



U.S. General Services Administration (GSA)

**GSA Order: Detail of Employees**

HRM 9334.2C

Office of Human Resources Management

**Purpose:**

This policy provides guidance concerning the requirements and procedures applicable to details of employees within, to, and from the General Services Administration (GSA), including detailing GSA employees to the White House and the Legislative Branch.

**Background:**

This Order provides policy to implement 5 United States Code (U.S.C.) § 3341 and 5 C.F.R. Part 300, Subpart C, and other authorities as cited below. This Order provides guidance that:

- a. Employees may be detailed to the White House pursuant to 3 U.S.C. § 112 or other applicable legal authorities.
- b. Employees may be detailed under the Economy Act, 31 U.S.C. §§ 1535 - 1536 or other applicable legal authorities. Unless otherwise stated in this directive, non-reimbursable details will require an agreement referred to as the Memorandum of Understanding (MOU). The MOU is necessary in order to outline the parameters of the detail such as the duty location, duration of detail, supervisory responsibilities, salary and benefits costs, travel and per diem, and if applicable, training, office space and equipment, time and attendance and performance management provisions. Reimbursable details require completion and approval of an Interagency Agreement (IAA) using the US Treasury G-Invoicing System (General Terms and Conditions and Order document) or the FS Form 7600A and FS Form 7600B if the G-Invoicing system is not available. In addition to the IAA, reimbursable details will require a signed Detail Addendum which outlines the parameters of the detail such as the duty location, duration of detail, supervisory responsibilities, salary and benefits costs, travel and per diem, and if applicable, training, office space and equipment, time and attendance and performance management provisions.
- c. Requests for extensions of details beyond 240 calendar days will be submitted to the Talent Acquisition Center Director for consideration.

d. Provides additional information and clarification on the documentation requirements for details as well as roles and responsibilities for completion of such documents.

e. Senior Executive Service (SES) employees may be detailed pursuant to 5 C.F.R. 317.903.

**Applicability:**

a. The provisions of this policy apply to organizations and employees of GSA in both the competitive and excepted service.

b. With respect to details to the Legislative Branch, this policy applies to organizations and employees in the Washington, DC metropolitan area. Only full-time GSA employees at the GS-14 level or above are eligible for nomination as a Detailee to the Legislative Branch.

c. The provisions of paragraph 3b may be waived in special circumstances determined by the Office of Congressional and Intergovernmental Affairs (OCIA) to meet the needs of the congressional office.

d. The Office of Inspector General (OIG) has independent personnel authority. See Section 6(a)(7) of the Inspector General Act of 1978, 5 U.S.C. App., as amended (Inspector General is authorized “to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office”) and GSA Order ADM 5450.39D, CHGE 1, GSA Delegations of Authority Manual (i.e., “Delegations Manual”), April 5, 2022 , Chapter 2, (“the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]” and GSA determinations and delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

**Cancellation:**

This Order cancels and supersedes HRM 9334.2B, Detail of Employees, dated September 24, 2024.

**Explanation of Changes:**

1. Removes information related to labor organizations to be in compliance with

Executive Order entitled Exclusions from Federal Labor-Management Relations Programs issued on March 27, 2025.

2. Updates performance information to match the revisions of the recently revised [GSA Order HRM 9430.2A](#). Under Appendix A, B, and G, 120 days is now changed to 90 days.
3. Removes maximum flexibility and telework language from Appendix A, B, and G to comply with [GSA Order 6040.1A ADM. Telework Policy](#), and the provisions of the Presidential Memorandum, Return to In-Person Work dated January 22, 2025. Replaces with currently available work schedule types such as flexible schedules and compressed schedules.
4. Updates the requirement for a Memorandum of Understanding (MOU) for non-reimbursable details within the same GSA Service or Staff Office and makes them optional.
5. Adds guidance that Program Offices may retain their own documentation of details of 30 days or less for record-keeping purposes.

**Signature:**

/S/\_\_\_\_\_

Arron E. Helm

Chief Human Capital Officer

Office of Human Resources Management

11/17/2025\_\_\_\_\_

Date

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# 1. Introduction

This policy provides guidance for GSA employee details within the agency, to and from other Federal agencies, to the White House, and the Legislative Branch of the Federal Government. Details are an effective method of dealing with short-term staffing requirements and improving employee utilization. Details within GSA can be used when workforce needs cannot otherwise be met but should be limited to the shortest possible duration. Detail assignments can also be used as a vehicle for internal and external employee developmental programs and rotations.

## 2. References

- 2 U.S.C. §§ 72a and 4301.
- 3 U.S.C. § 112.
- 5 U.S.C. § 3341.
- 31 U.S.C. §§ 1535 - 1536.
- 5 C.F.R. Part 300, Subpart C.
- ADM P 9732.1E, Personnel Security and Suitability Program Handbook, March 12, 2019.
- 5 C.F.R. § 335.102.
- 5 C.F.R. § 317.903.
- 31 U.S.C. § 1301(a).
- OPM Guide to Processing Personnel Actions (GPPA)
- OPM Guide to Personnel Recordkeeping

## 3. Definitions

- 3.1. **Competitive Procedures.** Means processes used to make a selection from competing job candidates.
- 3.2. **Congressional Committee.** A permanent (i.e., standing) or special committee or subcommittee of the U.S. House of Representatives or of the U.S. Senate. Conference and joint committees of both Houses are included in this definition.
- 3.3. **Creditable service.** One or more periods of Federal Government employment that allows employees to vest certain benefits, such as eligibility for retirement, step increases, changes in annual leave accrual category, the time-in-grade requirement for promotions, or credit towards changes in tenure group.

### 3.4. **Detail.**

- The temporary assignment of an employee to another position, within or outside of GSA for a specified time period. The expectation is that the employee will return to his or her official position of record upon expiration of the detail. For purposes of pay and benefits, the employee continues to encumber the position of record. Employees do not have to meet the qualification requirements for the position to which detailed, except for any minimum educational, licensure and certification requirements, and must be reasonably expected to be able to perform the duties of the position.
- For details to the Legislative Branch, a detail is the temporary assignment of a GSA employee to a Congressional Committee or Staff Office with the written authorization of the full Committee Chairman, or Congressional Official, and the GSA Administrator.

- 3.5. **Detail supervisor.** The designated official at the gaining program office who will be directly responsible for the day-to-day supervision of the Detailee. For employees detailed to the Legislative Branch, the detail supervisor may be referred to as the Committee Supervisor or the Congressional Supervisor.
- 3.6. **Program Office.** The program offices are where the detail supervisor and the Detailee's permanent supervisor-of-record are located.
- 3.7. **Memorandum of Understanding (MOU).** Written agreement that provides a record of the roles, responsibilities and obligations assumed by all parties to the agreement (i.e., losing and gaining program offices). An MOU does not involve payment or transfer of funding. See Appendix A for a sample MOU.
- 3.8. **Detail Addendum.** Written signed attachment that supplements the Interagency Agreement (IAA) and is used to clarify and describe information pertaining to the detail. It provides a record of the roles, responsibilities and obligations assumed by all parties (i.e., losing and gaining program offices) to the agreement. See Appendix B for a sample Detail Addendum.
- 3.9. **Interagency Agreement (IAA).** Written financial agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods to be furnished or tasks to be accomplished by one entity in support of the other. The IAA is a standard

form developed by the Department of the Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB). It consists of FMS – Form 7600A, which sets forth General Terms and Conditions (GT&C), and Form 7600B, which sets forth specific Order Requirements and Funding Information (Order). GSA's default preference is to use the U. S. Treasury G-Invoicing application for IAAs. However, in the event that an agency cannot use G-invoicing, the 7600 forms are an acceptable alternative.

