

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY**

**DEPARTMENTAL PERSONNEL MANUAL SYSTEM**

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**DPM LETTER: 300-25**

**DATE: March 16, 1998**

**SUBJECT:** Assignment or Detail of Department of Defense (DOD)  
Military Personnel to the Department of Transportation

This Letter supersedes DPM Chapter 300, Subchapter 15

**INTRODUCTION**

This Letter sets forth the policies and procedures for the assignment of DOD military personnel on active duty to positions in DOT. The provisions of this Letter apply to all components within the Department.

**AUTHORITY**

The DOT Act (PL 89-670) authorizes the Secretary to provide for participation of DOD military personnel in carrying out the functions of the Department. A basic agreement between the Departments of Defense, Army, Navy, and Air Force and DOT dated February 26, 1969, outlines the provisions governing the assignment of DOD military personnel to DOT for a specified tour of duty on a reimbursable basis.

**POLICY**

The Assistant Secretary for Administration may request the Executive Secretary, DOD, to assign or detail military personnel on active duty to specific positions in DOT. (For the purpose of carrying out the requirements of this Letter, Human Resource Services (SVC-190) of the Transportation Administrative Service Center will serve as the Assistant Secretary's agent.) The assignment or detail of such personnel should normally be limited to positions where a mutual interest in national defense exists or where a unique expertise available primarily in the armed forces will satisfy a DOT requirement. The assignment of DOD military personnel to regular military billets of the Coast Guard is not affected by this Letter.

**ASSIGNMENT UNDER BASIC DOD/DOT AGREEMENT**

The assignment of an Army, Air Force, Navy, or Marine Corps military member will be for the performance of stipulated duties, normally for a period of 3 years, subject to recall or extension as mutually agreed upon by DOT and the individual's respective service.

A military member assigned to an organization will not be subject to direction or control by his/her service or any officer thereof either directly or indirectly with respect to the responsibilities exercised in the position to which assigned. He/she will, however, remain subject to the Uniform Code of Military Justice and to DOD policies and directives which do not affect the responsibilities exercised. Such a member will be subject to all appropriate regulations and directives which affect the organization to which assigned.

DOD military personnel assigned to the Department under the terms of the agreement are provided on a reimbursable basis only, and the funding, therefore, shall be the responsibility of the organization requesting the services of such personnel.

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## **DETAIL UNDER SPECIAL DOD/DOT AGREEMENTS**

From time to time, a need will arise when the detail of military personnel to a DOT organization for less than a normal tour is appropriate. For the purpose of this Letter, a detail involves the placement of military personnel on duty with DOT for a period of at least 30 consecutive days but less than 2 years, regardless of whether or not reimbursement for services is involved. It also includes those cases of over 2 years' duration for which reimbursement is not required. All details proposed under this paragraph will be processed in accordance with the provisions of the section below titled "Procedures".

Under special circumstances of joint DOD/ DOT interest, the assignment by a military department of a liaison officer to a DOT organization for a specified tour of duty may be desired. These representatives are selected by their respective military services on a nonreimbursable basis under individual agreements between DOD and DOT. The provisions of the section above titled "Assignment under Basic DOD/DOT Agreement" do not apply to Service liaison officers. All agreements involving the assignment of Service liaison officers will be arranged through the Office of the Assistant Secretary for Administration.

## **PROCEDURES**

All documents concerning requests for, or designations, acceptances, or recalls of Army, Navy, Air Force, and Marine Corps military personnel must be forwarded to the Assistant Secretary for Administration (to the attention of SVC-190) for action.

