

9 DECEMBER 2015



Personnel

**DETAIL OF AIR FORCE PERSONNEL TO DUTY
OUTSIDE THE DEPARTMENT OF DEFENSE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AARC

Certified by: SAF/AA (Patricia J. Zarodkiewicz)

Pages: 23

This publication implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, and supplements guidance in Department of Defense (DoD) Instruction, (DoDI) 1000.17, *Detail of DoD Personnel to Duty Outside the Department of Defense*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Detail of Air Force Personnel. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The DoDI is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “(Added) (AF).” This Supplement provides Air Force guidance for the detailing of Air Force personnel (military and civilian) to organizations outside the Department of Defense. This publication provides guidance and procedures to all Air Force personnel including the Air Force Reserves and the Air National Guard (ANG). Only Air National Guard personnel serving on active duty IAW 10 U.S.C. 10211 and 12310 are covered by instructions in this publication. Send all recommended changes or comments about this publication to SAF/AARC, 1720 Air Force Pentagon, Washington DC 20330-1720, usaf.pentagon.saf-aa.mbx.saf-aarc-workflow@mail.mil, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS), or any updated statement provided by the AF Records Management office (SAF CIO/A6XA).



Department of Defense INSTRUCTION

NUMBER 1000.17
October 30, 2013

DA&M

SUBJECT: Detail of DoD Personnel to Duty Outside the Department of Defense

References: See Enclosure 1

1. PURPOSE. This instruction:

- a. Reissues DoD Instruction (DoDI) 1000.17 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5105.53 (Reference (b)).
- b. Updates established policies, assigned responsibilities, and procedures for detailing DoD personnel (military or civilian) to organizations outside the DoD.

(Added)(AF) This supplement assigns responsibility and establishes guidance and procedures for the administration and management of the Air Force portion of this program.

2. APPLICABILITY. This instruction:

- a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

- b. Applies to all DoD military and civilian personnel except as provided in paragraph 2c.

- c. Does not apply to personnel who are:

- (1) Funded or reimbursed through foreign military sales, the International Military Education and Training Program, and similar military and security assistance programs.

- (2) Assigned to military assistance groups and missions to include peacekeeping and United Nations Missions in accordance with DoDD 2065.1E (Reference (c)).

- (3) Assigned to, participating in, or performing duties outside the DoD under fellowships, scholarships, Training With Industry opportunities, or grant programs consistent with DoDI 1322.06 (Reference (d)) or part 362 of Title 5, Code of Federal Regulations (Reference (e)).

(Added) (AF) AF policy is established in AFPD 36-26, Total Force Development and AFI 36-2639, Education With Industry Program

(4) Detailed to another federal, State, or local agency pursuant to sections 4107 and 4121 of Title 5, United States Code (U.S.C.) (Reference (f)) or participating in or performing duties as part of an educational, professional, or career development program or agreement, to include those assigned to the National Security Professional Program as defined by Executive Order 13434 (Reference (g)) and other applicable issuances and guidance.

(5) Selected for assignment to Reserve Components or Selective Service System Reserve Force units pursuant to section 451 et. seq. of Title 50, U.S.C. Appendix, also known as the "Military Selective Service Act", as amended (Reference (h)).

(6) Exempted by the provisions of DoDD S-5210.36 (Reference (i)).

(7) Assigned to DoD Components that perform work for non-DoD agencies as part of the DoD Component's functional responsibility (e.g., those assigned to a manpower authorization of the White House Military Office are not considered to be detailed to the White House).

(8) Assigned to exchange programs, to include those established with the Department of State (DOS), the National Aeronautics and Space Administration, or the Intelligence Community Civilian Joint Duty Program.

(9) Assigned to or performing duties for the National Science Foundation, the Office of the Attending Physician to the U.S. Congress, or the U.S. Coast Guard as Navy chaplains, or the DOS as members of the Navy Construction Battalion team.

(10) Assigned to, or performing duties for, boards, commissions, or task forces for which DoD is providing substantial administrative support, as determined by DoDI 5105.04 (Reference (j)).

(11) Supporting operational missions to include joint task forces, defense support of civil authorities in accordance with DoDD 3025.18 (Reference (k)), or stability operations in accordance with DoDI 3000.05 (Reference (l)).

(12) Assigned under the Marine Security Guard Program overseas.

