



Approved for Release

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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #134, FY11

SUBJECT: Details, Assignments, and Transfers to Approved International Organizations, and Intergovernmental Personnel Act (IPA) Mobility Program Assignments

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

PURPOSE: The purpose of this HR Bulletin is to describe the process for requesting approval of new details, assignments, transfers, IPA assignments, modifications, and extensions to initial requests.

DEFINITIONS: A detail is a temporary move from an employee's position of record to a different position for a specified period of time whereupon the employee is expected to return to his or her position of record at the end of the detail. An employee who is on detail is considered to be occupying his or her permanent position for pay and position count purposes. Employees may be detailed to duties other than their regular ones when there is legal authority for such a detail. Legal authorities exist for various types of details, such as Department of Commerce (Department) details to select White House Offices, reimbursable and non-reimbursable details between and within executive departments, details to international organizations, and details to foreign governments.

An assignment is when an employee performs one or more of the regular duties of the position to which he or she is appointed, in a location away from his or her regular place of work.

Assignments of an employee to another executive department and/or private organization to participate in an approved Departmental training program or for developmental rotational assignments (i.e., Senior Executive Service Candidate Development Program (SES CDP), Executive Leadership Development Program (ELDP), Aspiring Leader Development Program (ALDP), and the Presidential Management Fellows Program (PMFs), etc.) are not exempt from coverage and must follow the applicable procedures outlined in this HR Bulletin.

Agencies may transfer employees to designated international organizations. Under a transfer, an employee is entitled to be reemployed in his or her former position (or one of like seniority, status, and pay) in accordance with Title 5, United States Code (U.S.C.) § 3582 and Title 5, Code of Federal Regulations (CFR), Part 352, Subpart C.

The Intergovernmental Personnel Act Mobility Program provides for the temporary assignment of personnel between the Federal Government and State, and local governments, colleges and universities, Indian tribal governments, and other eligible organizations. The legal authority for IPA assignments is Title 5, U.S.C. §§ 3371-3376 and Title 5, CFR, Part 334.

POLICIES: The following policies must be followed for all details and assignments.

120-Day Review Requirement

All details and assignments must be reviewed by the detailees' operating units or their Servicing Human Resources Offices (SHRO) every 120 days to determine whether the detail or assignment is still in the best interest of the Department. A written determination that the detail or assignment is in the best interest of the Department must be maintained in the detailees' operating unit or SHRO's records in order to continue a detail or assignment.

Reimbursable and Non-Reimbursable Detail Agreements

Sample agreements for reimbursable and non-reimbursable details that have been authorized for use by the Office of the General Counsel, Office of the Assistant General Counsel for Administration (OGC/Admin) are available at: http://www.ogc.doc.gov/gen_law.html. The sample agreements are prepared for detail agreements and should not be used for assignments.

When preparing reimbursable agreements between Federal Government departments or agencies, the accounting data (i.e., Treasury Account Symbol (TAS)/Appropriation Code, Business Event Type Code, Business Partner Network (BPN) Number/DUNS Number) outlined in the agreement, must be completed for **both** agencies.

Employees detailed under reimbursable and non-reimbursable agreements will continue to be paid by the office from which they are detailed. However, authorized expenses for official travel are paid by the agency that directs the travel for its official business.

Details to Other Federal Agencies Outside the Department of Non-Senior Executive Service (SES) Employees and Non-Schedule C Personnel

Approval: Reimbursable and non-reimbursable detail agreements may be negotiated on behalf of the Department by the heads of operating units or their designees. All reimbursable and non-reimbursable details, modifications, and extensions of details (regardless of the length) to organizations outside the Department must be approved by the designated Department-level

official and the Deputy Chief Human Capital Officer and Director for Human Resources Management.¹ Approval is required prior to the effective date or extension of the detail.

Process: Requests for new details, modifications, and extensions (to existing details) must be submitted in writing to the Office of Human Resources Management (OHRM) and include an unsigned draft reimbursable or non-reimbursable agreement. The draft agreement must be submitted to OHRM at least four weeks in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary.

