



COMDTINST 12300.7B
17 AUG 2021

COMMANDANT INSTRUCTION 12300.7B

Subj: DETAIL OF APPROPRIATED FUND CIVILIAN EMPLOYEES IN THE
COMPETITIVE AND EXCEPTED SERVICE

- Ref: (a) 5 U.S. Code (USC) § 3341 Details; within Executive or military departments
 (b) 31 U.S. Code (USC) § 1535-1536 Agency Agreements
 (c) 5 Code of Federal Regulations (CFR) § 300 Employment
 (d) 5 CFR§ 335.103 Agency Promotion Programs
 (e) 5 CFR § 317.903
 (f) 21 Comp. Gen., B-211373, March 20, 1985 (Non-reimbursable Details)
 Management”
 (g) DHS Office of the Chief Human Capital Officer Staffing Guidance SG 3-2014
 (h) DHS Merit Promotion Directive 255-05 (series)
 (i) DHS Merit Instruction 255-05-001 (series)
 (j) DHS Policy Statement, 256-04, Employee Details External to DHS
 (k) Coast Guard Merit Promotion Plan, COMDTINST 12335.4B (series)
 (l) U.S. Coast Guard Civilian Rotational Assignments, COMDTINST 12410.13
 (m) Excellence, Achievement, and Recognition System (EARS), COMDTINST
 12430.6B (series)

- PURPOSE.** In accordance with References (a), (b), (c), (d), and (e), this Instruction provides guidelines for the detail of civilian employees: (1) within the Coast Guard; (2) other federal agencies (including other Department of Homeland Security (DHS) components); (3) international organizations; and (4) the transfer of civilian employees to international organizations.
- ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy and assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.

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NON-STANDARD DISTRIBUTION:

3. DIRECTIVES AFFECTED. Detail of Appropriated Fund Civilian Employees in the Competitive and Excepted Service, COMDTINST 12300.7A is hereby cancelled.
4. DISCUSSION. Details provide professional development opportunities for Coast Guard employees to learn new skills that will enhance workforce performance; allow employees to have rewarding experiences; expose employees to new roles; enable the Coast Guard to complete our missions through temporary assignments.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard, except for those employees on external details.
6. MAJOR CHANGES. Required if changes are made. Major changes to the updated Instruction include:
 - a. Designates responsible office for approval of details;
 - b. Updates requirements for processing a detail;
 - c. Highlights procedures for requesting an external detail;
 - d. Assigns responsibility of approving non-reimbursable details to Commandant (CG-83);
 - e. Provides guidance about employee details external to DHS.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.
 - a. Commandant Office of Environmental Management, Commandant (CG-47) reviewed the development of this Instruction, and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
 - b. This Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/Directives/>, and CGPortal: <https://cgportal.uscg.mil/library/Directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be maintained and dispositioned in accordance with the records retention schedules located on the USCG Records Resource Center SharePoint site: <https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.
10. COVERAGE. This Instruction applies to Coast Guard civilian personnel requesting details within the Coast Guard and to the Department of Homeland Security (DHS). Details must be carried out in accordance with applicable laws, regulations, bargaining agreements, and departmental policy. Bargaining unit employees (BUE) may be covered under their respective collective bargaining agreements. In the event any provision of this Instruction conflicts with a negotiated requirement, the negotiated requirement will prevail.

This guidance does not cover details in the following areas:

- a. Administrative Law Judges (5 United States Code (U.S.C.) § 3344);
 - b. Employees of non-federal organizations who are assigned to DHS organizations under contractual agreements;
 - c. Details to the Legislative and Judicial Branches, or the Executive Office of the President (3 U.S.C. § 112);
 - d. Details under the Intergovernmental Personnel Act of 1970 (5 U.S.C. §§ 3372-3374; and 5 CFR Part 334);
 - e. Assignment of excepted employees, other than those with Schedule A, B or Veterans' Recruitment Appointment (VRA) appointments to competitive service positions (5 CFR § 6.5); and
 - f. Employees in the Intelligence Civilian Joint Duty Assignment Program (Intelligence Community Directive (ICD) 660, Intelligence Community Civilian Joint Duty Program 11 February 2013).
11. EQUAL OPPORTUNITY (EEO) STATEMENT. Details are free from unlawful discrimination and requests are considered without regard to race, color, national origin, religion, sex (including sexual orientation), age, disability, genetic information, marital status, parental status, political affiliation, engagement in a protected Equal Employment Opportunity (EEO) Activity, or any other basis protected by law. Organizations provide accommodations to qualified applicants with disabilities. Determinations on requests for reasonable accommodations are made on a case-by-case basis.

12. GRIEVANCES. The receipt of or failure to receive a detail is not grievable under the Administrative Grievance Procedure, COMDTINST 12771.1, Reference (e), which applies to all non-bargaining unit employees. In the case of bargaining unit employees, the negotiated grievance procedure of the applicable collective bargaining agreement must be followed as it pertains to whether and to what extent the receipt of details and related issues are grievable. Employees considering a detail should review their collective bargaining unit agreement (if applicable).
13. POLICY. The Coast Guard encourages supervisors to support requests from employees to participate in details. Participation in details will enhance participants' understanding of different career fields. In exercising this authority, responsible Coast Guard officials shall give due consideration to budgetary constraints as well as the Coast Guard's mission requirements.
14. DEFINITIONS.
 - a. Detail means a temporary assignment of an employee to a different position or statement of duties and responsibilities for a specified period after which the employee returns to his or her original position. The employee continues to hold the position from which detailed, same status, and pay. An employee does not have to meet the qualification requirements for the detail position, except for minimum educational, licensure and certification requirements. Details are used to enhance skills and expertise, but are not used to circumvent the competitive selection or classification process (i.e., to qualify and prepare an employee for promotion, or reassign an employee to a position with promotion potential). An employee must meet applicable medical standards, drug testing requirements, and security clearance requirements. At the end of a detail, the employee is returned to his or her position of record.
 - b. Days means calendar days.
 - c. Unclassified Duties means a set of duties and responsibilities for which the servicing Office of Civilian Human Resources Operations (CG-123) has not officially assigned a title, series, and grade level. A short statement of duties and responsibilities is required.
 - d. Transfer to an International Organization means the change of position by a Coast Guard employee to any organization the Department of State has designated as an international organization. A detailed employee remains an employee of the Coast Guard for all purposes throughout the term of the detail, including extensions.
 - e. Intergovernmental Personnel Act (IPA) authorizes the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations.

- f. Rotational Assignment program opportunities, including DHS and Coast Guard rotations, are not covered by this detail policy. Rotational assignments offer a career development strategy providing employees opportunities to temporarily work in another organization or agency. Further guidance for rotational assignments is available through the policy provided in Reference (I).

15. GENERAL REQUIREMENTS.

- a. A detail can be made under the following circumstances:
 - (1) An employee's detail may be to a position with duties that are at a higher grade level, to a lower grade level, or at the same grade level as the position from the employee's permanent position of record.
 - (2) A detail can be to a position with unclassified duties, i.e., the duties to be performed are not duties described in a formally established position description (PD). A statement of duties must be prepared by the gaining office prior to the detail.
 - (3) Time-in-grade or minimum qualifications requirements need not be met to be detailed to another position unless management determines the requirements are essential for a successful outcome.
 - (4) A detail can be used to work outside of an employee's occupational series to meet Coast Guard or DHS operational needs and to promote the efficiency of the U.S. government.
- b. Applicable personnel security requirements as described by the gaining office must be met for all detailed employees before beginning a detail.
- c. An employee's conditions of employment (i.e. full performance level of permanent position) or benefits do not change based on a detail; however, the work schedule (e.g. a schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week), etc. may change.
- d. Service while on a detail is credited for time-in-grade purposes at the grade level of the position officially held by the employee.
- e. A detail is automatically terminated when the not-to exceed date is reached, unless a gaining organization requested an extension which is subsequently approved. Requests or extending details must be made before the expiration date of a detail.
- f. A detail can be terminated, if warranted, before the end of a not-to-exceed date.

