



United States Department of State

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October 14, 2022

MEMORANDUM FOR ALL EXECUTIVE BRANCH AGENCIES AND  
EXECUTIVE SECRETARIESSUBJECT: (U) Policy Requirements for Executive Branch Domestic  
Employees Teleworking from Overseas (DETO)

The DETO arrangement is a workplace flexibility that executive branch agencies may approve to allow direct-hire employees assigned to domestic positions to accomplish their duties from an overseas location. In 2016, as the interagency policy lead on DETO arrangements, the Department of State (“the Department”) disseminated a memo to all agency Executive Secretaries providing policy guidance for overseas telework.

In the intervening six years, the policies governing overseas telework have evolved while the demand for this flexibility has also increased dramatically. Improvements in technology have made remote work more feasible for many agencies, and the prevalence and success of remote work during the COVID-19 pandemic demonstrated that employees and their teams can continue to meet their missions while working from remote locations.

In addition, section 6202 of the FY 2022 NDAA now requires all federal agencies to “establish a policy enumerating the circumstances under which employees may be permitted to temporarily perform work requirements and duties from approved overseas locations where there is a related Foreign Service assignment pursuant to an approved Domestically Employed Teleworking Overseas (DETO) agreement.”

Although DETO arrangements are often framed as a choice that employees make to help meet their personal and professional obligations, the Department also views the DETO program as an indispensable component of the federal government’s efforts to recruit and retain a diverse and talented workforce.

The DETO program office at the Department provides policy guidance for executive branch agencies who, on a case-by-case basis, may permit their employees in domestic positions to telework from an overseas location.

Employees must meet additional requirements beyond those outlined in the Telework Enhancement Act to participate in the DETO program, including obtaining Chief of Mission (COM) approval for their overseas telework. What follows is updated policy guidance to executive branch agencies on overseas telework and the DETO program. This guidance supersedes the 2016 Executive Secretariat memorandum.

In addition, and to better assist agencies and their employees who are pursuing DETO arrangements, the Department strongly urges all agencies to identify a central DETO point of contact for your employees, even if the agency-specific DETO policy is not yet published.

Please note: There are additional security and residential safety considerations and procedures to be addressed for prospective DETOs who are the spouses of DoD personnel assigned to DoD installations or bases overseas. The Department of State and Department of Defense are reviewing current policies and procedures to expand DETO opportunities to spouses of DoD employees. Additional guidance that addresses this category of DETOs will be published separately to address this category of prospective DETO requests.

## **DETO**

A DETO is a U.S. government direct-hire employee assigned to a domestic position, teleworking from a location abroad. There are two general categories of DETOs: sponsored and independent.

A sponsored DETO is a U.S. direct-hire employee teleworking overseas who is on the orders of a spouse (the sponsoring employee) who is a U.S. direct-hire employee or military member assigned abroad. The sponsor may be assigned abroad under COM authority or under the command of a U.S. Geographic Combatant Commander (GCC). If the sponsoring employee is assigned under the command of a GCC, special considerations may apply.

An independent DETO is a U.S. direct-hire employee teleworking overseas who is not included on official orders of a U.S. direct-hire sponsoring employee. The Department of State's own DETO policy does not permit independent DETOs, but other agencies' DETO policies may allow both sponsored and independent DETOs. Agencies considering independent DETO arrangements must carefully consider the implications of these arrangements and comply with additional requirements laid out in the sections below.

## COM Authority, Security Responsibility, and Approvals for DETO Arrangements

Pursuant to Presidential directive and U.S. law, the COM has full responsibility for the direction, coordination, and supervision of all U.S. government executive branch employees in the COM's country of assignment other than those under the command of a U.S. GCC, on the staff of an international organization, or Voice of America correspondents on assignment. With these exceptions, the COM oversees all executive branch activities and operations in the relevant country, including DETOs who are performing such activities. Accordingly, all DETO arrangements fall under COM authority and require COM approval.

Additionally, pursuant to the Omnibus Diplomatic Security and Antiterrorism Act (22 U.S.C. §4802) and the President's letter of instruction to COMs, all DETOs (except those under the command of a U.S. GCC) fall under Secretary of State and COM security responsibility. DETOs must follow required COM security policies and directives and may not begin to work from an overseas location until all DETO approvals, including COM approval, have been granted. COM directives may include specific policies on the protection of U.S. government information systems, which apply to agencies with employees operating under COM authority. COMs are not obligated to approve DETO requests.

