

Department of Homeland Security
Management Directive System
MD Number: 3130.2
Issue Date: 3/22/2004
EMPLOYEE DETAILS

1. Purpose

This directive provides general policy, guidance, and procedures and assigns authorities and responsibilities for the Secretary of the Department of Homeland Security (DHS) to approve details of employees to and from other Federal agencies or departments, within DHS, and to international organizations.

2. Scope

This directive applies to all DHS organizational elements. Until such time as the DHS Office of the Chief Human Capital Officer establishes permanent, Department-wide policy regarding employee details, all DHS organizational elements may continue in force their existing employee detail policies and procedures.

3. Authorities

This directive is governed by numerous Public Laws and regulations, such as:

- A. The Homeland Security Act of 2002, codified in Title VI, U.S. Code
- B. 5 U.S.C. 3341 and 3343
- C. 5 CFR, part 300 subpart C and part 352 subpart C

4. Definitions

This directive uses the definitions in the parts of 5 U.S.C. and 5 CFR cited in the "Authorities" section, above.

5. Responsibilities

- A. **The Secretary of Homeland Security**, or his or her designee, is responsible for ensuring that DHS Headquarters complies with applicable laws and regulations on details, as cited in the "Authorities" section, above.
- B. **The Under Secretary for Management**, through the DHS Chief Human Capital Officer, shall be responsible for all aspects of this directive.

C. **The Chief Human Capital Officer** shall develop department-wide guidance for details.

6. Policy & Procedures

A. **Procedures.**

1. **Detailing Other Department/Agency Employees to DHS Headquarters.**

(a) The Chief Human Capital Officer will approve all details of employees to the DHS Headquarters.

(b) All details to the headquarters will be documented on the attached form, to be completed by the requesting official, approved by the parent agency human resource office, and verified by the Office of Security that the appropriate level of U.S. Government Security Clearance has been received.

(c) No offers of details will be made until that coordination, and the approval noted above has been given.

(d) Additional budget and procurement reviews and approvals are required when a detail is subject to reimbursement to the parent agency.

2. **Detailing Excepted Service Employees to the Competitive Service.**

(a) Any detail of excepted service employees to competitive service positions requires prior approval of the Office of Personnel Management.

(b) All requests for such details will be forwarded to the DHS Chief Human Capital Officer to request such approval

B. **Questions or Concerns Regarding the Process.** Any questions or concerns regarding this directive should be addressed to the Office of the DHS Chief Human Capital Officer.