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Article 27

Details

Section 1. Definitions

A detail is the temporary assignment of an employee to a different position or the same position at a different duty station for a specific period, with the employee returning to his/her regular duties or duty station at the end of the detail.

Section 2. Documentation

~~A detail to a different position in excess of 30 calendar days will be reported on Standard Form 52 (SF-52) and maintained as a permanent record. A detail to a position that is identical to an employee's current position for 120 days or more will be reported on the SF-52 and maintained as a permanent record.~~

**Employees shall be recognized for the work they perform. Therefore, details of any length will be documented and maintained as a permanent record in the employee's Official Personnel Folder (OPF). Employees may update and augment their OPF with additional information about their work in accordance with Article 3, Section 4 (B) (2) of this Agreement.**

24 Section 3. Duration

25

26 The Administration is responsible for keeping details within the shortest  
27 practicable time limits and assuring that details do not compromise the open  
28 competitive principle of the merit system.

29

30 Section 4. Higher Graded Duties

31

32 Those details to higher positions or to positions with known promotional potential  
33 which require competition will be handled in accordance with Article 26.

34

35 Section 5. Lower Graded Duties

36

37 ~~Should the requirements of the Employer necessitate an employee being~~  
38 ~~detailed to a lower graded position, it will not adversely affect the employee's~~  
39 ~~ability to bid for any job for which the employee would have been eligible had the~~  
40 ~~employee not been detailed to the lower graded position.~~

41 **Performance of lower graded duties officially assigned by the Agency**  
42 **which are outside an employee's position shall not result in loss of**  
43 **recorded or credited time in the grade of the employee's permanent**  
44 **position. Such performance of lower graded duties shall not be the basis**  
45 **for a lowered assessment or appraisal of the employee, nor will it adversely**  
46 **affect the employee's ability to bid for and be considered for any job for**

47 **which the employee would have been eligible had the employee not been**  
48 **detailed to those duties.**

49

50 Section 6. Union Officials

51

52 Management will make a reasonable effort to avoid placing Union officials on  
53 details that would prevent Union officials from performing their representational  
54 functions. The Employer agrees to notify the union prior to placing Union Officials  
55 on details away from their official duty stations.

56

57 Section 7. Reassignments

58

59 When an employee is non-competitively reassigned to a different position, the  
60 employee will be given a reasonable period, ~~as determined by management~~, in  
61 which to become proficient. If he or she cannot attain satisfactory performance,  
62 management will consider reassigning the employee back to the previous  
63 position or a new position at the same grade level.

64

65 **A. Purpose and Policy**

66

67 **The purpose and intent of the provisions contained herein are to ensure**  
68 **that the procedures and arrangements for non-competitive reassignments**  
69 **are applied in a consistent manner with equity to all employees without**

70 regard to political, religious, labor organization affiliation or non-affiliation,  
71 marital status, race, color, sex, national origin, non-disqualifying handicap,  
72 age or sexual orientation, gender identity or size and shall be based solely  
73 on job-related criteria.

74

75 **B. Definitions**

76

77 **1. Reassignment-** For purposes of this agreement a reassignment is  
78 defined as:

79

80 **a. A permanent change in the employee's position, or;**

81 **b. A permanent change in location involving the move to a**  
82 **different appraising supervisor.**

83

84 **2. Permanent-** is defined as those situations requiring the preparation  
85 of personnel papers such as the SF-50.

86

87 **3. Area of Solicitation** is the same as for vacancy announcements  
88 (Agency wide).

89

90 **4. Qualified candidates** are those applicants who meet the  
91 qualifications set and identified in writing by the Agency.

92

93 **5. Hardship is defined as a set of circumstances that are so severe that**  
94 **they jeopardize the health or financial security of the employee or**  
95 **his/her family, including any individual related by affinity.**

96

97 **6. Solicitation of Interest is a memo, website, E-mail message or the**  
98 **like recruiting lateral candidates for a position.**

99

100 **C. Solicitation Procedures**

101

102 **1. When the Agency decides to fill a vacancy through the reassignment**  
103 **method it will announce the vacancy, in writing, throughout the area of**  
104 **solicitation. If the Agency announces a reassignment in conjunction**  
105 **with a competitive promotion action, the area of solicitation will be the**  
106 **same as the area of consideration for the promotion action. These**  
107 **Solicitations of Interest will be posted on Agency bulletin boards within**  
108 **the area of solicitation as well as on the Agency website.**

