

**POLICY**

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**OFFICE OF MANAGEMENT**

**Intra-Center Detail Program**

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**PURPOSE**

This MAPP describes the Intra-Center Detail Program within the Center for Drug Evaluation and Research (CDER) and outlines the conditions for approval.

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**POLICY**

- Intra-Center details are intended to meet the temporary needs of the Center as well as provide career growth and training opportunities for Center employees. Circumstances where a detail is appropriate include the following:
  1. Unusually heavy workload or specific project
  2. Prolonged staff absences
  3. Pending official assignment of an employee to a new position
  4. Training purposes, particularly when related to an established promotional or developmental program
  5. A legitimate work need arises that cannot be met through other personnel processes (i.e., reassignment or transfer).

- Employees in the Senior Executive Service, Senior Biomedical Research Service, or Commissioned Corps appointing authorities are not eligible for details.
- Intra-Center details will be used for the shortest possible time period. Details to lateral grades must occur in **increments of 120 days or less** and generally **will not exceed one year**.
- All intra-Center details, including informal details of 30 days or less, must be documented with a Request for Personnel Action (White SF-52).
- Intra-Center details of more than 120 days to a higher graded position or to a position with known promotion potential must be announced through merit promotion.
- The losing organization may request early termination of the detail if the absence of the employee jeopardizes the accomplishment of work of that office.
- The gaining organization retains the right to terminate the detail at any time.
- Intra-Center details must not be used to alleviate ongoing staffing needs. Management should avoid overly long details and instead explore the possibility of rearranging the work or hiring additional employees when such needs arise.
- The employee may be detailed to a classified position or to unclassified duties.
- For details to classified positions, employees must meet the Office of Personnel Management (OPM) qualification requirements.
- The employee permanently occupies his or her regular position while on detail and is expected to return to that position at the end of the assignment.
- Full-time equivalent positions and salary costs remain with the losing organization.
- Upon the expiration of an intra-center detail, the gaining organization must submit email notification to the Office of Management's (OM) Division of Management Services/Immediate Office (DMS/IO) through CDER Jobs with the termination date of the detail noted.
- When an employee is temporarily detailed to a position with the Employer for 120 days or more, the gaining supervisor shall prepare a performance plan describing the critical elements of the temporary job and prepare a rating of the employee's performance during the temporary work assignment. This rating will be provided to the supervisor of record upon the employee's return to the original position and will

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be considered by the rating official when developing the employee's final rating for the annual rating period.

- The timekeeping records gaining organization is responsible for maintaining timekeeping record for the detailed employee.

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## RESPONSIBILITIES

Intra-Center details should be mutually agreed upon by both the losing and gaining organizations. Once an employee has been selected for a detail by the gaining organization, the losing organization will be notified and is responsible for preparing the initial paperwork. The Program Administrative Contact of the **losing** organization will:

- Prepare an SF-52 for a detail including the assignment of an SF-52 number and obtaining signatures for the losing office, then forward to the Program Administrative Contact for the gaining office.
- When a detail assignment is less than 60 days, the timekeeping responsibilities will remain with the losing organization.

The Program Administrative Contact for the **gaining** organization will:

1. Review the detail request with the supervisor and work with the Program Administrative Contact of the losing office to prepare the paperwork.
2. Confirm the effective date which should be the beginning of a pay period and duration of the detail with the Program Administrative Contact of the losing office.
3. Obtain gaining office signatures for SF-52, and provide a "statement of duties" (when it is an unclassified position) or a copy of a classified position description (when detailing to a classified position).
4. Obtain resume from the employee and SF-50 through the Program Administrative Contact for the losing office.
5. Forward paperwork to the OM/DMS/IO for review and Center approval.  
Required paperwork includes the following:
  - Resume from employee
  - Position description or statement of duties
  - SF-50
  - SF-52
6. Notify the selected employee of the effective date and duration of the detail through the Program Administrative Contact of the losing office.

7. Upon expiration of the intra-Center detail, will submit an email notification to DMS/IO through CDER Jobs with the termination date of the detail noted.
8. When a detail assignment is 60 days or more the timekeeping responsibilities will be completed by the gaining organization's timekeeper. The losing organization's administrative staff will notify the employee's current timekeeper at the temporary location for the duration of the detail assignment.

OM/DMS/IO will:

- Authorize the SF-52 and forward the paperwork to the Office of Human Resources (OHR)/Bethesda Client Services Division. Intra-Center details will be filed in the employee's eOPF. Confirmation of the detail may be printed by the employee.

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## REFERENCES

1. HHS Instruction 300-3, Detail of Employees, May 9, 2008
2. 5 CFR 300, Subpart C – Detail of Employees
3. FDA Instruction 300-1 Details, November 1997
4. FDA Merit Promotion Plan, August 1, 1996
5. U.S. OPM Qualification Standards for General Schedule Positions – Policies and Instructions
6. OHR SOP 300 CSC 31, December 21, 2011
7. Consolidated Collective Bargaining Agreement, October 1, 2010

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## DEFINITIONS

**Intra-Center Detail** - A temporary assignment of an employee within CDER *with no change in pay* to a different position for a specified period of time.

**SF-50** – Standard Form (SF) 50 is a notification of personnel action.

**SF-52** – Standard Form (SF) 52 is a document used to request a personnel action.

**Merit Promotion** – Systematic and equitable procedures on the basis of merit and from among properly ranked and certified candidates or from other appropriate sources without regard to race, color, sex, national origin, marital status, age, religion, sexual orientation, labor organization affiliation or non-affiliation, or non-disqualifying physical handicap.

**eOPF** – Electronic Official Personnel Folder

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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.

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**CHANGE CONTROL TABLE**

Effective Date	Revision Number	Revisions