

Details between Excepted Service and Competitive Service Positions

An agency may detail employees in accordance with the regulations in 5 CFR Part 300 Subpart C. These regulations allow an agency to detail an excepted service employee appointed under Schedule A, B, D, or a Veterans Recruitment Appointment (VRA) appointment (Title 5 Appointments) to a competitive service position without U.S. Office of Personnel Management (OPM) approval. A detail of any other excepted service employee to a competitive service position requires prior approval of OPM. This approval may be granted on a case-by-case basis or as delegated authority. Requests for approval of such details should include the following information:

- Information on the excepted service position (Agency, Appointment authority for employee's position of record, occupational series, grade level);
- Information on the competitive service position (Agency, occupational series, grade level);
- Purpose of the detail or the duties to be performed during the detail;
- Reason why the excepted service employee is needed for the competitive service position (e.g., special skills/competencies the excepted service employee will bring to the competitive service position).

The template that follows may be used to submit requests to OPM. Use of the template does not guarantee approval. OPM will make a determination on each submission based on the information provided by the requesting agency. Questions about this requirement and the template may be sent to employ@opm.gov.

Template to Request a Detail from an Excepted Service Position to a Competitive Service Position for Participation in a Rotational Assignment.

{Name of Deputy Assistant Director Talent Acquisition and Workforce Shaping}

Deputy Assistant Director Talent Acquisition and Workforce Shaping
U.S. Office of Personnel Management
1900 E St., NW
Washington, DC 20415

Dear **{Name of Deputy Assistant Director Talent Acquisition and Workforce Shaping}**:

The **{name of requesting agency}** requests OPM approval for the detail of an excepted service employee, **{insert employee name}** from the **{insert employing agency of employee}** to a competitive service position. If approved, **{insert employee name}** will serve as **{insert position to which the employee will be detailed}**. The following information is provided in support of the request.

Information on the excepted service position:

- List the position title, series, grade, agency and organizational unit of the employee's position of record.
- Provide the legal authority for the excepted service appointment

Information on the competitive service position:

- List the position title, series, grade, agency and organizational unit of the position to be filled during the detail.

Anticipated length of the detail:

- Indicate the anticipated length of the detail.

Purpose of the Detail:

- Describe/Identify the rotational program.
- Describe the duties to be performed during the detail.

Reason why a competitive service employee cannot serve in the detail:

- Explain why the excepted service employee is needed for the competitive service position and why other competitive service employees cannot be used for the detail. (Example. special skills/competencies the excepted service employee will bring to the competitive service position).

The point of contact for this request is **{agency POC}** and may be contacted at (XXX) XXX-XXXX or electronic mail at _____.

Sincerely,

{Name of Requestor} {Title}