- 3.10. **Non-reimbursable detail.** A detail of an employee for which the GSA employee's salary, allowances, and the costs of benefits are paid by GSA without reimbursement by the receiving organization, agency, or Congressional Committee to which the GSA employee is detailed.
- 3.11. **Reimbursable detail.** A detail of an employee when the employee's salary, allowances, travel and transportation expenses, material expenses, administrative fees or other costs or benefits are paid by the receiving department, agency or function on a reimbursable basis. The IAA must document which costs each organization/agency is paying.
- 3.12. **Supervisor of record.** The official who plans, assigns, directs, oversees and reviews the work of subordinate employees in the program office to which they are officially assigned and who continues to be responsible for all personnel actions affecting employees detailed from that organization, including the annual performance rating. The supervisor of record must be assigned to a position description which has been classified at the same grade level or higher.
- 3.13. **Unclassified duties.** An informal list or narrative of detail duties and responsibilities that have not been officially classified (i.e., assigned a title, series, and grade level). A short statement or a listing of duties and responsibilities must accompany the request for a detail of an employee if a position description is not available. The statement should be submitted as an attachment to the Personnel Action Request (PAR).

## 4. General Provisions

- 4.1. Appropriate use of details may include: to address short-term emergency needs, accommodate abnormal workload, fill positions pending reduction-in-force assignment determinations or pending the classification of positions preceding a reorganization, perform required functions pending appointment of a new hire (e.g., awaiting a security clearance),

and for cross-training purposes in an informal or formal program.

- 4.2. In accordance with 5 U.S.C. § 3341, details are processed in increments of 120 days or less. Details for more than 30 days must be reported to OHRM. While the MOU/IAA may reflect a longer time frame (over 120 days), program offices must ensure that all PARs submitted to HR (initial detail PAR and any detail extension PARs) do not exceed the total time frame approved within the MOU or IAA.). Details of 30 days or less do not require the submission of a PAR. However, program offices may retain their own documentation of details of a very short duration for record-keeping purposes (e.g. memo for the employee file).
- 4.3. Authority to approve a detail or the extension of a detail within GSA, for a total of up to 240 calendar days, has been delegated to the Heads of Services and Staff Offices (HSSOs) or their Designee ([GSA Delegations of Authority Manual](#)).
- 4.4. Program offices may submit requests for an extension of a detail assignment of over 240 calendar days to the Talent Acquisition Center Director for consideration. This request must include a justification statement that describes: (a) the number of days of the proposed extension, and (b) a narrative describing the reason for the extension. An example of a reason for an extension request might be that the employee has not yet completed a temporary project that cannot easily be completed by a different staff member. If it is known in advance of the start of the detail that the assignment will last more than 240 days, requests for details of over 240 days may be submitted to the Talent Acquisition Center Director for consideration.
- 4.5. Generally, security upgrades are not required for GSA employees detailed internally within GSA. See reference information in the [Security Requirements for Employee Details](#). The Human Resources staff will collaborate with the Office of Mission Assurance (OMA) for any external details to ensure that the employee obtains and maintains the proper security clearance level needed to perform the work of the position that the employee is detailed into.
- 4.6. Competitive procedures will be used for detail assignments to a higher graded position or to a position with higher promotion potential that are for more than 120 days. All prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions counts toward the 120-day total.
- 4.7. Creditable service will be given for all work experience gained during



detail assignments.

- 4.8. A detail within GSA when the employee is being temporarily assigned from one appropriated fund source to another source (e.g., the Acquisition Services Fund, the Federal Buildings Fund, the Working Capital Fund) is a reimbursable detail and follows the documentation requirements as described in Section 5. Details between different offices that have the same funding source may be either reimbursable or non-reimbursable (decided by the involved parties) and will follow documentation requirements as described in Section 5.
- 4.9. The gaining and losing program offices will coordinate to ensure that any required MOU/IAA/Addendum are approved and completed. As needed, program offices will coordinate approval and completion of such forms with the Office of the Chief Financial Officer (OCFO) prior to initiating the PAR.
- 4.10. Reimbursable details outside of GSA, not otherwise provided for in statute, shall be made in accordance with 31 U.S.C. §§ 1535 - 1536. As a general rule, details between Federal agencies are done on a reimbursable basis unless there is a specific legal authority permitting non-reimbursable details.
- 4.11. An employee in the competitive service may not be detailed until after 90 days have elapsed from the date of the employee's most recent competitive appointment (e.g., a selection and appointment from a Delegated Examining or OPM certificate of eligibles, or based on appointment under a Direct Hire Authority).
- 4.12. An employee serving under an excepted service appointment may not be detailed to a position in the competitive service except as allowed under [5 C.F.R. Part 300, Subpart C](#), for the detail of excepted service employees to the competitive service.
- 4.13. Detail to Supervisory Positions. An OHRM classified position description is required for a detail of an employee to a supervisory position due to the nature of the work to be performed. Supervisory positions must also be an approved full-time equivalent (FTE) or an established position within GSA's organizational staffing plan.
- 4.14. Employees detailed to a duty station other than their permanent duty station of record may be eligible for per diem and/or other travel and transportation entitlements as outlined in the Federal Travel Regulations.

## 5. Documentation Requirements

- 5.1. Non-reimbursable details must be documented with a Memorandum of Understanding (MOU). See Appendix A, Sample GSA Memorandum of Understanding (MOU) for Details.
- 5.2. Non-reimbursable details within the same GSA Service or Staff Office will not require a Memorandum of Understanding (MOU). In such cases, MOUs are optional and at the discretion of the losing and gaining program offices.
- 5.3. Reimbursable details must be documented with an IAA (the FS Form 7600A and the FS Form 7600B) and a Detail Addendum. GSA's default preference is to use the U.S. Treasury G-Invoicing application for IAAs. However, in the event that an agency cannot use G-invoicing, the 7600 forms are an acceptable alternative. See Appendix B, Sample GSA Detail Addendum.
- 5.4. Documentation requirements for reimbursable and non-reimbursable details as described in this section also apply to details of a GSA employee to another Federal department or agency and for the detail of an employee of another Federal department or agency to GSA.
- 5.5. In cases where the Sample GSA MOU for Details template (Appendix A) or the Sample GSA Detail Addendum template (Appendix B) cannot be utilized, an alternative document which includes all of the same information is acceptable.
- 5.6. Any MOU/IAA/Addendum requirements for mass deployments or other exceptions will be handled on a case by case basis.
- 5.7. At a minimum, MOUs and Detail Addendums will be signed by the permanent supervisor of record, the detail supervisor, and the Detailee. IAAs are to be signed by authorized program officials as designated by the HSSOs. If the program officials are the first line supervisor of the Detailee within the gaining and/or losing offices, they will also sign the Detail Addendum.

## 6. Procedures for processing details

In addition to any documentation (MOU/IAA/Addendum) requirements, all details for more than 30 calendar days will be documented with a Personnel Action Standard Form 50 (SF-50). In order for the SF-50 to be processed, a PAR (SF-52) must be initiated by

the losing program office with the information provided from the gaining program office. As needed, program offices will consult with the Office of the Chief Financial Officer (OCFO) to determine whether a detail is reimbursable or non-reimbursable prior to initiating the PAR to ensure compliance with the Economy Act, 31 U.S.C. §§ 1535 - 1536, or other applicable legal authority. Additionally, all budget constraints must be met and all documentation must be completed and approved prior to the PAR initiation. PARs for details will be submitted by the employee's current program office and will include the following information in the Additional information field of the PAR:

- For details to an unclassified set of duties, a description or list of the unclassified duties. Alternatively, the list of unclassified duties may be added as an attachment to the PAR;
- Reason and purpose for the detail will be annotated (e.g. emergency need, pending retirement, Presidential initiative, etc.);
- A statement regarding whether a detail is reimbursable or non-reimbursable; and
- The anticipated end date of the detail.

## 7. Personnel Action Requests (PAR)

The servicing HR Office is responsible for coding, adding remarks, and submitting the PAR (SF-52) to the Processing and Personnel Records Management Center (PPRM) for processing. Refer to Appendix H, Guide to Processing Detail Actions, for a list of proper coding for details. PARs will include the following in the Remarks section (of the PAR):

- 7.1. Details will include remark code ZK1:
  - From detail NTE \*\*\*\*\*.
  - Detail Organization: \*\*\*\*\*
  - Detail Series: \*\*\*\*\*
  - Detail Pay Plan: \*\*\*\*\*
  - Detail Grade: \*\*\*\*\*
  - Detail Duty Location: \*\*\*\*\*
  - Detail PD: \*\*\*\*
- 7.2. When an employee is detailed to a position with a set of unclassified duties, remark code ZK0 will be added. A description of the unclassified duties may be added if character space limits allow.
- 7.3. Reason and purpose for the detail (e.g. emergency need, pending retirement, Presidential initiative, etc.); and
- 7.4. A statement regarding whether a detail is reimbursable or

non-reimbursable.

