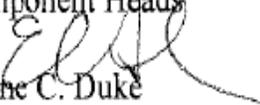




Issue Date: September 26, 2017

Policy Statement 256-04

TO: Component Heads
FROM: 
Elaine C. Duke
Acting Secretary
SUBJECT: Employee Details External to DHS

Earlier this year, the Acting Under Secretary for Management issued interim guidance regarding detail assignments to entities outside of DHS, stating that no new details to entities outside of DHS would be approved until the Department completed a review of existing detail assignments. That initial review is complete, and this Policy Statement provides direction regarding the approval, renewal, and termination of detail assignments outside of DHS. This Policy Statement also identifies the next steps your Component or Office needs to take in order to align your existing and upcoming detail assignments with this guidance.

I recognize that detail assignments to entities outside of DHS can be beneficial to both the detailee and to the Department. Detail opportunities outside of the Department should be used for:

- Representing the Department to other agencies or organizations in furtherance of the Department's mission;
- Career enhancement, which could include being part of a formal career development program; and
- Operational needs of the Department.

We must also be responsible stewards of the Department's resources as we adopt a transparent, equitable process for detail assignments that advance the Department's mission. Some details or assignments are critical to the Department's operations and many are required to fully execute formal exchange programs, Memoranda of Understanding (MOUs), career development programs, or standard operations. Such detail assignments must be documented as a formal detail program. Additional guidance on the documentation required for these formal detail programs will be provided separately. All details of DHS personnel to external entities, which are not part of a properly-documented formal detail program, must be formally entered into and memorialized using an appropriate agreement between DHS and the external entity. The form of the agreement will be a MOU, Memorandum of Agreement (MOA), or Interagency Agreement (IAA), depending on the nature of the transaction.

Going forward, DHS Components and Offices may approve future detail opportunities to entities outside DHS, subject to the following guidance and all applicable laws, regulations, guidance, and bargaining agreements:

- Detail opportunities that involve DHS employees representing the Department to the White House, Congressional committees, or the office of the head of a federal department or agency must be approved by the DHS Chief of Staff *before* any commitment is made by an individual Component or Office.
- Detail opportunities to agencies in the Intelligence Community must be reviewed and approved by the Under Secretary for Intelligence and Analysis as well as the Under Secretary for Management.
- Detail opportunities to Congress shall support Congressional committees only. DHS personnel shall not be assigned to individual member offices. Generally, DHS will only provide personnel to the Department's primary committees of jurisdiction.¹
- Detail opportunities to staff non-governmental organizations, such as academic institutions and associations, including through the Intergovernmental Personnel Act, will generally not be approved. This is separate from being an enrolled student/participant in an educational/training program at one of these institutions.
- External detail assignments 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.
- Individuals may be approved for details for a period of up to one year. Such details may be evaluated for an extension, not to exceed one additional year, unless a formal detail program necessitates otherwise.

Within 30 days of issuance of this Policy Statement, Component or Office Heads shall submit for approval to the Under Secretary for Management (via the ExecSec process) the following:

- A list of existing detail assignments outside of the Department that the Component or Office Head determines are important to maintain, noting: the official name of the organization, number of staff detailed annually, and if currently documented with an MOU or IAA or as a part of a formal DHS detail program or the estimated date to codify as such (see above).

¹ Senate Homeland Security and Governmental Affairs Committee; Senate Committee on Appropriations - Subcommittee on Homeland Security; Senate Committee on the Judiciary; Senate Committee on Commerce, Science & Transportation; Senate Select Committee on Intelligence; Senate Finance Committee; House Committee on Homeland Security; House Committee on Appropriations - Subcommittee on Homeland Security; House Committee on the Judiciary; House Committee on Transportation and Infrastructure; House Permanent Select Committee on Intelligence; House Committee on Oversight and Government Reform; Committee on Science, Space, & Technology; House Committee on Ways and Means; and the House Energy & Commerce Committee.

- A plan to adhere to or come into compliance with the above guidance for all employees on details outside of the Department approved prior to the issuance of this guidance. The Under Secretary for Management will provide Component-specific feedback to ensure compliance.

All external detail assignments must adhere to this Policy Statement, unless an exemption has been granted by the Under Secretary for Management.

This Policy Statement rescinds and supersedes any previous guidance, directives, or instructions issued by DHS or any Component relative to details/detailees to external agencies.

Thank you for your attention to this important matter.

cc:

Chief Financial Officer
Chief Information Officer
Chief Procurement Officer
Chief Readiness Support Officer
Chief Human Capital Officer
Chief Security Officer
Executive Director, Office of Program Accountability and Risk Management