(13) Military members of a Reserve Component (Ready Reserve, Standby Reserve, Retired Reserve) or Army and Air National Guard members in an inactive or non-federal status or assigned to a State National Guard pursuant to section 10141 of Title 10, U.S.C. (Reference (m)).

(14) Contractor personnel.

(15) Detailed to another federal, State, or local agency, as approved by the Inspector General of the Department of Defense (IG DoD), in direct support of that

office's functional responsibilities and or based upon concurrent jurisdiction. The IG DoD will provide written notification to the DoD Executive Secretary upon such instance.

3. POLICY. It is DoD policy that:

a. Details outside the DoD will be executed only when they promote the increased effectiveness of the U.S. Government, are not duplicative, and produce a more economic use of government resources, in accordance with the guidance in Enclosure 2 of this instruction.

b. Funds are appropriated to pay for DoD personnel to carry out DoD's missions. As a general policy, and consistent with section 1535 of Title 31, U.S.C. also known as "The Economy Act," as amended (Reference (n)), the Department of Defense will approve requests for details outside the Department only on a reimbursable basis.

(1) Non-reimbursable details will be executed only if non-reimbursement is specifically authorized by statute; the detail has a minimal effect on the loaning agency's appropriations; or the employee will be performing functions consistent with those for which DoD funds are appropriated and the greater benefit of the detail accrues to the Department of Defense.

(2) The external duties normally will relate to matters ordinarily handled by the Department of Defense, and aid the Department in accomplishing its functions. Details may be beneficial to both agencies, but absent a clear showing of preponderant benefit accruing to the Department of Defense, approval will normally be on a reimbursable basis.

(3) Details outside of DoD where DoD personnel are performing a DoD mission, but simply working at a facility controlled by another agency, such as a liaison position, are non-reimbursable.

c. Detail of members of a Reserve Component in a federal status that are on active duty other than for training will only be considered as an exception to policy when:

(1) There are no other qualified personnel within the available Active Component.

(2) The parent organization agrees to resource the requirement.

(3) The detail is deemed a valid requirement that is in the best interest of the Department.

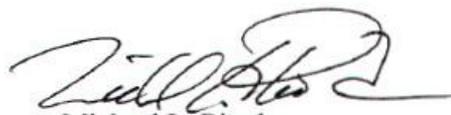
d. Personnel will be detailed and employed according to terms approved by the DoD Executive Secretary and within the limitations of Enclosure 2. Without prior approval from the DoD Executive Secretary, personnel will not be:

(1) Detailed to perform substantially different duties from those formally approved.

- (2) Transferred intra-agency.
- (3) Transferred or assigned to a different duty position.
- (4) Transferred, assigned, or detailed to another agency.

e. (Added)(AF) AF policy is established in AFPD 36-21.

- 4. RESPONSIBILITIES. See Enclosure 3.
- 5. PROCEDURES. See Enclosure 4.
- 6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.
- 7. EFFECTIVE DATE. This instruction:
 - a. Is effective October 30, 2013.
 - b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (o)).
 - c. Will expire effective October 30, 2023 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (o).
- 8. **(Added)(AF) Adopted Forms: AF Form 847, *Recommendation for Change of Publication*; Standard Form (SF) 1081, *Voucher and Schedule of Withdrawals and Credits*.**



Michael L. Rhodes
Director of Administration and Management

DANIEL R. SITTERLY, SES, DAF
Principal Deputy Asst. Secretary of the Air Force
(Manpower and Reserve Affairs)

Enclosures

- 1. References
- 2. Detail Guidelines
- 3. Responsibilities
- 4. Procedures Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....	6
ENCLOSURE 2: DETAIL GUIDELINES.....	7
DETAILS OUTSIDE THE DoD	7
DETAIL FUNDING	7
DETAIL RESTRICTIONS.....	8
ENCLOSURE 3: RESPONSIBILITIES.....	9
DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M).....	9
DoD EXECUTIVE SECRETARY.....	9
OSD AND DoD COMPONENT HEADS.....	9
ENCLOSURE 4: PROCEDURES.....	11
GENERAL.....	11
REIMBURSEMENT	11
Arrangements	11
Administration	11
REQUESTS	11
Submission.....	11
Vetting.....	14
Coordination	15
AFTER-ACTION REPORT (AAR).....	16
Submission.....	16
Content.....	16
GLOSSARY	18
PART I: ABBREVIATIONS AND ACRONYMS	18
PART II: DEFINITIONS.....	18
TABLE	
Listing of Coordination Offices	14
FIGURES	
1. Sample Request for Detail	12
2. Sample Statement of Duties.....	13
3. Sample Delegation of Authority Memorandum	16
4. Sample AAR.....	17