## 8. Details of employees within, to and from GSA – general responsibilities

8.1. The supervisor of record is responsible for:

- Submitting timely requests to initiate, extend or terminate details in accordance with time frames established for processing personnel actions;
- Obtaining all necessary concurrences from officials in the gaining and losing program office, within or outside GSA, and any higher-level approvals that may be required before submitting the PAR to the servicing Human Resources Office; and maintaining such approvals as part of the recordkeeping;
- As needed, coordinating with their OCFO contact to determine if the detail is reimbursable or non-reimbursable and what documentation is required;
- Coordinating with the gaining program office to prepare the MOU/IAA/Addendum; obtain required signatures; maintain such documentation;
- Upon request, will provide the servicing HR Office with a copy of the signed MOU/IAA/Addendum; and
- Acquiring input on employee performance from the detail supervisor as outlined in GSA Order HRM 9430.2B, GSA Employee Performance Plan and Appraisal System.

8.2. The servicing HR Offices will provide advice on the appropriate use of details and will ensure that the Detailee meets any minimum educational, licensure and/or certification requirements. HR offices are responsible for submitting all completed and approved PARs to the PPRM.

8.3. The PPRM is responsible for processing the PAR and generating the Personnel Action Standard Form (SF-50).

8.4. The Detail supervisor is responsible for providing input on a detailed employee's performance to the supervisor of record for use in the annual performance appraisal as outlined in GSA Order HRM 9430.2B, GSA

## Employee Performance Plan and Appraisal System.

- 8.5. The OCFO is responsible for providing advice and guidance to the program offices on the MOU/IAA requirements and ensuring that the proper agreements are approved by the OCFO prior to the initiation of the PAR.
- 8.6. The Office of the General Counsel (OGC) will provide advice and guidance to the program offices and/or to the OCFO for issues or questions that require legal interpretation and/or additional legal guidance.

## 9. Details between Excepted Service and Competitive Service Positions

Excepted service employees may be detailed to competitive service positions in accordance with the regulations in 5 CFR Part 300, Subpart C.

- 9.1. An excepted service employee appointed under Schedule A, B, D, or a Veterans Recruitment Appointment (VRA), may be placed on a detail assignment to a competitive service position without U.S. Office of Personnel Management (OPM) approval. A classified position description is required for this type of detail.
- 9.2. A detail of any other excepted service employee to a competitive service position requires prior approval of OPM. This approval may be granted on a case-by-case basis or as delegated authority. See 5 C.F.R. § 300.301(c).
- 9.3. Requests for approval of such details should include the following:
  - A description of the excepted service position (Office/Agency); appointment authority for an employee's position of record, occupational series, grade level;
  - A description of the competitive service position (Office/Agency; occupational series; and grade level);
  - A statement describing the purpose of the detail (a summary of the duties or a position description to be performed during the detail); and
  - The reason why the excepted service employee is needed for the

competitive service position (e.g., special skills/competencies the excepted service employee will bring to the competitive service position).

## 10. Senior Executive Service (SES)

This section covers a detail of an SES member detailee to another position (within or outside of the SES) or the detail of a non-SES member to an SES position, with the expectation that the employee will return to the official position of record upon expiration of the detail. The provisions of this section cover details within or outside of GSA.

- 10.1. Details must be made in no more than 120-day increments.
- 10.2. An SES employee may not be detailed to unclassified duties for more than 240 days.
- 10.3. Competitive procedures must be used when detailing a non-SES employee to a SES position for more than 240 calendar days unless the employee is eligible for a noncompetitive career SES appointment.
- 10.4. OPM approval is required for a detail of more than 240 days if the detail is of:
  - A non-SES employee to an SES position that supervises other SES positions; or
  - An SES employee to a position at the GS-15 or equivalent level or below.
- 10.5. SES career reserved positions. Only a career SES appointee or a career-type non-SES appointee may be detailed to a career reserved position.
- 10.6. SES general positions. Any SES appointee or non-SES appointee may be detailed to a general position.
- 10.7. While on a detail, the employee remains assigned to his or her permanent position of record.

## 11. Details of Employees to the Legislative Branch

This section outlines the specific requirements for requesting and processing details to the Legislative Branch. These details are initiated, for example, when a request from a

Congressional Committee or Staff Office is submitted to GSA. The procedures for acting on the request are outlined in the roles and responsibilities defined below.

### 11.1. Administrator

Approves or denies initial requests and any extension requests for details received from the Legislative Branch (i.e., Congressional Committees or Staff Offices). Final authority for the selection of Detailees to the Legislative Branch is retained by the Administrator.

### 11.2. Office of Congressional and Intergovernmental Affairs (OCIA)

- Reviews all requests for details received from the Legislative Branch and submits to the Administrator for approval. Any requests received by other offices will be forwarded to the OCIA for coordination and management.
- Submits to OHRM all approved requests for detail of GSA employees to Congressional Committees or Staff Offices. The request must include the name of the Congressional Committee, the Committee Chairperson and point-of-contact for administrative matters, the purpose of the detail, a description of the duties to be performed while on the detail (see Appendix C), the level of expertise required (i.e., desired equivalent GS grade level[s] that candidate must hold).
- Coordinates briefings by the Office of the General Counsel (OGC) to Detailees on their responsibilities under the Hatch Act and ethics rules and regulations.

### 11.3. OGC

- Ensures detailees are briefed on their responsibilities under the Hatch Act and all other ethics rules and regulations.
- Maintains records of conducted briefings.
- Reviews MOUs, IAAs, Addendums and detail actions for legal sufficiency.

## 11.4. Heads of Services and Staff Offices (HSSOs)

Review and approve or disapprove requests for details to the Legislative Branch from employees within their organizations. All approved requests will be forwarded to the OCIA for coordination and management prior to submission to the Administrator for final approval and a selection decision. Requests receiving final approval from the Administrator will be forwarded to the servicing HR office for processing. Requests that are not approved will be returned to the originator through the employee's supervisor.

## 11.5. Supervisor of record

- Reviews and provides the first level approval or disapproves requests for detail for the supervisor's employees.
- Drafts, upon approval, the supervisor's consent form (See Appendix D) and forwards the request through the appropriate supervisory chain to the HSSO for concurrence. Requests that do not receive the approval of the supervisor of record will be returned to the originator.
- Prepares, upon approval, a PAR and MOU or Detail Addendum (as appropriate) between the Congressional Committee/Chairperson and GSA (See Appendix A or Appendix B) as documentation of the detail.
- Maintains any approval and supporting documentation. Upon request, provides a copy of the documentation supporting the detail to the HR office.

## 11.6. Employees

- Submit requests for consideration to be detailed to their supervisor.
- Obtain supervisory approval prior to applying for a Congressional detail opportunity.
- Submit application materials, in accordance with instructions provided in the notice of detail opportunity for detail assignments in which they are interested.



## 11.7. Office of Human Resources Management (OHRM)

- Processes all requests for details of GSA employees to Congressional committees or Staff Offices.
- Posts, upon the Administrator's approval, the detail opportunity on GSA's websites (GSA InSite and GSA.gov); in GSA Today; via email to all eligible employees; or solicits nominations from the appropriate Service or Staff Office.
- Prepares lists of candidates and assembles applicant materials.
- Submits applicant materials for consideration and decision by the Administrator through the OCIA.