The mechanism for COM approval for DETOs depends on the duration of the overseas telework arrangement, as described below.

- Less Than One Year: DETO arrangements for a period of less than one year must obtain COM approval through the eCountry Clearance (eCC) process (MyServices-eCC: <https://myservices.servicenowservices.com/ecc>).
- One Year or More: DETO arrangements of a year or more require COM approval through the National Security Decision Directive 38 (NSDD-38) process. The prospective DETO's agency will submit the NSDD-38 request to the Department of State: <https://nsdd38.state.gov/>. COM approval of an NSDD-38 request documents COM approval for the DETO arrangement in the overseas location; the COM's acceptance of responsibility for the employee and their work; and confirms support services that will be provided. Agencies must submit NSDD-38 requests on behalf of their employees. All requests submitted directly by an employee will be rejected.

## Agency Considerations for DETO

Agencies must carefully consider the implications of permitting an employee to conduct official U.S. government business overseas. At a minimum, agencies should consider the following issues and address them, as appropriate, in the DETO agreement itself and in the NSDD-38 or eCC requests to the COM.

- Security Implications: DETOs will follow all COM security policies and directives and the agency will confirm the information systems used by the employee will meet all required security standards for use in foreign locations. Independent DETOs are not permitted at posts rated critical for one or both of the intelligence ratings on the Security Environment Threat List (SETL). Independent DETOs may be disapproved by the COM at posts rated high or critical for crime, political violence, or terrorism on the SETL.
- Cost: Some DETOs may incur costs related to security, safety, embassy workspace, temporary duty travel, etc. All such expenses must be documented in the DETO agreement.
  - Security and Safety-Related Costs: All costs associated with meeting residential security and safety standards will be the responsibility of the employing agency and must be addressed through procedures laid out in the Department of State Foreign Affairs Handbook. These costs, including ICASS expenses, must be outlined in the DETO agreement and in the NSDD-38 application.
- Foreign Relations Concerns Related to the Employee Portfolio: Positions with duties or responsibilities that report on or play any role in issues pertaining to the country or mission in which the DETO duty station is located are **not eligible** for DETO arrangements.
- Passport/Visa Type: The employing agency must ensure the DETO has the proper documentation, such as passports, visas, or any additional work permits required to perform work in the foreign location.
  - Independent DETOs cannot use diplomatic or official passports. The embassy is not required to assist with visas or extensions unless the COM agrees the embassy will perform the service and the sponsoring agency agrees to pay the relevant ICASS costs.

- Privileges and Immunities (Ps & Is):
  - Sponsored DETOs may qualify for privileges and immunities (Ps & Is), depending on the accreditation of the sponsoring employee, as described in 2 FAM 221. The host government will be notified that the sponsored DETO is the spouse of an accredited and accepted diplomatic agent or member of the mission's official administrative and technical staff, representative to an international organization, DoD civilian employee, military member, consular officer, or consular employee, as appropriate, and will derive any and all applicable Ps & Is accordingly.
  - Independent DETOs in foreign locations generally will not have Ps & Is based on their status as U.S. government employees. The host government is not notified regarding independent DETOs. The employee, physical work location, communication systems, information systems, and all work materials will be subject to host government laws.
- Local Labor and Tax Laws: For independent DETOs, local labor and tax laws may apply to the employee's work, and the agency and employee must ensure appropriate compliance with such laws. The agency will confirm whether local labor and/or tax laws apply and obtain necessary work visas, if required, before the COM will approve the NSDD-38 or eCC request.
  - Copies of the relevant work visas must be sent to the post or relevant Department of State regional bureau for confirmation that the documents are accurate.
- Pay/Locality Pay: Locality pay is not authorized for any foreign location for Civil Service DETOs. Approved Civil Service DETOs are entitled to their base salary only, pursuant to 5 C.F.R 531.602 and 5 C.F.R 531.605(d)(3). Foreign Service employees on DETO arrangements may be paid according to agency policy on overseas comparability pay.
- Medical Clearance and Evacuation:
  - Sponsored DETOs meeting the eligibility requirements for participation in the medical program pursuant to 16 FAM 120 must be issued a medical clearance appropriate for an eligible family member (EFM) for the post at which they will be physically residing pursuant to the DETO arrangement, in accordance with 16 FAM 200.
  - Sponsored DETOs meeting the eligibility requirements for participation in the medical program pursuant to 16 FAM 120 are eligible for medical travel.

