Understanding the Detail Actions Report

The **Detail Actions Report** provides information about Detail actions, which temporarily assign employees to a different position for a specified period of time. You can use this report to update members of the organization(s) you service with information on employees who are on a detail or whose detail is nearing the expiration date.

The parameter page is where you will choose your report filters.

Report Parameters

- **Generate Report by:**   Select a date field to filter the report.

    o **Date Action Received in HR:** This filter will return records based on the date that the Detail action was received by Human Resources.
    o **Detail Start Date:** This filter will return records based on the Detail Start Date.
    o **Detail End Date:** This filter will return records based on the Detail End Date (Not to Exceed Date).

- **Start and End Dates:**   Enter a date range to filter the report.
- **IC:**   Indicate if you wish to filter the report by a specific Institute or Center (IC) or if you wish to view all ICs.
- **Search Admin Code:**   Indicate whether you would like to view actions for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.). You may enter multiple admin codes, when using 'Exact Match' or 'Begins With' separated by a comma (,) with NO space after the comma.
- **Branch:** Indicate if you wish to filter actions by a specific Branch or if you wish to view actions for all Branches.
- **Include GRU Data?:** Indicate whether you would like to include GRU data.

After you have selected your report parameters, *click* the 'Generate Report' button to retrieve your report.

Detail Actions Report

The report lists transactional information related to Detail actions: WiTS #, Action Status, IC, Admin Code, CSD Branch, HR Specialist, IC Contact (Administrative Officer), Employee Name, Position Information (at the time of the Detail action), and Date Action Received in HR. Detail specific information includes Unclassified Duties (i.e., A set of duties and responsibilities which has not been analyzed, identified and placed in a series and grade established by OPM), Detail Type (Initial Detail or Extension), Reason for Detail, Detail Location, Gaining Agency (if outside of HHS), Gaining OPPIV (if within HHS), Gaining IC (if within NIH), Detail Start and End Date, and the number of calendar days from the report run date to the NTE Date.

You can sort your report by the Employee's name, Date Action Received in HR, Detail Start Date, and Detail End Date. To sort by multiple columns, hold the Shift key and select the desired columns.

Detail Actions Report

Admin Code: ALL   Branch: ALL Include GRU Data: Yes

Run Date: 10/16/2015 11:10:57 AM   IC: ALL   Detail End Date between 10/16/2013 to 10/16/2016

Shift + Column to Sort By Multiple Columns

WiTS# / Action Status	IC / Admin Code / Org. Initials	CSD Branch / HR Specialist	IC Contact	Employee (Last, First Name MI)	Position Title Pay Plan-Series-Grade*	Date Action Received in HR	Unclassified Duties?	Detail Type / Reason for Detail	Detail Location / Gaining Agency	Gaining OPDIV / Gaining IC	Detail Start Date	Detail End Date	# Calendar Days From 10/16/2015 To NTE Date**
34352 / COMPLETED	NIDCD / HN3 / NIDCD	H / DAndrea, Michael	Verge, Terronn	CLARK, AIBILEEN	STAFF SCIENTIST AD-0680--00	10/16/2015	Yes	Detail / Employee Request Employee Request to assist with NPS	Other Federal Agency / National Park Service	/	10/16/2015	12/16/2015	61
🟡	NTE Date within 46 to 90 days		Comments: Assignment to National Park Service to assist with administrative services										
34335 / ACTIVE	NIDCD / HN3 / NIDCD	H / DAndrea, Michael	D andrea, Michael	SWIFT, TAYLOR	Research Fellow (VP) AD-0401--00	10/14/2015	Yes	Detail / Management Decision Management required employee's skills in NIMH	within NIH	/ NIMH	10/26/2015	11/24/2015	39
🟠	NTE Date within 31 to 45 days		Comments: NIH mandated detail to assist with NIMH activities										
33574 / COMPLETED	CC / HNJ1 / OD	GRU / DAndrea, Michael	D andrea, Michael	D ANDREA, MICHAEL P	Human Res Spec (Info Sys/Class) GS-0201--13	06/23/2015	Yes	Detail / Management Decision	within NIH	/ NIDDK	06/29/2015	09/01/2015	
🔵	NTE Date Expired		Comments:										

The last page of the report provides a summary table of the number of Detail actions grouped by a Not-To-Exceed Date range. In addition, the legend describes the indicators used on the report.

Not-To-Exceed Date Grouping	Action Count
NTE Date Expired	288
NTE Date Greater than 90 days	9
NTE Date within 1 to 30 days	7
NTE Date within 31 to 45 days	5
NTE Date within 46 to 90 days	7
Total	**316**

Legend	
Indicator	**Description**
⚫	NTE Date Not Established
🔴	NTE Date within 1 to 30 days
🟠	NTE Date within 31 to 45 days
🟡	NTE Date within 46 to 90 days
🟢	NTE Date Greater than 90 days
🔵	NTE Date Expired

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar: