

General Information

- **Governed by DoD Instruction 1000.17, “Detail of DoD Personnel to Duty Outside the Department of Defense,” dated April 16, 2008.**
- **All requests to detail DoD personnel to a non-DoD Agency shall be formally staffed through the DoD Executive Secretary for decision (to include temporary duty assignments of 14 calendar days or more). Average processing time for a request is 30 working days.**
- **DoDI 1000.17 outlines procedures to be followed when submitting requests for outside details, criteria for reimbursable/non-reimbursable details and personnel who are excluded from the provisions of the Instruction.**
 - **Each request shall include a request for the detail and a statement of duties that states the proposed duration, funding basis (reimbursable or no reimbursable) including rationale if a non-reimbursable detail is being requested, security clearance requirements, and requested personnel attributes (grade/rank, skills, and qualifications).**
 - **New requests and/or amendments to existing details are coordinated with the DoD GC, OUSD(C), Services, Functional Managers, Manpower, Resources, OUSD(P), etc. Extensions of previously approved details are vetted with the respective Service/Functional Managers only.**
 - **Executive Secretary makes a recommendation based on DoD agency inputs. Executive Secretary approves existing revalidation/fill/extension of existing positions. TSA approves all new requests.**
 - **Authorization to sign MOAs resides with the Executive Secretary.**
- **Organizational MOAs have been established with DEA, DHS, DNDO, DOE, DOS, ONDCP, CIA, USSOCOM CIA, FAA, and ODNI. There is an ongoing effort to update and/or establish organizational agreements with those non-DoD entities for which the Department provides significant support.**