



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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To: Field Managers and Deputy State Directors
From: Associate State Director
Subject: Documentation of Employee Details and Temporary Promotions

This is to remind managers and supervisors that employee details are required to be documented in the Federal Personnel/Payroll System (FPPS) if the detail exceeds 30 days. Details of less than 30 days should be documented on an SF-52, Request for Personnel Action. This form is available on the BLM Wyoming Intranet HR Home page (forms). A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. An employee who is on detail is considered for pay purposes to be permanently occupying his or her regular position.

Temporary promotions require documentation in all cases. A temporary promotion (Promotion Not To Exceed) is a temporary assignment to a different position at a higher grade level or higher rate of basic pay. The employee must qualify for the higher grade and receives the higher rate of basic pay for the specified period.

Details of 30 days or more and temporary promotions are documented by entry into the FPPS system and processing of the SF-50, Notification of Personnel Action. An FPPS action must also be entered to terminate the detail or temporary promotion when the employee returns to their regular position. WY-953 will process the SF-50 action and distribute to the employee and supervisor. A copy of the SF-50 will also be placed in the employee's Official Personnel File (OPF). SF-52's used to document details of less than 30 days may also be sent to your servicing Human Resources Specialist in the State Office.

Questions in regard to details and temporary promotions may be addressed to Don Roberts (6033) or Carolyn Droscher (6030), Human Resources Specialists in the State Office. Thank you for your assistance in this process.

Donald A., Simpson
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