RECRUITMENT AND PLACEMENT JOB AID

INTERGOVERNMENTAL PERSONNEL ACT (IPA)

JOB AID NUMBER
05-RP-038

Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

Functional Area(s):
Recruitment & Placement

Effective Date:
December 28, 2022

Responsible Owner:
Workforce Management and Consulting,
Center of Expertise – Consult, Assist,
Review, Develop and Sustain (CARDS)

Recertification Date:
November 30, 2027

Change #	Date Published	Summary
.001	1/5/2022	Updated Employment Eligibility, Assignment Limits and Citizenship section; Federal employee and Non-Federal employee eligible/NOT eligible information; United States citizenship information. Added VA certification process and requirements of the IPA Assignment Agreement. Updated references. Added Appendix A – How to properly complete the OF-69 Assignment Agreement.
.002	10/5/2022	Added section 2c. IPA HR Processing Guide; updated reference links.
.003	11/29/2022	Procedures Note; updated acronym to NAVREF
.004	12/28/2022	Added clarification on IPA eligibility and removed Pre-Employment Requirements section for clarity/redundancy.

1. PURPOSE

a. The purpose of this Job Aid is to provide guidance and procedures on the Intergovernmental Personnel Act (IPA) Mobility Program. This Job Aid must be followed by Recruitment & Placement (R&P) Strategic Business Unit (SBU) Specialists and Service Line personnel involved in the IPA program.

b. An IPA is a temporary assignment of Department of Veterans Affairs (VA) permanent full-time Title 5 employees, permanent full-time Hybrid Title 38 employees, or permanent full-time Title 38 employees or a temporary detail of employees from state and local governments (Non-VA), institutions of higher education, Indian tribal governments, and other eligible organizations, that are intended to facilitate cooperation between the Federal government and the non-Federal entity through the temporary assignment or temporary detail of skilled personnel. These assignments allow civilian employees of Federal agencies to serve with eligible non-Federal organizations for a limited period without loss of employee rights and benefits. Employees of state and local governments, Indian tribal governments, institutions of higher education and other eligible organizations may serve in Federal agencies for similar periods. **Any type of these employees serving on temporary (time-limited) appointments are <u>not</u> eligible to participate.** Additional information on the use of an IPA can be found in VA Handbook 5005 and on the Office of Personnel Management (OPM) website.

c. Most IPA agreements are approved to support VHA research projects. Under no circumstances should IPA agreements be used as a mechanism for hiring clinical staff or as a substitute for scarce medical specialists, sharing, commercial items, or other clinical services' contracts. It is also not appropriate to use IPA agreements for administrative and support positions and should not be used to circumvent restrictions on hiring due to budget constraints, reductions in force, etc.

d. Research IPA positions are also filled by employees of members of the National Association of Veterans' Research and Education Foundations (NAVREF). These Foundations are established under 38 USC 7361 through 7366 and have been previously approved by the Chief, Research and Development Officer. See reference section for the NAVREF link.

2. PROCEDURES. VA Handbook 5005, Part 1, Chapter 3, Section C, outlines the specific policy, responsibilities, and procedures to follow to secure approvals for IPA assignments. Service line officials involved in IPAs must follow the guidelines outlined in VA Handbook 5005 and the Office of Research and Development when submitting a package for an IPA agreement.

NOTE: Member organizations of NAVREF and universities affiliated with VA are considered approved and do not need further certification.

a. **VA Certification Process for <u>Entities</u> (Not Individuals/Employees):** If an assignment or detail request involves "other" nonprofit organizations (e.g., national, regional, statewide, area-wide, or metropolitan organizations representing state or local governments; or a nonprofit organization whose primary function is to offer professional advisory, research, education, or development services to governments or universities), such organizations must be certified by the Secretary. This certification process **<u>must</u>** be completed before any assignment agreements can be approved. The certification process is addressed in detail in VA Handbook 5005, Part I, Chapter 3, Section C, but the following steps must be completed prior to approving an assignment agreement:

(1) Step 1: Office of Chief Human Capital Officer (OCHCO) Recruitment & Placement Policy Service (RPPS) provides technical review of IPA certification request.

(2) Step 2: RPPS acquires concurrence from designated program office for concurrence, including the Office of General Counsel (OGC) for legal review and concurrence.

(3) Step 3: After obtaining the required concurrences, RPPS prepares and submits the final package to Secretary VA (via the OCHCO/Assistant Secretary, HRA/OSP) for approval.

(4) Step 4: RPPS provides notice of the Secretary's decision to requesting VA facility and Program Office, and OGC.