- Independent DETOs and DETOs who work for a U.S. federal government entity that does not fund medical evacuations must provide documentation to the Department of State's Bureau of Medical Services that they have personal medical evacuation insurance.
- Unaccompanied or Partially Unaccompanied Posts: DETOs are only allowed at posts that are fully accompanied, or in rare circumstances, at posts that are partially unaccompanied where adult EFMs are allowed regardless of employment status.
  - Employees may not request approval for DETOs at posts on ordered or authorized departure status.
- Allowances: The Department of State Standardized Regulations (DSSR) govern allowances and benefits available to U.S. government civilians in foreign areas. Under DSSR 031.8, DETOs are ineligible for allowances and differentials in their own right. In accordance with DSSR 013, the head of an agency may issue such further implementing regulations as may be necessary, within the scope of the DSSR.
- Anti-Nepotism Review (ANR) Requirements: Where either the sponsoring employee or the prospective DETO is an employee of the Department of State, and any of the conditions described in 3 FAM 8327(a) exist, an ANR will be required. This will require additional steps and approvals. The most common situation requiring an ANR is where the spouse of the prospective DETO is serving as the COM or deputy COM at the post where the prospective DETO is based. The Department is not responsible for enforcing anti-nepotism rules or regulations governing employees of other agencies, and employees should consult with their agency's human resources department prior to requesting a DETO.

### **Special Considerations for Military Spouse DETOs**


DETOs, as U.S. government executive branch employees on official duty overseas, fall under COM authority as well as Secretary of State and COM security responsibility. When a DoD employee sponsoring a prospective DETO is not under COM security responsibility (e.g., assigned to a U.S. military base overseas), it is difficult for the relevant U.S. mission (nearest embassy or consulate) to provide adequate security services and ensure required residential security and safety standards are met. Deviation from such standards is often particularly acute where DoD personnel choose residences on the local housing market, rather than residing in pre-vetted residences, as Department of State personnel typically do.

As a result, the COM often cannot approve a DETO arrangement in these situations.

The Department of State and DoD are addressing this issue through an interim agreement, to be followed by a longer-term agreement, and are publishing stand-alone guidance to all interagency partners. Agencies can always reach out to the Department of State on a case-by-case basis for advice in navigating DoD spouse DETOs.

### **DETO Policy Development Template**

Per the 2022 NDAA requirement that agencies establish DETO policies, the Department has developed a *DETO Policy Development Template* to assist agencies in completing these policies. The template will be distributed as an attachment to this policy memorandum. The Department appreciates that many agencies have already drafted and published DETO policies and the template is not binding or required in any way. It is offered as a guide only. Agencies with questions about DETO policy or DETO policy development can reach out to [detopolicy@state.gov](mailto:detopolicy@state.gov).



Kamala S. Lakhdir  
Executive Secretary

### Attachment

DETO Policy Development Template

# **DOMESTIC EMPLOYEE TELEWORKING OVERSEAS (DETO) INTERAGENCY POLICY TEMPLATE**

## **Overview**

The Domestic Employee Teleworking Overseas (DETO) arrangement is a workplace flexibility option that the Agency<sup>1</sup> may approve to allow direct-hire executive branch employees assigned to domestic positions to accomplish their duties from an overseas location.

A DETO is a U.S. government (USG) direct-hire employee assigned to a domestic position, teleworking from an overseas location for a limited period of time. Although the teleworker is not assigned or detailed to the overseas location, the DETO duty station is temporarily changed to reflect the overseas alternate worksite for the duration of the approved DETO arrangement.

The Agency will consider DETO arrangements on a case-by-case basis according to the criteria laid out in this policy. DETO approvals can take upwards of 3-6 months and employees should consult ahead of time with their immediate supervisors and Agency DETO POC.

