

STAFFING

1. REASON FOR ISSUE: To revise Department of Veterans Affairs (VA) staffing procedures regarding details.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This handbook contains mandatory procedures on staffing. The pages in this issuance replace the corresponding page numbers in VA Handbook 5005. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management Web site](#). Significant changes include:

- a. Deletes restrictive language to permit more flexible use of the detail authority.
- b. Clarifies that employees serving under Schedule A and Schedule B authorities may be detailed to positions in the competitive service.
- c. Adds the ability to detail an excepted service employee serving under a Veterans Recruitment Appointment to a position in the competitive service.

3. RESPONSIBLE OFFICE: The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVE: VA Directive 5005, Staffing.

5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Roger W. Baker
Assistant Secretary for
Information and Technology

/s/John U. Sepúlveda
Assistant Secretary for
Human Resources and Administration

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**PART III
CHAPTER 2**

costs have been authorized will be referred to the servicing A&MM Office for assistance in completing item 29 on VA Form 3918 and for guidance related to procedures for shipment of household goods.

(2) **Requirement** - If payment of travel and transportation is authorized, the releasing HRM office will give the employee the latest copy of VA Central Office Finance Service Handbook H-047-3, "Guide on Permanent Change of Station." A statement that the employee has received a copy of this publication will be entered in item 34, the remarks section, of VA Form 3918. The releasing facility will also have the employee sign the agreement on the reverse side of the VA Form 3918 to remain in Government service for 12 months or to repay the Government for costs it incurs for travel and transportation.

(3) **Requirement** - The releasing HRM office will complete Part III of the VA Form 3918 in accordance with instructions contained in MP-6, part V, supplement No. 1.5, on processing inter-facility transfers.

d. **Enroute Time or Delays in Reporting. Requirement** - Any time required for travel, or a delay in route, will follow the effective date of transfer and be accomplished on the receiving facility's time, unless other arrangements are mutually agreeable to both facilities concerned.

13. DETAILS (5 CFR, PART 300 and 5 USC 3341)

a. **General.** Details of employees will be made [when it is determined that such details will clearly be in the best interest of VA], and will be limited to the shortest period of time needed within the limits permitted by 5 U.S.C. 3341 and 5 CFR, part 300. Under these requirements, VA employees [] may be detailed to other positions at their facility, to other VA facilities, or to other agencies. Employees detailed will be given appropriate credit towards meeting the qualification requirements of the position in any subsequent personnel action. [] (For restrictions on details to higher graded positions, see 5 CFR, part 335 and paragraph 15 of chapter 3, this part.)

b. Types and Criteria for Details

(1) **Informal Detail.** A detail within VA of less than 30 days. Prior approval of the individual's supervisor is required.

(2) **Formal Detail.** A detail within VA of 30 days or longer. Prior approval at the service/division chief level or higher is required. Details within VA must conform to the requirements of 5 U.S.C. 3341 and 5 CFR, part 300. Additionally, to the extent practicable, selection for details must be consistent with policies and requirements for other placement actions (see 5 CFR, part 335).

(3) **Interagency Detail.** A detail between VA and another Federal agency in which the detailing agency is reimbursed for the cost of salary and other expenses as agreed upon prior to the detail. (See 7 Comp. Gen. 709 and 13 Comp. Gen. 234.) Interagency details will be made only where there is an emergency need or some unusual situation where the employee can better serve in the interest of the Government service. Such details will not be based on the employee's request unless it can be clearly shown that the experience and knowledge gained will benefit the agency.

(4) **Interagency Loan.** A detail between VA and another Federal agency in which the detailing agency is not reimbursed for the cost of the employee's salary but other expenses are usually borne by the agency to which detailed. (Reimbursable details are contrasted with loans in 13 Comp. Gen. 234 and 15 Comp. Gen. 32.) Loans are appropriate only in those unusual situations where VA has a duty to share responsibilities with other Government agencies or where it is in the interest or to the advantage of VA and there is no violation of Appropriation Act requirements.

(5) **Detail of [Excepted Service Employees Serving Under a Schedule A, Schedule B, or Veterans Recruitment Appointment to a Position in the Competitive Service].** A detail within VA of an employee serving in the excepted service under a Schedule A[, Schedule B, or Veterans Recruitment Appointment] to a competitive service position. Central Office approval is required (administration/staff office head as appropriate) for details of Schedule A or B employees to centralized positions. This authority is to be used judiciously to meet bona fide management needs and generally should not result in extended details which give the appearance of circumventing merit system principles.