109

110 **a. Solicitations for reassignments may be combined with merit**  
111 **promotion announcements.**

112 **b. If an employee alleges hardship and both management and the**  
113 **Council President (or designee) agree, a reassignment may be**  
114 **made directly without solicitation.**

- 115                    **i. When there is an allegation of imminent danger such as,**  
116                    **but not limited to, the threat of possible domestic**  
117                    **violence, a decision will be made within 3 work days.**  
118                    **ii. All other hardship situations shall be decided within 10**  
119                    **work days of the request.**

120

121        **2. Information on the Solicitation of Interest**

122

123                    **At a minimum, the Solicitation of Interest will include the following**  
124                    **information:**

125

- 126                    **a. Statement of non-discrimination;**  
127                    **b. Announcement number;**  
128                    **c. Office Location;**  
129                    **d. Opening and closing date;**  
130                    **e. Position (identifying whether part-time or full-time);**  
131                    **f. Qualification requirements;**  
132                    **g. Flextime and CWS hours;**  
133                    **h. Name, address, and telephone number of selecting official;**  
134                    **i. Address where application is to be submitted;**  
135                    **j. Statement advising applicants that they may use penalty mail;**  
136                    **k. Whether location is covered by locality and/or special rate pay;**  
137                    **l. Area of solicitation;**

138                   **m. Inform employees to furnish Service Computation Date on the**  
139                   **front of the 4100;**

140                   **n. In the event of a hardship, the employee must submit an**  
141                   **explanation of the circumstances.**

142

143                   **3. Solicitations of Interest will open a minimum of 10 work days and**  
144                   **remain posted at all times throughout the closing date.**

145

146                   **4. The Employer will not set artificial qualifications or artificial areas of**  
147                   **solicitation to avoid the seniority selection procedure.**

148

149                   **5. The Employer shall date stamp the date of receipt on applications as**  
150                   **well as retain the envelopes that came with the application. If filed**  
151                   **electronically, the date of transmission will be the receipt date.**

152

153                   **6. Volunteers must timely apply in writing or electronically, at their**  
154                   **option. The employee will use the form 4100. However, employees**  
155                   **applying for a vacancy within their own district only need to submit a**  
156                   **written statement of interest.**

157

158                   **7. Applications must be received or postmarked by the closing date of**  
159                   **the announcement. If filed electronically, the date of transmission**  
160                   **will be the receipt date.**

- 161       **8. A decision to select will not be made until 5 work days after the**  
162           **closing date.**
- 163
- 164       **9. The employer will timely acknowledge, in writing or electronically,**  
165           **receipt of the application.**
- 166
- 167       **10. Applicants may decline any firm offer of a position for any reason.**  
168           **Regardless of the number of declinations made by the employee,**  
169           **he/she will continue to be considered for other vacancies. No record**  
170           **of the number of declinations will be kept retrievable by individual**  
171           **name or personal identifier.**

172

173   **D. Selection Procedures**

174

175       **Should the number of qualified volunteers exceed the number of**  
176       **reassignment positions available, the Employer shall normally select**  
177       **the qualified volunteer with the most seniority. Should there be an**  
178       **insufficient number of qualified volunteers; the Employer shall normally**  
179       **select the qualified employee with the least seniority. Seniority will be**  
180       **determined by service computation date.**

181

182       **If the Employer does not select an employee who would have been**  
183       **designated if the selection followed the above procedure, the Employer**

184 **will provide its reasons in writing for selection/non-selection to the**  
185 **employee upon the employee’s written request. The statement will**  
186 **indicate the Agency’s reasons for selection/non-selection and why it**  
187 **could not follow the above procedure. When selection or non-selection**  
188 **would create/aggravate a hardship for an employee, the employee**  
189 **highest in the selection priority may be bypassed if mutually agreed to**  
190 **by the Employer and the Union. Normally, this mutual consent will be**  
191 **documented in writing. In the event the Employer and the Union cannot**  
192 **agree, the Employer may go forward with its action. The Employer’s**  
193 **assignment is subject to the parties’ negotiated grievance/arbitration**  
194 **procedure.**