If heads of operating units have delegated human resources management approval authority to individuals at lower organizational levels, the detail request to OHRM must contain a statement citing the name and title of the designee, and the date the head of the operating unit concurred with the detail request.

In addition, a Standard Form (SF) 52, Request for Personnel Action, must be included if the detail is for more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon receipt of the detail request and the agreement, OHRM will forward the agreement to OGC/Admin for legal review. Upon OGC/Admin's review clearance, OHRM will submit the request to the Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the OHRM Director's approval, heads of operating units or their designees shall sign the agreement as the parties responsible for entering into the agreement.

A copy of the signed reimbursable or non-reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Details to Other Federal Agencies Outside the Department of SES (Career and Non-Career) Employees and Schedule C Personnel

Approval: Reimbursable and non-reimbursable detail agreements may be negotiated on behalf of the Department by the heads of operating units or their designees. All reimbursable and non-reimbursable requests for details, modifications, and extensions (regardless of the length) for SES employees to organizations outside the Department must be approved by the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date or extension of the detail.

Process: Follow the same process for requesting details outside the Department of non-SES employees and non-Schedule C personnel listed above.

¹ The Director for Human Resources Management and Deputy Chief Human Capital Officer is referred to as Director, OHRM, throughout this HR Bulletin.

Notification of Approval/Disapproval: Upon receipt of the detail request and the agreement, OHRM will forward the agreement to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the CFO/ASA and/or Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees shall sign the agreement as the parties responsible for entering into the agreement.

A copy of the signed reimbursable or non-reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Details between Operating Units of Non-SES Employees and Non-Schedule C Personnel

Approval: Reimbursable and non-reimbursable detail agreements may be negotiated and approved by the appointing officers, or their designees, of the operating units concerned. Appointing officers are described under Departmental Administrative Order (DAO) 202-250, "Delegations of Authority for Human Resources Management," Appendix A. Approval is required prior to the effective date of the detail or extension of detail.

Process: Requests for new details, modifications, and extensions (to existing details) must be submitted and approved in writing and include an unsigned draft reimbursable or non-reimbursable agreement. The draft agreement must be submitted to OGC/Admin at least four weeks in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary.

In addition, an SF-52 must be included if the detail is for more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon OGC/Admin review and concurrence, appointing officers have the authority to enter into the agreement.

A copy of the signed reimbursable or non-reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO.

Details between Operating Units of SES (Career and Non-Career) Employees and Schedule C Personnel

Approval: Reimbursable and non-reimbursable detail agreements may be negotiated by the heads of operating units or their designees. All reimbursable and non-reimbursable details, modifications, and extensions of details (regardless of the length) for SES employees between operating units must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date of the detail or extension of detail.

Process: Requests for new details, modifications, and extensions (to existing details) must be submitted in writing to OHRM and include an unsigned draft reimbursable or non-reimbursable

agreement. The draft agreement must be submitted to OHRM at least four weeks in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary. If heads of operating units have delegated human resources management approval authority to individuals at lower organizational levels, the detail request to OHRM must contain a statement citing the name and title of the designee, and the date the head of the operating unit concurred with the detail request.

In addition, an SF-52 must be included if the detail is for more than 30 days or if it is required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon receipt of the detail request and the agreement, OHRM will forward the agreement to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the CFO/ASA and/or Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees shall sign the agreement as the party responsible for entering into the agreement.

A copy of the signed reimbursable or non-reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO.

Details within the Same Operating Unit of Non-SES Employees and Non-Schedule C Personnel

This section only applies to details when the loaning office and the receiving office operate under separate appropriations.

Approval: Details for 30 calendar days or less may be approved by managerial and supervisory employees designated by the heads of the operating units concerned. Details in excess of 30 calendar days are approved by the appointing officer or his or her designee. Approval is required prior to the effective date of the detail or extension of detail.

