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Flexible Hiring Resources for Federal Managers

A Guidebook by The Day One Project Talent Hub
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Introduction

The American public relies on the federal government to deliver on critical policy priorities including healthcare, climate change, racial equity, and the economy. Federal agencies need to recruit top talent to tackle these challenges quickly and effectively, yet often are limited in their ability to reach a diverse pipeline of talent, especially among expert communities best positioned to accelerate key priorities.

The Day One Project Talent Hub bridges this gap by helping federal agencies leverage flexible hiring authorities to source scientific and technical talent for focused tours of service. This public-private partnership enhances federal capacity and supports efforts to build the talent pipeline — helping the federal government, federal employees, and highly qualified scientists and technologists accelerate change.

Various flexible hiring mechanisms can help federal teams address their complex and dynamic needs while tackling ambitious policy agendas and programs. Yet there is a lack of ready information on how to best utilize these mechanisms.

This resource guide explains how federal managers can leverage (i) available mechanisms to hire outstanding scientific and technical talent and (ii) the Day One Talent Hub as a strategic asset to onboard recruited hirees. The accompanying toolkit includes resources to help federal personnel use key hiring mechanisms, including the Intergovernmental Personnel Act Mobility Program and Schedule A fellowship-hiring authority.

For more information, visit www.dayoneproject.org/talenthub or contact info@dayoneproject.org.

Hiring Authorities

According to a 2016 memo from the Office of Management and Budget (OMB) on “[Institutionalizing Hiring Excellence](#)”, federal agencies should use hiring authorities and flexibilities to supplement the competitive hiring process by more effectively and efficiently hiring individuals with job-relevant backgrounds, knowledge, or work experience. But according to the Government Accountability Office (GAO), federal agencies in 2014 used only 20% of hiring authorities for 90% of new hires, out of over 100 hiring authorities available.



Flexible Hiring Options for Federal Managers

Under the Biden administration, federal managers are being charged with more program responsibilities accompanied by potentially large increases in funding. Many managers do not have the people in place to fully handle expanded mandates and resources. Retirements coupled with the pandemic and the slow pace of government hiring have depleted existing teams, and it may take a while to staff back up through traditional competitive-hiring processes—especially for technically demanding positions. Fortunately, a variety of existing flexible hiring options can help federal managers rapidly enhance personnel capacity in the short term.

While overall workforce planning happens at the agency level, program managers are responsible for much of the budgeting and recruitment associated with filling talent needs. Managers, working with their human-resources offices, can initiate interest in and use various options for sourcing talent. This guide provides information about flexible hiring options, internal government-talent programs, and other resources that managers can leverage to build diverse, technically skilled, and expert teams.

Why Should Agencies Consider Leveraging Outside Talent?

Flexible staffing models both complement core federal workforce capacity and accelerate work on mission-critical priorities. Hiring outside experts, especially at the mid-career and senior levels, for short-term “tours of service” allows agencies to:

- Bring in individuals with skill sets that are just emerging and/or fill gaps in agencies’ in-house expertise.
- Tap into specialty skills, such as knowledge of a programming language tailored to a specific application.
- Temporarily surge personnel capacity for critical-need projects and initiatives, especially when quick implementation is needed.
- Improve the quality of deliverables by incorporating ideas from individuals with varied and often unconventional backgrounds.
- Provide customer perspectives—e.g., perspectives from the private sector, state and local government, and academia—on tackling challenges and implementing solutions.
- Develop public-private partnerships and foster cross-sector collaboration.
- Build a professional and apolitical public-service corps dedicated to driving progress on agency missions.

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Many of these benefits are especially potent with respect to the science, technology, and innovation space.

Examples of Flexible Hiring Authorities

Once talent is identified, a variety of authorities can be used for hiring. The federal government primarily sources talent through competitive hiring. When agencies need short-term, surge, or specialized talent, though, alternative authorities may be more appropriate. Hiring authorities that agencies can consider when working to identify and onboard talent for critical mission needs, or when specialized science and technology skills are desired, include:

- **Federal fellowship programs.** Programs such as the Presidential Management Fellows (PMF) Program, the Presidential Innovation Fellows (PIF) Program, the White House Fellows Program, and the White House Leadership Development Program recruit and screen outstanding professional cohorts with diverse backgrounds and skill sets. Program participants can be assigned or detailed to federal agencies for some or all of their fellowships. Agency-specific fellowship programs also exist.
- **Intergovernmental Personnel Act (IPA) Mobility Program.** The IPA program allows temporary movement of personnel between the federal government and a variety of external entities, including state, local, and Tribal governments; colleges and universities; federally funded research and development centers (FFRDCs); and approved nonprofit organizations.
- **Schedule A(r).** Schedule A(r) authority allows federal managers to hire individuals on short-term appointments lasting one to four years. Though there are limitations on what types of appointments Schedule A(r) can be used for, this authority is typically helpful for:
 - “Professional/industry exchange programs that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency.”¹
 - “Positions established in support of fellowship and similar programs that are filled from limited applicant pools and operate under specific criteria developed by the employing agency and/or a non-federal organization.”²
- **Direct Hire Authority (DHA).** DHA allows agencies to directly hire candidates for critical needs or when a severe shortage of candidates exists. DHA must be granted by the Office of Personnel Management (OPM) unless governmentwide authority already exists (as is currently the case for