## 12. Policies and procedures for details and extensions of details to the Legislative Branch

- 12.1. It is the policy of GSA to cooperate as fully as practicable in detailing employees to Congressional Committees for temporary assistance, upon receipt of an authorized request.
- 12.2. Details to the Legislative Branch will be to unclassified duties or to the same or lower grade of the employee selected.
- 12.3. Details must be made on a reimbursable basis pursuant to the Economy Act, 31 U.S.C. §§ 1535 - 1536, unless the work supports GSA in accomplishing the mission for which its appropriations are made, or if there is another applicable statute that provides additional legal authority.
- 12.4. All requests for details to the Legislative Branch must be reviewed by and have the concurrence of the appropriate officials identified in Section 11. Details of Employees to the Legislative Branch - Roles and Responsibilities.
- 12.5. Requests for extensions to details to the Legislative Branch must be supported by sufficient justification to continue the detail and will be subject to the same review and approval process as initial requests.
- 12.6. Details to the Legislative Branch will be limited to an initial period of 120 days, and may be extended for up to one year and, with appropriate justification and approval, for one additional year for a total of two years.

- 12.7. While on a detail to the Legislative Branch, the GSA employee remains assigned to his or her permanent position of record with GSA. Any action to replace the detailed employee during the detail assignment will be on a temporary basis.

## 13. Documenting the Detail

- 13.1. While on a detail, the GSA employee continues to occupy his or her position of record whether the detail is reimbursable or non-reimbursable.
- 13.2. The detailed employee's supervisor will submit a PAR to OHRM following proper procedures for processing personnel actions.
- 13.3. Each participant (employee and supervisor) in the agreement will be provided a copy of the signed MOU/Addendum. The GSA supervisor will maintain the agency's official copy of the MOU/Addendum.

## 14. Policies and procedures for details and extensions of details to White House

- 14.1. It is the policy of GSA to cooperate as fully as practicable in detailing employees to the White House Office, the Executive Residence at the White House, the Office of the Vice President, Domestic Policy Staff, or the Office of Administration, for temporary assistance, upon receipt of an authorized request.
- 14.2. Details to the White House Office or the aforementioned offices therein, the Executive Residence at the White House, the Office of the Vice President, Domestic Policy Staff, or the Office of Administration, will be to unclassified duties or to the same or lower grade of the employee selected.
- 14.3. Details must be made in accordance with 3 U.S.C. 112 unless the work supports GSA in accomplishing the mission for which its appropriations are made, or if there is another applicable statute that provides additional authority. Details must be reimbursable if the detail exceeds 180 calendar days in any given fiscal year unless there is another statute which provides for non-reimbursable details. In accordance with 31 U.S.C. 1301(a), non-reimbursable details under a statute other than 3 U.S.C. 112 must be work that is substantially related to matters handled by the Detailee's home office and will aid a purpose for which GSA's

appropriations are available. Such determinations will require the program office to specifically explain in a justification or decision paper how the detail duties to be performed by the employee are related and for a purpose for which the appropriation is available. The justification or decision paper will be attached to the MOU.

- 14.4. All requests for details to the White House or the aforementioned offices therein, must be reviewed by and have the concurrence of the appropriate officials identified in Section 11 "Details of Employees to the Legislative Branch - Roles and Responsibilities," as this is the same process followed for detail assignments to the White House or the aforementioned offices therein.
- 14.5. All requests for extensions to details to the White House or the aforementioned offices therein, must be supported by sufficient justification to continue the detail and will be subject to the same review and approval process as the initial request.
- 14.6. Details to the White House or the aforementioned offices therein, will be limited to an initial period of 180 days, and may be extended for up to one year and, with appropriate justification and approval, for one additional year. Per 3 U.S.C. 112, details over 180 calendar days must be reimbursable unless another legal authority applies (see 13 c. above).
- 14.7. While on a detail to the White House or the aforementioned offices therein, the GSA employee remains assigned to his or her permanent position of record with GSA. Any action to replace the permanent/detailed employee during the detail assignment will be on a temporary basis.
- 14.8. Documenting the Detail.
  - While on a detail, the GSA employee continues to occupy his or her position of record.
  - The detailed employee's supervisor will submit a PAR to OHRM following proper procedures for processing personnel actions.
  - Each participant (employee and supervisor) in the agreement will be provided a copy of the signed MOU/Addendum. The GSA supervisor will maintain the agency's official copy of the MOU/Addendum.

## 15. Documentation and recordkeeping

The records and documentation for details will be maintained in accordance with the Guide to Processing Personnel Actions and the Guide to Personnel Recordkeeping. These records must include the documentation listed in the Order and will be made available for review upon request by OPM or authorized GSA agency officials (e.g., as part of HR Office and program reviews) or to be provided in response to special requests from OPM or other oversight agency (e.g., OIG, GAO).

## **Appendix A**

### **Sample GSA Memorandum of Understanding (MOU) for Details (for non-reimbursable details only)**

#### **1. PURPOSE**

This Memorandum of Understanding (MOU) outlines the agreement for {DETAILEE NAME} to participate in a detail to the [Gaining GSA organization/agency/Congressional staff office or committee] for the purpose of {REASON FOR DETAIL}.

#### **2. SCOPE OF WORK/ASSIGNMENT**

##### **A. Duties and Responsibilities of the Detailee:**

During the period of the detail, {DETAILEE NAME} will be detailed from their present position as a {CURRENT POSITION TITLE} with the \_\_\_\_\_ [Losing GSA organization/agency] to a set of duties with the \_\_\_\_\_ [Gaining GSA organization/agency/Congressional staff office or committee].

The Supervisor of {DETAILEE NAME} will be (SUPERVISOR'S NAME AND TITLE) \_\_\_\_\_.

The Detailee's duties and responsibilities at the [Gaining GSA organization/agency/Congressional staff office or committee] will include:  
[ENTER MAJOR DUTIES]

##### **B. Goals of the Detail Assignment:**

The goal of the Detail is to \_\_\_\_\_.

The incumbent will serve in the role as \_\_\_\_\_.

##### **C. Controls over Work:**

The Detailee will report to the [Gaining GSA organization/agency/Congressional staff office or committee] for the duration of this assignment.

D. As needed, the gaining program office agrees to provide office space, equipment and administrative support for the Detailee.

### **3. DURATION, EXTENSION, AND TERMINATION OF ASSIGNMENT**

A. This assignment is for full-time, 80 hours per pay period beginning [INSERT begin date] and ending on [INSERT end date].

B. This agreement may be amended, extended, or terminated by mutual consent of both parties, with reasonable notice to the Detailee. The desire for such activity by either party should be declared in writing at least one month in advance of the effective date for such action, unless good cause exists for immediate termination. [INSERT any other contingencies that may affect the termination or extension of the assignment.]

C. An extension must be documented as an amendment to this agreement and, as needed, a PAR for an extension will be submitted to the servicing HR Office.

D. At the conclusion of the detail, {DETAILEE NAME} will return to their position of record with [Losing GSA organization/agency].

### **4. RIGHTS AND BENEFITS**

A. The work week and hours of duty will be determined by [Gaining GSA organization/agency/Congressional staff office or committee], subject to applicable federal regulations. This detail assignment may allow for flexible schedules and compressed schedules to the extent such an arrangement meets the needs of [Gaining GSA organization/agency/Congressional staff office or committee].

B. The Detailee will continue to accrue annual and sick leave in accordance with federal provisions for Attendance and Leave. Use of leave will be approved by the [Gaining GSA organization/agency/Congressional staff office or committee] supervisor designated for the period of assignment. The [Gaining GSA organization/agency/Congressional staff office or committee] supervisor will advise the [Losing GSA organization/Agency] supervisor of any leave taken by submitting approved time and attendance records on a bi-weekly basis. The [Losing GSA organization/Agency] supervisor will continue to maintain the Detailee's official time and attendance record. The Detailee's supervisor at the [Gaining GSA organization/agency/Congressional staff office or committee], or designee, must sign all time and attendance records submitted. [INSERT other or additional arrangements and requirements for recording and reporting regular

time and attendance and requesting and approving annual and sick leave.]

C. The Detailee's coverage under federal retirement, group health benefits, life insurance, and Thrift Savings Plan (if applicable) will continue during the period of assignment. The Detailee's share of costs for such coverage will continue to be withheld from his or her salary. Payment of the employer's share of costs is indicated below.