ENCLOSURE 1REFERENCES

- (a) DoD Instruction 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," April 16, 2008, as amended (hereby cancelled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Directive 2065.1E, "Assignment of Personnel to United Nations Missions," December 7, 2004
- (d) DoD Instruction 1322.06, "Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel," November 15, 2007
- (e) Part 362, Title 5, Code of Federal Regulations
- (f) Title 5, United States Code
- (g) Executive Order 13434, "National Security Professional Development," May 17, 2007
- (h) Section 451 et. seq. of Title 50, United States Code Appendix (also known as the "Military Selective Service Act", as amended)
- (i) DoD Directive S-5210.36, "Provision of DoD Sensitive Support to DoD Components and Other Departments and Agencies of the U.S. Government (U)," November 6, 2008
- (j) DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," August 6, 2007
- (k) DoD Directive 3025.18, "Defense Support of Civil Authorities," December 29, 2010, as amended
- (l) DoD Instruction 3000.05, "Stability Operations," September 16, 2009
- (m) Section 10141 of Title 10, United States Code
- (n) Section 1535 of Title 31, United States Code (also known as "The Economic Act," as amended)
- (o) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (p) Section 112 of Title 3, United States Code
- (q) Section 8062, Public Law 112-74, "Consolidated Appropriations Act, 2012," December 23, 2011
- (r) Title 41, Code of Federal Regulations
- (s) DoD Directive 5500.07, "Standards of Conduct," November 29, 2007
- (t) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volume 11A, "Reimbursable Operations, Policy and Procedures," as amended
- (u) (Added)(AF) Headquarters Air Force Mission Directive 1-6, "The Administrative Assistant to the Secretary of the Air Force," 22 December 2008**
- (v) (Added)(AF) AFPD 36-21, Utilization and Classification of Air Force Military Personnel, 8 Dec 2014**
- (w) (Added) (AF) AFI 90-101 Processing Department of Defense Issuances, 9 March 2011**
- (x) (Added) (AF) AFPD 36-26, Total Force Development, 27 Sept 2011**
- (y) (Added) (AF) AFI 36-2639, Education Industry Program, 22 May 2009**

ENCLOSURE 2

DETAIL GUIDELINES

1. DETAILS OUTSIDE THE DoD

a. DoD personnel may be detailed to non-DoD agencies to support a specific project, for a pre-determined duration, where it is judged that:

(1) DoD personnel are uniquely qualified within the U.S. Government to accomplish the task.

(2) The detail furthers identifiable DoD interests.

b. All details will be for the minimum possible duration. Extensions, not to exceed 1 year, may be considered on a case-by-case basis.

c. All requests for outside DoD details are subject to a formal process.

d. DoD personnel are not authorized to report to an agency outside the DoD until such time that the DoD Executive Secretary approves the detail request.

e. All temporary duty assignments in excess of 14 calendar days to an agency outside the DoD must be processed in accordance with this instruction. Temporary duty that does not exceed 14 calendar days must still be documented in a formal memorandum addressed to the DoD Executive Secretary detailing what duties the individual will be performing and the duration. In all cases of temporary duty, formal approval by the DoD Executive Secretary is required before commencement of the duties to be performed.

2. DETAIL FUNDING

a. Non-reimbursable details will be executed only if the employee will be performing functions consistent with those for which DoD funds are appropriated and DoD gains the greater benefit of the detail, a relevant statute authorizes the detail on a non-reimbursable basis, or the detail has a minimal effect on the loaning agency's appropriations. All requests for non-reimbursable support must include rationale describing how the detailee will be performing functions consistent with those for which DoD funds are appropriated and how the DoD gains the greater benefit of the detail, or identify the authority that authorizes the detail to be performed on a non-reimbursable basis.

b. Details to international organizations may be made with or without reimbursement to the United States, in whole or in part, as provided by section 3343 of Reference (f).

c. Details to the White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Staff, or the Office of Administration determined to be subject to section 112 of Title 3, U.S.C. (Reference (p)) will be on a reimbursable basis following any period of 180 calendar days in any fiscal year in which detailed.

d. Other statutes not listed in this instruction may authorize details between DoD and other specific elements of the federal government, such as to the intelligence community, the State Department, or the National Aeronautics and Space Administration. When a detail relies upon one of these specific statutes as the underlying authority for the detail, the limitations of the statute with respect to duration and any requirement for reimbursement must be complied with.

