

DOE 3300. 1B
6-23-92

THIS PA6E **MUST** BE KEPT WITH DOE **3300.1B, ASSIGNMENT OF DEPARTMENTAL PERSONNEL OUTSIDE THE DEPARTMENT.**

DOE 3300.1B, ASSIGNMENT OF DEPARTMENTAL PERSONNEL OUTSIDE THE DEPARTMENT, HAS REVISED DOE **3300.1A** TO REFLECT ONLY ORGANIZATIONAL TITLE AND ROUTING **SYMBOL** EDITORIAL REVISIONS REQUIRED BY NOTICES IN THE **SEN-6** SERIES. NO SUBSTANTIVE CHANGES HAVE BEEN MADE AT THIS TIME. **HOWEVER,** THIS ORDER WILL UNDERGO SUBSTANTIVE CHANGES IN THE NEAR FUTURE. IF YOU HAVE ANY QUESTIONS ABOUT PROVISIONS OF THE ORDER, PLEASE CONSULT APPROPRIATE STAFF MEMBERS IN THE OFFICE OF PERSONNEL. DUE TO THE **NUMBER** OF PAGES AFFECTED BY THE REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

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U.S. Department of Energy
Washington, D.C.

ORDER

DOE 3300.1B

6-23-92

SUBJECT: ASSIGNMENT OF DEPARTMENTAL PERSONNEL OUTSIDE
THE DEPARTMENT

1. **PURPOSE.** To provide general policy and guidance for the assignment of Department of Energy (DOE) employees outside the Department.
- 2* **CANCELLATION** DOE 3300.1A, ASSIGNMENT OF DEPARTMENT OF ENERGY PERSONNEL OUTSIDE THE DEPARTMENT, of 4-23-84.
3. **REFERENCES.**
 - a. Title 5, United States Code, chapter 33, subchapter **VI**, which governs the temporary assignment of personnel between the Federal Government and State, local, and Indian tribal governments, institutions of higher education, or other approved eligible organizations.
 - b. Title 5, Code of Federal Regulations, part 334, and Federal Personnel Manual (**FPM**) chapter 334, which establish Office of Personnel Management (**OPM**) regulations for the assignment of personnel under the Intergovernmental Personnel Act (IPA).
 - c. Title 5, United State Code, chapter 33, subchapter **III**, section **3343**, and **FPM** chapter 352, which provide for the assignment of Federal employees to international organizations.
 - d. **FPM** supplement 296-33, which provides procedures and guidelines for processing personnel actions.
 - e. DOE 1500.2A, TRAVEL POLICY AND PROCEDURES, of 6-7-89, which establishes the official DOE travel policy and procedures and, specifically, paragraph 4 of chapter VI, page **VI-10**, on IPA assignments.
 - f. DOE **2200.5B**, FUND ACCOUNTING, of 6-8-92, which prescribes policies, procedures, and responsibilities for the administrative control of all funds made available for obligation.
 - g. DOE 211 0.1A, PRICING OF DEPARTMENTAL MATERIALS AND SERVICES, of 7-14-88, which prescribes policy for establishing charges for services provided to organizations outside the Department.
 - h. DOE 3430.3A, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, of 8-14-86, which provides information on performance ratings for employees who are assigned outside the Department.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Personnel

- i. DOE 2200.6, FINANCIAL ACCOUNTING, of 10-24-88, which establishes policy and general procedures for the financial management of cash, advances, receivables, inventories, and investment of funds; accountability for plant and capital equipment; current and **long-term** liabilities; and accounting for equity, reimbursable work, revenues, collections and expenses.
- j. DOE 3540. **1A**, PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM, of 8-14-86, which provides information on merit pay determinations for employees who are absent from their assigned positions during the performance appraisal rating period.

4. **POLICY.**

- a. DOE employees will be assigned to non-DOE activities and organizations only when to do so furthers the interests of DOE or the Federal Government. All employees will receive fair and equitable consideration for assignment opportunities without regard to race, color, national origin, age, sex, religion, or handicap.
- b. The release of DOE employees for temporary assignments and extensions of temporary assignments to non-DOE organizations will require the approval of the Secretary or Deputy Secretary. Such assignments or extensions of assignments must be approved before initial negotiations are formalized and before reimbursable or contractual agreements are presented to the proposed host organization for acceptance.
- c. DOE personnel assigned to organizations outside the Department generally will be assigned only on a reimbursable basis. Reimbursement will recover the full costs of the assigned employee's salary, benefits, and associated administrative costs such as travel, shipment of household goods, or per diem payments. DOE normally will not pay more than 49 percent for salary and 50 percent for associated costs of assignments under the IPA. Other funding arrangements may be proposed, but they require a justification that shows that the arrangement is in the best interest of the Department or the Federal Government.
- d. The lending of personnel by the Department must be covered by a written agreement between DOE and the host organization. A copy of the written agreement will be provided to the accounting office to facilitate recordation in payroll and accounting records. The agreement must specify what portion of the cost is reimbursable and what portion is not as well as the legal authority to enter into a reimbursable agreement. **In** addition, the applicable approved funding program and allotment must have available reimbursable authority amounts sufficient to cover such agreements. Payments made by the borrowing organization will be credited to the appropriations charged.

