

	Previous IPA Policy	Revised Policy
1.	Intergovernmental Personnel Act (IPA) Personnel Management Letter NO. 94-11 (334); Issued June 3, 1994 was established to streamline process and elimination unnecessary barriers to work, Bureaus have primary responsibility for arranging, negotiating, approving, and modifying all IPA agreements and for best interest of the Department. The previous IPA policy does not identify the process of obtaining an IPA or a checklist.	<p><b>3. Authority.</b></p> <p>Title 5 of the U.S. Code, sections 3371 through 3375 authorizes the temporary assignment of personnel, without loss of employee rights and benefits, between the Federal Government and State or local governments, institutions of higher education, Indian tribal governments, and other eligible organizations. 5 CFR 334 establishes the regulatory requirements to effectively manage IPA assignments.</p>
2.		<p><b>4. Responsibilities.</b></p> <p>A. Bureau Director (or designee). Bureau directors (or their designee) may make an assignment of their employees to and/or receive an employee of an approved organization.</p> <p>B. Employee. The employee must agree, as a condition of accepting the assignment, to serve in the civil service upon the completion of the assignment for a period equal to the length of the assignment.</p> <p>C. Employing Office. The employing office is responsible for preparing the Assignment Agreement (Optional Form 69) and submitting it to the appropriate Bureau Human Resources and Ethics Office for review and concurrence; obtaining the appropriate approvals; providing a copy of the final agreement to the Bureau HR and Ethics Office for their records; and initiating appropriate personnel action with their servicing human resource office (SHRO) for processing; and for ensuring that the fiscal obligations outlined in the Assignment Agreement are followed.</p> <p>D. Bureau Human Resource Office. The Bureau Human Resources Office aids in executing IPA agreements; reviews all agreements for accuracy and compliance with the Act; provides approval to the employing office once the agreement is approved; and provides information requested by the Department for IPA assignment data calls. Submits information to DOI, Office of Human Capital (OHC) to obtain certification of non-Federal organization's eligibility, if not already listed as approved.</p> <p>E. Ethics Office. Non-Federal employees are also subject to the Ethics in Government Act of 1978; 5 CFR part 735 which regulates employee responsibilities and conduct; as well as agency standards of conduct regulations. Servicing HR Office will notify the Ethics Office of the incoming IPA assignees so that they can be notified if they need to file a financial disclosure report and be registered for ethics training.</p> <p>F. DOI, Office of Human Capital. Reviews, certifies and maintains agency list of approved organizations.</p>
3.		<p><b>5. Approving Official.</b></p> <p>Approval of all IPA mobility assignments is delegated to Bureau Director and may be re-delegated no lower than the bureau human capital officer. Approval authority for immediate Office of the Secretary IPA assignments and approval of organizations eligibility for participation in the IPA Mobility Program is the DOI, Director of Human Capital.</p>
4.		<p><b>6A-6E. Procedures.</b></p> <p><b>6A. Eligible Organizations.</b></p> <p>Organizations eligible to participate in the IPA Mobility Program include state and local governments; domestic colleges and universities that are accredited; Indian tribal governments; federally funded research and development centers; and "other" eligible organizations. The instructions for each are listed.</p>
5.		<p><b>6C-6E. Participant Eligibility Agreement, Length of Assignment, and Obligated Service Requirement</b> are provided for additional clarity.</p>

**Checklist**  
**Request for Certification of Intergovernmental Personnel Act**  
**5 CFR 334.103**

<b>DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
<ul style="list-style-type: none"> <li>• Detailed memorandum from Bureau/Office indicating the reason(s) or justification for the request for Certification of a Non-profit Organization</li> </ul>			
<ul style="list-style-type: none"> <li>• A Copy of Organization’s Articles of Incorporation</li> </ul>			
<ul style="list-style-type: none"> <li>• A Copy Organization’s Bylaws</li> </ul>			
<ul style="list-style-type: none"> <li>• Internal Revenue Service non-profit statement</li> </ul>			
<ul style="list-style-type: none"> <li>• Any other information which indicates organization has a principal the offering of professional advisory, research, educational, or development services, or related services to governments or universities concerned with public management</li> </ul>			
<b>MASTER LISTS OF ORGANIZATIONS</b>			
<ul style="list-style-type: none"> <li>• Is Organization included on the NSF Master List - <a href="http://www.nsf.gov/statistics/ffrdclist/">http://www.nsf.gov/statistics/ffrdclist/</a></li> </ul>			
<b>APPROVAL AUTHORITY</b>			
Director, Office of Human Capital-Deputy Chief Human Capital Officer			
<ul style="list-style-type: none"> <li>• Prepare Staff Notes</li> </ul>			
<b>REFERENCE</b>			
<ul style="list-style-type: none"> <li>• DOI Personnel Bulletin No. 21-05</li> <li>• 5 CFR 334</li> </ul>			