e. Consistent with section 8062 of Public Law 112-74 (Reference (q)), or similar annually recurring provision that is applicable in future fiscal years, details to agencies that are more than 90 days late in discharging payment to DoD for previously provided reimbursable goods or services will not be considered.

f. Official travel or training undertaken on behalf of or directed by the host will be funded accordingly. The host organization will provide the necessary funding or reimburse detailees directly for any training or travel in accordance with chapters 300 through 304 of Title 41, Code of Federal Regulations (Reference (r)). Any travel must be approved in advance by host management and the detailee's parent organization.

3. DETAIL RESTRICTIONS

a. Personnel will not be detailed outside the DoD when such a detail would be the individual's final tour before retirement or separation.

b. Personnel are prohibited from serving on back-to-back details within the same or to another government agency.

c. Personnel will not be detailed for any period (initial or in combination with an approved extension) that exceeds 4 consecutive years outside the DoD.

d. No details of DoD civilian personnel or military members are permitted to the Legislative Branch of the U.S. Government except under the terms and conditions of References (d) and (e).

ENCLOSURE 3
RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M:
 - a. Serves as the designated proponent for oversight of DoD policy on the detail of DoD personnel to organizations outside of the DoD.
 - b. Approves and signs necessary revisions to this instruction.

2. DoD EXECUTIVE SECRETARY. The DoD Executive Secretary:
 - a. Serves as the single DoD focal point for the submission and final disposition of all requests to detail personnel outside the DoD.
 - b. Approves requests for replacement or extensions of previously approved details of DoD personnel to organizations outside of the DoD. All new requests or requests for amendment will be coordinated through the Special Assistant to the Secretary of Defense before final decision.
 - c. Coordinates official requests for detail with the appropriate OSD Components and renders a decision on each detail request after reviewing all comments from coordinating officials and assessing compliance with this instruction.
 - d. Records and tracks requests for details approved in accordance with this instruction.
 - e. Coordinates and approves organizational agreements with those non-DoD entities for which the Department provides significant recurring support.
 - f. Maintains this instruction and initiates necessary revisions.

3. OSD AND DoD COMPONENT HEADS. The OSD and DoD Component heads:
 - a. Forward any detail request falling under the purview of this instruction to the DoD Executive Secretary, including the Component head's comments, and inform the requester of the referral.

(1) (Added)(AF). The Administrative Assistant to the Secretary of the Air Force (SAF/AA) pursuant to authority granted in Headquarters Air Force Mission Directive 1-6, *The Administrative Assistant to the Secretary of the Air Force*, is responsible for the oversight and administration of the program for detailing Air Force personnel (military and civilians) to duty outside DoD and approves/coordinates on all formal requests prior to being submitted to the OSD Executive Secretariat (OSD/ES). SAF/AA, on behalf of the Secretary of the Air Force, will provide the OSD/ES with any requests received for detail of Air Force personnel.

(a) (Added)(AF) The Directorate of Human Capital Management, Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AARC) is responsible for ensuring proper coordination, documentation, and processing of individuals approved for appointment by the Secretary of Defense or designee. Serves as the AF focal point for the administration of the program for detailing DoD personnel to duty outside the Department of Defense. Ensures that all memoranda of understanding and agreements (MOU/MOAs) are current prior to a member being detailed outside of DoD.

(b) (Added) (AF) SAF/AARC receives requests for outside DoD details from WHS/HRD and solicits prospective detailees from the functional authority or Air Force Personnel Center. (T-0)

(c) (Added)(AF) SAF/AARC provides the Office of the Assistant Secretary of the Air Force for Financial Management, Budget Operations (SAF/FMBO) quarterly personnel reports (January, April, July, and October) to assist with collection actions for detailees performing duties outside DoD under a reimbursable basis. Reports must include dates of assignment, rank/grade, and the outside agency to which detailees are assigned. In addition, SAF/AARC will provide the Office of the Assistant Secretary of the Air Force for Financial Management, Budget Operations, Personnel and Training (SAF/FMBOP) budget analyst a point of contact in the outside DoD Agency to work the reimbursements with and a copy of each MOU or MOA that establishes the basis for reimbursements to the Air Force for personnel assigned outside of DoD.

