

Non-reimbursable Detail Agreement Checklist

1. Have you consulted with your servicing human resources office to determine whether the contemplated arrangement is a detail and is not an assignment?
2. Does the agreement identify the parties to the agreement?
3. Does the agreement include a unique agreement number?
4. Does the agreement cite all applicable legal authorities? In particular:

 - a. Does the agreement cite the statutory authority for undertaking the detail on a non-reimbursable basis?
If there is no applicable statutory authority, has the loaning agency made ONE of the following determinations (not both): (1) That the detail will involve matters similar or related to matters ordinarily handled by the loaning agency, and the detail will aid a purpose for which receives appropriations (this determination must be used if applicable); or (2) that the detail will have a *de minimis* impact on its appropriations? Does the agreement cite 64 Comp. Gen. 370, 380-81 (1985) and state which of these two determinations apply and how?
 - b.
 - c. In addition to a. or b., if the detail is between two Department operating units, does the agreement cite 5 U.S.C. § 3341?

5. Does the agreement describe the terms and conditions under which the detail will occur? In particular:

 - a. Does the agreement state the beginning and termination dates of the detail?
If the detail is between two Department operating units, does the agreement either: (1) terminate within 120 days, or (2) provide that the detail is subject to the loaning agency making a written determination to continue it every 120 days?
 - b.
 - c. Does the agreement state how the time and attendance of the detailee, including leave usage, will be maintained and to whom in the loaning agency it will be reported?

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d. Does the agreement state that the requesting agency will provide a written evaluation of the employee's performance during the detail upon request by the loaning agency?

e. Does the agreement state which agency will be responsible for providing the detailee technical and operational support, as well as office space and administrative support, during the term of the detail?

6. Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?

7. Does the agreement contain a dispute resolution provision?

8. Does the agreement provide the names and contact information for each party?

9. Does the agreement contain signature lines for each party?
