OFFICE OF SCIENCE
STANDARD OPERATING PROCEDURES
FOR
Intergovernmental Personnel Act (IPA)

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Purpose: This Standing Operating Procedure (SOP) provides guidance and a step-by-step process in the execution of the IPA contract.

Applicability: This SOP applies to all IPA transactions.

Background: An IPA assignment is a temporary transfer of skilled personnel between the Federal government and State and/or local governments, institutions of higher education, Native American tribal governments, and eligible non-Federal "other organizations," including Federally Funded Research and Development Centers. The assignment is effected for purposes of mutual concern to the Department and to the participating non-Federal entity and should also serve as a sound public purpose. IPA assignments can be used to achieve a number of objectives, such as to:

a. Strengthen the management capabilities of Federal agencies; of State, local and Native American tribal governments; and of other eligible organizations;

b. Assist in the transfer and use of new technologies and approaches to solving governmental problems;

c. Involve State and local officials in the development and implementation of Federal policies and programs; and

d. Provide program and developmental experience that will enhance a DOE employee's performance in his or her regular job.

Responsibility:

<u>Associate Director/Office Director will</u>:

1. Identify the need for an IPA.
2. Obtain SC-1 approval in writing.
3. Obtain letter from home institution/institution containing information needed to complete contract three months before proposed effective date.
4. Prepare narrative/position description needed for justification.
5. Designate office space.
6. Provide computer/printer and software needs to SCSC.
7. Receive, approve and process invoice from home institution.

8. Complete time and attendance (T&As) and vouchers for reimbursement of IPA on a timely basis.
9. Notify IPA's institution of any leave taken.
10. Notify SCSC by User Profile Form of IPA's departure two weeks in advance and determine if any files are to be kept.
11. Complete contractor separation form.

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Program Office Designee (POD) will:

1. Discuss requirements with proposed IPA (Attachment I - Checklist – IPA Assignment file).
2. Provide info package (sample letter, OF-69, COI, Financial Disclosure Report) to candidate and home institution, as appropriate.
3. Send completed Financial Disclosure Form to General Counsel.
4. Calculate Permanent Change of Station (PCS) costs vs. reduced per diem and provide recommendation to AD/OD.
5. Assemble package containing transmittal letter from SC Director, OF-69, position description, PCS/reduced per diem comparison and forward to program manager, AD/OD, General Counsel (GC), Chief Financial Office (CFO), and Office of Management and Evaluation (ME) for concurrences.
6. Negotiate problems/issues that arise as package goes through concurrence chain.
7. Send approved DOE package to home institution.
8. Arrange for telephone, furniture, and place IPA's name on accession list to personnel for badging and telephone directory.
9. Distribute final signed package to appropriate parties (IPA, home institution, FMD).
10. Prepare obligation memo with Assignment Agreement, OF-69 attached, and obtain FMD's concurrence.
11. Send obligation/allocation memo to ME/CFO (copy to FMD).
12. Provide oversight on per diem and travel procedures to program office.

The Home Institution will:

1. Provide written information that is required to be included in the DOE contract.
2. Return signed package to AO.

Step-by-Step Process

1. AD/OD identifies the need for an IPA, and obtains SC-1's approval in writing
2. POD provides a packet (sample letter, OF-69, Financial Disclosure Form) to the candidate.
3. POD communicates with home institution POC and requests Letter of Intent.
4. POD meets with AD/OD upon receipt of terms of agreement, negotiates the terms of the agreement and resolves all issues.
5. POD calculates PCS vs. reduced per diem (Attachment IV) and sends to General Counsel.
6. POD prepares and finalizes package and obtains concurrences from SC, GC, CFO, ME and SC-1. If salary is less than the DOE Secretary's salary, SC-1 signature is obtained. If salary exceeds DOE Secretary's salary, package is sent to Secretary of Energy with justification and issue memo from SC.

7. POD sends completed package to home institution.
8. Home institution and IPA sign and return the agreement to POD.
9. POD distributes copies of fully executed agreement to program office, FMD, IPA, and home institution.
10. POD prepares obligation/allocation memos, obtains FMD concurrence and sends to ME (Attachment VI).
11. POD receives invoice from home institution (quarterly), reviews, approves and sends to ME for payment to home institution.

Attachment:

I. Checklist – IPA Assignment File
II. OF-69
III. Form 450
IV. Conflict of Interest
V. PCS vs. Per Diem calculation
VI. Requirement from home institution checklist
VII. Obligation memo
VIII. Travel voucher
IX. Public voucher
X. Contractor Separation Form

References:

DOE M 321.1-1, Intergovernmental Personnel Act Assignments
Title IV of the Intergovernmental Personnel Act of 1970, as amended (5 U.S.C. 3371-3376)
Title 5 CFR, Part 334, IPA assignments
Title 41, CFR, Parts 300, 301, 302, regulations on travel by Federal and others authorized to travel at Government expense
DOE 1500.2A, Travel Policy and Procedures