By memorandum, the Administrator of an Operating Administration or a Departmental Officer may request the assignment or detail of a member of a designated military service to fill a position in his/her organization for which he/she has funds. He/she should specify the title and location of the position in the organization, the title of the reporting senior officer or supervisor, a summary of the function, the duties to be performed, qualifications required, length of assignment or detail, desired approximate reporting date, level of any required clearance for access to classified information, and the fact that the assignment or detail is of a reimbursable nature (except as provided above for Service liaison officers). Personnel security procedures prescribed in the DOT PERSONNEL SECURITY HANDBOOK shall be followed in processing DOD military personnel for assignment or detail to DOT. In all requests for the assignment or detail of a DOD military member where reimbursement is a factor, the memorandum will indicate that funding is available. Additionally, the memorandum should explain why the position can only be filled by someone who has expertise unique to DOD and why the assignment is of mutual benefit to DOT and DOD.

The Head of the organization will advise SVC-190 whether the person designated for assignment or detail has been accepted. If the person designated is not accepted, the respective military service will be advised as promptly as possible with the reason therefor. Personnel accepted will be assigned or detailed to duty in the designated position as closely as possible to the date specified in the request.

Requests for extension of a tour of duty or detail will be considered under unusual circumstances, but because of the effect upon career development of the officer concerned, an extension will not be granted for more than 1 year. In unusual circumstances, a person assigned or detailed to an organization may be recalled prior to the end of his/her normal tour upon the request of the Head of an organization. The military services may, in unusual circumstances, recall on an individual basis any member assigned or detailed to an organization. In that event, they will designate, subject to a request therefor, and acceptance in accordance with these procedures, a replacement to report to the organization simultaneously with the recall.

**STATUS AND RESPONSIBILITIES OF DOD MILITARY PERSONNEL**

The appointment, detail, or assignment to, acceptance of, and service in any appointive or other position in the DOT shall in no way affect the status, office, rank, or grade which DOD officers or enlisted personnel may occupy or hold or any emolument, perquisite, right, privilege, or benefit incident to or arising out of any such status, office rank, or grade. DOD military personnel will be granted sufficient time to satisfy military requirements, including, but not restricted to, annual physicals, accomplishment of practical factors for advancement, annual verification of service records, and certain pay record verifications.

**PERFORMANCE OF DUTIES**

Effectiveness/Efficiency/Fitness Reports for DOD military personnel will be submitted to appropriate rating officials for preparation in accordance with pertinent military service directives. These reports will be reviewed within the DOT organization concerned by the senior military officer of the same service as the individual evaluated and then forwarded to the military department concerned. In the case of the senior military officer, the reports will be forwarded directly without additional review.

The position or duties of a military member assigned to an organization may be changed when approved by the Head of the organization and with concurrence of the military service concerned, provided the qualifications of the member are generally consistent with the new description of duties.

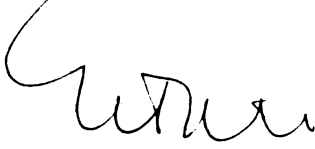
Awards for military members shall meet the DOD regulations for awards and decorations. SVC-190 will provide advice and guidance on the military awards program of DOD upon request.

**PAY, REIMBURSEMENT, AND ADMINISTRATIVE SUPPORT**

The military services will pay personnel whom they assign or detail to an organization all normal active duty pay, including hazardous duty pay where applicable, and allowances. The organization will reimburse, when applicable, the military department at the annual rates prescribed by DOD for military personnel serving with civilian departments and agencies. This obligation will begin and terminate on the dates of detachment of Navy and Marine Corps personnel and effective dates of change in strength accountability for Army and Air Force personnel.

The organization will reimburse the military service concerned for all its expenditures incident to changes in the permanent duty stations of assigned members when such changes of station are made at the request of the organization and the costs are authorized in accordance with DOD Joint Travel Regulations. Costs incident to training provided DOD military personnel serving on a reimbursable basis with DOT, including per diem and transportation, will be borne by the receiving organization in DOT. Travel orders will contain the statement that "Reimbursement for travel costs involved will be as provided in the DOD Joint Travel Regulations."

DOD military members assigned to the organization will be attached to an appropriate military unit for administrative and accounting purposes.

  
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Departmental Director of Human  
Resource Management