



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12340.1
C HRO-Q
8 Mar 1989

MARINE CORPS BASE ORDER 12340.1

From: Commanding General
To: Distribution List

Subj: Details of Civil Service Employees

Ref: (a) Federal Personnel Manual, Chapter 300 (NOTAL)
(b) Master Labor Agreement between the U.S. Marine Corps and AFGE

1. Purpose. To publish the policy and regulations governing the assignment of Civil Service employees to details.

2. Cancellation. MCCDCO 12340.1.

3. Policy. It is the policy of the Department of the Navy (DON) that employees' positions be properly classified, that employees be qualified for the work they are performing, and that employees be properly paid for the work performed. Details, as temporary assignments, are often exceptions to classification, qualifications and pay policies. It is DON policy that details be used only for the purposes intended, that they be documented and terminated when required by regulations, and that requests for extensions beyond 120 days be submitted in a timely manner. It is a management prerogative to detail any employee as long as the procedures covered by this Order are met.

4. Definition. A detail is the temporary assignment of an employee to a different position or set of duties for a specified period, with the employee returning to the regular duties at the end of the detail. "Acting" assignments designated by memo or any other method are details for the purpose of this Order.

5. Use of Details

a. Details are intended to meet only a temporary need of the organization generated by emergency situations, or as an administrative expediency pending an official personnel action. Such situations might include unexpected absences, abnormal workload, changes in mission or organization, personnel requirements generated by pending security clearance, pending classification of a position description, or pending official assignment.

8 Mar 89

b. An employee may be detailed to a different position or set of duties at the same, higher, or lower grade level.

c. All details to positions with different title, series, grade, or basic duties, unclassified duties, or higher promotion potential must be approved by the Director, Civilian Personnel (DCP) prior to the effective date.

d. Details at the same or lower grade level:

(1) Periods of 30 days or less may be made orally by the division head, or designee, and need not be officially documented, except for bargaining unit employees. Bargaining unit employees must be provided documentation of a detail by their supervisor.

(2) Periods exceeding 30 days, but not exceeding 120 days, may be authorized by the DCP, but must be officially documented by use of a Standard Form (SF)-50.

(3) Periods which exceed 120 days must receive prior approval from DCP and may be extended in 120-day increments for up to 1 year.

e. Details to higher levels or to positions with known promotion potential:

(1) Except for brief periods of service, these details should be discouraged unless there is supporting evidence that such a detail is clearly in the best interest of the Command and that the requirement cannot be best served by either reassignment (temporary or permanent) or by temporary promotion:

(2) Periods of 30 days or less need not be officially documented (bargaining unit employees will be provided documentation by their supervisors);

(3) When it is known in advance that a temporary assignment of a bargaining unit employee to a position within the unit which is classified at a higher grade will extend for more than 30 days, the employee, if qualified, shall be temporarily promoted for the period of the assignment. If during the course of the employee's detail to a higher graded position, it becomes apparent that the temporary requirement to fill the position will extend beyond 30 days, management will determine whether to terminate the detail and fill the position through other means or to allow the detailed employee to continue in the assignment. If it is decided that the detailed employee should continue in the position, he or she will be temporarily promoted effective on the 31st day of the assignment. If management wishes to temporarily promote the employee, submit a promotion SF-52 to the DCP by the 25th day of the detail.

8 Mar 89

(4) Periods between 31 and 120 days but not exceeding 120 days do not require competitive selection, but the detail must receive prior approval from the DCP and be documented by the use of an SF-50 (an SF-52 must be submitted by the supervisor to the DCP).

(5) Periods exceeding 120 days must be made under competitive promotion procedures and must receive prior approval from the DCP for extensions. Extensions may be granted for up to 120 days, with a maximum of 240 days being authorized during a 1 year period.

f. Details to an unclassified set of duties:

(1) Periods of 30 days or less may be made orally by the division head, or designee, and need not be officially documented (bargaining unit employees will be provided documentation by their supervisor).

(2) Periods exceeding 30 days, but not exceeding 120 days, must receive prior approval from DCP and must be officially documented by use of an SF-50 (an SF-52 must be submitted by the supervisor to the DCP).

g. Detailing new employees to other kinds of positions immediately after competitive appointment compromises the competitive principle and is not permitted. An employee may not be detailed for at least 90 days after appointment. Detail procedures will not be used to try out an employee for a potential promotion when it could be construed as pre-selection. Likewise, a detail will not be used to qualify an otherwise ineligible employee for promotion.

6. Procedures

a. Supervisors must request details of over 30 days by submitting an SF-52 to the DCP. The SF-52 must indicate the employee's current official assignment, the position to which detailed, the requested length of the detail Not To Exceed (NTE) date, and the reasons for the detail. If the employee is to be detailed to an unclassified set of duties and responsibilities or to a position not yet classified, a brief description of the duties must be attached to the SF-52. The DCP will review the request and record approved details on a Personnel Action, SF-50.

b. Requests to extend an approved detail, or to terminate a detail prior to the expiration date must also be submitted to the DCP on an SF-52. Such requests must be received at least two working days in advance of the effective date.

8 Mar 89

c. The DCP will generate an SF-50 terminating a detail on the NTE date unless an extension has been approved. The employee must be returned to performance of their officially assigned position upon termination of the detail. Failure to return an employee to their official duties upon termination of a detail constitutes a misassignment, and requires appropriate corrective action.

7. Action

a. Activity Heads

(1) Inform all subordinate supervisors of the regulations governing details and their responsibilities for compliance.

(2) Keep employee details to the shortest possible time limits.

(3) Ensure that continuing efforts are made to secure necessary manpower through use of appropriate personnel actions.

b. Supervisors of Civilian Personnel

(1) Initiate requests for details per this Order.

(2) Inform employees about official details, either orally or by presentation of written notice, as proper.

(3) Return employees to their official positions upon the termination of a detail.

c. Director, Manpower Division (Director, Civilian Personnel Branch)

(1) Provide personnel management assistance and advice on the interpretation of this Order.

(2) Monitor details to ensure that regulatory requirements are observed.



GAIL M. REALS

Deputy Commander for Support

DISTRIBUTION: E