

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY**

**DEPARTMENTAL PERSONNEL MANUAL SYSTEM**

Published in advance of incorporation in DPM Chapter <u>300</u> Retain until superseded
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**DPM LETTER:** 300 - 18

**SUBJECT:** Reporting Requirements for Inter-Agency Details  
of Civilian and Military Employees

**DATE:** 10 23 1989

Public Law (P.L.) 100-202, dated December 22, 1987, Section 621(a), requires each Executive agency to submit a report on an annual basis to the Senate and House Committees on Appropriations on all employees or members of the armed services detailed to Executive agencies. A "detail" is the temporary assignment of an employee (either civilian or military) away from his or her regular duties for a specific period of time. "Executive Agency" has the same meaning as defined under section 105 of Title 5, United States Code and includes: an executive department; military department; Government corporation; an independent establishment within the Executive branch; and the White House. Also included for Departmental information purposes, are details to Capitol Hill. Excepted from this reporting requirement are details of employees or members of the armed services detailed to any of the intelligence agencies as specified in Section 621(b) of P.L. 100-202.

To comply with this reporting requirement for fiscal year (FY) 1989, each operating administration of the Department should provide a report of details occurring during the period October 1, 1988 through September 30, 1989, to the Office of the Secretary, Executive Personnel and Training Division, M-13, by November 30, 1989. Negative reports should also be submitted. Beginning in FY 1990, reports of inter-agency details should be submitted on a semi-annual basis; due for the period October 1 - March 31 by May 31, and for the period April 1 - September 30 by November 30.

The reports should be organized by: Category I - Details to the White House; Category II - Details to Other Executive Agencies; and Category III - Details to Capitol Hill; and should include the following information:

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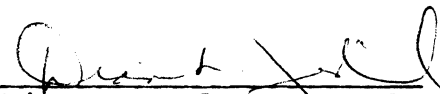
**OPI:** M-13/John Summers/366-9436

- Employee's Name
- Position title, series, and grade (or military rank for military personnel)
- Departmental organizational location from which detailed
- Organization and subordinate office to which detailed
- Beginning and ending date of the detail
- Whether the detail is reimbursable or nonreimbursable
- A brief description of the nature of the assignment
- Name and phone number of contact person for questions or additional information regarding the report.

An optional format for the report is attached and may be reproduced locally.

Operating administrations are reminded that all details of Departmental employees to other domestic Federal agencies in excess of 30 days and all details to the White House, the Executive Office of the President and Capitol Hill continue to require Office of the Secretary approval [see DPM Chapter 300-22, Section 8-4(d)]. Questions should be directed to John Summers, Executive Personnel and Training Division, M-13, on 366-9436.

Attachment

  
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Director of Personnel

REPORT OF INTER-AGENCY DETAILS

1 L YEAR \_\_\_\_\_

DATES COVERED BY THIS REPORT 10/1 - 3/31 / /

4/1 - 9/30 / /

Employee Name	Position Title, Series and Grade or Military Rank	Organization FROM Which Detailed	Organization TO Which Detailed	Beginning and Ending Dates	R	Nature of Assignment
<b>CATEGORY I: Details To The White House</b>						
<b>CATEGORY II: Details to Other Executive Agencies</b>						
<b>CATEGORY III: Details to Capitol Hill</b>						

CATEGORY I: Details To The White House

CATEGORY II: Details to Other Executive Agencies

CATEGORY III: Details to Capitol Hill

Operating Administration/Office: \_\_\_\_\_

R = Reimbursable

Contact Person: \_\_\_\_\_

N = Nonreimbursable

Phone: \_\_\_\_\_