Please note: There are additional security and residential safety considerations and procedures to be addressed for prospective DETOs who are the spouses of DoD personnel – whether civilian or military – assigned to DoD installations or bases overseas. The State Department is publishing separate guidance for the interagency to address this category of prospective DETO requests.

This policy is in compliance with OPM regulations governing telework (5 CFR 531.605(d)).

Questions should be emailed to [AgencyDETOPOC@Agency.gov](mailto:AgencyDETOPOC@Agency.gov)

## **DETO Basics**

- DETOs must comply with all applicable Agency policies and procedures and Department of State processes for Chief of Mission (COM) approval.
- The overseas duty station (overseas alternate worksite) must be documented on an employee's Form SF-50, Notification of Personnel Action, by the Agency's HR Specialist or DETO Coordinator.
- DETOs must receive work requirements, standard mid-year progress reviews, and appropriate annual performance appraisals or evaluations from their supervisors in accordance with applicable Agency regulations.
- DETOs must follow standard Agency policies and procedures for requesting and using leave.
- Unless otherwise specified by interagency agreement, DETO residences are required to meet residential security standards as outlined in 12 FAH 6 H-130 or exceptions must be requested as stated under 12 FAH 6 H-133.1.

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<sup>1</sup> Agency name to be inserted



## **Types of DETO Applications Permitted: Sponsored DETOs // Independent DETOs**

*[Agency policies should state which categories of DETOs they permit – sponsored and independent, or sponsored only.]*

There are two types of DETOs:

- **Sponsored DETO:** A USG direct-hire employee teleworking overseas who is the spouse of a sponsoring employee assigned overseas and who is on the USG orders of this sponsoring employee.
- **Independent DETO:** A USG direct hire employee teleworking overseas who is not included on official orders of a USG sponsoring employee.

Executive Branch agencies may allow for independent DETO arrangements as long as they comply with requirements outlined in 2 FAH-2 H-113.16 and **6 FAH-5 H-352.12**. Extensive support is required to supplement an Independent DETO application explaining the employee's request. Both types of DETOs are subject to COM approval.

The Agency permits both sponsored and independent DETOs // permits sponsored DETOs only due to the expanded risks of independent DETO arrangements and the extensive support required to supplement an independent DETO application, including associated International Cooperative Administrative Support Services (ICASS) costs.

## **Employee Eligibility**

*[Agencies have discretion to include any or all of the eligibility factors below, plus any additional factors appropriate to their workforce and should make these eligibility criteria explicit in their final policy]*

The Agency will consider the following employee eligibility factors:

- Tenured status or time in Agency service requirements
- Grade
- Full-time, part-time, job share status
- Supervisory responsibilities
- Political appointees and personnel on schedule C appointments
- Requirements for access to handling of classified materials (note: the DETO agreement must reflect the need for a workspace at post or access to a classified terminal, including any ICASS cost implications of these requirements. Section 6202 of the 2022 NDAA does not permit DETO agreements for employees who require the direct handling of secure materials determined to be inappropriate for telework by the agency head on at least a monthly basis.)

## **Chief of Mission Approvals for DETO Arrangements**

All DETO arrangements require COM approval and all DETOs fall under COM authority and Secretary of State and COM security responsibility. DETOs must follow required COM security policies and directives and may not begin to work from an overseas location until all DETO approvals, including COM approval, have been granted. COM directives may include specific policies on the protection of USG information systems, which apply to agencies with employees operating under COM authority. COMs are not obligated to approve DETO requests.

- Pursuant to Presidential directive and U.S. law, the COM has full responsibility for the direction, coordination, and supervision of all USG Executive Branch activities, operations, and employees in the COM's country of assignment other than those under the command of a U.S. area military commander (Geographic Combatant Commander), on the staff of an international organization, or Voice of America correspondents on assignment.

The mechanism for COM approval for DETOs depends on the duration of the overseas telework arrangement described below.

- Less than one year: DETO arrangements for a period of less than 1 year must obtain Chief of Mission (COM) approval through the country clearance process (MyServices-eCC: <https://myservices.servicenowservices.com/ecc>).
- One year or more: DETO arrangements of a year or more require Chief of Mission approval through the National Security Decision Directive 38 (NSDD 38) process. The agency will submit the NSDD 38 request to the State Department: <https://nsdd38.state.gov/>. The approval of an NSDD 38 for a DETO does not establish a new position overseas but rather confirms that the employee is under COM authority and documents approval of the telework arrangement and any support services.