(d) (Added)(AF) SAF/AARC will notify the requester [i.e. National Aeronautics and Space Administration, Department of Energy, Department of State, Office of National Drug Control Policy, etc.] by electronic mail that a nominee has been referred for hire.

(e) (Added)(AF) SAF/AARC notifies the Air Force Assignment Manager on whether or not the requesting agency accepts the nominee.

(2) (Added)(AF) The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will ensure the most qualified candidates are provided to SAF/AA for review/approval prior to submission to OSD/ES.

b. Do not take independent action on any detail request, nor offer judgment regarding the potential for a detail approval.

(1) (Added) (AF) SAF/AA will be notified by WHS/HRD on OSD/ES' decision, whether or not a detail request is approved.

c. Act as the Component's designated coordinating officials. If delegating this responsibility below the Component's Principal Deputy level, the DoD Executive Secretary must agree in accordance with the procedures in Enclosure 4 of this instruction.

d. Submit a copy of all applicable DoD military and civilian personnel who are currently detailed outside of the Department to the Executive Secretary on the fifth working day of the month.

e. Provide each detailee practical training on avoidance of prohibited political activities and appropriate standards of conduct before performing duty in the Legislative Branch in accordance with DoD Directive 5500.07 (Reference (s)).

(1) (Added) (AF) Upon DoD approval, the Office of Legislative Liaison (SAF/LL) will provide training to the detailee prior to the detailee reporting for duty. (T-0)

ENCLOSURE 4PROCEDURES1. GENERAL

a. All requests to detail DoD personnel to a non-DoD agency will be formally staffed through the OSD for decision. Requesting officials will be of the same grade or equivalent to the DoD Executive Secretary.

b. Accepted delegated signature authorities are limited to a Principal or Principal Deputy (general or flag officer, Senior Executive Service member, or equivalent) level, unless previously approved by the DoD Executive Secretary.

c. The DoD Executive Secretary, or DA&M, may, when not otherwise prohibited by law, grant waivers to provisions of this instruction. The DA&M will coordinate with the DoD Executive Secretary before granting any waivers.

2. REIMBURSEMENT

a. Arrangements. Reimbursement arrangements will be formally developed during the staffing process between the appropriate parent DoD Component and the gaining agency.

(1)(Added)(AF) All gaining agency requests must identify the telephone number, contact information and the name of the gaining agency's budget point of contact responsible for the reimbursement.

(2)(Added)(AF) SAF/FMB is responsible for the reimbursements of Air Force detailees upon completion of a MOU or MOA and assignment of Air Force personnel to an outside DoD agency. MOU/MOAs are prepared and endorsed by the outside DoD agency and must be approved by OSD/ES. (T-0)

(a)(Added)(AF) Reimbursements shall be documented in the following manner and coordinated with SAF/FMB:

(1)(Added)(AF) Upon approval of AF personnel assignment to an outside agency, DoD and the gaining agency will sign a MOU/MOA. SAF/AARC will immediately notify the SAF/FMBOP Budget Analyst of the approval/assignment of an AF individual to an outside DoD agency. Notification by SAF/AARC will also include a copy of the signed approval letter and the telephone number and name of the gaining agency's budget POC.

(2)(Added)(AF) Upon receipt of the Assignment Approval Letter, DoD and gaining agency MOU/MOA, gaining budget POC and contact info, the SAF/FMBOP Budget Analyst contacts the outside agency's Budget/Finance POC and makes arrangements for reimbursement. The rate charged is based on the Department of Defense composite rates which are published annually by the Office of the Secretary of Defense Comptroller. Using the OSD (Comptroller) rates schedule and the member's rank, the SAF/FMBOP Budget Analyst

calculates the amount of reimbursement due to the Air Force and provides the information to the Defense Finance and Accounting Service-Indianapolis (DFAS-IN) POC responsible for Air Force accounts receivables accounting.

(3)(Added)(AF) The DFAS-IN clerk prepares a Standard Form 1081, *Voucher and Schedule of Withdrawals and Credits*, for billing or processes an Intergovernmental Pay and Collection (IPAC) transaction to bill and/or collect the funds from the gaining agency. DFAS-IN prepares and sends bills to customers on a quarterly basis. In some cases, the customer agency prepares the IPAC and pushes the transaction to the Air Force. This is coordinated between SAF/FMBOP and the outside agency Budget/Finance POC.