¹ 5 CFR 213.3101

² Ibid.

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certain jobs related to information technology management; science, technology, engineering, and math (STEM); and cybersecurity).

- **Experts & Consultants Authority.** This authority must be authorized by statute or appropriation and can be authorized on a one-year or intermittent basis.

Getting Started on Bringing in Outside Talent

- Identify the skills/positions needed. Flexible hiring options are often valuable when needs require shorter-term, specialized talent.³
- Write a statement explaining the need for outside talent and identifying the hiring option(s) you propose using.
- Draft a job description.
- Reach out to your agency HR office for advice and to develop a recruitment plan.
- Work with internal agency partners (such as the CXO Councils⁴) and external partner organizations to advertise the position(s) and reach out to diverse, qualified candidates.
- Assess and select talent.
- Use your agency's process to vet and onboard individuals into the position(s).

³ If the position(s) or skills in question do not lend themselves to bringing on external talent, internal hiring mechanisms such as federal details and traditional competitive-hiring authorities may be more appropriate.

⁴ These include the Chief Human Capital Officers Council (CHCOC), the Chief Financial Officers Council (CFOC), the Chief Information Officers Council (CIOOC), and the Performance Improvement Council (PIC).

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Overview of Fellowships in the Federal Government

Federal fellowships are a helpful way to bring in highly skilled talent and promote interindustry learning. The hiring authority best suited for facilitating fellowships is the excepted service hiring authority Schedule A(r). The primary purpose of the Schedule A(r) authority is to “provide for cross-fertilization between an agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency.”

AAAS Science & Technology Policy Fellows Program

The [AAAS Science & Technology Policy Fellowships program \(STPF\)](#) provides an opportunity for highly skilled, doctoral-level (with a few exceptions) scientists and engineers to contribute to the policymaking process. The program emphasizes the importance of evidence-based policymaking and builds leadership for a policy-based, policy-savvy science and technology enterprise that benefits society. AAAS fellows come from a vast spectrum of scientific disciplines including behavioral/social, biological, health/medical, physical and computational sciences as well as all fields of engineering.

Scenarios in which agency leaders may find Schedule A(r) hiring authority to be most beneficial include (but are not limited to):

- Internship or fellowship programs that provide developmental or professional experiences to individuals who have completed their formal education.
- Training and associateship programs designed to increase the pool of qualified candidates in a particular occupational specialty.
- Residency programs through which participants gain experience in a federal clinical environment.
- Programs that require a period of government service in exchange for educational, financial, or other assistance.

In addition to providing a pathway for highly skilled external talent to enter and serve in federal government, fellowship programs can help federal agencies build public-private partnerships with academic institutions, nonprofits, and other civil-society organizations. Fellowship programs also support professional development within federal teams by providing exposure to and opportunities to work with individuals possessing in-demand skill sets and expertise.

Schedule A(r) authority provides agency officials with additional flexibility (relative to traditional competitive-hiring processes) over eligibility, selection criteria, and the manner in which positions are advertised and posted (though veterans’ hiring preference must still be applied). Appointments under Schedule A(r) are limited to a four-year maximum and cannot be converted into full-time civil-service

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positions. Schedule A(r) fellowship agreements are most often established through a memorandum of understanding (MOU; see Appendix for template) between an agency and the partnering organization sponsoring the fellow. Fellowship MOUs typically include information such as the nature of the fellowship, the individual selected, eligibility criteria, and administrative and compensation details.

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Overview of the Intergovernmental Personnel Act (IPA) Mobility Program

The Intergovernmental Personnel Act (IPA) Mobility Program is a hiring tool that enables external personnel to undertake a “tour of service” in the federal government, working in an “on loan” capacity from their home university, nonprofit, or state/local government.

The IPA hiring mechanism provides a flexible way for highly skilled experts to enter into intermittent, part-time, or full-time federal assignments with either private or federal funding. Even when agencies cover the costs of IPA assignments, such assignments are often more economical and less administratively burdensome than alternative processes for bringing on external talent (e.g., cooperative agreements or requests for proposals).