Process: Requests for new details, modifications, and extensions (to existing details) must be approved in writing and recorded on an SF-52, if the detail is for more than 30 days or if required by the terms of a collective bargaining agreement.

Each written request should contain the following information:

- (1) Employee's name, title, grade, occupational series, and salary;
- (2) Operating unit in which employee is currently employed;
- (3) Organization/position to which employee will be detailed;
- (4) Reason for the detail, and the nature of the work to be performed;
- (5) Beginning and ending date of the detail;
- (6) Statement that time and attendance information will be submitted regularly to the detailing office for subsequent completion of webTAs, and name/contact information for the recipient of this information;
- (7) Statement of whether the detail is being performed on a reimbursable or

- non-reimbursable basis. If the detail is on a reimbursable basis, the written request must contain the amount of reimbursement for salaries and benefits; and
- (8) A submittal of the reimbursable detail agreements to OGC/Admin, through the normal operating unit procedures, sufficiently in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary.

Notification of Approval/Disapproval: Upon receipt of the detail request and approval from the supervisor or appointing officer, the operating unit may begin, modify, or extend the employee's detail.

A copy of the written request/approval and SF-52, if applicable, will be furnished to the employee's SHRO.

Details within the Same Operating Unit of SES (Career and Non-Career) Employees and Schedule C Personnel

Approval: Details may be negotiated by either the heads of operating units or their designees. All details, modifications, and extensions of details (regardless of the length) for SES employees within operating units must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date of the detail or extension of detail.

Process: Follow the same process for requesting details within the same operating unit of non-SES employees and non-Schedule C personnel listed above.

Notification of Approval/Disapproval: Upon receipt of the detail request, the operating unit will submit the request to the Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees may begin, modify, or extend the employee's detail.

A copy of the written request or approval and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Details to Congressional Committees and Senate Offices of All Employees (including Career and Non-Career SES and Schedule C Personnel)

Approval: All reimbursable and non-reimbursable details (regardless of the length), modifications, and extensions of details to Congressional Committees and Senate Offices must have concurrence by the Office of Legislative and Intergovernmental Affairs (OLIA). Details for non-SES employees and non-Schedule C personnel must be approved by the Director, OHRM. Details for SES employees must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date or extension of the detail.

Process: Requests for new details, modifications, and extensions (to existing details) to Congressional Committees and Senate Offices must be referred immediately to the Director, OHRM, and include the following:

- (1) Request letter from Congress;
- (2) Unsigned acceptance letter from the head of the operating unit;
- (3) SF-52, if the detail is more than 30 days or if required by the terms of a collective bargaining agreement; and
- (4) Internal memorandum signed by the operating unit official with budget responsibility to the Director, OHRM, that justifies the non-reimbursable nature of the detail – either:
 - (i) the detail involves matters similar or related to matters ordinarily handled by the loaning agency and the detail will aid the loaning agency in accomplishing a purpose for which its appropriations are provided (this determination must be made first and used if applicable); or
 - (ii) the detail's fiscal impact on the loaning agency's appropriation is *de minimis*.

Notification of Approval/Disapproval: Upon receipt of the detail request, OHRM will forward the documentation to OLIA for concurrence and OGC/Admin for legal review. Upon OLIA and OGC/Admin's review, OHRM will submit the request to the Director, OHRM and/or the CFO/ASA. SHROs and the OLIA will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA and/or OHRM Director's approval, heads of operating units or their designees may begin, modify, or extend the employee's detail.

A copy of the written request from Congress, internal memorandum signed by the operating unit official, and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Reporting/Tracking: Secretarial Officers, heads of operating units, and heads of Departmental offices will inform the Assistant Secretary for Legislative and Intergovernmental Affairs (Assistant Secretary) of all employees under their purview who are detailed to Congressional offices. The Assistant Secretary will be responsible for tracking all Departmental details to Congressional Committees and Senate Offices in accordance with DAO 218-2, "Legislative and Intergovernmental Affairs."

