



Tips and Tidbits
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**Question: What is the difference between a detail and a reassignment?
What, if any, benefits may be derived by employees, by management?**

While details and reassignments are both similar personnel actions in that they move employees from one set of responsibilities and duties to another, each has its own qualification requirements, benefits afforded to the affected employee(s), and documentation stipulations.

A detail is the *temporary* assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. Since employees do not have to meet OPM qualification standards unless the position requires specific licensure, certification or a positive education requirement, details can provide employees a unique opportunity to gain valuable experience in different positions or even other career fields. Under a detail, officially, the employee retains his/her permanent position of record; therefore, there is no change in pay.

Management officials often utilize details within an organization to meet a temporary need due to exigencies caused by abnormal workload, change in mission or organization, or unanticipated absences. Other reasons also include a need for service pending an official assignment; completion of a position description and classification of a new position; security clearance; or, for training purposes. In some instances, details may even be used to meet an employees' request (i.e. medical condition). Details may *not* be utilized for the sole purpose of qualifying employees for promotions or reassignment to positions with greater promotion potential.

Maximum time limits on details are set in accordance with individual agency policy, but by law, details within an agency must be made and extended in increments of not more than 120* days [for up to the time limit set by the agency]. Details to higher grades or to positions with more promotion potential must be made under competitive procedures.

Documentation is required when the detail:

- Is for more than 30 days to a higher graded position or to a position with more promotion potential;
- Crosses Component or agency lines; or

- Constitutes an employee moving from NSPS to another pay system (i.e. NSPS to General Schedule)

To gain credit for a detail, employees should update their resume describing the work and/or duties performed while on the detail.

Reassignment is the permanent movement of an employee to another position at the same or equivalent grade level for which he/she qualifies, and may be accomplished as either a noncompetitive** or a competitive action. All reassignments, whether competitive or noncompetitive, are documented by way of an RPA and Notice of Personnel Action (NPA) and can occur within an activity, across activities on the same installation, or even within the same Agency component at different, geographical locations.

A reassignment may be “management directed” or “employee initiated.” Management directed reassignments are, as the name implies, directed by management and normally occur when an employee’s skills can be better utilized in another, equivalent position or in order to avoid reduction in force actions. On the other hand, employee initiated reassignments occur at the request of the employee.

Reassignment within the Legacy System (i.e. General Schedule) never results in a change to the employee's salary. Employees carry their existing rate of pay from one position to another when reassigned. Under NSPS, management *may* authorize up to a 5% increase consistent with merit system practices.

For additional information on details and/or reassignments please contact your servicing Human Resources Specialist

* Pertains to details under Legacy. For information specific to NSPS, please consult with your HR Specialist.

** To be processed noncompetitively, the employee must currently hold or have held the equivalent grade of the position to which being reassigned. See Tips and Tidbits 4-2008 for additional information on noncompetitive placement.

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