## **Factors for Agency Consideration**

The Agency will carefully consider the implications of permitting an employee to conduct official USG business overseas and will take into consideration the following factors:

- Security Implications: Agency DETOs must follow all COM security policies and directives and the Agency will confirm that the information systems that the employee will use meet all required security standards for use in foreign locations.
- Residential Security: Unless otherwise required pursuant to an interagency agreement, locations where DETOs will reside are required to meet the 12 FAH 6 H-130 residential security standards or exceptions must be requested under 12 FAH 6 H-133.1
- Residential Safety: DETO residences not located on a DOD installation must meet 15 FAM 971 residential safety requirements. Any exceptions to this requirement must be approved by the Department of State.

- Cost: Some DETOs may incur costs related to security, Embassy workspace, TDY travel, or other expenses. All such expenses must be documented in the DETO agreement. **The Agency will // will not consider DETO applications that incur costs on a case-by-case basis.**
  - Security-related costs: All costs associated with meeting residential security standards will be the responsibility of the employing agency and must be addressed through procedures laid out in DoS Foreign Affairs Handbook. Costs, including ICASS expenses, must be outlined in the DETO agreement and in the NSDD 38 application.
- Foreign Relations Concerns Related to the Employee Portfolio:
  - Positions with duties or responsibilities that report on or play any role in policy or administrative issues pertaining to the country in which the DETO duty station is located are **not eligible** for DETO arrangements.
  - If the COM, Agency, and/or the relevant regional State Department bureau assess that the DETO arrangement could raise foreign relations issues or any other concerns described in **3 FAM 2371.8(c)**, whether due to the DETO's duties relating to the region, a nexus between the DETO's duties and the host country's policies, or other issues (e.g., concerning other countries or regions that may pose a conflict of interest), or any other factor, the DETO justification must be sufficient to address such concerns. The justification must be included in the NSDD 38 web-application or eCC request for COM approval.
- Passport/Visa Type: The Agency will ensure that the DETO has the proper documentation, such as passports, visas or any additional work permits required to perform work in the foreign location.
  - Independent DETOs cannot use diplomatic or official passports and the embassy is not required to assist with visas or extensions unless COM agrees to perform the service and the sponsoring agency agrees to pay the relevant ICASS costs.
- Privileges and Immunities (Ps & Is):
  - Sponsored DETOs may be eligible for privileges and immunities (Ps & Is), depending on the accreditation of the sponsoring employee, as described in **2 FAM 220**. Sponsored DETOs will be notified to the host government as the spouse of a diplomatic agent or member of administrative and technical staff, representative to an international organization, DOD civilian employee, military member, consular officer, or consular employee, as appropriate, and will derive any and all applicable privileges and/or immunities accordingly.
  - Independent DETOs in foreign locations will generally not enjoy any Ps & Is based on their status as a USG employee, as they are not notified to the host government as members of a U.S. mission. In the case of an independent DETO, the DETO employee, physical work location, and work materials will be subject to host government laws.
- Local Labor and Tax Laws: For independent DETOs, local labor and tax laws may apply to the employee's work, and the Agency and employee must ensure appropriate compliance.

The Agency will confirm whether or not local labor and/or tax laws apply and obtain necessary work visas, if required, before the COM will approve the NSDD 38 or eCC.