Details to Certain Offices within the White House Offices of Any Employees (including Career and Non-Career SES and Schedule C Personnel)

Approval: All requests for reimbursable and non-reimbursable details, modifications, and extension of details to the White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Council, and the White House Office of Administration under Title 3, U.S.C. § 112 ("covered offices") must be referred immediately to the Director, OHRM, without making a commitment or giving encouragement of any kind.

Note: The statute does not apply to many of the offices within the Executive Office of the President (OEP). For offices within the EOP that are not within the White House Offices, the processes (approval, process, and notification of approval/ disapproval) for requesting details

outside of the Department for the appropriate employee category (i.e., non-SES, Schedule C, etc.) should be followed.

An employee may only be detailed to a covered office in increments of up to one year. Details for non-SES employees and non-Schedule C personnel must be approved by the Director, OHRM. Details for SES employees must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date of the detail or extension of detail. Operating units must be reimbursed for any detail to a covered office that exceeds 180 days in any fiscal year.

Process: OHRM will review the requests and coordinate with operating units to select only well-qualified employees who are best suited to fill the specific requirements set forth in the requests.

An SF-52 must be submitted if the detail is for more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: OHRM will notify the operating unit of the employee(s) selected for the detail and forward the documentation to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the documentation to the CFO/ASA and/or Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, the employee may begin his or her detail or extension of detail.

A copy of the approval documentation and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

A listing of covered offices within the White House Office is at available at:
<http://www.whitehouse.gov/administration/eop>.

Details and Transfers to International Organizations of All Employees (including Career and Non-Career SES and Schedule C Personnel)

Approval: All reimbursable and non-reimbursable details (under Title 5, U.S.C. § 3343) and transfers (under Title 5, U.S.C. §§ 3581-3584), regardless of the length, to Department of State (DOS)-designated public international organizations or to international-organization preparatory commissions must be approved by the CFO/ASA or Director, OHRM. Pursuant to Federal regulations, not all Department employees qualify for details and transfers to DOS-designated international organizations. Details for non-SES employees and non-Schedule C personnel must be approved by the Director, OHRM. Details for SES employees must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date of the detail, transfer, or extension of detail or transfer.

Process: Requests for new details, transfers, modifications, and extensions (to existing details and transfers) must be submitted in writing to OHRM and include an unsigned draft reimbursable or non-reimbursable agreement. The draft agreement must be submitted to OHRM at least four weeks in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary. If heads of operating units have delegated human resources management approval authority to individuals at lower organizational levels, the detail/transfer request to OHRM must contain a statement citing the name and title of the designee, and the date the head of the operating unit concurred with the detail request.

The following documentation must also be included in the request:

- (1) Identification of the international organization to which the employee is transferring. DOS has a website that lists designated international organizations:
<http://www.state.gov/p/io/empl/126305.htm>;
- (2) Written request by the international organization for the employee's services;
- (3) If by transfer, an unsigned letter of agency consent (to the transfer) to the international organization;
- (4) If by transfer, a letter notifying the employee of his or her reemployment right and eligibility to continue Federal benefits upon being transferred to the international organization; and
- (5) SF-52, if by transfer, or if the detail is for more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon receipt of the detail or transfer request and agreement, OHRM will forward the agreement to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the CFO/ASA and/or Director, OHRM. SHROs will be notified via e-mail when the detail or transfer is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees shall sign the agreement as the parties responsible for entering into the agreement.

A copy of the signed reimbursable or non-reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Notification of Reemployment Rights and Federal Benefits: SHROs are responsible for ensuring that employees transferring to international organizations are advised in writing of their reemployment rights and eligibility to continue Federal benefits.

Details to Foreign Governments of All Employees (including Career and Non-Career SES and Schedule C Personnel)

Approval: All reimbursable details (regardless of the length), modifications, and extensions to foreign governments must be approved by either the CFO/ASA or Director, OHRM. Details for non-SES employees and non-Schedule C personnel must be approved by the Director, OHRM. Details for SES employees must be approved by the CFO/ASA through the Director, OHRM. Requests to detail Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison. Approval is required prior to the effective date of the detail or extension of detail.