(4)(Added)(AF) The SAF/FMBOP Budget Analyst ensures collection of all funds due to the Air Force using reimbursement reports. Based on the quarterly updates from SAF/AARC, the SAF/FMBOP Budget Analyst adjusts reimbursements or terminates collection as required.

b. Administration. As appropriate, approved requests will reflect the reimbursement basis and be administered as described in DoD 7000.14-R (Reference (t)).

3. REQUESTS

a. Submission

(1) Requests for new details, amendments, backfills, or extensions will be addressed and submitted to the DoD Executive Secretary, no less than 30 working days before the proposed start date of the detail. A formal memorandum of endorsement from the host organization will be included on all requests not initiated by the host. All requests will include a detailed statement indicating how the detail benefits the Department and who garners the greater benefit from the detail. All requests for detail will contain the specified information and be in the format provided at Figure 1.

Figure 1. Sample Request for Detail

HOST ORGANIZATION LETTERHEAD
Date (DD MMM YYYY)

MEMORANDUM FOR DEPARTMENT OF DEFENSE EXECUTIVE SECRETARY

SUBJECT: Request for Detail of Personnel Outside the Department of Defense

We request approval to *(detail, replace, amend, or extend)* a position in the office of *(complete title of office)* on a *(reimbursable/non-reimbursable)* basis for a period of *(time frame in months or years)*. A statement of duties is attached. The detail will be in accordance with the provisions of DoD Instruction 1000.17.

The detail is requested to *(narrative justification for the detail including the reason for the detail; why the requestor is asking DoD instead of using its own staff or hiring additional staff/contract support; and why it is in the Department of Defense’s interest to support the position. Request must also cite the authority under which the request is being made and/or under which the duties of the detail will be performed (e.g., Title 50, U.S.C., Executive Order))*.

(If a “by-name” request) We request *(rank/title, name)*, currently assigned to *(current assignment)*, as the detailee. *(Name)* is uniquely qualified for this position because *(narrative explanation of how the requested individual is uniquely qualified for the position)*.

If you have any questions about this request, please contact *(name)*, *(office)*, *(phone number)*, *(e-mail address)*.

Signature
REQUESTING OFFICIAL
TITLE

Attachment
Statement of Duties

Request # (for Classified Requests)

(2) Each request will include a statement of duties along with the proposed duration of the detail, the funding basis (reimbursement or non-reimbursement) including rationale if a non-reimbursable detail is being requested, security clearance requirements, and requested personnel attributes (grade or rank, skills, and qualifications). All statements of duty will contain the specified information and be in the format provided at Figure 2.

Figure 2. Sample Statement of Duties

STATEMENT OF DUTIES

(Agency Name) Point of Contact: *Mr./Ms./Grade (full name), (duty title), (phone number), (e-mail address)*

1. Name of Detailee: *(proposed detailee—if currently filled by an incumbent also indicate their name and dates of their detail)*
2. Position Title and Host Component Office/Directorate: *(e.g., Staff Officer for Office of Administration)*
3. Host Supervisory Channels *(e.g. rater, senior rater, reviewer)*
4. Position Location: *(duty location/street address)*
5. Requested Military Rank/Civilian Grade: *(e.g., major or GS-13; do not leave blank)*
6. DoD Component: *(identify the relevant DoD Component such as a specific DoD Agency, Field Activity, or Military Service)*
7. Duty Specialty or Occupational Code: *(be as specific as possible)*
8. Duration of Detail: *(provide the proposed detail duration)*
9. Report Date: *(identify the proposed reporting date)*
10. Required Security Clearance: *(identify the required clearance)*
11. Description of Duties: *(provide a complete description)*
12. Experience and Special Training: *(self-explanatory)*
13. Reimbursable or Non-reimbursable (Do Not Leave Blank): *(Agency Name) Budget/Finance POC: Mr./Ms./Grade (full name), (duty title), (phone number), (e-mail address)*
14. Justification of Non-Reimbursable Detail: *(if Item # 14 states “non-reimbursable,” provide detailed justification in accordance with criteria for non-reimbursable details in Enclosure 2, paragraph 2(a))*
15. Benefits to the Department of Defense: *(provide specifics and detailed information, e.g., “fulfills important DoD required coordination for.....,” or critical impact on DoD coordination requirements within (agency))*
16. Other Requirements: *(provide information regarding other specific requirements not outlined above, e.g., “counterintelligence polygraph mandatory”)*

(3) Requests for specific personnel or by-name requests are discouraged although not prohibited. All by-name requests must include rationale and justification as to how the individual is uniquely qualified to perform the duties outlined in the statement of duties.

b. Vetting

(1) All requests for new details, or the amendment of existing agreements for details, are coordinated, at a minimum, with the Office of the Under Secretary of Defense for Policy, Office of the Under Secretary of Defense for Personnel and Readiness, Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, Washington Headquarters Services and Pentagon Force Protection Agency General Counsel, and the parent DoD or OSD Component. The nature of the request will dictate the need for other applicable coordinating officials. See Table for a listing of additional coordinating officials.