195

196 **E. Selection Announcements**

197

198 **The Employer will announce the selection in writing and post the**  
199 **selection announcement for a minimum of ten (10) workdays on agency**  
200 **bulletin boards throughout the area of solicitation. Such**  
201 **announcements will state the selectee’s name, former position, former**  
202 **work location, and his/her new position and work location.**

203

204 **Normally, such announcements should be made within ten (10)**  
205 **workdays after the close of the pay period during which the selection(s)**  
206 **was made effective.**

207

208 **F. Employee Initiated Applications**

209

210 **1. Employees can submit the form 4100 to the appropriate Personnel**  
211 **Office (PO) at any time. The employee should indicate thereon the**  
212 **specific position or types of positions, and location(s) for which they**  
213 **wish to be considered.**

214

215 **2. PO will acknowledge receipt of the form, verify that the application is**  
216 **complete and referred to the appropriate selecting official(s).**

217

218 **3. Consideration must be given for all applicable vacancies for one (1)**  
219 **year following the date of PO's receipt of the 4100.**

220

221 **4. Except as defined herein, unit employees who have submitted the**  
222 **form 4100 to PO prior to the closing date of the applicable**  
223 **Solicitation of Interest will be eligible for consideration under the**  
224 **selection procedures described in Section D.**

225

226 **5. All hardship requests for the vacancy(s) will be referred for**  
227 **consideration to the selecting official.**

228

229 **G. File Retention**

230

231 **For each vacancy where the agency uses the reassignment method**  
232 **(regardless as to whether the vacancy was filled by reassignment) the**  
233 **Employer shall establish a separate reassignment file. The contents of**  
234 **each file must include:**

235

236 **1. All applications received in response to the solicitation as well as all**  
237 **employee-initiated applications submitted in accordance with**  
238 **provision F;**

239

240 **2. A copy of the Solicitation of Interest;**

241

242 **3. A record of the distribution of the Solicitation;**

243

244 **4. A list of the qualified applicants by Service Computation Dates;**

245

246 **5. A record of the selecting official's dated decision concerning**  
247 **selection. The file must contain any concurrence by the parties in a**  
248 **hardship situation.**

249

250 **6. A copy of the selection announcement;**

251

252 **7. These files must be retained at least two years.**

253

254 **H. Relocation Expenses**

255

256 **Relocation expenses will be handled in accordance with Federal Travel**  
257 **Regulations and Article 8 of this Agreement.**

258

259 **I. Official Time and Travel**

260

261 **1. Travel Related Activities**

262 **In those instances where an employee has been reassigned to**  
263 **another installation and the employee relocates his/her household**  
264 **goods, the employer will provide the employee a reasonable amount**  
265 **of official relocation time without charge to leave. Travel time will**  
266 **depend on the distance involved in the relocation. Such time is to be**  
267 **used to pack, travel, unpack, and take care of personal business**  
268 **created by the relocation.**

269

270 **2. Employees will be given a reasonable amount of official time to pack**  
271 **their materials at their current duty station in preparation for the**  
272 **reassignment on the last day of duty and unpack and set up their**  
273 **new work area in their new office/position.**

274

275 **J. Training**

276 **1. Should an employee be reassigned into a position which requires**  
277 **different training than his/her former position, that employee will be**  
278 **provided with sufficient training to perform the newly assigned**  
279 **duties.**

280  
281 **2. When an employee is reassigned to a different position, the**  
282 **employee will be given a reasonable period in which to become**  
283 **proficient. If he or she cannot attain satisfactory performance,**  
284 **serious consideration will be given to reassigning the employee back**  
285 **to the previous position at the same grade level.**

286

287 **K. Leave**

288

289 **1. Where a reassignment necessitates the placement of the employee**  
290 **into a new installation or grouping the employer will follow the**  
291 **agreed-to formula for roster placement, pursuant to Article 31.**

292

293 **2. Absent an operational exigency, preapproved leave will be honored.**

294

295 **L. Involuntary Relocations**

296

297 **1. Employees will be permitted to delay their reporting date to the new**  
298 **location for up to thirty (30) work days.**

299       **2. As an appropriate arrangement, an involuntarily reassigned**  
300           **employee will be entitled to the right of first refusal for any vacancy**  
301           **that management intends to fill at the former location or other**  
302           **preferred location with a vacancy for which he or she is qualified.**  
303           **Such right will expire 18 months following the effective date of the**  
304           **involuntary reassignment.**