## **5. LEGAL AUTHORITY**

This Agreement is entered into under the following authority:

- The Economy Act, 31 U.S.C. §§ 1535 - 1536
- [If to Congress, also cite 2 U.S.C. §§ 72a and 4301]
- [INSERT any other additional or alternative legal authorities required but not listed]
- [For non-reimbursable details outside of GSA: If applicable, describe how the detail duties are substantially related to matters handled by the Detailee's losing program office and will aid a purpose for which GSA's appropriations are available.]

## **6. RULES, REGULATIONS, AND POLICIES**

A. The Detailee is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. §§ 203, 205, 208 and 209 and 5 C.F.R. Parts 2635 and 4501); and to any applicable state and local government statutory and regulatory provisions.

B. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Detailee.

C. The rules and policies that govern the internal operation and management of the [Gaining GSA organization/agency/Congressional staff office or committee] are applicable to the Detailee.

D. Records retention. The Detailee agrees to preserve information worked on for the [Gaining GSA organization/agency/Congressional staff office or committee] in accordance with the Federal Records Act, GSA Records Management Policy and any applicable preservation/litigation holds.

E. Unauthorized disclosure of information. The Detailee will not disclose nonpublic information to outside parties, including the Detailee's employing organization/agency, without prior approval from the [Losing GSA organization/agency]. If the Detailee improperly discloses non-public information, the [Losing GSA organization/agency] agrees to pursue appropriate steps. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. These definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

F. Travel, transportation, and related allowances may be authorized only in accordance with the Federal Travel Regulations when such expenses will be funded (or reimbursed) by the gaining Program Office. The Detailee will use GSA's Travel system for approval and reimbursement of all authorized travel expenses for travel undertaken on behalf of GSA. [INSERT other or additional arrangements for payment of travel, per diem, and other related expenses for temporary duty travel that may occur during the assignment.]

## **7. ETHICS (details between agencies)**

A. Gaining Agency Requirements. The gaining agency acknowledges that an employee on detail in excess of thirty (30) calendar days shall be subject to any supplemental agency regulations of the agency to which he/she is detailed rather than to any supplemental agency regulations of his or her employing agency. As a result, the gaining agency shall provide the Detailee with any necessary ethics training related to its supplemental agency regulations. The gaining agency will also provide the Detailee with access to an agency ethics official throughout the agreement period to answer questions related to the gaining agency's supplemental agency regulations.

B. Losing Agency (GSA) Requirements. If a GSA employee is detailed to another agency, the employee shall remain subject to any statute, which restricts an employee's activities or financial holdings specifically because of his or her status as an employee of GSA, and any provisions in the supplemental agency regulations of GSA that implement that statute. As a result, GSA shall provide the Detailee with the required annual governmentwide ethics training, including applicable GSA regulations. In addition, GSA will conduct the Detailee's Confidential Financial Disclosure Form (OGE Form 450) review. GSA will involve the gaining agency's ethics counsel if GSA



discovers a potentially conflicting issue for the gaining agency during the OGE Form 450 review.

## **8. SECURITY CLEARANCE**

Generally, security upgrades are not required for GSA employees detailed internally within GSA. However, in cases where a security upgrade may be necessary, the servicing Human Resources office will collaborate with the GSA Office of Mission Assurance to ensure that the Detailee obtains and maintains the proper security clearance level needed to perform the work of the position that he/she is detailed into.

## **9. PERFORMANCE**

A. GSA employees detailed to another position within GSA for 90 days or more should have a new performance plan communicated to him/her as soon as feasible (normally within 30 days) after the beginning of a detail by the gaining program office. If the current plan shares some of the same duties as the detail position, then the current performance plan may be permissible to use at management's discretion.

B. GSA employees detailed to an unclassified set of duties for 90 days or more may have a performance plan developed based on the unclassified duties. Any performance plan should be communicated to the employee as soon as feasible (normally within 30 days) after the beginning of a detail by the gaining program office. If the current plan shares some of the same duties as the detail position then the current performance plan may be permissible to use at management's discretion.

C. A performance plan is optional for GSA employees detailed for less than 90 days. The losing program office can request feedback from the gaining program office if any of the critical elements from the permanent position are applicable to the work performed on the detail.

D. For details between agencies, GSA employees should be on a performance plan within 30 days of entering a position. The GSA permanent supervisor of record (losing program office) will develop a performance plan based on the detail duties (90 days or more) or use the permanent position performance plan working with the detail supervisor based on the other agency position description or unclassified duties. When employees are detailed outside of GSA, a reasonable effort must be made to obtain performance appraisal information from the outside organization to be considered in determining the employee's next annual rating of record.

E. [INSERT any additional arrangements for the evaluation of the detail assignment.]

## 10. LOCATION OF WORK ASSIGNMENT

The Detailee's work location ((address and duty station) shall be:

\_\_\_\_\_

## 11. LIST OF CONTACTS (include Name, Title, Email, Phone)

- GAINING PROGRAM OFFICE Contacts
- LOSING PROGRAM OFFICE Contacts
- SUPERVISOR OF DETAILEE WHILE ON DETAIL
- HR POC

## 12. SIGNATURES (INSERT other signature lines as needed)

\_\_\_\_\_ {DETAILEE NAME} Date

\_\_\_\_\_  
Title (Detailee)

**On behalf of [Losing GSA organization/agency]:**

\_\_\_\_\_ LOSING  
SUPERVISOR Date

\_\_\_\_\_  
Title

**On behalf of [Gaining GSA organization/agency/Congressional staff office or committee]:**

\_\_\_\_\_ GAINING  
SUPERVISOR Date

\_\_\_\_\_  
Title

**Appendix B**  
**Sample GSA Detail Addendum**  
**(for reimbursable details only)**

IAA # \_\_\_\_\_

**1. PURPOSE**

This Detail Addendum outlines the parameters of the detail of {DETAILEE NAME} to the [Gaining GSA organization/agency/Congressional staff office or committee] for the purpose of {REASON FOR DETAIL}.

**2. SCOPE OF WORK/ASSIGNMENT**

A. Duties and Responsibilities of the Detailee:

During the period of the detail, {DETAILEE NAME} will be detailed from their present position as a {CURRENT POSITION TITLE} with the \_\_\_\_\_ [Losing GSA organization/agency] to a set of duties with the \_\_\_\_\_ [Gaining GSA organization/agency/Congressional staff office or committee].

The Supervisor of {DETAILEE NAME} will be (SUPERVISOR'S NAME AND TITLE) \_\_\_\_\_.

The Detailee's duties and responsibilities at the [Gaining GSA organization/agency/Congressional staff office or committee] will include:  
[ENTER MAJOR DUTIES]

B. Goals of the Detail Assignment:

The goal of the Detail is to \_\_\_\_\_.

The incumbent will serve in the role as \_\_\_\_\_.

C. Controls over Work:

The Detailee will report to the [Gaining GSA organization/agency/Congressional staff office or committee] for the duration of this assignment.

D. As needed, the gaining program office agrees to provide office space, equipment and administrative support for the Detailee.

### **3. DURATION, EXTENSION, AND TERMINATION OF ASSIGNMENT**

A. This assignment is for full-time, 80 hours per pay period beginning [INSERT begin date] and ending on [INSERT end date]. This period of performance is listed in Block 5 of the FS Form 7600B. If using G-Invoicing, the period of performance will be in the Order Requirements and Funding Information (Order).

B. This addendum may be amended, extended, or terminated by mutual consent of both parties, with reasonable notice to the Detailee. The desire for such activity by either party should be declared in writing at least one month in advance of the effective date for such action, unless good cause exists for immediate termination. [INSERT any other contingencies that may affect the termination or extension of the assignment.]

C. An extension must be documented as an amendment to this addendum and, as needed, a PAR for an extension will be submitted to the servicing HR Office.

D. At the conclusion of the detail, {DETAILEE NAME} will return to their position of record with [Losing GSA organization/agency].

