



Washington, D.C. 20530

AUG 30 2002

MEMORANDUM

TO: Heads of Department Components

FROM: Robert F. Diegelman
Acting Assistant Attorney General
for Administration

SUBJECT: Approval of and Reimbursement for White House and Other Details

The purpose of the memorandum is to remind Department Components of their obligations with respect to details of employees to other agencies, and particularly to the White House.

Additionally, there are further requirements for reimbursement for detailed employees. The requirement that agencies be reimbursed for details is derived from the principles of appropriations law. Under these principles, lending agencies must be reimbursed for the cost of employees who are loaned to other agencies, unless the employees are doing work at the receiving agency that is related to the mission of their lending agencies. An exception exists under Public Law 95-570, November 2, 1978. Under this exception, employees can be detailed to the White House on a nonreimbursable basis for up to 180 calendar days in a fiscal year. However, the law requires the White House to reimburse lending agencies for such details extending beyond 180 calendar days when the detailees are performing services that have been or would otherwise have been performed by employees of the White House.

In our experience, the White House Office of Personnel is cognizant of the requirements of the law and forwards reimbursement documents to Department Components at the appropriate time of the year. However, it is ultimately the responsibility of the component which has an employee on detail to seek and obtain the reimbursement document from the White House and to ensure that it is processed through the appropriate accounting system.

Finally, I remind you that all employee details outside the Department of more than 30 days require the approval of the Deputy Attorney General (DAG) or, for details to the Senate or the House of Representatives, the approval of Office of Legislative Affairs.

All requests for details should be forwarded to the Justice Management Division (JMD), Personnel Staff for transmittal to the DAG.

Questions about this memorandum may be addressed to Rachel Villare of the JMD, Personnel Staff, on (202) 616-3707.