



Department of Defense INSTRUCTION

NUMBER 1000.17

April 16, 2008

Incorporating Change 1, January 5, 2012

DA&M

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

- References:
- (a) DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," February 24, 1997 (hereby canceled)
 - (b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
 - (c) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
 - (d) DoD Instruction 1322.06, "Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel," November 15, 2007
 - (e) through (o), see Enclosure 1

1. PURPOSE

This Instruction reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c) and updates policies, responsibilities, and procedures for detailing DoD personnel (military or civilian) to organizations outside the Department of Defense.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. 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 Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

2.2. Applies to all DoD military and civilian personnel except as provided in paragraph 2.3.

2.3. Does not apply to personnel who are:

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

2.3.2. Assigned to military assistance groups and missions.

2.3.3. Assigned as a Legislative Fellow to the legislative branch of Government consistent with DoD Instruction 1322.06 (Reference (d)).

2.3.4. Detailed to another Federal, State, or local agency under chapter 41 of title 5, United States Code (U.S.C.) (Reference (e)).

2.3.5. Selected for assignment to Reserve Components or the Selective Service System Reserve Force units under the Military Selective Service Act, section 451 et. seq. of title 50, Appendix, U.S.C. (Reference (f)).

2.3.6. Exempted by the provisions of DoD Directive S-5210.36 (Reference (g)) or DoD Instruction 5105.04 (Reference (h)).

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

2.3.8. Assigned to OSD or Chairman of the Joint Chiefs of Staff exchange programs with the Department of State (DOS) or the National Aeronautics and Space Administration, or to the Joint Intelligence Community Duty Assignment Program within Intelligence Community organizations.

2.3.9. 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.

2.3.10. Assigned to, or performing duties for, boards, commissions, or task forces for which the Department of Defense is providing substantial administrative support, as determined by Reference (h).

2.3.11. Assigned to DoD Components as part of the Presidential Management Fellows Program, under part 362 of title 5, Code of Federal Regulations (Reference (i)).

2.3.12. Performing duties outside the Department of Defense under fellowships, scholarships, training with industry (TWI) opportunities, or grants, consistent with Reference (d).

2.3.13. Assigned under the Marine Security Guard Program overseas.

2.3.14. Assigned to the National Security Professional Program as defined by Executive Order 13434 (Reference (j)) and other applicable issuances and guidance.

3. DEFINITIONS. The following terms and their definitions are for the purposes of this Instruction only.

3.1. Detail. The temporary assignment of a military member or DoD civilian employee to perform duties in an Agency outside the Department of Defense with the intent of returning to the Department of Defense upon completion of those duties.

3.2. Nonreimbursable Detail. A detail for which the gaining agency does not reimburse the Department of Defense for services provided by DoD personnel during the detail period.

3.3. Reimbursable Detail. A detail for which the gaining agency reimburses (fully or partially) the Department of Defense for services provided by DoD personnel during the detail period.

4. POLICY

It is DoD policy that:

4.1. Details outside the Department of Defense shall be carried out only when they promote the increased effectiveness of the U.S. Government, or produce more economic use of Government resources. DoD personnel may be detailed to non-DoD agencies to support a specific project of minimum, pre-determined duration, wherein it is judged that DoD personnel are uniquely qualified within the U.S. Government to accomplish the task, the detail furthers identifiable interests of the Department of Defense, and is in compliance with Standards of Conduct under DoD Directive 5500.07 (Reference (k)).

4.2. As a general policy, and consistent with the Economy Act, section 1535 of title 31, U.S.C. (Reference (l)), the Department of Defense will approve requests for details outside the Department only on a reimbursable basis.

4.2.1. Non-reimbursable details shall be executed only if the employee will be performing functions consistent with those for which DoD funds are appropriated and the greatest benefit of the detail accrues to the Department of Defense. The external duties shall 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 shall be on a reimbursable basis.

4.2.2. 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 (e).

4.2.3. Any details made under section 112 of title 3, U.S.C. (Reference (m)) shall be on a reimbursable basis following any period of 180 consecutive days in the fiscal year in which detailed. The period preceding this point may either be reimbursable or non-reimbursable,

subject to the policies of this Instruction. Details to the National Security Council (NSC) are not subject to this constraint; however, each detail request to the NSC shall be subject to the guidelines specified in this Instruction. Reimbursement (partial, full, or none) from agencies within the Executive Office of the President not specifically mentioned in Reference (m) shall be based on that agency's charter and this Instruction.

