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United States Coast Guard

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COMDTINST 12300.7A

COMMANDANT INSTRUCTION 12300.7A

Subj: DETAIL OF APPROPRIATED FUND CIVILIAN EMPLOYEES

Ref: (a) Title 5, United States Code, Section 3341  
(b) Title 5, Code of Federal Regulations, Parts 300.301, 334 and 352

1. PURPOSE. In accordance with references (a) and (b), this Instruction provides guidelines for the detail of civilian employees within the Coast Guard and between the Coast Guard and: (1) other Federal agencies (including other Department of Transportation (DOT) administrations); (2) international organizations; and (3) the transfer of civilian employees to international organizations.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. Detail of Civilian Employees, COMDTINST 12300.7, is canceled.
4. COVERAGE. This Instruction applies to appropriated fund civilian Coast Guard employees serving in competitive and excepted service positions. For details of employees in the Senior Executive Service (SES), see Departmental Personnel Manual Supplement 920-1, dated 15 October 1990.
5. DEFINITIONS.
  - a. A detail is the temporary assignment of an employee to a different position or set of duties and responsibilities for a specified period with the employee returning to his/her original position at the end of the detail. There is no formal position change; officially the employee continues to hold the position from which detailed and keeps the same status and pay. Employees do not have to meet the qualification requirements for the

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position to which detailed, except for any minimum educational, licensure and certification requirements. Employees must meet applicable security clearance requirements or be eligible to obtain an appropriate waiver prior to being detailed.

- b. Days refers to calendar days.
  - c. Unclassified Duties means a set of duties and responsibilities for which the Coast Guard Personnel Command, Civilian Personnel Management Division (CGPC-cpm), has not officially assigned a title, series, and grade level. A short statement of duties and responsibilities is required if a job description is not available.
  - d. Transfer to an International Organization means the change of position by an employee of the Coast Guard to any public international organization or international organization preparatory commission in which the United States Government participates.
  - e. Intergovernmental Personnel Act (IPA) authorizes the temporary assignment of employees between Federal agencies and state, local and Indian tribal governments, institutions of higher education and other eligible organizations.
  - f. One DOT Rotational Assignment Program (RAP) is a career development strategy offering employees lateral details into an established position or an unclassified set of duties in a DOT Operating Administration (OA) other than his/her own OA. The program supplements managers' current authority to detail employees within their respective OA. If an OA is experiencing a shortage in a particular competency or is in need of extra support for a specific product or project, this program may prove useful. It also promotes professional development of DOT employees. Commandant (G-WTL), through a Commandant Instruction, will promulgate policies and procedures for implementing One DOT RAP throughout the Coast Guard, and will work with DOT to ensure Coast Guard compliance with the goals of the program. The CGPC-cpm will serve as point of contact for procedural questions e.g., soliciting an assignment, selecting participants, completing forms, documenting assignments, etc. Further guidance on One DOT RAP is located on the One DOT internet website: <http://www.tasc.dot.gov/onerap/overview.htm>.
6. POLICY. A detail is an effective method of dealing with short-term staffing requirements and for improving employee utilization and professional development. Details of Coast Guard employees will normally be made only when Coast Guard workforce needs cannot otherwise be met, and should be confined to the shortest possible duration to avoid potential compromise of merit system, position classification and pay principles. Details will be accomplished in accordance with applicable negotiated agreement provisions.
  7. SUMMARY CHART. See enclosure (1), which depicts basic features and documentation requirements.
  8. DETAILS WITHIN COAST GUARD.

- a. When Permitted. Details may be approved for the reasons and under the circumstances listed below:
  - (1) To meet emergency resource needs caused by abnormal workload, special projects or studies, change in mission or organization, or absences for periods of short duration.
  - (2) While an employee is waiting for an official assignment; pending description and classification of a new position; pending security clearance; or to permit employee developmental assignments not involving an official position change.
  - (3) Personnel exchanges under Intergovernmental Personnel Act (IPA).
- b. Requirements. A detail is processed in 120-day or less increments.
  - (1) Details in excess of 30 days shall be recorded on the Request for Personnel Action, Standard Form 52 (SF-52). These SF-52's shall be forwarded to CGPC-cpm for action. The SF-52's should be filed on the right (permanent) side of the Official Personnel Folder (OPF) with a copy provided to the employee. More than one SF-52 is required to document details that extend beyond 120 days. The SF-52 should contain:
    - (a) Name, title, grade, and salary of the employee to be detailed.
    - (b) Effective date of the detail.
    - (c) Position to which detailed. (Duties and responsibilities to be performed if detailed to unclassified duties.)
    - (d) Organization from and to which detailed.
    - (e) Reason for the detail.
    - (f) Duration of the detail. (Not-to-exceed date.)
  - (2) Performance evaluations will be prepared and completed in accordance with Excellence, Achievement, and recognition System (EARS), COMDTINST 12430.6 (series).
  - (3) Where an employee is not authorized to perform the full range of duties of the detailed position, there must be a written statement by the supervisor of the position to which detailed, clearly distinguishing between duties to be performed and those not to be performed.
  - (4) Extension beyond 120 days to a higher-grade position, or to a position with known promotion potential, must be made under competitive merit staffing procedures.

c. Prohibited Details.