- Copies of the relevant work visas must be sent to the post or relevant regional bureau for confirmation that the documents are accurate.
- Pay/Locality Pay: Locality pay is not authorized for any foreign location for civil service DETOs. Approved Civil Service DETOs are entitled to their base salary only, pursuant to 5 CFR 531.602 and 5 C.F.R 531.605(d)(3). Foreign Service employees on DETO arrangements may be paid according to Agency policy on overseas comparability pay.
- Medical Evacuation:
  - Sponsored DETOs meeting the eligibility requirements for participation in the Medical Program pursuant to [16 FAM 120](#) must be issued a medical clearance appropriate for an EFM for the post at which they will be physically residing pursuant to the DETO arrangement, in accordance with [16 FAM 200](#).
  - Sponsored DETOs meeting the eligibility requirements for participation in the Medical Program pursuant to [16 FAM 120](#) are eligible for medical travel.
  - Independent DETOs and DETOs who work for a U.S. federal government entity that does not fund medical evacuations must provide documentation to the Bureau of Medical Services (MED) that they have personal medical evacuation insurance.
- Unaccompanied or Partially Unaccompanied Posts: DETOs are only allowed at Posts that are fully accompanied, or in rare circumstances, at posts that are partially unaccompanied where adult EFMs are allowed regardless of employment status.
  - Employees may not request approval for DETOs at posts on ordered or authorized departure status.
- Anti-Nepotism Review (ANR) Requirements: Where either of the employees is an employee of the State Department, and any of the conditions described in 3 FAM 8327(a) exist, an anti-nepotism review (ANR) will be required. This will require additional steps and approvals. The most common situation where an ANR will be required is where the spouse of the employee on the DETO is serving as the Chief of Mission or Deputy Chief of Mission at the post where the employee on the DETO is based. The Department of State is not responsible for enforcing anti-nepotism rules or regulations governing employees of other agencies, and employees should consult with their agency's HR department prior to a DETO.
  - The State Department Director General of the Foreign Service and Director of Global Talent Management (DGTGM), or an office designated to exercise authority on behalf of the DGTGM, must approve the ANR if an ANR is required.
  - Where the sponsoring employee is the Chief of Mission, or an individual serving as the COM, the overall arrangement will be approved by the Under Secretary of State for Management (M) including considering any issues also considered as part of the NSDD 38 or country clearance process, to ensure compliance with the Department's nepotism policies. Upon M's approval of the arrangement, the NSDD 38 cable may be released to post for COM non-objection.

- Duration and Termination:
  - The duration of a sponsored DETO arrangement must be specified on the DETO agreement, also in the NSDD 38 request (if one year or longer) and may not exceed the overseas assignment duration of the sponsoring employee, or maximum of five years. Additional time may be requested by presenting an amended DETO agreement and seeking COM approval in cases where the sponsoring employee has had their posting extended through an amendment of orders.
  - The duration of an independent DETO must be specified on the DETO agreement and in the NSDD 38 request. Independent DETOs may be approved for up to a maximum three years, at which point the DETO may request an extension, subject to the same approvals – including Chief of Mission approval -- as the initial term.
  - Agency supervisors may cancel or amend the DETO Agreement by providing written justification with **XX pay period's** notice.
  - Agency DETOs may cancel a DETO Agreement at any time with prior notification to their supervisor of at **least (XX) pay** periods.
  
- International Cooperative Administrative Support Services (ICASS) Costs: Sponsored DETOs receive the same ICASS support provided to other EFMs who are approved to be at post and who are not employed in a local position at post, such as access to the medical unit.
  - For additional ICASS needs necessary for the DETO employee to carry out their responsibilities, the Agency will make a case-by-case determination.
  - The Agency will contact the U.S. Embassy directly to identify ICASS cost centers to which the agency must subscribe and add the information to the DETO Agreement.
  - When there are ICASS costs directly related to the DETO, the Agency agrees to fund those ICASS charges which will be invoiced to the Agency's domestic office. The employing agency should include the ICASS agency code in the DETO agreement with post. Agencies needing to identify or establish an ICASS agency code must contact [ICASSServiceCenter@state.gov](mailto:ICASSServiceCenter@state.gov) for this purpose. For more details, see [6 FAH-5 H-352.12](#).
  - All independent DETOs at a minimum are required to subscribe Basic Package ICASS services as described in [6 FAH-5 H-352.12](#).
  
- Differentials and Allowances: DETOs are ineligible for allowances and post differentials in their own right.
  
- Training Requirements:
  - All personnel preparing to enter a DETO arrangement will complete all required overseas personal security training prior to their travel, including, when applicable, Foreign Affairs Counterterrorism Training (FACT) and *the Counter Threat Awareness Training (CTAT)* (previously High Threat Security Overseas Seminar (HTSOS)), in accordance with [13 FAM 301.4-2](#) and [13 FAM 301.4-3](#).
  - All DETO employees traveling on official business away from the duty station reflected on their Form SF-50 as part of the DETO position's duties are eligible for TDY travel in the same manner as any other employee.

