

U.S. DEPARTMENT OF AGRICULTURE
 Farm Production and Conservation Mission Area
 Business Center
 Washington, DC 20250

FPAC POLICY	FPAC-P HRD-004
Subject: Temporary Promotions and Details	Effective Date: September 29, 2023
Approved By: /s/ Robert Ibarra Chief Operating Officer Farm Production and Conservation Business Center	Originating Office: Human Resources Division

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1. PURPOSE

(a) This policy:

- (1) Applies to all FPAC Mission Areas with the exception of FSA CO employees; and
- (2) Provides FPAC policy on the use of temporary promotions and details for federal (GS) employees and is the sole FPAC policy on these matters.

(b) Whenever parts of this policy conflict with provisions of a collective bargaining agreement, the agreement will be controlling for employees covered by the agreement.

2. SOURCES OF AUTHORITY

- a. [5 CFR Part 335](#), Promotion and Internal Placement;
- b. [41 CFR Chapter 301](#), 41 C.F.R., Part 301, Temporary Duty (TDY) Travel.

3. OVERVIEW

- a. **Temporary Promotion.** A temporary promotion is a temporary assignment of an employee to a higher-graded position for a specified period of time, with the employee returning to their permanent position upon the expiration of this temporary action. When an employee is temporarily promoted to a position in a different geographic area, the temporary work location of that position is the official duty station for pay purposes. Employees also will receive the locality pay associated with the temporary work location, whether higher or lower than the permanent duty station. As the temporary duty location now becomes the official duty location, consistent with OPM and FTR, an employee will not be entitled to any lodging expenses or per diem at the temporary duty location.
- b. **Detail.** A detail is a temporary assignment to a different position for a specified period of time when the employee is expected to return to their regular duties at the end of the assignment. An employee on detail is considered for pay and strength count and ceiling purposes to be permanently occupying their regular position. The employee's official duty station and pay entitlements are not affected by a detail. These details may also be referred to as "stretch assignments" or "developmental assignments."
- c. **Other Procedures.**
 - (1) An employee's return from a temporary promotion is not subject to the procedures in the OPM reduction-in-force regulations or to procedures related to action taken on unacceptable performance or misconduct.
 - (2) Employees are not entitled to file an administrative grievance regarding non-selection for a temporary promotion or detail or the termination of a temporary promotion or detail.

4. USE OF TEMPORARY PROMOTIONS

- a. 5 CFR Part 335.102(f) states:
 - (1) Agencies may make time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of time. FPAC temporary promotions will not be authorized for a period of less than 30 calendar days. The maximum time period for a temporary promotion is 5 years.
 - (2) Agencies must give the employee advance written notice of the conditions of the time-limited promotion, including the time limit of the promotion; the reason for a time limit; the requirement for competition for temporary promotions beyond 120 days, where applicable; and that the employee may be returned at any time to the position from which temporarily promoted, or to a different position of equivalent grade and pay, and the return is not subject to other procedures outlined in 5 CFR. (Note: The appropriate grade reduction will occur when the employee is returned to a prior position that is at a lower grade than the temporary promotion.)

- b. SF-52, “Request for Personnel Action,” must be prepared and approved **before** a temporary promotion is filled to document the beginning and ending dates and to ensure it meets the conditions of this policy.
- c. Temporary promotions below the full performance level may also be used, but OPM regulations require that a temporary promotion be made using a classified position description.

Example: For a vacant GS-14/15 state conservationist position classified at the GS-14/15 level, a qualified GS-13 employee could be temporarily promoted to the GS-14 level of this career ladder position. However, to affect a temporary promotion to a GS-14 state conservationist position, a separate position description must be developed for the GS-14 level specifying the duties, responsibilities, and supervision required. The requirement for competition (posting a vacancy announcement) for a temporary promotion expected to last more than 120 calendar days still exists.

- d. FSA county office employees are not eligible for a temporary promotion or detail to a GS position.