Under the primary legal authority, Title 22, U.S.C. § 1451, foreign government details require reimbursement for employees' salaries, benefits, and accommodation costs, and approval by the DOS or a determination by DOS that the detail is necessary and in the national interest of the United States.

Process: Requests for new details, modifications, and extensions (to existing details) to foreign governments must be referred immediately to the Director, OHRM. Each request must include the following information:

- (1) Unsigned draft reimbursable agreement;
- (2) Written approval from the pertinent office within DOS for the employee's services; and
- (3) SF-52, if the detail is more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon receipt of the detail request and agreement, OHRM will forward the agreement to OGC/Admin for review. Upon OGC/Admin's review, OHRM will prepare a request to the CFO/ASA or Director, OHRM. SHROs will be notified via e-mail when the detail is approved or disapproved. Upon the CFO/ASA and/or the OHRM Director's approval, heads of operating units or their designees shall sign the agreement as the party responsible for entering into the agreement.

A copy of the signed reimbursable agreement and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Documentation of Details for Personnel Recordkeeping Purposes

Operating units must keep a personnel record for each approved detail. An SF-52 documenting the detail must be kept in the employee's official personnel file.

Performance Management

Non-SES (including Schedule C personnel) employees detailed to a position within the Department and expected to serve in the position for 120 days or longer must have an approved performance plan within 60 days from the beginning date of the detail.

SES (Career and Non-Career) employees detailed to a position within the Department and expected to serve in the position for 90 days or longer must have an approved performance plan within 30 days from the beginning date of the detail.

For details outside the Department, a reasonable effort must be made to obtain a narrative assessment from the organization to which the employee is detailed. The narrative assessment will be considered in the overall assessment of the employee's performance.

Assignments to Other Federal Agencies Outside the Department of Non-SES Employees and Non-Schedule C Personnel

Approval: Assignments may be negotiated on behalf of the Department by the heads of operating units or their designee. All assignments, modifications, and extensions of assignments (regardless of the length) to organizations outside the Department must be approved by the designated Department-level official and the Director, OHRM. Approval is required prior to the effective date of the assignment or extension of assignment.

Process: Requests for new assignments, modifications, and extensions (to existing assignments) must be submitted in writing to OHRM at least four weeks in advance of the beginning or extension date of the assignment to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary. Assignments rarely impinge on appropriations; therefore, agreements are not necessary to effect assignments. However, each written request should contain the following information:

- (1) Employee's name, title, grade, occupational series, and salary;
- (2) Operating unit in which employee is currently employed;
- (3) Organization/position to which employee will be assigned;
- (4) Reason for the assignment, and the work to be performed;
- (5) Copy of the employee's position description;
- (6) Beginning and ending date of assignment;
- (7) Statement that time and attendance information will be submitted regularly to the detailing office for subsequent completion of webTAs, and name/contact information for the recipient of this information; and
- (8) Statement that the assignment is on a non-reimbursable basis.

In addition, an SF-52 must be submitted if the assignment is for more than 30 days or if required by the terms of a collective bargaining agreement.

Notification of Approval/Disapproval: Upon receipt of the assignment request, OHRM will forward the request to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the Director, OHRM. SHROs will be notified via e-mail when the assignment is approved or disapproved. Upon the OHRM Director's approval, heads of operating units or their designees may begin, modify, or extend the employee's assignment.

A copy of the approval documentation and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Assignments to Other Federal Agencies Outside the Department of SES (Career and Non-Career) Employees and Schedule C Personnel

Approval: Assignments may be negotiated on behalf of the Department by the heads of operating units or their designees. All assignments, modifications, and extensions of assignments (regardless of the length) for SES employees to organizations outside the Department must be approved by the CFO/ASA through the Director, OHRM. Requests to

assign Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison.

Process: Follow the same process for requesting assignments outside the Department for non-SES employees and non-Schedule C personnel.