Table. Listing of Coordination Offices

POSITION OR SKILLS/EXPERTISE REQUIRED	OSD PRINCIPAL STAFF ASSISTANTS
Positions at the White House (Non-intelligence)	Special Assistant to the Secretary of Defense/Deputy Secretary of Defense; Director of Administration and Management (as needed); White House Liaison Office (Political Appointees only)
Request from Members of Congress	Office of the Assistant Secretary of Defense for Legislative Affairs
Astronautics, Acquisition, Procurement, Research, Scientific, Atomic, Nuclear	Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics
Air traffic Controller or Requests from the Federal Aviation Administration	Department of Defense Chief Information Officer
Intelligence	Office of the Under Secretary of Defense for Intelligence
Medical Professionals	Office of the Assistant Secretary of Defense for Health Affairs
Reserve Matters	Office of the Assistant Secretary of Defense for Reserve Affairs
Political-military Affairs, International Matters, Treaties, Trade Controls, Arms Control, Disarmament, Counter-Narcotics/Proliferation, Emergency Preparedness, Special Operations, Humanitarian/Stability Operations, UN/Peacekeeping, U.S. Missions	Office of the Under Secretary of Defense for Policy

(2) All requests for replacement, backfill, or extension for previously approved details, individual requests or those on an OSD approved memorandum of agreement (MOA) or memorandum of understanding (MOU), are vetted, at a minimum, with the parent DoD Component.

(3) Any detail of a DoD attorney to a non-DoD agency must be coordinated with, and approved by, the General Counsel of the Department of Defense before submission to the DoD Executive Secretary.

(a)(Added)(AF) All requests for detail of a Regular Air Force military attorney or civilian attorney assigned to a Regular Air Force military office must be coordinated with Professional Development Directorate, Office of The Judge Advocate General (AF/JAX) and approved by the Judge Advocate General (TJAG), prior to SAF/AA review. All requests for detail of a Reserve or Guard military attorney or civilian attorney assigned to a Reserve or Guard office must be coordinated with the Air Reserve Component Advisor to TJAG (AF/JAR) and approved by TJAG, prior to SAF/AA review. All requests for detail of an Air Force attorney assigned to a SAF/GC office must be coordinated with General Counsel (SAF/GC) prior to SAF/AA review. Requests for detail of a military attorney assigned to SAF/GC must coordinate with AF/JAX or AF/JAR, as appropriate, and SAF/GC, and approved by TJAG, prior to coordination with SAF/AA review.

c. Coordination

(1) Coordinating officials:

(a) Indicate concurrence or non-concurrence and rationale for same in their official response. Rationale must clearly reflect the review and decision of the OSD and DoD Component head or delegated official.

(b) Certify that the greater benefit of the detail accrues to the DoD if recommending the detail on a non-reimbursable basis. Request must cite all applicable laws, directives, and regulations.

(c) Provide additional rationale clearly outlining how the individual is uniquely qualified to perform the requested duties.

(2) OSD and DoD Component head or Principal Deputy delegation

(a) A formal request for delegation must be signed by the OSD or DoD Component head or Principal Deputy and submitted to the DoD Executive Secretary for approval. See Figure 3 for an example. DoD Executive Secretary approval must be obtained before the execution of delegated duties.

(b) Delegation memorandums will be reviewed and updated as needed but no later than the first day of each calendar year.

Figure 3. Sample Delegation of Authority Memorandum

DoD COMPONENT LETTERHEAD
Date (DD MMM YYYY)

MEMORANDUM FOR DEPARTMENT OF DEFENSE EXECUTIVE SECRETARY
SUBJECT: Delegation of Approval/Signature Authority for Outside DoD Detail
Coordination

I hereby delegate approval/signature authority for outside DoD detail coordination to *Mr./Ms./Grade Full Name, Grade/Rank, Duty Title*. In this capacity, *Mr./Ms./Grade Last Name* will review and provide coordination on my behalf on all outside DoD detail actions tasked by your office.