### **4. RIGHTS AND BENEFITS**

A. The work week and hours of duty will be determined by [Gaining GSA organization/agency/Congressional staff office or committee], subject to applicable federal regulations. This detail assignment may allow for flexible schedules and compressed schedules to the extent such an arrangement meets the needs of [Gaining GSA organization/agency/Congressional staff office or committee].

B. The Detailee will continue to accrue annual and sick leave in accordance with federal provisions for Attendance and Leave. Use of leave will be approved by the [Gaining GSA organization/agency/Congressional staff office or committee] supervisor designated for the period of assignment. The [Gaining GSA organization/agency/Congressional staff office or committee] supervisor will advise the [Losing GSA organization/Agency] supervisor of any leave taken by submitting approved time and attendance records on a bi-weekly basis. The [Losing GSA organization/Agency] supervisor will continue to maintain the Detailee's official time and attendance record. The Detailee's supervisor at the [Gaining GSA

organization/agency/Congressional staff office or committee], or designee, must sign all time and attendance records submitted. [INSERT other or additional arrangements and requirements for recording and reporting regular time and attendance and requesting and approving annual and sick leave.]

C. The Detailee's coverage under federal retirement, group health benefits, life insurance, and Thrift Savings Plan (if applicable) will continue during the period of assignment. The Detailee's share of costs for such coverage will continue to be withheld from his or her salary. Payment of the employer's share of costs is indicated below.

## **5. LEGAL AUTHORITY**

This detail assignment is entered into under the following authority:

- The Economy Act, 31 U.S.C. §§ 1535 - 1536
- [If to Congress, also cite 2 U.S.C. §§ 72a and 4301]
- [INSERT any other additional or alternative legal authorities applicable but not listed here]

## **6. REIMBURSEMENT PROVISIONS**

A. Salary and Fringe Benefits: The [Losing GSA organization/agency] will continue to pay Detailee's annual salary of a GS-\_\_\_\_, Step \_\_\_\_, plus a payment for benefits calculated at 30% of the hourly rate based on a work year of 2,080 hours. The [Gaining GSA organization/agency/Congressional staff office or committee] will reimburse the [Losing GSA organization/agency] for these costs, which are based on an assumed work schedule of eighty (80) hours per pay period and which includes salary and federal benefits. If Congress and/or the President, via executive order, approves an increase in salary, the additional costs will be reimbursed by the [Gaining GSA organization/agency/Congressional staff office or committee] to the [Losing GSA organization/agency].

B. Overtime or other Special Charges: If overtime hours are required, the losing and gaining program offices must coordinate in advance to ensure that any funding shortfalls or issues are resolved prior to the overtime being performed. The [Gaining GSA organization/agency/Congressional staff office or committee] supervisor may order and approve and/or suffer or permit the Detailee to work overtime, compensatory time, or any other hours of work that would entitle the employee to premium pay (including Sunday, night or holiday premium pay). Such costs, if incurred, must be reimbursed by the [Gaining GSA organization/agency/Congressional staff office or committee] to the [Losing GSA organization/agency].

C. Method of Reimbursement: The [Losing GSA organization/agency] will use the G-Invoicing system to collect reimbursement of funds from the [Gaining GSA organization/agency/Congressional staff office or committee]. The Intragovernmental Payment and Collection (IPAC) system may be used if the losing or gaining program offices are not using the G-Invoicing system.

## **7. ESTIMATED COSTS**

A. Estimated costs will be covered in the Interagency Agency Agreement (IAA) (GT&C or FS Form 7600A and the Order or FS Form 7600B). The total cost may be adjusted at a later date via a modification of the IAA.

B. Salaries for employees on detail must be paid with current appropriations. Separate 7600B documents are required for details that cross fiscal years when the funds used are annual appropriations.

## **8. RULES, REGULATIONS, AND POLICIES**

A. The Detailee is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. §§ 203, 205, 208 and 209 and 5 C.F.R. Parts 2635 and 4501); and to any applicable state and local government statutory and regulatory provisions.

B. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Detailee.

C. The rules and policies that govern the internal operation and management of the [Gaining GSA organization/agency/Congressional staff office or committee] are applicable to the Detailee.

D. Records retention. The Detailee agrees to preserve information worked on for the [Gaining GSA organization/agency/Congressional staff office or committee] in accordance with the Federal Records Act, GSA Records Management Policy and any applicable preservation/litigation holds.

E. Unauthorized disclosure of information. The Detailee will not disclose nonpublic information to outside parties, including the Detailee's employing organization/agency, without prior approval from the [Losing GSA organization/agency]. If the Detailee

improperly discloses non-public information, the [Losing GSA organization/agency] agrees to pursue appropriate steps. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. These definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this addendum and are controlling.

F. Travel, transportation, and related allowances may be authorized only in accordance with the Federal Travel Regulations when such expenses will be funded (or reimbursed) by the gaining Program Office. The Detailee will use GSA's Travel system for approval and reimbursement of all authorized travel expenses for travel undertaken on behalf of GSA. [INSERT other or additional arrangements for payment of travel, per diem, and other related expenses for temporary duty travel that may occur during the assignment.]

## **9. ETHICS (details between agencies)**

A. Gaining Agency Requirements. The gaining agency acknowledges that an employee on detail in excess of thirty (30) calendar days shall be subject to any supplemental agency regulations of the agency to which he/she is detailed rather than to any supplemental agency regulations of his or her employing agency. As a result, the gaining agency shall provide the Detailee with any necessary ethics training related to its supplemental agency regulations. The gaining agency will also provide the Detailee with access to an agency ethics official throughout the agreement period to answer questions related to the gaining agency's supplemental agency regulations.

B. Losing Agency (GSA) Requirements. If a GSA employee is detailed to another agency, the employee shall remain subject to any statute, which restricts an employee's activities or financial holdings specifically because of his or her status as an employee of GSA, and any provisions in the supplemental agency regulations of GSA that implement that statute. As a result, GSA shall provide the Detailee with the required annual governmentwide ethics training, including applicable GSA regulations. In addition, GSA will conduct the Detailee's Confidential Financial Disclosure Form (OGE Form 450) review. GSA will involve the gaining agency's ethics counsel if GSA discovers a potentially conflicting issue for the gaining agency during the OGE Form 450 review.

## **10. SECURITY CLEARANCE**

Generally, security upgrades are not required for GSA employees detailed internally within GSA. However, in cases where a security upgrade may be necessary, the servicing Human Resources office will collaborate with the GSA Office of Mission Assurance to ensure that the Detailee obtains and maintains the proper security clearance level needed to perform the work of the position that he/she is detailed into.

## **11. PERFORMANCE**

A. GSA employees detailed to another position within GSA for 90 days or more should have a new performance plan communicated to him/her as soon as feasible (normally within 30 days) after the beginning of a detail by the gaining program office. If the current plan shares some of the same duties as the detail position, then the current performance plan may be permissible to use at management's discretion.

B. GSA employees detailed to an unclassified set of duties for 90 days or more may have a performance plan developed based on the unclassified duties. Any performance plan should be communicated to the employee as soon as feasible (normally within 30 days) after the beginning of a detail by the gaining program office. If the current plan shares some of the same duties as the detail position then the current performance plan may be permissible to use at management's discretion.

C. A performance plan is optional for GSA employees detailed for less than 90 days. The losing program office can request feedback from the gaining program office if any of the critical elements from the permanent position are applicable to the work performed on the detail.

D. For details between agencies, GSA employees should be on a performance plan within 30 days of entering a position. The GSA permanent supervisor of record (losing program office) will develop a performance plan based on the detail duties (90 days or more) or use the permanent position performance plan working with the detail supervisor based on the other agency position description or unclassified duties. When employees are detailed outside of GSA, a reasonable effort must be made to obtain performance appraisal information from the outside organization to be considered in determining the employee's next annual rating of record.

