

DELEGATION OF AUTHORITY - DETAILS

Documentation Requirements:

See Survey Manual 370-300.8.8, "Documentation and Procedural Requirements" for detail assignments.

INTRA-AGENCY DETAILS (within the Department of the Interior) [5 USC 3341 and 5 CFR 300.301]

A. OPM Approval

1. Details in excess of 240 days of a non-Senior Executive Service (SES) employee to an SES position that supervises other SES positions or an SES employee to a position at GS-15 (or equivalent) or below
2. Details of Schedule C employees to competitive service positions [through the Assistant Secretary – Policy, Management and Budget (AS/PMB)].

B. AS/PMB Approval

1. Details to positions for which appointments are by the President (e.g., Bureau Director)

C. DOI Executive Resources Board Approval

1. Details of an SES employee to an SES position in excess of 120 days
2. Details of non-SES employee to SES position in excess of 120 days (competition required in excess of 240 days unless employee is eligible for noncompetitive career SES appointment)
3. Details of SES employee to unclassified duties up to 240 days (may not be extended beyond this limit)

D. Appropriate Departmental Official

1. GS-900 group and all legal related positions: DOI, Office of the Solicitor (Survey Manual Part 205.1, Appendix B, B-29)
2. Public Affairs related positions: DOI, Office of Intergovernmental Affairs, through the DOI Office of Communication (Survey Manual Part 205.1, Appendix B, B-30)
3. Congressional and Legislative Affairs related positions: DOI, Office of Intergovernmental Affairs (Survey Manual Part 205.1, Appendix B, B-31)

E. Office Chiefs reporting to Director/Deputy Director (D/DD) and managers and supervisors who report directly to an Associate Director (AD), Regional Director (RD), the Geographic Information Officer (GIO), or the Administrative Policy and Services (APS) Chief –GS-14 and above (Survey Manual Part 205.1, Appendix B, B-32)

Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SES manager or Office of Regional Services Chief –GS-13 and below (Survey Manual Part 205.1, Appendix B, B-32)

1. Details to same, lower graded, or unclassified duties regardless of length (Non-Schedule C)
2. Details to/from other bureaus

F. Bureau Personnel Officer

Details/Transfers to International Organizations

INTER-AGENCY DETAILS/DETAILS TO OUTSIDE ENTITIES

A. DOI Executive Resources Board Approval

Details of SES members outside of DOI regardless of duration

B. Office Chiefs reporting to D/DD and managers/supervisors who report directly to an AD, RD, the GIO, or the APS Chief (Survey Manual 205.1, Appendix B, B-33)

1. Details to other Federal agencies, Commissions, Councils, Boards, Committees, or similar groups
2. Details to the Executive Office of the President, the White House, and Congressional Committees
3. Details to a Foreign Government, Foreign Country, U.S. Agency for International Development (AID) mission/AID-Sponsored Project in excess of 120 days when employee is Chief of Party/Project
4. Details/Transfers under the Intergovernmental Personnel Act (IPA) [non-SES]

Note: Experts and Consultants are not eligible for detail (5 USC 3341).
Reimbursable details require a written agreement in advance.