- g. Applicable negotiated agreements may contain procedures that apply to details for a bargaining unit employee.
- h. The employee's permanent supervisor is responsible for ensuring that the employee on detail receives appropriate consideration for promotions, and is kept informed of training opportunities.

16. RESPONSIBILITIES.

a. Commandant (CG-122):

- (1) Develop, coordinate, and provide guidance for the detail program.
- (2) Prepare requests and include the approved Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Interagency Agreement (IAA) for DHS approval. Commandant (CG-122) will review requests for external details to DHS and forward to Commandant (CG-12) for approval. Commandant (CG-122) will send approved requests to the appropriate DHS organization.
 - i. External details discussed in Paragraph 23 are sent to DHS. Requests for approval are sent to appropriate DHS approval level e.g., Chief of Staff, Under Secretary for Intelligence and Analysis, and or the Under Secretary for Management.
 - ii. International details discussed in Paragraph 24 are sent to DHS for approval.
- (3) Prepare required reports, typically annually, about the details program in conjunction with the appropriate office.

b. Commandant (CG-123):

- (1) Document all details internally and outside of the Coast Guard.
- (2) Request supervisors submit a SF-52 for details over 30 days and extensions prior to the not-to-exceed date.
- (3) Confirm detail position duties with management and ensure competitive procedures are used for details to a higher grade or for positions with promotion potential longer than 120 days.
- (4) Ensure supervisors submit required documentation for internal and external details and review submissions for competencies.
- (5) Ensure compliance with specified detail time frames.
- (6) Correspond with external components if necessary for details.
- (7) Maintain records of incoming and outgoing details to all organizations including external components on right side of employees' electronic official personnel folder.

- (8) Review and approves non-SES details.
 - (9) Terminate details once the not-to-exceed date is met, unless the gaining organization requests and is granted an extension.
 - (10) Establish a mechanism to track non-reimbursable details.
 - (11) Manage operational aspect of all details.
- c. Supervisors:
- (1) Document details in excess of 30 days with a Request for Personnel Action, a Standard Form-52 (SF-52). The SF-52 must be submitted with the position description or statement of duties to the servicing Human Resources Specialist, (Commandant CG-123) for action. The SF-52 must contain:
 - i. Name, title, grade, and salary of the employee being detailed;
 - ii. Effective date of the detail;
 - iii. Position to which detailed;
 - iv. Organization from which detailed;
 - v. Reason for the detail; and
 - vi. Duration of detail (not-to-exceed date).
 - (2) Comply with applicable laws and regulations and not engage in prohibited personnel practices.
 - (3) Provide appropriate approvals for details.
 - (4) Submit requests for Coast Guard detail opportunity descriptions to FORCECOM-CCMT for advertisement, posting, and maintenance.
 - (5) Initiate a Standard Form (SF-52) to request and extend before the expiration date, a detail action.
 - (6) Submit a position description or a statement of duties for details over 30 days.
 - (7) Prepare a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Interagency Agreement (IAA) depending on the transaction for internal, external, reimbursable, and non-reimbursable details. Include the approved MOU, MOA, or IAA with the detail request and address the reasons for the external detail (e.g., entities outside of the DHS). Submit MOU, MOA, or IAA to Commandant (CG-LGL) for review and include approved document with submission to CG-83 for approval. An MOA/IAA may be executed under the Economy Act as long as the supervisor provides a justification on how the detail benefits the CG.
 - (8) Terminate if warranted, a detail before the end of the not-to-exceed date.