E. [INSERT any additional arrangements for the evaluation of the detail assignment.]

## **12. LOCATION OF WORK ASSIGNMENT**



- The Detailee's work location ((address and duty station) shall be: \_\_\_\_\_

**13. LIST OF CONTACTS (include Name, Title, Email, Phone)**

- GAINING PROGRAM OFFICE Contacts
- LOSING PROGRAM OFFICE Contacts
- SUPERVISOR OF DETAILEE WHILE ON DETAIL
- HR POC

**14. SIGNATURES (INSERT other signature lines as needed)**

\_\_\_\_\_ {DETAILEE NAME} Date

\_\_\_\_\_  
Title (Detailee)

**On behalf of [Losing GSA organization/agency]:**

\_\_\_\_\_ LOSING  
SUPERVISOR Date

\_\_\_\_\_  
Title

**On behalf of [Gaining GSA organization/agency/Congressional staff office or committee]:**

\_\_\_\_\_ GAINING  
SUPERVISOR Date

\_\_\_\_\_  
Title

## **Appendix C**

### **Sample Unclassified Duties of GSA Detailee to Congress**

The Detailee would serve on the minority staff of the Senate Committee on \_\_\_\_\_.

The duties include:

1. Advising and making recommendations to the Ranking Member (Name State/District) on policy matters related to (e.g., acquisition/contracting). This involves writing briefs/memos on various issues that come to the Committee's attention. For example, if an (agency) had a contract integrity issue with a solicitation, the Detailee is expected to write a quick memorandum summarizing the problem; prepare a letter to Secretary; coordinate with Senator's staff for co-signing of the letter; obtain and review additional information from (agency); meet with (agency) officials; write a supplemental memo; and prepare a follow-up letter to (agency) requesting specific actions.
2. Formulating legislative initiatives. This involves reviewing various bills in the House and Senate that deal with (e.g., acquisition) and drafting or revising new and existing legislation. Typically related bills get referred to the Committee. The Detailee is expected to coordinate with other interested members' staff; various interest groups; and with the House Committee on Government Oversight to improve, work out the differences; and move the bills. The Detailee is expected to write status memos and seek frequent directions from the Senator on each piece of legislation.
3. Preparing for hearings, etc. At times, a significant issue arises that require public hearing. To prepare for hearings, the Detailee is expected to meet with various parties involved and obtain detailed information; select and prepare witness for testimony and questions/answers; prepare floor statement for the Senator to read and questions to ask.
4. Providing technical assistance to other staff on acquisition matters. There are only a few staff members who are familiar with the Federal Acquisition Regulation and the acquisition process. The Detailee is expected to conduct necessary research and provide expert advice on the subject matter.

**Appendix D**  
**Sample Supervisor's Consent Form for Employee Participation in Detail to**  
**Congressional Staff Office or Committee**

I, (permanent supervisor of record's name), hereby acknowledge my approval and support for (Detailee's name) to perform the detail assignment described below.

Location of Assignment: (INSERT Congressional Staff Office or Committee  
Address): (Insert Address)

Duration of Detail: From: (Date) To (Date)

---

Print Supervisor's Name and Title

---

Supervisor's Signature and Date

## Appendix E

### Sample Approval of Request for Detail to Congressional Committee or Staff Office

The Honorable J.Q.  
Smith Member, United  
States House of  
Representatives  
Washington, DC 20515

Dear Congressman Smith:

This letter authorizes the [non-reimbursable/reimbursable detail] of (Detailee name, title, organization), U.S. General Services Administration (GSA), to the (Name of Committee or Staff Office) from (date) through (date). It is the established policy of GSA to limit such details to one year.

I understand that the purpose of the detail is to assist the (Name of Committee or Staff Office) in \_\_\_\_\_. (Detailee name) will assist this effort by \_\_\_\_\_.

I am pleased to accommodate your request for (Detailee name) detail. If an extension is required or if you need further assistance, please contact (GSA POC name, title, office/organization) at (xxx) xxx-xxxx or via email at xxx.xxx@gsa.gov. Extension requests should be submitted as soon as the requirement is identified, and must be received no later than thirty days prior to the end of the initial detail.

Sincerely,  
First and Last name  
Title

## **Appendix F**

### **Sample Notice of Congressional Detail Opportunity**

#### **BACKGROUND.**

The Office of Human Resources announces the opportunity for a one-year detail to the (Congressional Committee/Congressional Staff Office).

This opportunity is being offered to GSA employees in (organizations) in the Washington, DC metropolitan area.

#### **APPLICANT CRITERIA.**

(Insert criteria and qualifications, e.g.):

The most desirable candidate will hold a position of GS-12 or GS-13 in the acquisition field, with at least 8 - 12 years of contracting and acquisition experience that includes Federal Acquisition Regulation (FAR) operational experience, and possess a FAC-C Level III Certification. Consideration will also be given to applicants at the GS-11 and GS-14 grade levels who meet the defined criteria.

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

(Insert responsibilities, e.g.):

- Advising and making recommendations on acquisition/procurement policy to the Committee Ranking Member;
- Formulating and reviewing acquisition/procurement legislative initiatives;
- Assisting with the preparations for Congressional hearings; and
- Providing technical assistance to other Congressional staff on acquisition and procurement-related issues).

#### **BENEFITS.**

(Insert benefits, e.g.):

- Opportunity to be exposed to the Congress and the legislative environment
- Learn how congressional policies are made;
- Opportunity to submit draft legislation;
- Direct line to the Committee and ability to influence GSA's interest;

- Keep GSA apprised of acquisition-related issues;
- Credit given toward meeting leadership qualification; and
- Possibility of receiving up to 40 hours toward the continuous learning points requirements.

**FUNDING REQUIREMENT.** (Insert funding requirements here)

## **APPLICATION PROCESS.**

All applicants must submit the following:

- Resume;
- Statement describing your objectives for participation in the detail (Limit - 1 page);
- Detailee Assignment Approval Form;
- Selected applicants may be required to participate in an interview process conducted by a panel of \_\_\_\_\_, representatives;
- Applicants selected for the detail position are required to obtain their employing office consent to the detail, which will include the signing of a non-reimbursable detailee consent form, if appropriate; and
- Applications should be submitted to \_\_, Office of Human Resources Division (OHRM) via email at [FName.Lname@gsa.gov](mailto:FName.Lname@gsa.gov) no later than (date). You may also contact \_\_\_\_\_, for additional information.

## Appendix G

### **Sample Memorandum of Understanding Detail Assignment For GSA Employee to White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Staff, or the Office of Administration**

The General Services Administration (GSA) hereby enters into an agreement for the temporary detail of [DETAILEE NAME] to the [Gaining White House Office or the aforementioned Offices therein].

This detail shall be for less than 180 calendar days, regulated by 3 U.S.C. § 112 [or INSERT alternate statute].

#### **1. PURPOSE**

This Memorandum of Understanding (MOU) outlines the agreement for [DETAILEE NAME] to participate in a detail to the [Gaining White House Office or the aforementioned Offices therein] for the purpose of [REASON FOR DETAIL].

#### **2. SCOPE OF WORK/ASSIGNMENT**

##### **A. Duties and Responsibilities of the Detailee:**

During the period of the detail, [DETAILEE NAME] will be detailed from his/her present position as an [CURRENT POSITION TITLE] with the \_\_\_\_\_ Division at [Losing PBS/FAS/Staff Office] to a set of duties with the \_\_\_\_\_ at [Gaining White House Office or the aforementioned Offices therein].

The Supervisor of [DETAILEE NAME] will be [DETAIL SUPERVISOR'S NAME AND TITLE] \_\_\_\_\_.

The Detailee's duties and responsibilities at the [Gaining White House Office or the aforementioned Offices therein] will include:

[ENTER MAJOR DUTIES]

##### **B. Goals of the Detail Assignment:**

The goal of the Detail is to \_\_\_\_\_.

The incumbent will serve in the role as \_\_\_\_\_.

##### **C. Controls over Work:**

The Detailee will report to the [Gaining White House Office or the aforementioned Offices therein] for the duration of this assignment.

### **3. DURATION, EXTENSION, AND TERMINATION OF ASSIGNMENT**

A. This assignment is for full-time, 80 hours per pay period beginning [INSERT begin date] and ending on [INSERT end date].

B. This agreement may be amended, extended, or terminated by mutual consent of both parties, with reasonable notice to the Detailee. The desire for such activity by either party should be declared in writing at least one month in advance of the effective date for such action, unless good cause exists for immediate termination. [INSERT any other contingencies that may affect the termination or extension of the assignment.]

