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Category: 20 - Human Resources **OPR:** HR

Title: AR 20-70 (U) DETAILED PERSONNEL

REVISION SUMMARY: 6 March 2002 (0638)

This regulation supersedes HR 20-70, dated 15 October 1986.

HR 20-70 is revised and redesignated *AR 20-70; and incorporates FR 20-70. Due to the Agency's organizational restructure that resulted from the DCI's decision, effective 4 June 2001, to abolish the Directorate of Administration, and establish the Mission Support Offices (MSOs), organizational titles have also been updated.

FR 20-70 is hereby rescinded.

*This redesignation is part of an ongoing conversion to one set of Agency Regulations for both headquarters and the field.

Boldfaced text in this regulation indicates revisions.

This regulation was written by the Policy Team, Human Resources Strategy & Planning Staff, at HRM Policy@DA.

70. (U) DETAILED PERSONNEL

(U) SYNOPSIS. This regulation governs the administration and support of personnel detailed to or from other Federal establishments.

- a. (U) GENERAL.** For the purpose of this regulation, a detailee is a civilian or military employee of the Federal Government provided by the parent organization for duty on a nonpermanent basis to another Federal establishment. Personnel are detailed to the Agency in the following broad categories:

(1) CIVILIAN PERSONNEL

- (a) Reimbursable Detail.** The employee is charged to Agency personnel ceiling and the Agency must reimburse the parent organization for the employee's salary and benefits.

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- (b) **Nonreimbursable Detail.** The employee is not counted against the Agency's ceiling and the parent organization is not reimbursed for the employee's salary and benefits.

(2) **MILITARY PERSONNEL**

(a) **Reimbursable Detail**

- (1) **Assigned.** Such military personnel are under the administrative command and control of the Agency and are charged to Agency ceiling. The Agency reimburses the parent service for the cost of their detail.
- (2) **Detailed for Duty With.** Such military personnel provide support to the Agency but are under the administrative control of their parent service. These individuals are not charged to Agency ceiling, but the Agency must reimburse the parent service for their services.

- (b) **Nonreimbursable Detail.** Same as paragraph a(2)a(2) above except that the Agency does not reimburse the parent service for the detail.

b. (U) **POLICY**

- (1) The Agency obtains civilian and military personnel on detail to use the backgrounds, qualifications, or associations of such individuals to fill positions or provide services for the Agency that require status or skills not otherwise available. In addition to normal pay and allowances, detailees may be authorized other allowances at the discretion of the Agency if warranted by the duties assigned and in accordance with applicable laws and regulations. However, duplication of entitlements granted by the parent establishment will not be made by the Agency. This prohibition includes but is not limited to precluding members of the Armed Forces from receiving benefits under both the Director's special authorities (in Section 4(b)(2) of the CIA Act of 1949, as amended) and Title 37, U.S. Code, for the same purpose.
- (2) The policies and regulations of the military services governing personnel administration normally take precedence over those of the Agency in providing administrative support to military detailees; however, all detailees are otherwise subject to Agency rules and regulations (including security and conflict of interest matters) notwithstanding any requirement of the parent establishment. Thus, detailees will execute Agency secrecy agreements, obtain approval for participation in outside activities, and submit manuscripts for review prior to publication, as appropriate. However, "detailed for duty with" and "nonreimbursable detail" military personnel will not be polygraphed without approval of the Secretary of Defense.
- (3) The Agency may arrange with other Federal establishments for the detail of Agency personnel to those establishments when such details are in the national interest. The host organization (where the Agency employee is on detail) may provide supervision to the detailee and may assign work. In addition, it may prepare performance evaluations on the work performed by the employee.
- (4) An Agency employee detailed elsewhere within the Federal Government will be responsible to the host agency and will not report to CIA on the affairs of the host agency,

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except as may be directed by the latter. The head of the host agency and any successor will be informed of the detailee's association with the parent agency.

c. (U) **PERSONNEL DETAILED TO THE AGENCY**

(1) **PROCUREMENT**

- (a) **The Chief, Recruitment Center (C/RC) or designee** is responsible for requesting the detail to the Agency of employees from other Federal establishments. Operating Officials may enter preliminary discussions with a parent establishment for the services of an employee, but should coordinate with the **C/RC or designee** in advance of such discussions. As a matter of policy, the Department of Defense discourages the identification of specific individuals to fill other Federal agency requirements.
- (b) Operating Officials will request detailed personnel by initiating a memorandum to the **C/RC or designee**. Each request will justify and describe the services to be performed, estimate the period for which services will be required, and advise if the detail will be reimbursable or nonreimbursable. All detailed civilian personnel are subject to Agency medical and security approval. Agency medical and security clearances for "detailed" and "detailed for duty with" military personnel are dependent on requirements of the duties to which assigned and are determined on a case-by-case basis. All requests will include a Form 1152, Request for Personnel Action.
- (c) The **C/RC or designee** will conduct the necessary liaison with the other establishments for the proposed detail and will prepare appropriate correspondence officially documenting the detail. In accordance with AR 30-25, the financial arrangements involved in the agreement will be coordinated with the Director of Finance.