(5) Step 5: If the IPA is approved/certified by the Secretary, VA organizations may begin to participate in the IPA program with any Federal agency by establishing Memorandum of Assignment Agreement (OF-69).

b. **Roles & Responsibilities:**

(1) **Service/Department:** IPA agreements are initiated by the service/department requesting the IPA (generally Research Service). Administrative Officers for Research Service have a Manual for Administrative Officers (AO) and Associate Chiefs of Staff on the Office of Research and Development Website General Administration (va.gov). This manual provides the AO with instructions regarding how to prepare and process these types of requests.

(a) Upon approval of initial IPA temporary assignments or IPA temporary details or extensions of these actions, copies of the approval will be provided to the R&P SBU, Fiscal Office, and the individual on the IPA assignment or detail. These copies will be provided by the program office initiating the request for an IPA (generally Research Service).

(b) Modifications to an IPA agreement should be recorded and approved as described in VA Handbook 5005, Part I, Chapter 3, Section C, subparagraphs a, b, and c.

(2) **Chief Human Resources Officers (CHROs) or designees in VISN HR are IPA Mobility Program Coordinators:** They are responsible for reviewing the OF-69, *Assignment Agreement – Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)*, for administrative accuracy and submitting it to the Chief Financial Officer (CFO) for funding approval verification. Once funding approval has been verified, the CHRO or designee (IPA Mobility Coordinator) will submit the forms/documents to the Medical Center Director for final approval. (For more information on completing the OF-69, refer to Appendix A – How to complete the OF-69 Assignment Agreement of this job aid).

(a) Generally, research assignments are filled by employees of member organizations of the NAVREF. These foundations have been previously approved. An HR Specialist may encounter an IPA request for "other" nonprofit organizations that have not been approved. If such a request is received for a non-approved organization, the HR Specialist must follow the steps outlined in VA Handbook 5005, Part I, Chapter 3, Section C, paragraph 4. It is important to note that Research Service oftentimes will complete this documentation; HR's responsibility is to ensure it is completed in accordance with policy.

NOTE: If an agreement involves nonprofit organizations, certification must be obtained before the assignment agreement can be approved. Authority for certification of VA nonprofit research corporations, who are members of the National Association of Veterans' Research and Education Foundations (NAVREF), has been delegated to the Chief Research and Development Officer. All other requests for certification must be approved by the Secretary. A centralized list of Federally approved certifications of nonprofit organizations is at this link: https://www.research.va.gov/programs/nppo/npc_locator.cfm.

c. **Processing/Documentation:**

(1) **IPA candidates are NOT to be appointed on concurrent Without Compensation (WOC) Appointments.** See section 2c. IPA HR Processing Guide of this job aid for additional guidance.

(2) While Federal employees may not serve more than 6 years on an IPA assignment during their career, this limitation does not apply to private sector employees.

Requirements of the IPA Assignment Agreement:

• OF-69, *Assignment Agreement* records the obligations and responsibilities required prior to start of the assignment	• Initial assignments should not be made for more than 2 years
• May be requested by facility program official responsible for IPA-related project or affected VA	• Extension for up to two additional years must be approved at the VISN Director level
• The servicing CHRO provides administrative review (e.g., does IPA meet legal requirements such as purpose, timeframes, etc.)	• No single assignments/agreements may be made for more than four years
• The Facility Director approves IPA assignments under his/her jurisdiction with concurrence of his/her Chief of Staff	• Federal employees are subject to a six-year cap on IPA assignments for life of Federal career

• The approval covers the start date of the initial assignment through a period of exactly two years later	• No cap on participation for non-Federal participants, but all participants are subject to a one-year break between four-year assignments

d. **Employment Eligibility, Assignment Limits and Citizenship**:

(1) **Current <u>Federal</u> Government Employees**:

(a) To be eligible for an IPA temporary assignment, a Federal government employee **<u>must be a permanent employee</u>** of their current employer for a minimum of 90 days before being eligible for an IPA.

(b) IPAs may be used for temporary assignments or temporary details made on an intermittent, part-time, or full-time basis. No assignment or detail should be made for more than 2 years initially. A single assignment or detail may not exceed 4 years.

(c) An employee may not participate in additional assignments or details without a 12-month break in service. Federal (VA) employees would return to their respective Federal (VA) position and non-Federal (non-VA) employees would return to their non-Federal organization.