5. USE OF DETAILS

- a. FPAC details:
 - (1) May be made for any period of time because they are only at the same grade level as the employee’s regular position;
 - (2) Do not require documentation, such as the SF-52, for details lasting less than 30 calendar days;
 - (3) Require documentation for details lasting more than 30 calendar days. At a minimum, an SF-52 must be completed and approved before the detail.
- b. Details are intended to meet temporary mission needs. While serving on a detail, the employee continues to encumber the permanent position of record from which the employee was detailed. There is no change to the employee’s grade and pay, including locality pay.
- c. A detail to a classified position must include a specific series and grade level and include a position description number. Any detail that lasts 120 days or more must be to a classified position description.
- d. A detail to an unclassified list of duties of any duration will not reflect a grade level for the position. However, when an employee is detailed to an unclassified list of duties which include higher-level responsibilities, the detail may not exceed 120 days during a 12-month period.
- e. Details should not be used to qualify or prepare employees for promotion or to reassign them to positions with promotion potential.

- f. Because details do not change any employee's grade or duty station, employees are eligible for reimbursement for travel to or from, or for the cost of residing at the temporary work location consistent with FTR.

6. QUALIFICATIONS REQUIREMENTS FOR TEMPORARY PROMOTIONS AND DETAILS

a. Temporary Promotion Qualifications

- (1) Employees must meet the qualification requirements of the position to which they are being temporarily promoted. If the job series associated with the temporary promotion has educational or experience requirements, the employee must meet those education or experience requirements by the effective date of the temporary promotion. An employee also must meet time-in-grade and any applicable special licensure requirements on or before the effective date of the temporary promotion.
- (2) **Competitive Procedures Required for Temporary Promotions**
 - (a) OPM requires agencies use competitive procedures for a temporary promotion longer than 120 calendar days. This means the selected employee must have competed with other eligible employees for the temporary promotion assignment via a job opportunity announcement via USAJobs.
 - (b) A temporary promotion may be made permanent without further competition if the temporary promotion was originally made under competitive procedures and potential applicants were informed in the job opportunity announcement that selection for the temporary promotion may lead to permanent placement.
- (3) **Prior Service Credit**
 - (a) Any service during the preceding 12 months under a temporary promotion limited to 120 days or less counts toward the 120-day ceiling during the 12 months.
 - (b) Any time spent in a temporary promotion will count towards the 52-week time-in-grade requirement for the next higher grade.

b. Detail Qualifications

Employees are required to meet qualification standards of the position to which they are being detailed. This includes meeting experience, positive education, and any applicable special licensure requirements. Employees may not be detailed to a position for which they do not meet the minimum qualification requirements, such as lacking the positive education requirements.

7. PER DIEM AND TRAVEL ENTITLEMENTS WHILE ON DETAIL OUTSIDE OF THE COMMUTING AREA

- a. [41 CFR Chapter 301](#) defines a TDY location as a place away from an employee's official duty station where the employee is authorized to travel. FPAC employees are eligible for an allowance (per diem or actual expense) when they perform official travel away from their official duty station. While the position of record remains at the official duty station for purposes of documenting a detail outside of the local commuting area, FTR permits payment of travel and per diem expenses to the FPAC employee on a detail outside of the local commuting area because the temporary duty location is away from the employee's official duty location.
- b. An employee may not receive travel and per diem allowances for temporary promotion actions outside of the local commuting area because the location that they are temporarily promoted to becomes the work location (i.e., the official duty station is the location of the temporary promotion).
- c. There is no prohibition against an FPAC employee receiving travel and per diem allowances if the employee is directed to perform TDY travel while on the detail assignment.

Example: An FPAC employee with an official duty station of Minneapolis, MN, is placed on detail to a position located in Washington, DC. This employee's official duty station remains in Minneapolis, MN. This employee is then authorized during their detail to perform TDY travel to Fort Worth, TX. The travel and per diem allowances will be paid from the TDY station in Washington, DC, and not from the official duty station in Minneapolis, MN.

Although FTR travel and per diem allowances are based on the employee's official duty station, FPAC employees are permitted to begin travel from the TDY station.

- d. An employee who must travel to the duty station associated with the detail position may also travel to other locations on agency business while on detail. When this occurs, the employee will only receive travel reimbursement for one location, and the only reimbursement the employee will receive will be the location where the employee has been directed on agency business.