(2) **ADMINISTRATION**

- (a) Operating Officials are responsible for:
 - (1) Submitting Personal History Statement data and a Form 1152, Request for Personnel Action, for prospective detailees.
 - (2) Supervising detailed personnel and meeting the administrative requirements of the parent agency.
 - (3) Coordinating with **Human Resources (HR)** the administrative actions involving civilians and assigned military personnel (for example, reporting change of duty or station, TDY, leave, sickness).
 - (4) Providing **HR** with copies of all administrative correspondence pertaining to detailed personnel.
 - (5) Informing the **C/RC or designee** of terminations, cancellations, or proposed changes in the Administrative Agreement of personnel.
- (b) The **C/RC or designee** is responsible for:

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- (1) Obtaining appropriate medical and security clearances on receipt of Form 1152.
 - (2) Authenticating Form 1152.
 - (3) Establishing an entrance-on-duty date in coordination with the parent agency and the host Agency component.
 - (4) Arranging for appropriate entrance-on-duty briefings.
 - (c) Financial arrangements for use of detailed personnel must be referred to the Director of Finance for concurrence. The Director of Finance is responsible for making payments specified in agreements with the parent establishments.
 - (d) Military personnel "detailed for duty with" the Agency are administered by their respective military services through the military's focal point officer.
- d. (U) **AGENCY PERSONNEL DETAILED TO OTHER ESTABLISHMENTS.** Agency personnel detailed to other Federal establishments will continue to receive Agency entitlements while on detail.
- (1) Operating Officials are responsible for:
 - (a) Initiating a memorandum to Chief, Transactions and Records **Division, HR**, outlining the pertinent information, including length of detail, reimbursable or nonreimbursable arrangements, and the name and title of the individual in the host agency who agreed to the detail.
 - (b) Submitting a Request for Personnel Action, for the proposed detailee to the **C/RC or designee** with the Administrative Agreement information.
 - (c) Informing the **C/RC or designee** of proposed termination, cancellation, or changes in the Administrative Agreement.
 - (d) Ensuring that Agency personnel detailed to other organizations are included in the Career Service competitive evaluation process.
 - (2) The **C/RC or designee** is responsible for:
 - (a) Obtaining security and medical clearances for the proposed assignment on receipt of Form 1152.
 - (b) Conducting the liaison necessary for the proposed detail with the host agency's Director of Personnel.
 - (c) Preparing appropriate correspondence to the host agency officially documenting the detail.
 - (d) Coordinating with **Director of Finance** financial arrangements involved in any Administrative Agreement.
 - (3) The Director of Finance is responsible for collecting any reimbursements specified by the Administrative Agreement.
 - (4) Under certain limited conditions specified below, Agency personnel may be detailed to

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other Federal agencies without the full administrative processing otherwise required by this regulation. Such details will be authorized only where particular Agency technical expertise is required for a short-term or single instance and under time constraints that do not allow for full administrative processing. Such special detailing requires:

- (a) A request for assistance from an appropriate official of the requesting agency;
 - (b) Acknowledgment by the detailee that, during the detail, he or she will only receive tasking by the host agency and will not report back to CIA concerning the information acquired during the course of the detail except as directed by the host agency; that the detailee understands that he or she may receive no tasking from CIA either before or during the detail for activities to be accomplished during the course of the detail; and that he or she understands that his or her activities must be strictly limited to the terms of the detail. Each detailee will be briefed on these requirements by the Office of General Counsel (OGC);
 - (c) Approval of the appropriate Deputy Director or **Chief, Mission Support Office (C/MSO)**, except where a higher level approval is required by Executive Order 12333 or its implementing procedures;
 - (d) General Counsel or Acting General Counsel concurrence;
 - (e) Notification of an appropriate official of the requesting agency that the detailing is to take place;
 - (f) In emergency circumstances, the requirements of (b) through (e) above may be fulfilled orally, and followed up subsequently in writing;
 - (g) An appropriate official is someone determined by OGC to have the authority to commit the host agency with respect to the assistance/detailing arrangement; and
 - (h) All special details will be for a specified duration and will be limited to providing the requested assistance.
- e. **(C) DETAILED MILITARY PERSONNEL (REIMBURSED).** In addition to the policies and procedures set forth above, the following also apply:
- (1) **LENGTH OF AGENCY DUTY.** Military personnel are assigned or detailed for duty with the Agency in accordance with policies and regulations of the military services. Since a prolonged assignment to the Agency may adversely affect the individual's military service career, the Agency will not, as a matter of general policy, request extensions of tours of military personnel except in unusual and important cases. In such cases, **HR/RC** is authorized to request a 1-year extension of the normal tour. Requests involving an extension or repeated extensions of more than 1 year will be justified fully and submitted to the **C/RC** or **designee** for consideration. All extensions are subject to approval by the military services.
 - (2) **EFFICIENCY REPORTS.** Efficiency reports are required for assigned military personnel and must be prepared to meet the requirements of the military services. **HR/RC** will notify appropriate Operating Officials when reports are required and provide guidance for preparation. Operating Officials will notify **HR/RC** of changes in

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supervisors of assigned military personnel so that proper initiation of reports can be maintained.

- (3) **LEAVE.** Detailed military personnel are entitled to leave in accordance with the policies of their parent service.

- (4) **MILITARY ENTITLEMENTS.** Detailed military personnel are entitled to retain, from either their parent service or the Agency, the military salary, allowances, and other benefits authorized for their military grade and the type and post of assignment. When detailed military personnel are prevented by cover or security from claiming and receiving from their parent service any military entitlements, the Agency will satisfy the entitlements by providing the benefits or making payment therefor. Before any payments are made by the Agency, a claim must be submitted to the Operating Official concerned by or on behalf of the individual. The claim must be supported by a statement from the individual's supervisor that for cover or security reasons a claim for payment by the parent service is not feasible. Upon receipt of payment, military detailees will certify that they have not received and retained and will not receive and retain duplicate payments from the parent service. When payments are to be made by the Agency on a continuing basis, the certifications are required only when the initial and final payments are made. The following entitlements that would have been borne by the parent service had the individual been on active overt duty may be satisfied by the Agency:

- (a) **Per Diem at Headquarters.** For cover or security reasons, military personnel are frequently ordered to Washington, D.C., on permanent change of station orders for processing before assignment outside the Washington, D.C., area. The Agency considers such personnel to be in Washington on "temporary duty en route to permanent station" and provides per diem allowances as prescribed by the Joint Travel Regulations.
- (b) **Incentive or Special Pay.** Payment for aviation, parachuting, demolition, or diving will be made in accordance with the applicable military regulations upon certification by the supervisor that the duty justifying the pay was performed during the period for which the pay is claimed.
- (c) **Travel, Transportation, and Related Expenses.** Expenses for these purposes will be allowed only when incurred at the specific direction of an authorizing official (as defined in AR ☐). Payments by the Agency are subject to the standards and limitations set forth in and in conformance with the eligibility and other requirements of the Joint Travel Regulations and, where applicable, the regulations of the parent service, except concerning formal civilian clothing as discussed later in this regulation. Military entitlements that may be satisfied by the Agency include:
- (1) Travel expenses incurred by detailed military personnel and their dependents (as defined in the Joint Travel Regulations) between permanent posts of duty, subject to emergency restrictions of the parent service. Allowable expenses include either the actual cost of transportation (as directed by the Agency) and military per diem or the applicable military mileage allowance.
- (2) Transportation and related expenses incurred on permanent change of station

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orders for a personal automobile at and between ports of embarkation and debarkation.