- (9) Consider rotating details to supervisory or managerial positions exceeding 30 days among eligible staff.
 - (10) Discuss options for short-term needs with the servicing Human Resources Specialist.
 - (11) Ensure compliance with competitive requirements of this policy.
 - (12) Ensure the detailee meets the security requirements.
 - (13) Obtain mandated concurrences and management approvals and route request to the servicing Human Resources Center that provides support to the position to which employee will be detailed.
 - (14) Request approval of internal, external, reimbursable and non-reimbursable details from the Civilian Resource Coordinator (CRC) forwarding to Commandant (CG-832) for review. Commandant (CG-832) is required to review and approve reimbursable and non-reimbursable (internal or external) details in accordance with Reference (f). Non-reimbursable details to other federal agencies are only considered in exceptional cases.
 - (15) Prepare and complete performance evaluations in accordance with the Excellence, Achievement, and Recognition System (EARS) COMDTINST 12430.6 (series) (Reference (m)) for non-supervisors and the DHS Employee Performance Management Program for supervisors using gaining supervisor's input.
- d. Commandant (CG-83):
- (1) Reviews the request submitted by the supervisor of an employee requesting an external, internal, reimbursable, or non-reimbursable detail to ensure the program or chain of command has reviewed and approved the request as appropriate.
 - (2) Reviews internal non-reimbursable details to ensure there are no conflicts between civilian pay appropriations for any proposed detail (e.g. Operations and Support and Support to Environmental Compliance Restoration). CG-83 will track details to the correct program, project, and activity (PPA) to ensure proper accounting, reporting, and reconciliation for all internal and external details.
 - (3) Reviews MOU, MOA, or IAA to ensure it explains the reason for the internal, external, reimbursable, or non-reimbursable detail assignment.
 - (4) Ensures MOA/IAA executed under the Economy Act articulates CG benefits, for example, whether the employee is gaining experience or training that can be utilized in his/her position in CG.
 - (5) Reviews reimbursable details to make certain a description is provided on how the CG will be reimbursed - specifically the type of funding. Note: "Salaries of federal employees performing services for another agency are paid from the appropriation current at the time the employee performed the service. This is true even when the employee detail or Interagency Agreement crosses fiscal years.

17. GENERAL POLICY AND PROCEDURES.

- a. A detail to an established position at the same level or lower grade level may be made up to 120 days without competition.
- b. Details to higher graded positions may be made for up to 120 days. All details (including excepted service) to higher graded positions or positions with higher promotion potential must be made under competitive procedures if they exceed 120 days. (See 5 CFR 335.103 (c)).
 - (1) In computing, the total time served on detail, all non-competitive details to a higher graded position and non-competitive time limited promotions within the prior 12-month period count towards 120-day total.
- c. While on detail, service is credited for time in grade purposes at the grade of the position the employee officially holds (position of record).
- d. An extended detail may conflict with merit system principles and the principles of position classification and pay. Therefore, a detail is extended in 120 day increments up to the following limits:
 - (1) One year for a detail to unclassified duties, or the same or lower graded level positions.
 - (2) One year for a detail to a higher graded position with competition.
 - (3) Two years for a detail to an organization undergoing a commercial activity study. A detail 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.
 - (4) Extensions beyond the limits listed above will require Commandant (CG-123) approval.
- e. The following restrictions apply to the use of a detail:
 - (1) A detail to a supervisory or managerial position exceeding 30 days should be rotated among eligible staff and consideration should be given to a temporary promotion (Reference (g)).
 - (2) A detail shall not be used to circumvent the competitive selection or classification process.

18. DETAILS BETWEEN COMPETITIVE AND EXCEPTED SERVICE POSITIONS.

- a. An employee in the competitive service may be detailed to a position in either competitive or excepted service.
- b. An employee in the excepted service may only be detailed to a position in the excepted service.
- c. An excepted service employee serving under Schedule A, Schedule B, or a Veterans Recruitment Appointment (VRA) may also be detailed to a competitive service position.
- d. Notwithstanding a few exceptions, prior approval by OPM is required for any other detail of employees in the excepted service to the competitive service including Title 50 excepted service employees in the Assistant Commandant for Intelligence (Commandant (CG-2)). This Instruction does not apply to employees in the Intelligence Civilian Joint Duty Assignment Program.

