
MANAGEMENT

INTRA-CENTER DETAIL PROGRAM

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PURPOSE

- This Guide describes the Intra-Center Detail Program within the Center for Drug Evaluation and Research (CDER) and outlines the conditions under which details are arranged.

REFERENCES

- 5 CFR 300, Employment (General), January 1, 1995.
 - FDA Staff Manual Guide 1431.9, Authority to Approve Details of Personnel for 120 Days or Less, Under 5 USC 3341, March 1, 1992.
 - FDA Merit Promotion Plan, October 1, 1992.
 - CDER Staff Manual Guide 3110.2, Detail of Employees.
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DEFINITION

- An Intra-Center detail is a temporary assignment of a Center employee to a different position or set of unclassified duties within the Center. The employee returns to his/her regular duties at the end of the specified detail period. Some details require competition through merit promotion procedures and may or may not involve promotions. Employees of organizations outside the Center are not eligible to participate in this program.
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POLICY

- Intra-Center details are intended to meet the temporary needs of the Center as well as provide career growth and training opportunities to Center employees.
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Circumstances where their use is appropriate are:

1. An unusually heavy workload or specific project;
2. Prolonged absences;
3. Pending official assignment of an incumbent to a new position;
4. For training purposes, particularly when it is related to an established promotional or developmental program; and
5. When a legitimate need arises that cannot be accomplished through other personnel actions, i.e., reassignment, transfer, etc.

- Employees must have at least one year of service with the Center before participating in the Intra-Center Detail Program. (This criterion may be waived upon agreement between the gaining and losing supervisors.)
- Intra-Center details are open to all Center employees except employees on temporary appointments of one year or less.
- Intra-Center details will be used for the shortest possible time period. Details to lateral grades must occur in **increments of 120 days or less** and generally **will not exceed one year**. With the exception of Senior Executive Service (SES) positions, lateral details may exceed one year based on the needs of management and the organization. Details may be announced at any grade level consistent with the work demands for either established or unestablished positions.
- Intra-Center details of more than 30 days must be documented with a Request for Personnel Action (SF-52).
- An employee meeting basic qualifications may be offered a temporary promotion without competition if the announced detail is to an established position at a higher grade. The temporary promotion is limited to a maximum of 120 days in a one year period.
- Intra-Center details of more than 120 days to a higher graded position or to a position with known promotion potential must be announced through merit promotion procedures.
- Whether or not a promotion is involved, a supervisor has the authority to refuse to release an employee for a detail when, in the judgment of the supervisor, the release would adversely affect the office's ability to accomplish its objectives in a timely manner. In such cases, the selecting official has the option of making a second selection from the panel or re-announcing the detail.

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- The losing office may request early termination of the detail/temporary promotion if the absence of the employee jeopardizes the accomplishment of work of that office.
 - Intra-Center details may be initiated using other mechanisms and the circumstances of such details may vary from the requirements described in this guide.
 - Intra-Center details will adhere to the policies and principles of the FDA Merit Promotion Plan.
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RESPONSIBILITIES

- The initiating official of the **requesting/gaining** office is responsible for:
 1. Forwarding the following information to his/her respective Program Specialist:
 - a. written statement describing the purpose and reason for the detail;
 - b. proposed position, title, grade, and location;
 - c. description of duties to be performed;
 - d. length of the detail;
 - e. requested effective date;
 - f. qualifications necessary to perform the duties; and
 - g. desired knowledge and skills.
 2. Evaluating all eligible candidates and making a selection;
 3. Notifying the supervisor of the individual selected, securing the supervisor's approval for release of the employee, and negotiating the length of the detail and a release date; and
 4. Notifying the Program Specialist of the originating office of the selection and negotiated effective date by returning the panel with the certificate of selection. The panel should be returned to the Program Specialist at least two weeks before the effective date to process necessary paperwork.
- The Program Specialist of the **requesting/gaining** office is responsible for:
 1. Reviewing the detail request and preparing the detail announcement (if it was not previously prepared by the requesting official);

2. Forwarding the advertised detail request to the appropriate Management Officer for assignment of control numbers and electronic submission to all Center employees;
 3. After the requesting official makes a selection, preparing an SF-52 for a temporary promotion or a change to lower grade and obtaining signatures from the gaining and losing officials;
 4. Completing and obtaining signatures for the Memorandum of Understanding, if it involves a temporary promotion; and
 5. Forwarding all SF-52's and attachments to the Equal Employment Opportunity Staff for signature.
- The Program Specialist of the **losing** office is responsible for:
 1. Confirming the effective date and duration of the detail with the employee's supervisor;
 2. Notifying the selected employee of the effective date and duration of the detail;
 3. Providing the Program Specialist of the gaining office (when a temporary promotion is involved) with information necessary to initiate the official paperwork;
 4. After the requesting official makes a selection, preparing an SF-52 for a detail (if a temporary promotion is not involved) and obtaining signatures from the gaining and losing officials, and obtaining a "statement of duties" (when it is an unclassified position) from the Program Specialist of the gaining office and attaching it to the SF-52;
 5. Preparing an SF-52 to terminate a detail **only** if the detail is terminated before the original not-to-exceed (NTE) date or if the detail is extended; and
 6. Forwarding a copy of the approved SF-52 and/or Notification of Personnel Action, SF-50 (if a temporary promotion is involved) to the selected employee through the Program Specialist of the organization where the employee is permanently assigned.
 - The Management Officer of the **requesting/gaining** office is responsible for:
 1. Clearing the original detail request with the Office of Human Resources and Management Services (OHRMS) before it is distributed to the Center; and
 2. Assigning control numbers and electronically distributing detail

announcements to all Center employees and the servicing OHRMS Personnel Specialist.

- The Equal Employment Opportunity (EEO) Staff is responsible for reviewing the paperwork to ensure compliance with EEO requirements and forwarding the SF-52 to the Director, Office of Management, for authorization.
 - The Office of Management is responsible for authorizing the SF-52 and forwarding it to OHRMS.
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EFFECTIVE DATE

This guide is effective upon date of publication.