General Services Administration (GSA)

Office of Evaluation Sciences

The GSA [Office of Evaluation Sciences \(OES\)](#) is a team of interdisciplinary experts that works across government to help agencies build and use evidence. OES provides government-wide expertise and support on leading practices for evidence-building and evaluations, and partners with federal agencies to answer priority questions using rapid and rigorous evaluation. The team comprises federal employees, fellows, and academic affiliates often on loan from a university or research institution via the IPA program. While OES has a small core team, it leverages IPA authority at scale to provide academic expertise on critical topics across government.

While agencies often leverage IPAs for deep research projects, there are many ways in which IPAs for science and technology experts can advance a federal agency’s goals. Scenarios in which agency leaders may find IPAs to be most beneficial include (but are not limited to):

- Conducting specialized research or evaluations.
- Managing a new project or program that requires additional capacity.
- Initiating and/or overseeing programs, reports, projects, or other statutorily mandated deliverables.
- Providing technical assistance, especially in rapidly evolving scientific or technical fields such as big-data analysis and artificial intelligence (AI).
- Fulfilling “consultant-like” needs (e.g., conducting a specific service such as survey design).

Unfortunately, the IPA program is considerably underutilized. The appetite is there—for example, the GSA Office of Evaluation Sciences (see box) received more than 500 applications for five IPA positions in 2020—but few agencies have the capacity to navigate the program’s requirements without assistance. Many compelling candidates (including scientists, technologists, and entrepreneurs) for federal “tours of service”, moreover, are unaware that the IPA program exists. Expanding awareness and use of the IPA

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program is an easy way to bring fresh perspectives, knowledge, and skills into federal agencies, thereby strengthening the capacity and expertise of government teams.



Intergovernmental Personnel Act (IPA) Mobility Program FAQ

What is the Intergovernmental Personnel Act (IPA) Mobility Program?

The Intergovernmental Personnel Act (IPA) Mobility Program allows temporary movement of personnel between the federal government and one of the following partners (1) state and local governments, 2) colleges and universities, (3) Tribal governments, (4) federally funded research and development centers (FFRDCs), and (5) nonprofit organizations. An employee must be employed by their home organization for at least 90 days in a career position before entering into an IPA agreement. Elected state/local government officials or employees serving under time-limited, temporary, or term appointments are not eligible to enter into IPA agreements, nor are students employed in research, graduate, or teaching-assistant and similar temporary positions.

What circumstances are conducive to hosting an IPA assignment?

There are a variety of situations in which an IPA assignment can benefit the hosting agency or office. Scenarios in which agency leaders may find IPAs to be most beneficial include (but are not limited to):

- Conducting specialized research or evaluations.
- Managing a new project or program that requires additional capacity.
- Initiating and/or overseeing programs, reports, projects, or other statutorily mandated deliverables.
- Providing technical assistance, especially in rapidly evolving scientific or technical fields such as big-data analysis and artificial intelligence (AI).
- Fulfilling “consultant-like” needs (e.g., conducting a specific service such as survey design).

What are the benefits of bringing in talent via IPA assignments relative to other hiring authorities?

IPA assignments can be more flexible than other hiring authorities. Unlike fellowship models that might require a recruitment strategy and tie an office to an application cycle, IPA assignments can be arranged at any time and may be intermittent, part-time, or full-time. IPA assignments can also be cost-neutral to federal agencies if funding can be provided by an employee’s organization or a third party.

How long are IPA assignments?

Assignment agreements can be made for up to two years. The agency head, or their designee, may extend an assignment for an additional two years if both the hosting and the home organization agree.



How is an IPA assignment funded?

Cost-sharing arrangements involved in an IPA assignment are worked out between the participating organizations. The hosting federal agency may agree to pay all, some, or none of the costs of an assignment. A reimbursable IPA assignment is one in which the federal agency covers the cost of the assignment; a non-reimbursable IPA assignment is one in which funding for the role is covered by the employee's home institution or a third-party funder (e.g., a philanthropic institution). The payment arrangement is specified as part of the IPA agreement.

According to OPM, cost-sharing arrangements should be based on the extent to which the participating organizations benefit from the assignment. The larger cost share should be absorbed by the organization that benefits most from the assignment. Exceptions might occur when an organization's resources do not permit costs to be shared on a relative-benefit basis. Beyond salary, the hosting agency and home organization should consider who will be responsible for costs like fringe benefits, relocation, and travel and per-diem expenses.

How can federal agencies fund reimbursable IPA assignments?

Funds for reimbursable IPA assignments may be covered through an agency's salary and expenses account or by using program funds for covering the costs of full-time employees (FTEs). Whether or not programmatic dollars can be used for funding talent through IPA assignments often depends on how the statute establishing the program is phrased or the budget examiner's interpretation of a program's needs.