Example: An employee is detailed to the National Headquarters in Washington, DC, and is directed to attend a meeting in Fort Worth, TX, for a period of 5 consecutive days. While attending the meeting in Fort Worth, TX, the employee will only receive travel and per diem expenses for Fort Worth, TX, and not Washington, DC, consistent with the expenses approved for the Fort Worth trip in the authorization documented in the Concur travel system. When the employee returns to Washington, DC, from Fort Worth, TX, the employee will resume receiving travel and per diem expenses associated with the detail to the position located in Washington, DC.

- e. For temporary promotion actions, an employee may receive travel and per diem allowances only for travel associated with temporary assignments outside the local commuting area of the TDY location, for example, onsite assistance in another state.

8. SUPERVISOR RESPONSIBILITIES FOR MONITORING PERFORMANCE AND DELIVERABLES

- a. For a detail or temporary promotion expected to last at least 90 calendar days, the supervisor must:
 - (1) Establish a formal performance plan within 15 calendar days from the effective date of the detail or temporary promotion; and
 - (2) Complete an interim rating for the employee within 15 calendar days from the end of the detail or temporary promotion.
- b. For a detail or temporary promotion that will last less than 90 calendar days, the supervisor must:
 - (1) Establish performance expectations, communicated to the employee in writing; and
 - (2) Prepare a written assessment of the employee's performance within 15 calendar days from the end of the detail or temporary promotion and provide a copy to the employee and the supervisor of record.

9. AWARDS

- a. All FPAC employees are eligible to receive recognition through the awards program during a detail or temporary promotion. However, in approving an award, supervisors and managers should ensure that such awards are appropriate, comply with OPM and agency policy, and are accounted for in that organizational unit's awards cap.
- b. For employees who serve on a temporary promotion and then are nominated for an award based on accomplishments that occurred during the temporary promotion, supervisors and managers should exercise due caution and sound judgment to ensure that these employees do not receive dual recognition.

10. DECISION MATRIX FOR TEMPORARY PROMOTIONS AND DETAILS

Action	Entitlement to Promotion	Performance Plan	Entitled to Travel Expenses and Per Diem	Eligible for Incentive Awards	Employee Rights to Other Procedures
Detail to a position or unclassified list of duties within the local commuting area of the qualified employee's official duty station.	No	Yes, if detail exceeds 90 calendar days.	No	Yes	Employee is not covered by OPM reduction-in-force regulations, procedures related to taking actions on unacceptable performance or misconduct, or grievance procedures.
Detail to a position or unclassified list of duties outside of the qualified employee's local commuting area.	No	Yes, if detail exceeds 90 calendar days.	Yes. Employee may receive travel and per diem expenses once an authorization is created in the Concur travel system.	Yes	Employee is not covered by OPM reduction-in-force regulations, procedures related to taking actions on unacceptable performance or misconduct, or grievance procedures.
Temporary promotion to a position within the local commuting area of the qualified employee's official duty station.	Yes. Temporary promotion must be competitive if it will last longer than 120 calendar days.	Yes, if temporary promotion exceeds 90 calendar days.	No	Yes	Employee is not covered by OPM reduction-in-force regulations, procedures related to taking actions on unacceptable performance or misconduct, or grievance procedures.
Temporary promotion to a position outside of the local commuting area of the qualified employee's official duty station.	Yes. Temporary promotion must be competitive if it will last longer than 120 calendar days.	Yes, if temporary promotion exceeds 90 calendar days.	No	Yes	Employee is not covered by OPM reduction-in-force regulations, procedures related to taking actions on unacceptable performance or misconduct, or grievance procedures.

11. CONTACT

Direct questions about this notice to either of the following:

- (1) HRD through [FPACNow](#) according to the following instructions:
 - (a) Enter a date in the “Proposed Effective Date” field;
 - (b) Select “Workforce Policy” from the drop-down menu in the “Request Type” field;
 - (c) Enter the description in the “Description” field;
 - (d) Click “Add attachments” to include any attachments; and
 - (e) Click “Submit.”
- (2) Latasha Berry, Section Chief, Workforce Policy, Quality Assurance, Workforce Policy and Litigation Branch, Human Resources Division by e-mail to Latasha.Berry@usda.gov.