- (1) Detailing employees to a different position or to another geographic area immediately after competitive appointment tends to compromise merit system principles. Therefore, except for emergency details of 30 days or less, an employee may not be detailed for at least 90 days after appointment from an Office of Personnel Management (OPM) certificate of eligibles, or under a direct hire authority granted to the Coast Guard by OPM.
- (2) Since extended details may also conflict with merit system principles and the principles of position classification and pay, details shall be extended in 120-day increments up to a maximum total duration of:
  - (a) 1 year for details to unclassified duties, or the same, lower, or higher graded positions, except to SES positions.
  - (b) 2 years for details to an organization undergoing a commercial activity study. Details within or to organizational units not covered by the study are subject to the 1-year limit, even though they may be in the same command or field activity.
  - (c) 240 days for all details of non-SES employees covered by this Instruction to SES positions.
- (3) Extensions beyond these limits listed above will require approval of CGPC-cpm.

9. DETAILS TO OTHER DOT OPERATING ADMINISTRATIONS.

- a. All details of Coast Guard civilians covered by this Instruction to other DOT administrations require the approval of the operating civilian personnel offices of both organizations and shall be documented and executed in accordance with the requirements set forth in paragraph 8 above. In addition, details to other operating administrations of any length shall be recorded on a Notification of Personnel Action, Standard Form 50 (SF-50).
- b. Except when there is specific statutory authority to do otherwise, details to other DOT OA's must be reimbursable unless:
  - (1) The detail is to a position covered by the same appropriation that covers the position from which detailed; or
  - (2) The detail involves a matter related to the loaning office's appropriation and will aid in accomplishing the purpose for which appropriations are provided; or

(3) The detail will have a negligible impact on the loaning organization's appropriations (e.g., the detail is for a brief period, entails minimal cost, and the receiving agency cannot obtain the services by other means).

- c. A request for a One DOT RAP detail should be submitted to CGPC-cpm in accordance with prescribed CGPC-cpm procedures.

10. DETAILS OUTSIDE OF DOT AND TRANSFERS TO INTERNATIONAL ORGANIZATIONS.

- a. Details of Coast Guard employees to other domestic Federal agencies, the White House, or to the Executive Office of the President, must be forwarded through Commandant (G-WPC) to the Office of the Secretary (OST) for approval.
- b. The request should contain information outlined in paragraph 8.b (1) above and should indicate whether the salary of the employee is reimbursable or nonreimbursable. Reimbursable details must be supported by a written agreement that specifies the nature of the work to be done and the reimbursement terms. Except when there is a specific statutory authority to do otherwise or the detail meets the criteria outlined in paragraph 9.b., details to other agencies must be reimbursable.
- c. Information concerning details and transfers of Coast Guard employees to international organizations is contained in 5 CFR 352. Requests for such actions must be forwarded through Commandant (G-WPC) to OST for approval. Extra expenses, such as travel and subsistence, shall normally be paid for by the borrowing organization (5 Comp. Gen., 319). The value of leave credit earned but not taken during the detail may also be included as a reimbursable expense for the borrowing organization (17 Comp. Gen., 571).
- d. Requests to detail an employee of another Federal agency to the Coast Guard, or of an international organization should be forwarded to the Commandant (G-WPC) for coordination. The request should contain information outlined in paragraph 8.b (1) above and should indicate whether the salary of the employee is reimbursable or nonreimbursable.

11. FORMS. Notification of Personnel Action, Standard Form 50 (SF-50), can be obtained from the Command Staff Advisor. Request for Personnel Action, Standard Form 52 (Rev. 7-91) (SF-52), can be obtained from JeffForm Filler.

Encl: (1) Summary Chart

**SUMMARY CHART**

<b>Detail</b>	<b>Detail Period</b>	<b>Approval Authority</b>	<b>Documentation</b>
Any Grade/Unclassified Duties within CG	30 Days or less	Supervisor	None
Any Grade/Unclassified Duties within CG	More than 30 days up to 120 days	Supervisor	SF-52 and Position Description/Set of duties and responsibilities
Same Grade/Lower Grade/Unclassified Duties within CG	More than 120 days up to 1 year	Supervisor	SF-52 and Position Description/Set of duties and responsibilities
Higher Grade within CG	More than 120 days	Supervisor Action must be made under competitive procedures	SF-52 and Position Description
Any Grade/Unclassified Duties within CG	More than 1 Year	CGPC-cpm	SF-52 and Position Description/Set of duties and responsibilities and reason for extension beyond one year.
Any grade/Unclassified duties to any DOT Operating Administration (OA)	Any length of time	CGPC-cpm and other OA Personnel Office	SF-52, and Position Description/Set of duties and responsibilities and reason for detail. SF-50 is generated.
Any grade/Unclassified duties to other Federal Agencies/White House/Executive Office of the President	Any length of time	Forwarded to CGPC-cpm through G-WPC for approval to OST	SF-52 (see para 10.a.)
Any grade/Unclassified duties (Detail or Transfer) to International Organizations	Any length of time	Forwarded to CGPC-cpm through G-WPC for approval to OST	SF-52 (see para 10.b.)