Mr./Ms. Last Name will complete a critical evaluation and analysis of all requests to ensure validity and whether the request is in the best interest of the Department. *He/She* will indicate concurrence or non-concurrence and provide rationale for same in the official response. Rationale will clearly reflect the review and decision of the Component and certify that the greater benefit of the detail accrues to the Department if recommending the detail on a non-reimbursable basis. Response will cite all applicable laws, directives, regulations.

In addition, *Mr./Ms./Grad Last Name* will establish adequate procedures to ensure the Component provides official coordination within the time allotted based on the suspense date indicated on the Manpower Evaluation Request.

Full Name
Title

4. AFTER-ACTION REPORT (AAR)

a. Submission. Detailees will submit an AAR to the DoD Executive Secretary no less than 30 calendar days before completion of their tour. Parent Components are to forward a copy of any and all AARs submitted to or received directly by their respective organization to the DoD Executive Secretary.

(1) (Added)(AF). All Air Force detailees must submit an after-action report to DA&M through SAF/AARC at the completion of their tour. After-action reports do not need to be vetted through outside agencies to which assigned and may be provided to functional managers as part of the Air Force revalidation process. (T-0)

b. Content. At a minimum, the report describes benefits accrued to the DoD resulting from the detail and major duties performed. A sample AAR is provided at Figure 4. Failure to provide an AAR may result in disapproval of future requests for replacement, backfill, or extension for the applicable position or incumbent.

Figure 4. Sample AAR

HOST ORGANIZATION LETTERHEAD
Date (DD MMM YYYY)

MEMORANDUM FOR DEPARTMENT OF DEFENSE EXECUTIVE SECRETARY

SUBJECT: Outside DoD Detail After-Action Report (AAR)

Position: *Official Duty Title, Office/Component, MOA/MOU Position # (if applicable)*

Tour Dates: *Date reported for duty – Date of anticipated departure*

Supervisor: *Full Name (First, MI, Last), Grade/Rank, Duty Title*

- 1) What are the key duties of the position? *Those that were actually performed during the detail and for whom.*
- 2) How did the detail benefit the host? *Based on your experiences, knowledge, skills, and abilities attained during your detail, what benefit(s) did DoD attain from providing a DoD employee to support this detail position? Your remarks should be as specific and descriptive as possible. Comments should address benefit(s) from an operational, strategic, and/or mission specific perspective. Comments should not address benefit(s) to any one individual.*
- 3) How did the detail benefit DoD? *Based on your experiences, knowledge, skills, and abilities attained during your detail, what benefit(s) did the host agency attain from this detail position? Your remarks should be as specific and descriptive as possible. Comments should address benefit(s) from an operational, strategic, and/or mission specific perspective. Comments should not address benefit(s) to any one individual.*
- 4) Recommendation (comments required): *Based on the information provided above, make a recommendation as to the validity of the position, whether the requested skills, qualifications, grade, and Service are appropriate for the major duties being performed, and whether or not DoD should continue to support the detail. Include appropriate justification to support your recommendation.*

Signature

FULL NAME (First, MI, Last)

Grade/Rank,

Component Branch/Career Field

GLOSSARY

PART 1. ABBREVIATIONS AND ACRONYMS

AAR	after action report
DA&M	Director of Administration and Management
DoDD	DoD Directive
DoDI	DoD Instruction
DOS	Department of State
IG DoD	Inspector General of the Department of Defense
MOA	memorandum of agreement
MOU	memorandum of understanding
U.S.C.	United States Code

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

detail. The temporary assignment of a military member or DoD civilian employee, not otherwise covered by an existing DoD policy or program, to perform duties in an agency outside the DoD with the intent of returning to the DoD upon completion of those duties.

duplicative. Duplication occurs when two or more agencies or programs have the same primary objective, are engaged in the same activities and provide the same services to the same beneficiaries.

non-reimbursable detail. A detail for which the gaining agency does not reimburse the DoD for services provided by DoD personnel during the detailed period.

reimbursable detail. A detail for which the gaining agency reimburses (fully or partially) the DoD for services provided by DoD personnel during the detail period.

(Added)(AF) Air Force Assignment Manager. Refers to the appropriate office of primary responsibility for assignment actions affecting a particular Air Force specialty or career field (i.e. Air Force General Officer Management Office, Air Force Colonel Management Office, Air Force Chiefs Group, or Air Force Personnel Center (AFPC) Joint Departmental Assignments Office).