(d) Successive assignments or details without a break of at least 60 calendar days are regarded as continuous service. These assignments or details may not exceed 24 months at a time. IPA contracts can be renewed for an additional 24 months, not to exceed 48 months.

NOTE: If the IPA appointment assignment goes beyond the 48 months <u>the employee (Federal and non-Federal) must return to their employer and remain off an IPA for 12 consecutive months</u> before they can participate in another IPA. VA is seeking legislative relief from this requirement, but at the time of this job aid publication, this limitation is still operative.

NOTE: VHA Workforce Management and Consulting HR staff are determining an automated way to track the Not to Exceed (NTE) dates for IPAs, and at the time of this job aid publication, a determination has not been made. NTE dates must be tracked manually by VISN HR staff to ensure IPA assignments or details are terminated timely.

(2) Current Federal government employees who are non-US citizens are **<u>not</u>** authorized to be in permanent appointments in the Federal government. As a result, **it is illegal** to assign a current Federal employee, who is a non-US citizen, to an IPA under the authorities listed in the eligibility chart. **<u>Non-US citizens are required, by law, to be on temporary appointments in the Federal government under any of the authorities listed in the eligibility chart.</u>**

e. **Non-Federal Employees:** If a non-US citizen meets all eligibility requirements in the eligibility chart directly below, the IPA regulations do not prohibit an IPA detail of the non-US citizen.

NOTE: US citizens do not have to be cleared before detailing an **ELIGIBLE** non-US citizen under an IPA agreement. This means job opportunity announcements do not have to be posted to locate qualified US citizens.

Eligibility Chart:

Federal Employee	**Non-Federal Employee**
Eligible:	**Eligible:**
• Career or career conditional appointments • Excepted service appointments in tenure groups I & II without time limitations • Career Senior Executive Service (SES) appointment • Appointments of equivalent tenure in excepted service positions • Presidential Management Fellows	• **Employed for at least 90 days in a non-temporary) position** with a State, local, or Indian tribal government, institution of higher education, or other eligible organization
NOT Eligible:	**NOT Eligible:**
• Temporary, term, or other time-limited appointments • Non-career SES, limited SES, & Schedule C appointments • Any employee who has served a total of 6 years under one or more IPA programs during Federal career • Elected Federal officials	• Elected state or local government official • Students employed at institutions of higher education in research, graduate, or teaching assistant positions and other similar **temporary positions** • Students and employees from foreign universities

Acceptable proof (documentation) that non-Federal employee (private sector entity/academic institution) individuals being considered for IPA details are in a non-temporary appointment (in a position without a time limit) and have been in the non-temporary appointment for at least 90 days is: A copy of the individual's employment letter or offer letter or written agreement or attestation from the private sector entity/academic institution that shows the effective date of the individual's non-temporary appointment with the private sector entity/academic institution, and clearly indicates that the individual is in an appointment without time-limit with the private sector entity/academic institution.

Office of Personnel Management (OPM) guidance at https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/#url=Provisions provides for the following:

Coverage: 5 CFR part 334 provides definitions of organizations and individuals covered by the Intergovernmental Personnel Act provisions of 5 USC section 3372(a)(1). Individuals excluded from participation in the Intergovernmental Personnel Act mobility program include Federal, State, or local government employees serving under time-limited, temporary or term appointment, non-career or limited SES appointments, or Schedule C appointments.

The following is further clarification on what a non-temporary/time-limited appointment means for a private sector entity/academic institution:

- The term **"career,"** as it relates to state, local, or native American Tribal government, is one of equivalent tenure to a career appointment in the Federal government. This means the non-Federal employee being considered for an IPA detail cannot be serving in a time-limited appointment, or an appointment akin to a non-career SES-appointment, or a political appointment (if some state/local governments have those). Nor can the non-Federal employee being considered for an IPA detail be a contractor performing work for the non-Federal entity.

- If the non-Federal employee being considered for an IPA detail is not in a non-temporary appointment with the private sector entity/academic institution, they are not eligible for an IPA detail.

- If the non-Federal employee being considered for an IPA detail has not been in a non-temporary appointment with the private sector entity/academic institution for at least 90 days, they are not eligible for an IPA detail.

- Once the non-Federal employee has been in a non-temporary appointment with the private sector entity for at least 90 days, they are eligible for an IPA detail **IF** they meet the other eligibility requirements detailed in statute, regulation, policy, and the IPA job aid.