19. DETAILS WITHIN THE COAST GUARD.

- a. When permitted, details may be used for the following reasons:
 - (1) To address emergency or temporary workforce needs, short term special projects, or studies or professional development.
 - (2) To offset temporary staffing or workload imbalances, and under these conditions as an option to minimize overtime.

20. DETAILS TO OTHER COMPONENTS.

- a. All Coast Guard civilians covered by this Instruction detailed to other DHS components require the approval of the operating civilian personnel offices of both organizations. Details shall be documented with a SF-52, Request for Personnel Action.
- b. DHS details are negotiated and coordinated between components including responsibilities for payment of travel (local and non-local) and submitting the SF-52 initiating and extending the length of time for a detail. See Paragraph 25 for guidance on reimbursable and non-reimbursable details.

21. DETAILS TO EXTERNAL ORGANIZATIONS. Detail opportunities outside of DHS should be used for representing DHS to other agencies and organizations and DHS operational needs.

- a. Details to external entities, which are not part of a properly documented formal detail program e.g. as part of a requirement to complete a designated training program, must be formally entered into and memorialized using a Memorandum of Agreement (MOA), or Interagency Agreement (IAA), based on the nature of the transaction (Reference (j)).
- b. DHS must approve detail opportunities to entities outside of DHS, subject to the following guidance and applicable laws, regulations, guidance, and bargaining agreements in accordance with (Reference (j)):
 - (1) DHS Chief of Staff must review and approve any detail opportunity to the White House, Congressional committees, or the office of the head of a federal department or agency before a commitment by any individual component or office.
 - i. Detail opportunities to Congress shall only support Congressional committees. Coast Guard personnel shall not be assigned to individual member offices. Generally, Coast Guard will only provide personnel to the DHS' primary committees of jurisdiction.
 - (2) The Under Secretary for Intelligence and Analysis as well as the Under Secretary for Management must review and approve detail opportunities to agencies in the Intelligence Community.
 - (3) Details to staff non-governmental organizations, such as academic institutions and associations, including through the Intergovernmental Personnel Act, will generally not be approved. A detail is separate from being an enrolled student/participant in an educational/training program at one of these institutions.
 - (4) External details should generally be within the same commuting area. Any costs incurred from appropriately approved detail assignments that require temporary duty assignments should be covered by the hosting organization when possible, and if not, must be approved by the Under Secretary for Management.
 - (5) Individuals may be approved for details for a period of up to one year. Details may be extended, not to exceed one additional year, unless a formal detail program necessitates otherwise.
- c. The request, including the MOU, MOA, or IAA, is submitted by the Office of Civilian Human Resources Operations (CG-123) to the Office of Civilian Workforce Management Division (CG-122) for submission by the Civilian Human Resources, Diversity, and Leadership Directorate (CG-12) to the appropriate DHS approval

organization e.g., DHS Chief of Staff, DHS Secretary for Intelligence, and/or Undersecretary for Management.

- d. Detail assignments of personnel to and from agencies outside of DHS are covered by an interagency written document, written agreement under the Economy Act, 31 U.S.C. § 1535. The terms of agreement are negotiated and coordinated between Coast Guard and the external agency. See Paragraph 25 for guidance on reimbursable and non-reimbursable details.

22. DETAILS AND TRANSFERS TO INTERNATIONAL ORGANIZATIONS.

- a. Information concerning transfers and details of Coast Guard employees to international organizations is contained in 5 CFR 352, Subpart C. Request of such actions, including the MOU, MOA, or IAA must be forwarded to Commandant (CG-123), for review and routing to Commandant (CG-122), and Commandant (CG-12) for approval. Commandant (CG-122) will send approved requests to the DHS Office of International Affairs (OIA) for review and concurrence. See Paragraph 25 for guidance on reimbursable and non-reimbursable details.