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5. **RESPONSIBILITIES.**

- a. The Secretary or Deputy Secretary approves or disapproves all requests for the release of DOE personnel for assignments to non-DOE activities;
- b. Director of Administration and Human Resource Management (AD-1).
 - (1) Provides staff support and assistance to the Secretary or Deputy Secretary to ensure that all assignments of DOE personnel to non-DOE activities are based on concepts of efficiency and effective mission support.
 - (2) **Develops** guidance on the policies, standards, and procedures concerning assignments to non-DOE organizations, manpower planning, and personnel **functions related** to such assignments; including such reports as may be required by the Secretary or Deputy Secretary.
- c. Director of Personnel (AD-501).
 - (1) Ensures compliance with applicable laws, rules, and regulations concerning such assignments.
 - (2)** Maintains liaison with the **OPM** concerning assignments of Federal employees.
- d. Director of Organization, Resources and Facilities Management (AD-10), maintains liaison with the Office of Management and Budget on issues pertinent to such assignments.
- e. **Heads of Departmental Elements.**
 - (1) Provide assistance, as requested, to the Secretary or Deputy Secretary, Director of Administration and Human Resource Management, Director of Personnel, and the Director of Organization, Resources and Facilities Management in evaluating requests for assignments of DOE employees to non-DOE organizations.
 - (2) Ensure that the performance and conduct of personnel under their jurisdiction who are proposed for assignment to non-DOE organizations are of a caliber appropriate to represent DOE.
 - (3) Ensure that approval of requests for such assignments will not adversely affect **DOE's** mission support **or efficiency.**
 - (4) Provide assistance in preparing a computation of chargeable cost of personnel loaned outside the Department.

- (5) Ensure that adequate reimbursable obligation authority is reflected in the approved funding program before an agreement is finalized.
- (6) Ensure that the appropriate actions are initiated to reclassify the payroll funding source from direct program funds to reimbursable program funds.
- f. Chief Financial Officer (CR-1), provides advice and assistance in determining the procedures for handling reimbursable **orders** from other Federal agencies and advances from non-Federal entities.

6. PROCESSING REQUESTS FOR ASSIGNMENT.

- a. Requests for approval of assignments and extensions of assignments must be forwarded to the Director of Administration and Human Resource Management, through the appropriate personnel office, at least 1 month before the proposed effective date of the assignment. All requests must include the following information:
 - (1) The name, title, series, grade, organization, and geographical location of the employee proposed for assignment.
 - (2) Identification of the organization to which assignment is proposed and the title, series, and grade (or rate of pay) of the position to which the employee will be assigned.
 - (3) The proposed starting and ending dates of the assignment and the type of assignment to be made (IPA, interagency detail, or other specific designation).
 - (4) Any fiscal obligations that will accrue to DOE and, if none, the reason(s) why. Also, a statement of the lending organization's willingness to fund the costs, if any.
 - (5) Justification for the proposal, including a statement of the benefits that will accrue to DOE through such an assignment.
 - (6) Optional Form 69, "Assignment Agreement," if the proposed assignment is under the IPA.
- b. Requests must be in accordance with OPM rules and regulations, and with other applicable laws and regulations.
- c. **Details** for less than 30 days shall be documented on the Standard Form 52, "Request for Personnel Action"; those in excess of 30 days shall be documented on the Standard Form 50, "Notification of Personnel Action," and each will be filed on the right side of the official personnel folder.

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- d. Charges for the services of DOE personnel assigned outside the Department shall be made in accordance with DOE 211 0.1A, PRICING OF **DEPARTMENTAL** MATERIALS AND SERVICES, of 7-14-88.
- e. Revenue from such assignments shall be handled in accordance with DOE 2200.6, FINANCIAL ACCOUNTING, of 10-24-88.

BY ORDER OF THE SECRETARY OF ENERGY:



DOLORES L. ROZZI
Director of Administration and
Human Resource Management



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