than 120 days, do not require formal performance planning and appraisal to take place. However, at the beginning of the detail the supervisor should state his/her expectations clearly in writing. At the conclusion of the detail, the supervisor of the detail position must write a memo to the rating official describing the employee's performance, including any accomplishments. The rating official shall consider this information when conducting the employee's appraisal at the end of the appraisal period, as appropriate.

6.7 Recording of Details

HRM will maintain appropriate records to ensure that that the employee is returned to his/her position of record at the expiration of the detail.

7.0 Procedures

Procedures implementing this Manual Section must be approved by the Human Resource Council.

8.0 Effective Date

The effective date is the date of issuance.