- Workers' Compensation: The DETO may be eligible for Workers' Compensation benefits for disability or death resulting from injury sustained in the performance of duty under the U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) when qualifying criteria are met under the Federal Employees' Compensation Act (FECA).

## **Annex A – Definitions**

**Domestic Employee Teleworking Overseas (DETO):** A U.S. government direct-hire executive branch employee assigned to a domestic position, teleworking from an overseas location for a limited period of time. Although the domestic employee is not assigned or detailed to the overseas location, the DETO's duty station will be temporarily changed to reflect the overseas alternate worksite for the duration of the DETO arrangement.

**DETO Agreement:** An official agreement documenting the terms and conditions of the DETO arrangement.

**Employing agency:** The agency to which the DETO is officially assigned and which owns the FTE.

**Host bureau:** The State Department regional bureau that has authority over the location in a foreign country where the DETO is living.

**Independent DETO:** An employee teleworking their domestic assignment from overseas who is not included on orders of a U.S. government sponsoring employee.

**International Cooperative Administrative Support Services (ICASS):** The **International Cooperative Administrative Support Services (ICASS)** system is the principal means that the U.S. government provides and shares the cost of common administrative support needed to ensure effective operations at its more than 200 diplomatic and consular posts abroad.

**International Cooperative Administrative Support Services (ICASS) costs:** Costs that cannot be directly attributed to an agency and are distributed via ICASS as either post-obligated costs or non-post-obligated costs (refer to [6 FAH-5 H-352.12](#), Domestic Employees Teleworking Overseas). ICASS costs, if applicable, must be discussed in advance directly with the U.S. Embassy and incorporated into the DETO Agreement.

**Official Worksite:** The official worksite for a DETO is the place they are approved to work domestically on a regular basis.

**Overseas Alternate Worksite:** Also referred to as the overseas duty station. The approved overseas location, which is usually the overseas residence (home), is the site from which the employee will perform the duties of their domestic position through telework via the DETO arrangement. In some circumstances, work may not be conducted from the overseas residence, in which case the sponsoring bureau may need to pay for workspace at the Embassy or Consulate if available, via ICASS. If the DETO will be working from a residence not provided by the mission, a separate agreement must be signed with the individual or organization paying for the residence on security and safety standards.

**Sponsored DETO:** A U.S. government direct-hire employee who is the spouse of a sponsoring employee assigned overseas and is on the U.S. government orders of this sponsoring employee.

**Sponsoring Employee:** Either 1) a Direct-Hire Foreign Service or Civil Service employee who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority or an office of the American Institute in Taiwan, or 2) a DoD employee or uniformed service member who is or will be assigned (not TDY) to a military base or U.S. mission abroad.

## **Annex B – Summary of DETO Application Process**

The steps for establishing a DETO arrangement are outlined below. Employees are responsible for understanding the process, discussing the possibility of a DETO with their supervisor, and drafting the DETO agreement. But the prospective DETO employee does not shepherd the package through the entire approval process system – this should be done by the appropriate agency HR specialist.

- 1) Employee obtains approval from supervisor.
- 2) In conjunction with supervisor and Human Resources Specialist/Telework Coordinator/DETO Coordinator, employee prepares draft DETO Agreement using the Interagency DETO Agreement template as a guide. This agreement template may be requested from [detopolicy@state.gov](mailto:detopolicy@state.gov).
- 3) Employee obtains approval from appropriate level Agency component head (such as head of a sub-agency, bureau, or division), including Agency agreement to pay any associated costs.
- 4) All DETO Agreements must be reviewed and signed by the following individuals in this order:
  - (a) The employee;
  - (b) The supervisor;
  - (c) The Agency component head;
  - (d) The State Department host bureau Executive Director (for example if the DETO is in Europe then the European Bureau Executive Director) and the post Management Counselor or their designated post management official at the relevant post.
- 5) Once the Agency has all of the required signatures from the employing agency (a-c above), the Agency DETO coordinator or HR lead on DETO issues, should transmit the package to the appropriate State Department regional bureau. Employing agencies may reach out to [detopolicy@state.gov](mailto:detopolicy@state.gov) for the current POC. This step should not be undertaken by the employee themselves.
- 6) After all required signatures and documents have been obtained for the DETO Agreement, the employing Agency must submit justification and documentation to the Policy and Global Presence Directorate in the State Department's Office of Management Strategy and Solutions (M/SS) through the NSDD-38 web application for review and process of the NSDD-38 action to Post to formally obtain Chief of Mission approval (for DETO arrangements of 365 days or more). If the employing agency does not have a NSDD-38 account log in, they may request one from the M/SS NSDD-38 team at [MSS-NSDD38@state.gov](mailto:MSS-NSDD38@state.gov). This should not be a different person for every prospective DETO. It should be someone designated by the agency to consistently handle this task. For DETO arrangements lasting fewer than 365 days the employing Agency must request Chief of Mission approval via eCountry Clearance.