23. REIMBURSABLE AND NON-REIMBURSABLE DETAILS.

- a. Details can be on either a reimbursable or non-reimbursable basis.
 - (1) Employees detailed to another federal agency, entity or organization at a cost to the gaining entity are placed on a reimbursable detail.
 - (2) Employees who are detailed to another federal agency, entity or organization at no cost to the gaining entity are placed on a non-reimbursable detail. The employee's salary and benefits continue to be paid by the employing entity during the detail period.
- b. Internal details (i.e. within DHS) can be on a reimbursable or non-reimbursable basis.
- c. Reimbursable details to other federal agencies within the interest of the Coast Guard or DHS must be approved by DHS.
- d. Reimbursable details require that all funding obligations be completed prior to the effective date of the detail.
- e. Details to other federal agencies must be on a reimbursable basis absent specific statutory authority unless the detail:
 - (1) Involves a matter pertaining to the losing organization appropriations and will aid in the purpose for which appropriations were provided;

- (2) Is legislatively mandated; or
- (3) Is documented in a Memorandum of Agreement between the specified parties.

24. SENIOR EXECUTIVE SERVICE (SES) DETAILS.

- a. Details to SES positions.
 - (1) An SF-52 must be filled out if the detail is expected to last 120 calendar days or if the detail is over 30 days and is from a GS-15 or lower position, to an SES position.
 - (2) An employee detailed to an SES position is required to complete a Standard Form 278, Financial Disclosure Statement.
- b. Details of SES to SES positions.
 - (1) Details of career SES members cannot be used to circumvent the advance notice requirement for reassignments, or the 120-day moratorium on involuntary reassignments following the appointment of a new agency head, or non-career supervisor.
 - i. In calculating the 120-day moratorium, any days (not to exceed a total of 60 days) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position are not counted.
 - ii. If a career appointee is detailed during the moratorium, or already on detail at the start of a moratorium, the first 60 days of the detail (or any combination of details) do not count against the 120 days.
- c. Details of Non-SES Employees to SES positions.
 - (1) The Civil Service Reform Act established the SES as totally separate from the competitive and excepted service. Therefore details of non-SES employees to SES positions and details of SES employees to non-SES positions should be kept to a minimum and strictly monitored. For purposes of pay and benefits, the employee continues to encumber the position from which detailed. An employee may not receive pay in addition to the pay of his or her position for performing the duties of another position.
 - (2) The duties of a vacant SES position may be restructured temporarily to an appropriate level outside the SES when a non-SES employee is to be detailed to an SES position for up to 240 days.
 - (3) Details should not be used as a means of providing a specific non-SES employee the opportunity to acquire the qualifications required for entry into the SES.
- d. Details to unclassified duties.

- (1) An SES member may not be detailed to unclassified duties for more than 240 days. Details for more than 240 days require a determination of whether the duties are at the SES level. If the duties are at the SES level, an SES position may be formally established and the detail may continue. If the duties are determined to be GS-15 or below, or equivalent, 5 CFR 317.903(b)(4) requires OPM approval for any extension.
- e. Details to career reserved positions.
- (1) Only career SES employees and career non-SES employees may be detailed to a SES career reserved position. Details should not be used as a means of providing a specific non-SES employee the opportunity to acquire the qualifications required for entry into the SES.
- f. Details for more than 240 days.
- (1) Competitive procedures must be used when detailing a non-SES employee to an SES position for more than 240 days.
 - (2) OPM approval is required for a detail of more than 240 days, if an SES employee is being detailed to a non-SES position at GS-15 or below, or equivalent.
 - (3) In addition to competitive procedures, OPM approval is required for a detail of more than 240 days if a non-SES employee is being detailed to an SES position that supervises other SES positions.