Notification of Approval/Disapproval: Upon receipt of the assignment request, OHRM will forward the request to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the CFO/ASA and/or the Director, OHRM. SHROs will be notified via e-mail when the assignment is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees may begin, modify, or extend the employee's assignment.

A copy of the approval documentation and SF-52, if applicable, will be furnished to the employee's SHRO and OHRM.

Assignments between Operating Units of Non-SES Employees and Non-Schedule C Personnel

Approval: Assignments may be negotiated and approved by the appointing officers, or their designees, of the operating units concerned.

Process: Requests for assignments, modifications, and extensions (to existing assignments) must be submitted and approved by appointing officers, or their designees. The draft agreement must be submitted to OGC/Admin at least four weeks in advance of the beginning or extension date of the detail to allow time for the agreement to be reviewed, including legal review by OGC/Admin, and to obtain additional information from the operating units, as necessary. Assignments do not impinge on appropriations; therefore, agreements are not necessary to effect assignments. However, each written request should contain the following information:

- (1) Employee's name title, grade, occupational series and salary;
- (2) Operating unit in which employee is currently employed;
- (3) Organization/position to which employee will be assigned;
- (4) Reason for the assignment, and the work to be performed;
- (5) Copy of the employee's position description;
- (6) Beginning and ending date of assignment;
- (7) Statement that time and attendance reports will be submitted regularly to the Assignee's office and name/contact information for the recipient of this information; and
- (8) Statement that the assignment is on a non-reimbursable basis.

Notification of Approval/Disapproval: Upon OGC/Admin review and concurrence, appointing officers have the authority to enter into the agreement.

A copy of the approval documentation and SF-52, if applicable, will be furnished to the employee's SHRO.

Assignments between Operating Units of SES (Career and Non-Career) Employees and Schedule C Personnel

Approval: Assignments may be negotiated by the heads of operating units or their designees of the operating units concerned. All assignments, modifications, and extensions of assignments (regardless of the length) between operating units for SES employees must be approved by the CFO/ASA through the Director, OHRM. Requests to assign Schedule C personnel are approved by the Director, OHRM, through the Director of Executive Resources in coordination with the Office of the White House Liaison.

Process: Follow the same process for requesting assignments outside the Department for non-SES employees and non-Schedule C personnel.

Notification of Approval/Disapproval: Upon receipt of the assignment request, the operating unit will forward the request to OGC/Admin for legal review. Upon OGC/Admin's review, OHRM will submit the request to the CFO/ASA and/or the Director, OHRM. SHROs will be notified via e-mail when the assignment is approved or disapproved. Upon the CFO/ASA or OHRM Director's approval, heads of operating units or their designees may begin, modify, or extend the employee's assignment.

Assignments within the Same Operating Unit of Non-SES Employees and Non-Schedule C Personnel

Follow the same process for requesting Details within the Same Operating Unit of Non-SES Employees and Non-Schedule C personnel.

Assignments within the Same Operating Unit of SES (Career and Non-Career) Employees and Schedule C Personnel

Follow the same process for requesting Details within the Same Operating Unit of SES (Career and Non-Career) Employees and Schedule C Personnel.

Department Leadership Development Assignments for All Employees Outside the Department

This section applies only to the Aspiring Leader Development Program (ALDP), Executive Leadership Development Program (ELDP) and the Senior Executive Service Candidate Development Program (SES CDP) assignments. Note: For Presidential Management Fellows Program assignments, follow the appropriate assignment approval section(s) above.

Approval: Assignment agreements may be negotiated on behalf of the Department by the heads of operating units or their designees. All reimbursable and non-reimbursable leadership development assignments, modifications, and extensions of assignments (regardless of the length) to organizations outside the Department must be approved by the designated Department-level official and the Director, OHRM. Approval is required prior to the effective date or extension of the assignment.

Process: Agreements do not require OGC approval if the OGC-approved agreement templates are used. The Office of Training and Knowledge Management (OTKM) will review the agreement, as well as other assignment documentation, to ensure the OGC-approved agreement template is used. OTKM will submit the agreement, as well as a request for approval, to the Director, OHRM.

