

**Memorandum of Understanding for Detail between  
GSA and Social Security Administration**

**Non-Reimbursable Detail  
Base Agreement**

The General Services Administration hereby enters into an agreement for the temporary detail of **Employee 10** from the Office of the Administrator at the General Services Administration to the Social Security Administration (SSA). This detail shall be made in accordance with the provisions set forth herein.

**1. PURPOSE**

This Memorandum of Understanding (MOU) outlines the agreement for **Employee 10** to participate in a detail to SSA for the purpose of assisting SSA in complying with the President's Executive Order, "Establishing and Implementing the President's Department of Government Efficiency" dated January 20, 2025.

**2. SCOPE OF WORK/ASSIGNMENT**

**Employee 10** is a Special Government Employee and will be detailed from his/her present position as a Software Engineer (Consultant) with the Office of the Administrator at the General Services Administration to a set of duties with SSA.

**A. Duties and Responsibilities of the Detailee**

The Detailee's duties and responsibilities at SSA will include supporting the leadership team with the assessment and enhancement of internal processes and operational procedures, specifically, focusing on identifying inefficiencies and areas for improvement and ensuring that the administrative and programmatic functions align with the best practices for effectiveness and accountability.

**B. Goals of the Detail Assignment:**

The purpose of this role is to SSA with experienced engineering assistance by contributing specialized skills across various agency projects. The Detailee will contribute to SSA tasks as assigned. The incumbent will work with Agency leadership and leadership across the Government to achieve these objectives.

**C. Controls over Work**

The Detailee will report to SSA leadership for the duration of this assignment.

The Supervisor of **Employee 10** will be the Acting Commissioner.

**3. DURATION, EXTENSION, AND TERMINATION OF ASSIGNMENT**

- A. This assignment is for work not to exceed 130 days in a 365 day period (excluding federal holidays) from the Detailee's start date with GSA. Upon execution of the MOU,

SSA will begin the security clearance process, and the Detailee will receive a start date once clearance is received.

- B. This agreement may be amended, extended, or terminated by mutual written and signed consent of both parties, with reasonable notice to the Detailee. The desire for such activity by either GSA or SSA shall be declared in writing at least one month (30 calendar days) in advance of the effective date for such action, unless good cause exists for immediate termination.
- C. An extension must be documented as a written and signed amendment to this agreement and personnel action, as appropriate.
- D. At the conclusion of the detail, the Detailee will return to the position of record with GSA.
- E. The work week and hours of duty will be determined by SSA subject to applicable Federal regulations.

## 5. LEGAL AUTHORITY

The Economy Act, 31 U.S.C. §§ 1535 - 1536.

## 6. REIMBURSEMENT PROVISIONS:

The Detailee is working for GSA under a gratuitous services agreement. As a result, GSA is not incurring any costs and SSA will not be required to provide any reimbursement.

## 7. RULES, REGULATIONS, AND POLICIES:

- A. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Detailee.
- B. The rules and policies that govern the internal operation and management of SSA are applicable to the Detailee.
- C. Records Schedule. The Detailee agrees to preserve information worked on for the SSA in accordance with the Federal Records Act, SSA Records Schedule.
- D. Unauthorized disclosure of information. The Detailee will not disclose nonpublic information to outside parties without prior approval from SSA. If the Detailee improperly discloses non-public information, the GSA agrees to pursue appropriate steps. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. These definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

- E. Should travel be required in the performance of official duties during the detail, the Detailee will be reimbursed in accordance with the Federal Travel Regulations. Any costs associated with travel directed by SSA shall be paid by SSA.

## 8. ETHICS

The Detailee continues to be subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, and limitations on political activity (including 18 U.S.C. §§ 203, 205, 207, and 208, and 5 C.F.R. Parts 2635, and 5 U.S.C. §§ 7321 – 7326, 5 C.F.R. Part 733, and 5 C.F.R. Part 734).

For details in excess of 30 calendar days, the Detailee will be subject to any of SSA's applicable supplemental agency regulations rather than to any supplemental agency regulations of his or her employing agency. SSA will provide any necessary ethics training or guidance related to its supplemental agency regulations.

GSA will ensure that SSA's ethics officials are routinely provided with access to relevant information in the Detailee's financial disclosure report (if required to file). GSA ethics officials may also need to facilitate coordination with SSA's ethics officials to appropriately advise the Detailee of his or her ethics requirements.

GSA will continue to provide the Detailee with required ethics training.

## 9. SECURITY CLEARANCE:

The commencement of the detail is contingent upon the Detailee's successful adjudication and receipt of any necessary security clearances and other pre-employment screening required by SSA. If the Detailee is unable to obtain the required level of access prior to the detail or her access is suspended or revoked for any reason during the detail, SSA retains the right to immediately terminate the detail. GSA is not obligated to provide a replacement.

## 10. LOCATION OF WORK ASSIGNMENT:

The Detailee's work location shall be the 6401 Security Blvd, Woodlawn, Maryland

## 11. CONTACTS:

Gaining Supervisor: The Acting Commissioner

Home Agency Supervisor: Stephen Ehikian, Acting Administrator, GSA

12. SIGNATURES:



Stephen Ehikian  
Acting Administrator  
U.S. General Services Administration

2/18/2025

Date

FLORENCE FELIX

Digitally signed by FLORENCE  
FELIX  
Date: 2025.02.19 11:17:00 -05'00'

(Agency Approver)  
Social Security Administration

Date