4.3. Personnel shall not be detailed outside the Department of Defense when such a detail would be the individual's final tour before retirement or separation.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management (DA&M), shall:

5.1.1. ~~Develop, coordinate, and oversee~~ *Oversee* DoD policy on the detail of DoD personnel to organizations outside of the Department of Defense.

5.1.2. ~~Approve requests for detail of DoD personnel to organizations outside of the Department of Defense.~~ *Approve and sign necessary revisions to this Instruction.*

~~5.2. The Director, Washington Headquarters Services (WHS), through the Director of Human Resources, WHS, shall:~~

~~5.2.1. Monitor compliance with this Instruction.~~

~~5.2.2. Coordinate submitted detail requests with the appropriate OSD components and recommend a decision on each detail request after reviewing all comments from coordinating officials and assessing compliance with this Instruction.~~

~~5.2.3. Record and track approved details.~~

5.32. The DoD Executive Secretariat Secretary shall:

5.32.1. Serve as the single DoD focal point for the submission and final disposition of all requests to detail personnel outside the Department of Defense.

5.32.2. ~~Forward all detail requests to the DA&M for staffing and decision.~~ *Approve requests for detail of DoD personnel to organizations outside of the Department of Defense.*

5.2.3. Coordinate submitted detail requests with the appropriate OSD Components and render a decision on each detail request after reviewing all comments from coordinating officials and assessing compliance with this Instruction.

5.2.4. Record and track approved details.

5.2.5. Maintain this Instruction and initiate necessary revisions.

5.43. The Heads of the DoD Components shall:

5.43.1. Forward any detail request falling under the purview of this Instruction to the DoD Executive Secretariat, including the Component Head's comments, and inform the requester of the referral.

5.43.2. Not take independent action on any detail request, nor offer judgment regarding the potential for a detail approval.

5.43.3. Provide each detailee practical training on avoidance of prohibited political activities and appropriate standards of conduct before performing duty in the Legislative Branch.

5.43.4. Subsequent to ~~DA&M~~ *DoD Executive Secretary* approval of a detail, report to the ~~DA&M~~ *DoD Executive Secretary* the identity of the employee detailed and the actual start date of the detail.

6. PROCEDURES

6.1. Arrangements for reimbursement shall be formally developed during the staffing process between the appropriate parent organization and the gaining agency. Exceptions to the policy limitations regarding reimbursable details may be approved by the ~~DA&M~~ *DoD Executive Secretary*, after consultation with the General Counsel of the Department of Defense (GC, DoD), only under compelling circumstances and are subject to applicable laws regarding reimbursability and all other provisions of this Instruction. As appropriate, approved requests shall reflect the reimbursement basis and be administered as described in DoD 7000.14-R (Reference (n)).

6.2. All requests to detail DoD personnel to a non-DoD Agency shall be formally staffed through the OSD for decision. A sample Request for Detail format is provided at Enclosure 2. Requests for both new details and extensions of those currently approved shall be addressed to the DoD Executive Secretariat.

6.2.1. Each request shall include a statement of duties along with the proposed duration of the detail, the funding basis (reimbursement or nonreimbursement) including rationale if a nonreimbursable detail is being requested, security clearance requirements, and requested personnel attributes (grade/rank, skills, and qualifications). A sample Statement of Duties format is provided at Enclosure 3.

6.2.2. Personnel shall be detailed and employed according to terms approved by the ~~DA&M, or the DA&M's designated representative~~ *DoD Executive Secretary*. Personnel shall not be detailed to perform substantially different duties from those formally approved, be transferred intra-agency, or be transferred, assigned, or detailed to a "third party" agency, without formal approval from the ~~DA&M or his or her designated representative~~ *DoD Executive Secretary*.

6.2.3. Any detail of a DoD attorney to a non-DoD agency must be coordinated with, and approved by, the GC, DoD.

6.2.4. All temporary duty assignments in excess of 14 calendar days to an agency outside the Department of Defense must be processed in accordance with this Instruction.

6.2.5. Civilian employees of the DoD Components (except temporary or non-career employees) may be detailed to State and local governments, institutions of higher education, and certain other agencies as provided by section 3373 of Reference (e). Such details are subject to the policies stated in this Instruction.

6.2.6. Unless waived by the Secretary of Defense, no details of DoD civilian personnel or members of the Armed Forces are permitted to the Legislative Branch of the U.S. Government except under the terms and conditions of References (d) and (i).