Notification of Approval/Disapproval: OTKM will notify the employee, as well as his/her SHRO, when the assignment has been approved.

Note: For recording keeping purposes, OTKM will notify the Office of Policy and Programs (OPP)/OHRM when the assignment has been approved.

Intergovernmental Personnel Act (IPA) Assignment to a Non-Federal Organization of All Employees (including Career and Non-Career SES and Schedule C Personnel)

Under IPA, Federal employees can be assigned to State and local governments, colleges and universities, Indian tribal governments, and other eligible organizations either by detail or by entering into a leave without pay (LWOP) status.

Employees of State and local governments, colleges and universities, Indian tribal governments, and other eligible organizations who have been employed at least 90 days in a career position may enter into an IPA with a Federal agency through either a temporary appointment or detail.

Organizations interested in participating under the IPA as an “other organization” must have their eligibility certified by the Federal agency in which they are entering into an assignment. SHROs may find a current list of certified organizations on OPM’s website. “Other organizations” that OHRM or another Federal agency has not previously certified as eligible must be certified prior to entering into an IPA. Operating units must submit written requests from the heads of the operating unit or their designees to OHRM requesting certification. The organizational request should include a copy of the following:

- Articles of Incorporation;
- Bylaws;
- Internal Revenue Service nonprofit statement; and
- Any other information that indicates the organization’s principal function is to offer professional advisory, research, educational, or development services, or related services to governments or universities concerned with public management.

Approval: IPA assignment agreements of Federal employees to non-Federal organizations and assignments of non-Federal employees to the Department may be negotiated by the heads of operating units or their designees. IPA assignments for both Federal employees and non-Federal employees, including new IPAs, modifications, and extensions of IPAs, must be approved by the Director, OHRM.

Process: IPA assignment agreements must be requested in writing on Optional Form (OF) 69, Assignment Agreement. Parts 1-14 of the OF-69 must be completed and specifically define the obligations and responsibilities of the parties. For Federal employees, an SF-52 must be

submitted to OHRM documenting the appropriate nature of action either by detail or LWOP. Non-Federal employees serving on an IPA must be documented on an SF-52 if the assignment is under a temporary appointment. Requests must also include the “other organizations” eligibility certification, if applicable. The requested documentation must be submitted to OHRM at least four weeks in advance of the beginning date of the assignment. If heads of operating units have delegated human resources management approval authority to individuals at lower organizational levels, it is required that a written statement be submitted with the OF-69 to OHRM, specifically citing the name and title of the designee and the date the head of the operating unit concurred with the IPA agreement request.

Notification of Approval/Disapproval: Upon receipt of the IPA request, OHRM will forward the assignment agreement to OGC/Admin for legal review. Upon OGC/Admin’s review, OHRM will submit the request to the CFO/ASA and/or the Director, OHRM. SHROs will be notified via e-mail when the IPA assignment is approved or disapproved. Upon the approval of the CFO/ASA or Director for OHRM, heads of operating units or their designees shall sign the OF-69 as the party responsible for entering into the IPA.

Copies of the signed OF-69 and SF-52, if applicable, will be furnished to the employee’s SHRO and OHRM.

Documentation of IPA Assignments

IPAs must be documented and processed in accordance with OPM’s “Guide to Processing Personnel Actions,” Chapter 14, Table 14-A, Documentation of Details.

Details and Assignments of All Non-Department Employees (Career and Non-Career) to the Department, including Those on Rotational/Developmental Assignments through the ELDP, SES CDP, and PMF Programs

SHRO’s may enter into agreements to detail or assign non-Department employees to the Department without approval from the Director, OHRM.

REFERENCES: 3 U.S.C. § 112; 5 U.S.C. § 3343; 22 U.S.C. § 1451; 5 U.S.C. §§ 3371-3376; 5 CFR Part 300, Subpart C; 5 CFR Part 334; 5 CFR Part 352, Subpart C; DAO 202-250; DAO 202-334; DAO 218-2

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