NOTE: Members of the uniformed military services and the Commissioned Corps of the Public Health Service and the National Oceanic and Atmospheric Administration (NOAA) are NOT eligible for an IPA detail.

f. **IPA HR PROCESSING GUIDE**

For use by the facility Research Offices and Human Resources Offices

g. This guide will provide instructions on the appropriate procedures for appointing an Intergovernmental Personnel Act (IPA) participant who will be working part-time on reimbursed and part-time on uncompensated efforts related to approved VA research at

VA facilities.

h. Recently questions have arisen about how to best process non-VA employees who hold an appointment under an IPA while also providing additional research services at VA facilities. Some facilities have inappropriately addressed this scenario by appointing the individual utilizing an IPA agreement and a without compensation (WOC) appointment simultaneously.

(1) **Appointment Requirements:**

(a) **Individuals on IPA agreements should <u>NOT</u> hold a concurrent WOC appointment.**

(b) Individuals should only hold one IPA appointment which covers the entire scope of work in support of VA research, including both reimbursed and non-reimbursed services to the entity.

<u>EXAMPLE:</u> The Philadelphia VAMC has an employee from the affiliate who is working on several projects at VA. One project is a "VA Merit Review" that reimburses the affiliate for effort at 50%. The other project is 50% effort administered by the University but performed at VA; however, the VA does not reimburse for this time. In this case, a Full Time IPA will be processed delineating the reimbursed and non-reimbursed effort.

(2) **Regulations:**

(a) Under the IPA statute, a detail of an employee from an outside organization to a Federal government agency "may be made with or without reimbursement by the Federal government agency for the pay, *or part thereof,* of the employee during the period of assignment." See 5 U.S.C. § 3374(c)(3).

(b) The regulations governing IPA agreements state that before an IPA assignment begins, the Federal agency and outside organization "must enter into a written agreement recording the obligations and responsibilities of the parties…."

(c) OPM guidance on IPA agreements states that cost-sharing arrangements can be agreed upon for IPA assignments, as negotiated between the agency and outside organization. See Intergovernmental Personnel Act (opm.gov), "Reimbursement for Assignment."

(d) Federal agencies can "agree to pay all, some, or none of the costs associated with an assignment."

(e) VA policy permits "cost-sharing arrangements" for IPA assignments that are "negotiated between participating organizations." See VA Handbook 5005, Part I, Chapter 3, Section C, paragraph 2e.

(f) Individuals from outside organizations may be detailed or appointed on a

"shared-cost basis." Such arrangements must be documented on OF 69, *Assignment Agreement*.

(g) VA policy also notes that the reimbursement arrangements may include "salary and income derived from any job-related outside consulting work" and should be specified in the OF-69.

(3) **Supporting Documentation – OF-69, *Assignment Agreement***

(a) IPA agreements for non-VA employees with a mix of compensated/ uncompensated duties should be processed in accordance with VA Handbook 5005, Part I, Chapter 3(c). The OF-69 should be completed with emphasis on the following:

1. Determine the percent effort of the appointment that will be reimbursed

2. Part 5 should be checked "on detail to a Federal Agency"

3. Part 5 should also delineate if full time, part time or intermittent

a. If the person will be on VA approved projects full time but the reimbursement is part time, "full time" will be checked on the form

b. If the person will be working on VA approved projects on a part-time basis, "part-time" will be checked on the form

4. Part 7, delineate all activities to be performed in support of VA research

5. Part 9, clearly describe the effort that will be reimbursed versus the effort that will not be reimbursed.

Example: Reimbursed effort at 50% of total effort

Note: When the IPA agreement has been approved, a copy of the agreement should be provided to the individual on the IPA assignment; HR may also issue a welcome letter **(a WOC appointment letter is not required)**. Onboarding the employee will be done in accordance with local policies (same procedures as for onboarding a WOC candidate), including background checks and PIV arrangements, as required, to obtain VA network accounts and access to secure areas.

See Appendix A for properly completing the OF-69

3. DEFINITIONS

a. **Intergovernmental Personnel Act (IPA) Mobility Program:** The Intergovernmental Personnel Act Mobility Program provides the temporary assignment or temporary detail of personnel between the Federal Government and state and local

governments, Indian tribal governments, federally funded research and development centers, colleges and universities and other eligible organizations. IPAs are not used as an award mechanism in support of a federally funded sponsored project.

b. **IPA Mobility Program Coordinator:** Chief Human Resources Officers (CHROs) or their designees serve as IPA mobility program coordinators for their respective facilities. They will be the principal points of contact for mobility assignment matters. The Director, Human Resources Management Recruitment and Placement Policy Service (059), Office of Human Resources Management and Labor Relations, is the VA IPA Mobility Program Coordinator, and is the principal agency point of contact for matters relating to mobility assignments.