305

306   **M. Miscellaneous**

307

308           **1. Copies of solicitations and notice of reassignments will be given to**  
309           **the General Committee Spokesperson, in writing.**

310

311           **2. Local issues relating to reassigned employees, such as seating**  
312           **arrangements, shift assignments and lunches, will be bargained at**  
313           **the local level.**

314

315           **3. The Union will be entitled to audit reassignment packages pursuant**  
316           **to the procedures of Article 26, Section 13.**

317

318   Section 8. Assignment of Duties For Medical Reasons

319

320

321

322 Upon request, the Administration will make a reasonable effort to assign limited  
323 duties to an employee who is temporarily unable to perform the full range of  
324 his/her assigned duties because of medical reasons. The Administration may  
325 require sufficient medical documentation in support of the request. A ~~medical~~  
326 statement from the employee's medical provider will be provided to management  
327 ~~upon request when required.~~ **A statement from a physician, practitioner or**  
328 **equivalent will be provided indicating that the employee is incapacitated**  
329 **from one or more job functions and the duration, thereof.**

330

331 Section 9. Procedures for Filing Non-Competitive Details ~~In Excess of 120~~  
332 ~~Calendar Days~~

333

334 **A. Details due to local staffing and resource shortages in the commuting**  
335 **area.**

336

337 **1. Details of less than thirty (30) days shall be solicited from qualified**  
338 **employees.**

339

340 **2. When the Agency determines it is necessary to detail an employee**  
341 **for less than thirty (30) days, it will announce the solicitation for**  
342 **volunteers, in writing, throughout the area of consideration.**

343

344 **3. Expressions of interest may be faxed or emailed.**

345 **4. Solicitation for volunteers shall remain open for a minimum of 3 work**  
346 **days.**

347

348 **5. The Employer will not set artificial qualifications or artificial areas of**  
349 **solicitation to avoid the seniority selection procedure.**

350

351 **6. The Employer shall date stamp the date of receipt of fax, and/or**  
352 **retain copies of all email sent by the volunteer.**

353

354 **7. Should the number of qualified volunteers exceed the number of**  
355 **detail positions available, the Employer shall normally select the**  
356 **qualified volunteer with the most seniority in the area of**  
357 **consideration. Should there be an insufficient number of qualified**  
358 **volunteers; the Employer shall normally select the qualified**  
359 **employee with the least seniority within the area of consideration.**  
360 **Seniority will be determined by service computation date.**

361

362 **8. The selecting official shall announce his/her decision of selectee(s)**  
363 **in writing to all qualified employees in the area of consideration,**  
364 **within 3 work days of the decision.**

365

366 **B. All Other Details less than 30 days**

- 367       **1. Details of less than 30 days shall be solicited from all qualified**  
368           **employees.**
- 369
- 370       **2. The Agency will announce the solicitation for volunteers, in writing,**  
371           **throughout the area of consideration. These Solicitations of Interest**  
372           **will be posted on Agency bulletin boards through the area of**  
373           **solicitation.**
- 374
- 375       **3. Information on the Detail Notifications**
- 376           **At a minimum, the Detail Notifications will include the following**  
377           **information:**
- 378
- 379           **a. Statement of non-discrimination;**  
380           **b. Announcement number;**  
381           **c. Office Location;**  
382           **d. Opening and closing date;**  
383           **e. Position and description of detail (identifying whether part-**  
384           **time or full-time);**  
385           **f. The dates and/or length of the detail;**  
386           **g. Qualification requirements;**  
387           **h. Flextime and CWS hours;**  
388           **i. How to volunteer, including the name, address, and telephone**  
389           **number of selecting official;**

- 390           **j. Area of solicitation for volunteers;**
- 391           **k. Information about the employee:**
- 392                   **i. Full name**
- 393                   **ii. Service Computation Date**
- 394                   **iii. Permanent position title and grade**
- 395                   **iv. Organizational and geographic work location**
- 396                   **v. Work number**
- 397                   **vi. Brief description of their relevant experience (Optional).**
- 398           **l. In the event of a hardship, the employee must submit an**
- 399                   **explanation of the circumstances.**
- 400
- 401           **4. Solicitations of Interest will open a minimum of 5 work days and**
- 402                   **remain posted at all times throughout the closing date.**
- 403
- 404           **5. The Employer will not set artificial qualifications or artificial areas of**
- 405                   **solicitation to avoid the seniority selection procedure.**
- 406
- 407           **6. The Employer shall date stamp the date of receipt of fax, and/or**
- 408                   **retain copies of all email sent by the volunteer.**
- 409
- 410           **7. Volunteers must timely apply in writing, via fax or email. Receipts of**
- 411                   **interest must be received by the closing date of the announcement.**
- 412