C. An extension must be documented as an amendment to this agreement and, as needed, a PAR for an extension will be submitted to the servicing HR Office.

D. At the conclusion of the detail, [DETAILEE NAME] will return to his/her position of record with [Losing PBS/FAS/Staff Office].

### **4. RIGHTS AND BENEFITS**

A. The work week and hours of duty will be determined by [Gaining White House Office or the aforementioned Offices therein] Office, subject to applicable federal regulations. This detail assignment may allow for flexible schedules and compressed schedules to the extent such an arrangement meets the needs of [Gaining White House Office or the aforementioned Offices therein].

B. The Detailee will continue to accrue annual and sick leave in accordance with Federal provisions for Attendance and Leave. Use of leave will be approved by the [Gaining White House Office or the aforementioned Offices therein] supervisor designated for the period of assignment. The [Gaining White House Office or the aforementioned Offices therein] will advise the [Losing PBS/FAS/Staff Office] of any leave taken by submitting approved time and attendance records on a bi-weekly basis. The [Losing PBS/FAS/Staff Office] will continue to maintain the Detailee's official time and attendance record. The Detailee's supervisor at the [Gaining White House Office or the aforementioned Offices therein], or designee, must sign all time and attendance records submitted.

C. The Detailee's coverage under federal retirement, group health benefits, life



insurance, and Thrift Savings Plan (if applicable) will continue during the period of assignment. The Detailee's share of costs for such coverage will continue to be withheld from his salary. Payment of the employer's share of costs is indicated below.

## **5. LEGAL AUTHORITY**

This Agreement is entered into under the following authority:

- Public Law 95-570, November 2, 1978, codified at 3 U.S.C. § 112.
- [INSERT other applicable statutes]

## **6. RULES, REGULATIONS, AND POLICIES**

A. The Detailee is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. §§ 203, 205, 208 and 209 and 5 C.F.R. Parts 2635 and 4501); and to any applicable state and local government statutory and regulatory provisions.

B. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Detailee.

C. The rules and policies that govern the internal operation and management of the [Gaining White House Office or the aforementioned Offices therein] are applicable to the Detailee.

D. Records retention. The Detailee agrees to preserve information worked on for the [Gaining White House Office or the aforementioned Offices] in accordance with the Federal Records Act, GSA Records Management Policy and any applicable preservation/litigation holds.

E. Unauthorized disclosure of information. The Detailee will not disclose non-public information to outside parties, including the Detailee's employing agency, without prior approval from the [Losing PBS/FAS/Staff Office]. If the Detailee improperly discloses non-public information, the [Losing PBS/FAS/Staff Office] agrees to pursue appropriate steps. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. These definitions, requirements, obligations, rights, sanctions, and liabilities

created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

F. Travel, transportation, and related allowances may be authorized only in accordance with the Federal Travel Regulations when such expenses will be funded (or reimbursed) by the [Gaining White House Office or the aforementioned Offices]. The Detailee will use GSA's Travel system for approval and reimbursement of all authorized travel expenses for travel undertaken on behalf of GSA.. [INSERT other or additional arrangements for payment of travel, per diem, and other related expenses for temporary duty travel that may occur during the assignment.]

## **7. SECURITY CLEARANCE**

The Human Resources staff will collaborate with the Office of Mission Assurance to ensure that the Detailee obtains and maintains the proper security clearance level needed to perform the work of the position that he/she is detailed into.

## **8. PERFORMANCE**

GSA employees must be on a performance plan within 30 days of entering a position regardless of whether they're currently working with GSA or in another external office. The GSA permanent supervisor of record (losing program office) will develop a performance plan based on the detail duties (90 days or more) or coordinate with the detail supervisor to use the permanent position performance plan (if detail duties are related). A reasonable effort must be made to obtain performance appraisal information from the outside organization to be considered in determining the employee's next annual rating of record. [INSERT any additional arrangements to provide for assessment of the Detailee's work and evaluation of the detail assignment.]

## **9. LOCATION OF WORK ASSIGNMENT**

- The Detailee's work location ((address and duty station) shall be:

\_\_\_\_\_

## **10. LIST OF CONTACTS (include Name, Title, Email, Phone)**

- GAINING PROGRAM OFFICE Contacts
- LOSING PROGRAM OFFICE Contacts
- SUPERVISOR OF DETAILEE WHILE ON DETAIL
- HR POC

**11. SIGNATURES (INSERT other signature lines as needed)**

\_\_\_\_\_  
NAME} Date \_\_\_\_\_ {DETAILEE  
Title (Detailee)

**On behalf of [Losing PBS/FAS/Staff Office]:**

\_\_\_\_\_  
SUPERVISOR Date \_\_\_\_\_ LOSING  
Title

**On behalf of [Gaining White House Office or the aforementioned Offices]:**

\_\_\_\_\_  
SUPERVISOR Date \_\_\_\_\_ GAINING  
Title

**Appendix H**  
**Guide to Processing Detail Actions**  
**(for details that do not require approval or special authority from OPM)**

IF DETAIL IS TO	THE N NOA C IS	NOA IS	AUTH CODE IS	AUTHORITY IS
A position at a higher grade during a major reorganization	930	Detail NTE	VPM	5 U.S.C. 3341 Reorg
A position at a higher grade when a major reorganization <b><u>is not</u></b> underway	930	Detail NTE	VZL	5 U.S.C. 3341 Other
A position at the same or lower grade with known growth or promotion potential	930	Detail NTE	VWM	5 U.S.C. 3341 Growth
A position at the same or lower grade with <b><u>no known</u></b> growth or promotion potential or with no greater potential than position from which employee is detailed	930	Detail NTE	VLM	5 U.S.C 3341
A position with unclassified set of duties	930	Detail NTE	VSM	5 U.S.C. 3341 Unclass

	THEN NOAC IS	NOA IS	AUTH CODE IS	AUTHORITY IS
If a detail ends or is terminated	932	Termination of Detail	Same auth code used to place employee on the detail	Same authority used to place employee on the detail

If Action is Extension of	And Total Time on Detail will be	THEN NOAC IS	NOA IS	AUTH CODE IS	AUTHORITY IS
Detail to a position at a higher grade during a major reorganization	120 days or less	931	Ext of Detail NTE	VPM	5 U.S.C. 3341 Reorg
Detail to a position at a higher grade during a major reorganization of employee serving under an appt in the competitive service  (Competition Required)	121 days or more	931	Ext of Detail NTE	VPM and N3M	5 U.S.C. 3341 Reorg and Reg 335.102 Comp
Detail to a position at a higher grade when a major reorganization <b>is not</b> underway of employee serving under an appt in the competitive	120 days or less	931	Ext of Detail NTE	VZL	5 U.S.C. 3341 Other

service					
Detail to a position at a higher grade when a major reorganization <b>is not</b> underway of employee serving under an appt in the competitive service  (Competition Required)	121 days or more	931	Ext of Detail NTE	VZL and N3M	5 U.S.C. 3341 Other and Reg 335.102 Comp

<b>If Action is Extension of</b>	<b>And Total Time on Detail will be</b>	<b>THEN NOAC IS</b>	<b>NOA IS</b>	<b>AUT H CODE IS</b>	<b>AUTHORI TY IS</b>
Detail to a position at the same or lower grade with known growth or promotion potential	120 days or less	931	Ext of Detail NTE	VWM	5 U.S.C 3341 Growth
Detail to a position at the same or lower grade with known growth or promotion potential  (Competition Required)	121 days or more	931	Ext of Detail NTE	VWM and N3M	5 U.S.C. 3341 Growth and Reg 335.102 Comp

Detail to a position at the same or lower grade with <b><u>no known</u></b> growth or promotion potential or with no greater potential than position from which employee is detailed	121 days or more	931	Ext of Detail NTE	VLM	5 U.S.C. 3341
Detail to a position with unclassified set of duties	121 days or more	931	Ext of Detail NTE	VSM	5 U.S.C. 3341 Unclass