4. REFERENCES

a. VA Handbook 5005, Part I, Chapter 3, Section C. https://dvagov.sharepoint.com/sites/OCHCO/Shared%20Documents/5005-147-Final.pdf

b. OPM Intergovernmental Personnel Act https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/

c. VA Office of Research and Development: https://www.research.va.gov/default.cfm

d. National Association of Veterans' Research and Education Foundations https://navref.org/

e. 5 CFR 334.102 https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-334

f. 5 USC 3371-3375 https://www.law.cornell.edu/uscode/text/5/3371

5. REVIEW

This Job Aid will be reviewed, at minimum, at recertification, when there are changes to the governing document (e.g., the Staffing SOP or source statue/policy), and any regulatory requirement for more frequent review.

6. RECERTIFICATION

This Job Aid is scheduled for recertification on or before the last working day of November 2027. In the event of contradiction with national policy, the national policy supersedes and controls.

APPENDIX A How to complete the OF-69 Assignment Agreement

= Government fills out
= Institution fills out

OF 69 # (REV. 2-89)
U.S. Office of Personnel Management
FPM Chapter 334

Assignment Agreement
Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/CEG
1900 E street, NW
Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addresses to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program is the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box ☒ New Agreement ☐ Modification ☐ Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name *(Last, First, Middle)*
3. Social Security Number
4. Home Address (Street, City, State, Zip Code)
5.- A. Have you ever been on a mobility assignment? ☐ YES ☒ NO
5.- B. If "YES", date of each assignment *(Month and Year)* From To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency *(List office, bureau or organizational unit which is party to the agreement)*
7. State or Local Government *(Identify the governmental agency)*

Agency

Institution (Academic, non-profit, local gov)

8. Is assignment being made through a faculty fellows program? If "YES", give name of the program. ☐ YES ☒ NO

PART 4 - POSITION DATA

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)
10. Employee's Position Title
11. Office Telephone Number (Include the Area Code)
12. Immediate Supervisor *(Name and Title)*

B - Type of Current Appointment

13. Federal Employees *(Check appropriate box.)*
☐ Career Competitive
☐ Other *(Specify)*:
Grade Level
14. State and Local Employees
State or Local Annual Salary
Original Date Employed by the State or Local Government *(Month, Day, Year)*

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address *(Street, City, State and ZIP Code)*
16. Assignee's Position Title
17. Office Telephone Number *(Include the Area Code)*
18. Immediate supervisor *(Name and Title)*

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PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- [ ] On detail from a Federal agency
- [ ] On leave c from a Federal agency
- [x] On detail to a Federal agency
- [ ] On appointment in a Federal agency

- [ ] Full Time
- [ ] Part Time
- [ ] Intermittent

20. Period of Assignment (Month, Day, Year)
From To

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

(Include percentage of time at Agency and roles and responsibilities here)

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment

24. Special Pay Conditions *(Indicate any conditions that could increase the assigned employee's compensation during the assignment period)*

25. Leave Provisions *(Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)*

Example The Home Institution will maintain records for the participant, including official time and attendance. Fellow will coordinate his or her leave with the agency supervisor and will provide approved time and attendance to the Home Institution for recording.

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations *(If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)*

The fiscal obligation to (Agency) associated with this agreement is $XX,XXX.00 (Include total cost here excluding travel)

27. State or Local Government agency Obligations

N/A (Or specify Institution obligations)

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

☒ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.

☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indicate coverage "N/A", if not applicable.

A. Federal Employees Group Life Insurance

☐ Covered ☒ N/A

B. Federal Civil Service Retirement system or federal Employees Retirement System

☐ Covered ☒ N/A

C. Federal employee Health Benefits

☐ Covered ☒ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

32. Other Benefits *(Indicate any other employee benefits to be made part of this agreement)*

Specify whether benefits are associated with this position or not.

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Specify whether travel funds will be allocated or not.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes.

- [X] A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- [X] B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- [ ] C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the united states, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- [ ] D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- [ ] E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment *(Name of Organization)*	36. Date *(Month, Day, Year)* From To
37. Signature of Assigned Employee	38. Date of Signature *(Month, Day, Year)*

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency	Federal Agency
39. Signature of Authorizing Officer	40. Signature of Authorizing Officer
41. Date of Signature *(Month, Day, Year)*	42. Date of Signature *(Month, Day, Year)*
43. Typed Name and Title	44. Typed Name and Title

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to prove any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.