413 **8. The employer will timely acknowledge, in writing, receipt of an**  
414 **expression of interest.**

415

416 **9. Volunteers may decline any firm offer of a detail for any reason.**  
417 **Regardless of the number of declinations made by the employee,**  
418 **he/she will continue to be considered for other details. No record of**  
419 **the number of declinations will be kept retrievable by individual**  
420 **name or personal identifier.**

421

422 **10. Should the number of qualified volunteers exceed the number of**  
423 **reassignment positions available, the Employer shall normally select**  
424 **the qualified volunteer with the most seniority. Should there be an**  
425 **insufficient number of qualified volunteers, the Employer shall**  
426 **normally select the qualified employee with the least seniority.**  
427 **Seniority will be determined by service computation date.**

428

429 **Section 10. Procedures For Filling Non-Competitive Details in Excess of 30**

430 **Calendar Days.**

431

432 The following will apply when filling non-competitive details in excess of ~~420~~ **30**  
433 **calendar days to both classified and unclassified positions:**

434

435 A. The Agency will determine the qualifications necessary to perform the details.  
436 They will be objective and job related.

437

438 B. The Agency will determine the area of solicitation in which to post the detail.  
439 Postings ~~can~~ **will** be done ~~electronically or by bulletin board posting,~~  
440 ~~whichever is available~~ **email to eligible employees** in the area of solicitation.

441

442 C. The employer will not set artificial qualifications, ~~or~~ artificial areas of  
443 solicitation, **or use no cost details.** ~~to avoid the provisions of F below.~~

444

445 D. Postings will be for ~~a reasonable period of time~~ **10 work days** to allow all  
446 eligible employees the opportunity to become aware of and apply for details.  
447 **For emergency postings, posting may be limited to 5 work days.**

448

449 E. After the posting period, the agency will list the qualified candidates in  
450 seniority order. Seniority will be determined by SCD.

451

452 F. The Agency will ~~give serious consideration to selecting~~ **select** the most  
453 qualified senior employee who volunteered for the detail.

454

455 G. If an insufficient number of candidates apply for the detail, the agency will use  
456 inverse seniority to select equally qualified employee(s) from within the area  
457 of solicitation.

458

459 H. An employee will normally be detailed only once during any 12 month period  
460 under this provision. Such employee will be eligible for additional details in  
461 excess of ~~120~~ **30** calendar days (based on the provisions of E and F above)  
462 or more in situations of insufficient volunteers; and the employee volunteers  
463 for the assignment.

464

465 **I. The Agency will pay any additional cost incurred by an employee due to**  
466 **a detail.**

467

468 **J. At the employee's request, a detail will be terminated and the employee**  
469 **will be permitted to return to their permanent duty station and position.**

470

471 **Section 11 - Hardship Details**

472

473 **A. The parties agree that it is in the mutual interest of the parties to**  
474 **approve details of up to 180 days based on employee hardship. The**  
475 **following procedures will apply to employee hardship detail requests.**

476

477 **B. An employee seeking approval of a hardship request will state the**  
478 **nature of the hardship, the office(s) to which the detail is desired in**  
479 **order of priority, and the desired length of the detail.**

480

481 **C. Hardship details will not be reported on Standard Form 52 (SF-52), will**  
482 **not be maintained as a permanent record, and will not count toward**  
483 **promotions under Article 26.**

484

485 **D. Management will make every effort to detail the employee to the office**  
486 **highest on the employee's list of priorities.**

487

488 **E. The Agency will incur no cost from hardship details. The Agency will**  
489 **not use workload considerations as or staffing as reasons for denying**  
490 **hardship detail requests.**

491

492 **F. If an employee requests a hardship reassignment to an office for which**  
493 **a vacancy has been posted, the Agency will pay travel and per diem**  
494 **expenses to and from the detailed location until the position is filled or**  
495 **the employee requests to be returned to their permanent duty station**  
496 **and position.**