- (3) Transportation and related expenses incurred for household goods at and between permanent posts of duty, subject to emergency restrictions of the parent service. Allowable expenses include storage charges for household goods that are not moved, provided that the total amount of household goods stored does not exceed the total weight allowance prescribed for the individual's grade in the Joint Travel Regulations.
- (4) Transportation (including priority baggage by surface transportation) and related expenses for baggage in the course of permanent change of station and temporary duty travel.
- (5) Travel expenses incurred for authorized temporary duty travel. In addition to military per diem and in lieu of transportation, the applicable military mileage allowance may be allowed.
- (6) A dislocation allowance in an amount equal to 1 month's payment of the basic allowance for quarters, provided transportation of dependents is authorized in connection with a permanent change of station directed by the Agency.
- (d) **Medical Expenses.** Any normal medical expenses incurred by detailed military personnel and their dependents that would have been borne by the parent service had the individual been on active overt duty will be paid by the Agency, provided the medical services for which the expenses were incurred could not have been performed for the individuals and their dependents without charge by cover facilities or by the military services.
- (e) **Schooling for Dependent Children.** Military entitlements that may be paid by the Agency include a schooling allowance for dependent children equivalent to that furnished by the parent service to military personnel under bona fide military orders at the same post of duty. The individual will submit to the Operating Official concerned receipts for the services provided by the school and will certify the amount of the military schooling allowance paid by the parent service in the area of assignment. Payments will not be authorized for quarters, subsistence, travel, or clothing incidental to schooling. If any adjustments are made by the parent service in the schooling allowance paid in an area of assignment, the allowance paid by the Agency will be adjusted accordingly.
- (f) **Clothing Allowances (Enlisted Personnel).** The Operating Official concerned may authorize nonaccountable clothing allowances for detailed enlisted personnel as follows:
 - (1) When they are assigned on temporary duty and, in order to carry out assigned duties, are required to wear civilian outer clothing, they may be authorized an allowance for the purchase of such clothing. The amount of this allowance may not exceed the maximum that the parent military service could authorize for enlisted personnel on temporary duty under the same conditions.

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- (2) When they are assigned permanently and, for operational, cover, or security purposes, are required to wear civilian outer clothing on a continuing basis, they may be authorized an allowance for the purchase of such clothing. The amount of this allowance may not exceed the maximum that the parent military service could authorize for enlisted personnel assigned to the same location.
- (3) A civilian clothing maintenance allowance may be granted in conformance with applicable regulations of the parent military service. Any military clothing maintenance allowance received from the parent service will be offset against the civilian clothing allowance.
- (5) **SPECIAL AUTHORIZATIONS.** At the discretion of the C/RC or designee, detailed military personnel may be granted entitlements of Agency civilian employees for purposes other than travel in lieu of the corresponding entitlements of the parent service, but no combination of parent service entitlements and civilian entitlements will be authorized, except under the provisions of paragraph (d) below. The basic consideration in granting any civilian entitlements to military personnel is that the individual will incur substantial personal expenses as the direct result of operational assignment or cover circumstances for which military entitlements are inadequate. In no event may duplicate payments be provided.
- (a) **Letters of Authorization.** HR/RC will execute and issue a Letter of Authorization for each detailed military person who is to receive civilian entitlements in lieu of military entitlements. The letter will set forth the nature and amount of all allowances and other benefits authorized to the individual that vary from the military entitlements set forth in paragraph e(4) above.
- (b) **Assimilated Civilian Grades.** When military personnel are authorized by Letter of Authorization to receive a civilian entitlement in lieu of a comparable military entitlement, the assimilated civilian grade shown below will be used when the entitlement is based on grade. The base pay of the civilian grade will be used when the entitlement is based on salary.
- (c) **Unusual Expenses.** Letters of Authorization may authorize reimbursement to military personnel for unusual or extraordinary expenses directly and necessarily incurred because of the security or operational requirements of assigned Agency duties if and to the extent otherwise permitted by law.
- (d) **Offset.** Should cover circumstances necessitate the continuation of basic military entitlements, notwithstanding the fact that civilian entitlements have been authorized by the Agency, only the difference between the authorized civilian entitlements and the military entitlements being drawn from the parent service will be paid by the Agency. The individual will promptly repay to the Agency any overpayments necessitated by cover or security considerations.
- (e) **Allowances for Civilian Clothing (Officer Personnel).** Letters of Authorization may authorize a nonaccountable clothing allowance of not more than \$150 to detailed officer personnel for the purchase of ordinary civilian clothing. (Up to \$300 may be approved by the Deputy Director or C/MSO concerned when a tie and dress clothing

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assignment and administration of military personnel "assigned" to the Agency and subsequently detailed to other establishments will be in accordance with paragraph d above. **HR** must be included in the coordination of all correspondence and personnel actions.

- g. (U) **DETAILED MILITARY PERSONNEL (NONREIMBURSED).** Certain Agency components are authorized to use military personnel on a nonreimbursable basis. The agreement for such use may be formal or informal and arrangements are made directly with the appropriate military services by the Operating Officials. The **C/RC or designee** will be informed in advance when a component plans to initiate such arrangements. Military personnel in the category are administered and controlled by the parent service. Operating Officials who enter into such agreements will prepare a Request for Personnel Action, for each military detailee of this type and forward it to **HR** for authentication. Using components are responsible for obtaining any security clearance required.

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