25. PROHIBITED DETAILS.

- a. Detailing an employee to a different position or to another geographic area immediately after competitive appointment compromises the merit system principles (Reference (k)). Except in an emergency detail of 30 days or less, an employee cannot be detailed for 90 days after appointment from a certificate of eligibles or under a direct hire authority granted to the Coast Guard or DHS by the Office of Personnel Management (OPM).

26. RECORDS RETENTION.

- a. Commandant (CG-123) will maintain permanent records of the detail by filing the SF-52, e.g. Request for Personnel Action in the right (permanent) side of the employees' electronic official personnel folder.

27. FORMS/REPORTS.

- a. Forms referenced in this Instruction can be found at <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information->

Management-CG-61/Forms-Management/, and, at CGPortal:
<https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>. CG Portal
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>. Standard Forms (SF)
can be found here: <https://www.gsa.gov/reference/forms>.

- b. Reports referenced in this Instruction may be requested from the Office of Civilian Workforce Management, (CG-122).
28. REQUEST FOR CHANGES. Recommended changes may be submitted through the chain of command to Commandant, (CG-122).

/MICHELLE R. GODFREY/
Director, Civilian Human Resources,
Diversity, and Leadership

Encl (1): Summary Chart

Summary Chart

Details of non-SES employees within the Coast Guard			
Detail Period	Detail Duties	Approval Authority	Documentation
30 days or less	Any grade/ Unclassified Duties within CG	Supervisory approval	None
120 days or less	Any grade/Unclassified duties within CG	Supervisory approval	SF-52 and Position Description (PD)/Statement of duties or responsibilities and reason for detail
More than 120 days	Same grade/lower grade/ Unclassified Duties within CG	Supervisory approval	SF-52 and PD/Statement of duties or responsibilities
More than 120 days w/extensions up to 1 year	Same grade/Lower Grade/Unclassified Duties within CG	Supervisory approval	SF-52 and PD/Statement of duties or responsibilities
More than 120 days w/extensions up to 1 year	Higher grade within CG	Competitive procedures apply, contact your servicing HR Specialist	SF-52 and PD
More than 1 year	Same grade/Lower Grade/Unclassified Duties within CG	Commandant (CG-123) approves	SF-52 and PD/Statement of duties or responsibilities and reason for extension beyond one year

Details of non-SES employees outside of the Coast Guard			
Detail Period	Detail Duties	Approval Authority	Documentation
120 days or less	Any grade/Unclassified to any DHS components	Commandant (CG-123) approves (Supervisor forwards detail request and documentation to Commandant (CG-123))	SF-52 and PD/Statement of duties or responsibilities and reason for detail
More than 120 days w/extensions up to 1 year	Same grade/lower grade to any DHS component	Commandant (CG-123) approves (Supervisor forward to Commandant (CG-123))	SF-52 and PD/Statement of duties or responsibilities and reason for detail
120 days or less	Same grade/Lower grade/Unclassified duties to other Federal Agencies/ White House/ Executive Office of the President/Congress	DHS approval (forward to Commandant (CG-123), Commandant (CG-122), Commandant (CG-12))	SF-52 and PD/Statement of duties or responsibilities and reason for detail
More than 120 days	Same grade/Lower grade/Unclassified duties to other Federal Agencies/ White House/ Executive Office of the President/Congress	DHS approval (forward to Commandant (CG-123), Commandant (CG-122), Commandant (CG-12))	SF-52 and PD/Statement of duties or responsibilities and reason for detail
More than 120 days	Higher grade	Competitive procedures apply	Federal Agency/entity posts Job Opportunity Announcement on USAJOBS
Any length of time	Any grade/ Unclassified duties (Detail or Transfer) to international organizations	DHS approval (forward to Commandant (CG-121), Commandant (CG-122) and Commandant (CG-12))	SF-52 and PD/Statement of duties or responsibilities and reason for detail

Note: All External details must be entered into and memorialized with a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Interagency Agreement (IAA) depending on the nature of the transaction.