497

498 **G. At the employee's request, a hardship detail will be terminated and the**  
499 **employee permitted to return to their permanent duty station and**  
500 **position.**

501

502 **H. The Agency will inform the employee in writing within five (5) workdays**  
503 **of the request of the special reason for denying any hardship request.**

504

505 **Section 12 – Open Season Reassignments**

506

507 **During the months of June through August of each year, the Agency will**  
508 **have an open season for employees who wish to be reassigned to another**  
509 **SSA office. The procedures for requesting and approving requests for**  
510 **reassignments are as follows:**

511

512 **A. In May of each year the Agency will notify all employees via email of the**  
513 **open season for reassignments. The notice will be sent by regular mail**  
514 **to employees who are in a leave status for the entire month of May. The**  
515 **notice will advise employees of the procedures and time frame for**  
516 **requesting reassignment.**

517

518 **B. A form will be developed to record the following information:**

- 519       • **The employee’s current duty station**  
520       • **The offices to which reassignment is requested, ranked in**  
521       **order of preference. Up to ten offices may be shown on the list**  
522       **of preferences.**  
523       • **The employee’s service comp date.**

524

525 **C. In September, after receipt of the reassignment request submissions,**  
526 **the Agency will survey the offices to which reassignment has been**

527 requested and will determine whether a vacancy exist or is expected to  
528 exist in a given position. If a vacancy exists or is expected to exist in a  
529 requested office within the next six months, the Agency will approve the  
530 request for reassignment. If there are more requests for reassignment to  
531 a given office than there are vacancies, the employee with the earliest  
532 Service Comp Date will be selected.

533

534 **D. All employees will be notified by the end of September if there is not a**  
535 **vacancy in the office(s) requested.**

536

537 **E. The agency will pay for moving expenses in accordance with the**  
538 **Relocation MOU for any employee for whom a reassignment is**  
539 **approved based on earliest Service Comp Date.**

540

#### 541 **Section 13 – Detail to Another Position for Medical Reasons**

542

543 **Employees may request to be temporarily detailed to another position in**  
544 **which they perform limited or lighter duties due to a medical condition that**  
545 **prevents them from performing the essential duties of their position.**

546 **Management will normally rely on a statement from medical providers to**  
547 **support assignment to limited duties. Employees will be reinstated to their**  
548 **original position upon request as supported by a statement from their**  
549 **medical provider.**

550

551 **Section 14- Audit Procedures**

552

553 **A. The Union will be permitted to conduct audits of details for all**  
554 **bargaining unit positions, when it has reason to believe a**  
555 **discrepancy exists or when requested to do so by an employee. This**  
556 **may be done at any time after the Detail Notification posting up to 3**  
557 **months after selection is made.**

558

559 **B. The Union will provide the Agency with the names of the Union**  
560 **representative who are responsible for conducting audits. Any changes**  
561 **to the list of the designated representatives will be sent to the Agency in**  
562 **writing. The representative designated to conduct the audit will not**  
563 **have expressed interest for the detail being audited.**

564

565

566 **C. Employees who believe they were improperly excluded from**  
567 **consideration of a detail may request an audit of the detail through the**  
568 **Union process described below.**

569

570 **D. If the employee chooses to use the Union procedure, he/she must make**  
571 **a written request to the Union during the period from the date of the**  
572 **Detail Notification up to 15 working days after the selection is**

573 **announced to all employees. A Union request under Subsection (A)**  
574 **above may be made from the date of the Detail Notification to 3 months**  
575 **following the date of selection.**

576  
577 **E. The designated official responsible for the detail will make all paper and**  
578 **electronic records, e.g. spreadsheets, emails, SCD lists, etc.. from that**  
579 **detail, available to the Union auditor within 7 working days of the receipt**  
580 **of the written request. The Union will treat the information**  
581 **confidentially. Detail packages may be reviewed either onsite at the**  
582 **servicing personnel office or via mail. If the Agency requires onsite**  
583 **review, travel and per diem for the auditor(s) shall be paid by the**  
584 **Agency.**

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587 **F. If an error is discovered which resulted in an employee's non-selection**  
588 **from the detail, the employee shall be selected for the next available**  
589 **detail, in which the employee is qualified and expresses interest.**

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591 **G. Employees who elect to use the grievance procedure rather than the**  
592 **Union audit procedure must initiate action in accordance with Article 24,**  
593 **Grievance Procedure.**