6.2.7. Requests for specific personnel or "by-name" requests are discouraged.

6.3. DoD personnel are not authorized to report to an agency outside the Department of Defense until such time that the ~~DA&M~~ *DoD Executive Secretary* formally approves the detail request.

6.4. Detailees shall submit an after-action report to the ~~DA&M~~ *DoD Executive Secretary* as part of the revalidation process, through their detailing organization, at the completion of their tour. At a minimum, the report shall describe benefits accrued to the Department of Defense resulting from the detail and major duties performed.

7. INFORMATION ~~COLLECTION~~ REQUIREMENTS

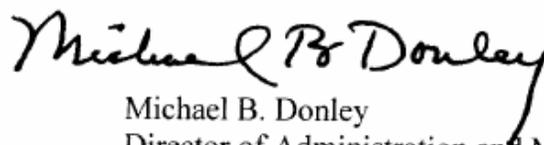
The ~~DoD internal reporting requirement identified~~ *Detailees After-Action Report referred to* in subparagraph 6.4. ~~has been assigned Report Control Symbol DD-DA&M(SA)1292~~ *is exempt from licensing requirements* in accordance with *paragraph C4.4.9. of DoD 8910.1-M* (Reference (o)).

8. RELEASABILITY

UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink that reads "Michael B. Donley". The signature is written in a cursive style with a large, sweeping "M" and "D".

Michael B. Donley
Director of Administration and Management

Enclosures - 3

- E1. References, continued
- E2. Sample Request for Detail Format
- E3. Sample Statement of Duties Format

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Sections *3343*, 3373, and chapter 41 of title 5, United States Code
- (f) Section 451 et. Seq. of title 50 Appendix, United States Code
- (g) DoD Directive S-5210.36, "Provision of DoD Sensitive Support to DoD Components and Other Departments and Agencies of the U.S. Government (U)," ~~June 10, 1986~~
November 6, 2008
- (h) DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," August 6, 2007
- (i) Part 362, title 5, Code of Federal Regulations – Presidential Management Fellows Program
- (j) Executive Order 13434, "National Security Professional Development," May 17, 2007
- (k) DoD Directive 5500.07, "Standards of Conduct," November 29, 2007
- (l) Section 1535 of title 31, United States Code
- (m) Section 112 of title 3, United States Code
- (n) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volume 11A, "Reimbursable Operations, Policy and Procedures," as amended
- (o) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998

E2. ENCLOSURE 2

SAMPLE REQUEST FOR DETAIL FORMAT

MEMORANDUM FOR DEPARTMENT OF DEFENSE EXECUTIVE SECRETARY

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

We request approval to (*detail, replace, or extend*) a position in the office of (*complete title of office*) on a (*reimbursable, nonreimbursable*) 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, "Detail of DoD Personnel to Duty Outside the Department of Defense."

If you have any questions about this request, please contact (*Name*) (*Office*) (*Phone Number*) (*Fax Number*).

REQUESTING OFFICIAL
TITLE

Attachment
Statement of Duties

Request # (*for Classified Requests*)

E3. ENCLOSURE 3

SAMPLE STATEMENT OF DUTIES FORMAT

(Agency Name) Point of Contact: Mr./Ms. (name) (phone number)

1. Name of Detailee: (if requesting an extension of an existing detail, otherwise, leave blank)
2. Position Title: (e.g., staff officer)
3. Position Location: (duty location/street address)
4. Requested Military Rank/Civilian Grade: (e.g., major or GS-13; do not leave blank)
5. DoD Agency or Branch of Service: (identify a specific DoD Agency or Service)
6. Duty Specialty or Occupational Code: (be as specific as possible)
7. Duration of Detail: (provide the proposed detail duration)
8. Report Date: (identify the proposed reporting date)
9. Required Security Clearance: (identify the required clearance)
10. Description of Duties: (provide a complete description)
11. Experience and Special Training: (self explanatory)
12. Reimbursable or Nonreimbursable: (do not leave blank)
13. Justification of Non-Reimbursable Detail: (if Item # 12 states “nonreimbursable”, provide detailed justification in accordance with criteria for nonreimbursable details in paragraphs 4.2.1. and 6.2.1.)
14. 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))
15. Other requirements: (provide information regarding other specific requirements not outlined above, e.g., “counterintelligence polygraph mandatory”)