(6) **Details of Excepted Service Employees Appointed Under Schedule C or Other Title 5 Appointment Excepted by Statute to Competitive Service Positions (VA/OPM Master Delegation Agreement).** A detail within VA of an employee serving under a Schedule C excepted appointment or an appointment excepted by statute to a competitive service position. Prior approval of the Secretary is required for such details. Individual circumstances are to be carefully considered before such details are authorized. Details of these employees to competitive positions may be made only under the following conditions:

- (a) Pending the filling of a vacant competitive service position or during the temporary absence of the incumbent;
- (b) Temporary coverage pending abolishment of the position;
- (c) Short-term relief due to workload, organizational and/or mission changes;
- (d) Participation in time-limited projects or studies; or
- (e) Coverage in a position targeted for early placement in the excepted service.

Requests for prior approval, with justification, must be submitted, over the signature of the facility/staff official or Administration Head (as applicable), through channels, to the Deputy Assistant Secretary for Human Resources Management [] (05). Initial approvals are limited to a maximum of 120 days. Extensions beyond 120 days must be approved by the Secretary prior to the 120th day of the initial action. Complete justification must be submitted for extension in the same manner as required for initial approval. Such details must meet all requirements of 5 CFR, part 300, including the use of competitive promotion procedures for details exceeding 120 days to higher grades or to positions with known promotion potential.

12. DETAILS, TEMPORARY REASSIGNMENTS, AND TEMPORARY PROMOTIONS FOR TITLE 38 EMPLOYEES (38 U.S.C. 7401(1), 38 U.S.C. 7401(3), AND 38 U.S.C. 7405)

a. **Appointments Under 38 U.S.C. 7401(1), 38 U.S.C. 7401(3), and 38 U.S.C. 7405, Other Than Registered Nurses and Nurse Anesthetists**

(1) **Details.** When a title 38 or hybrid title 38 position is vacant, the facility Director may detail another title 38 or hybrid title 38 employee to that position. Generally, details will not exceed [1 year], and may be terminated prior to the expiration date. The facility Director may approve extensions of the detail [] when circumstances warrant.

NOTE: *In accordance with VA Handbook 5005, Part III, Appendix N, the utilization of title 38 employees in competitive civil service positions is prohibited.*

(2) **Temporary Promotions.** When a hybrid title 38 employee is temporarily assigned to a higher graded position above the full performance level of the occupation, the procedures of VA Handbook 5005, Part III, Chapter 4, Section B, paragraphs 5 and 8 apply. This includes the recommendation and approval of the action by an appropriate Professional Standards Board (PSB).

b. **Registered Nurses and Nurse Anesthetists**

(1) **Details.** When the position of Nurse Executive, or a nurse anesthetist position at Nurse IV or Nurse V is vacant, the facility Director may detail another title 38 or hybrid title 38 employee to that position. Generally, details will not exceed 90 days, and may be terminated prior to the expiration date. The facility Director may approve extensions of the detail when circumstances warrant.

(2) **Temporary Reassignments.** When a position at Nurse IV or V is vacant, the facility Director may approve the temporary reassignment of an individual into the position. Generally, temporary reassignments will be for a period not to exceed 1 year, and may be terminated prior to the expiration date. The facility Director may approve the extension of a temporary reassignment not to exceed 1 additional year when circumstances warrant. Normally, such temporary reassignments will be approved only after a registered nurse or nurse anesthetist has acted in the position for at least 90 days. When circumstances warrant, the approving official may approve a temporary reassignment when an employee has served less than 90 days in an acting capacity (e.g., when the position is expected to vacant for an extended period). On approval of the temporary reassignment, the following statement will be placed in the "Remarks" section of the SF 50-B: "Employee informed of conditions of temporary assignment."

(3) **Temporary Promotions.** If a registered nurse is temporarily reassigned to a higher grade assignment under subparagraph 8b, the facility Director may temporarily promote the individual. Such action will be taken only after the facility Director considers the recommendation of the appropriate NPSB. The facility Director may similarly temporarily promote a nurse anesthetist to Nurse IV or V after considering the recommendation of the facility PSB for nurse anesthetists. On expiration or termination of the temporary promotion, the grade and salary of the employee will be adjusted in accordance with the provisions of VA Handbook 5007, Pay Administration. The employee will be advised in writing of the conditions of the temporary promotion or assignment. In applying the provisions of this handbook, the salary will be adjusted to the salary held previously, unless a higher step is warranted by reason of a periodic step increase, special advancement, or under the highest previous rate rule.