7) A DETO arrangement cannot begin until it has received all required official approvals, including all required signatures for the DETO Agreement and COM approval via NSDD-38 or eCountry Clearance, as applicable

8) When reporting for duty at the overseas location, the DETO is required to notify their supervisor/timekeeper/HR component of the effective start date of the DETO arrangement for processing the SF-50. Notification of Personnel Action, documenting the change in duty station to the overseas location.

## **Annex C – ICASS**

The **International Cooperative Administrative Support Services (ICASS)** system is the principal means that the U.S. Government uses to provide and share the cost of common administrative support needed to ensure effective operations at its diplomatic and consular posts abroad. The Department of State is the primary service provider and it offers these administrative support services to other agencies on a reimbursable basis using a Working Capital Fund under authorities contained in 22 USC 2695 and 2684.

Agencies select from a list of cost centers (which are “bundles” of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform.

For the purposes of ICASS there are two types of DETOs: 1) sponsored DETOs and 2) Independent DETOs. In general, Sponsored DETOs should not require ICASS services to perform their domestic position duties. When services are required, an MOU and an ICASS Subscription of Services Agreement must be in place and signed at post for agencies subscribing to ICASS services for any DETO positions.

### **ICASS for Sponsored DETOs**

Sponsored DETOs receive the same ICASS support provided to other EFMs who are approved to be at post and who are not employed in a local position at post, such as access to the medical unit. If ICASS services beyond those generally provided to EFMs are required for the DETO, those services should be specified in a Memorandum of Understanding and/or ICASS Subscription of Services Agreement signed by relevant Agency officials and at post and must accompany the DETO agreement.

### **ICASS for Independent DETOs**

(1) Basic package services are mandatory for Independent DETO employees. However, because DETOs do not require the same level of service as accredited or direct hire employees, the Independent DETO in this instance will be assessed a workload count of “one” in 6150-basic package (BP) with a modification of 0.3. (for services such as tracking/monitoring status, receipt of security and administrative notices, inclusion in post emergency action plans, and badges, when required by post); and

(2) Security services are mandatory for Independent DETO positions. As all DETO positions fall under COM authority, they receive a minimal level of mission support with regard to their safety and security. Independent DETOs, whose security requirements are not already covered as a family member of a mission or military employee, are required to subscribe to 5880-Security Services for coverage in the event of an emergency, and for maintenance of the RSO residential security inspection records per 6 FAH-5 H-341.6 Security Services (5880). However, because DETOs should not require the same level of service as a mission-related employee, the Independent DETO will be assessed a workload count of “one” in 5880-Security Services, typically with a modification of 0.3.

### ICASS Reminders:

- Costs that cannot be directly attributed to an agency and are distributed via ICASS as either post-obligated costs or non-post-obligated costs.
- Subscription to ICASS services (if applicable) must be discussed in advance and the subscription agreement incorporated into the DETO Agreement.
- Sponsored DETOs receive the same ICASS support provided to other Eligible Family Members (EFMs) who are approved to be at post and who are not employed in a local position at post, such as access to the medical unit.
- For additional ICASS needs necessary for the DETO to carry out their duties, the Agency will make a case-by-case determination.
- Any additional Subscription to Services agreement for costs attributable specifically to the DETO arrangement must be included in the DETO agreement.
- All independent DETOs require a basic ICASS package as spelled out in [6 FAH-5 H-352.12](#).
- The DETO must receive an estimate for annual ICASS charges prior to submitting the DETO agreement for approval.