How can federal agencies fund non-reimbursable IPA assignments?

Non-reimbursable IPA assignments are cost-neutral to hosting agencies because funding for the assigned employees are covered by their home institutions and/or by third-party funders (e.g., philanthropic institutions). Part-time assignments, sabbatical status, and/or agreed-upon outputs of mutual interest (e.g., white papers or academic reports) can be helpful in negotiating costs and funding arrangements.

How can federal agencies establish IPA agreements with external organizations?

Federal agencies do not need OPM approval to make assignments under IPA authority. To make an IPA assignment, the hosting agency and the external organization must simply enter into a written agreement. If the participating organization is a 501(c)3 institution (excluding institutions of higher education), it must first have its eligibility certified by the federal agency with which it is entering into an agreement (see next question for more information). After the organization's eligibility is certified, the agency and organization can negotiate the written IPA agreement.

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Once the agreement has been drafted, it must be formally approved via internal agency processes. Approval processes vary by agency but often include some form of review by the HR office and the general counsel's office. Some agencies require authorization by their Chief Human Capital Officer (CHCO) or an employee with delegated CHCO authority. If you are a federal manager unsure of the internal process for IPA approval within your agency, you can initiate the IPA process begin by contacting your HR office and asking if there is a designated IPA coordinator or employee with delegated CHCO authority who can provide guidance and support.

When should an employee's home institution prepare to certify its eligibility to engage in an IPA agreement? What documentation is required?

Nonprofit institutions (excluding institutions of higher education and state/local governments) interested in participating in the IPA program must have their eligibility certified by the federal agency with which it is entering into an agreement. If an organization has already been certified as an IPA partner by one agency, this certification is permanent and typically applies to IPA arrangements anywhere in the federal government. OPM does not certify organizations for participation in an IPA agreement.

Documentation needed for certifying an organization as an eligible IPA partner may include the organization's articles of incorporation, bylaws, Internal Revenue Service (IRS) letter of nonprofit status, and other information describing the organization's activities as they relate to the public-management concerns of governments or universities.

What needs to be included in the written agreement for an IPA?

Most agencies use the [OF-69 form](#) to conduct IPA agreements, though agencies can use their own forms if desired.⁵ The specific content of the agreement may vary according to the assignment but typically include the following information:

- Prospective assignee's name, home address, social-security number, current job title, salary, and job classification.
- Parties to the agreement (both the hosting federal agency and the partner non-federal organization).
- Position information, including location of both the original position and the prospective temporary position.

⁵ The OES provides a guide to completing the OF-69 form in its [IPA Toolkit](#).

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- Type of assignment (e.g., detail or leave without pay; non-federal to federal; federal to non-federal), and period covered by the assignment agreement.
- Goals of the assignment and a brief statement of how the goals are to be achieved.
- Relative benefits accruing to each organization from the assignment and the cost-sharing arrangement based on these benefits.
- Explanation of how increased knowledge, skills, and abilities gained by the employee during the assignment will be utilized at the completion of the assignment.
- Explanation of if and how federal conflict-of interest laws apply.
- Decisions of the hosting agency and the home organization concerning the assignee's salary, supervision, payment of travel and transportation expenses, supplemental pay, entitlement to leave and holidays, arrangements for maintaining leave records, list of employment benefits that will be retained, provisions for reimbursement, and method of reimbursement.
- Privacy Act Statement.

The agreement should also make clear that if an employee is paid allowable travel, relocation, and per-diem expenses for an IPA assignment, he or she must either complete the entire period of the assignment or one year (whichever is shorter) or reimburse the federal government for those expenses.

What is the difference between creating an IPA assignment by *appointment* vs. by *detail*?

IPA arrangements can be created to onboard non-federal talent via either an appointment or a detail. The type of arrangement selected affects HR processes such as how the assignee requests paid leave and how the assignee can be given raises. Detail assignments are more common than appointment assignments, given that they allow for the individual to remain on the payroll and leave policies of their home institution. OPM provides the following, more detailed information on the two assignment types.

Appointment assignment

A non-federal mobility assignee may be given a temporary appointment for up to two years. This appointment may be extended for not more than two additional years. A non-federal employee is normally appointed at the minimum rate of the position grade, but agencies have discretion to pay an advanced step rate for a position at the GS-11 through GS-15 levels based on superior qualifications of the individual in question. IPA assignees appointed for more than one year are eligible for within-grade pay increases. Assignees are further entitled to cost-of-living allowances and other pay differentials and are allowed to accumulate and use leave to the same extent as other federal employees. However, employees appointed to successive temporary appointments of one year or less may not earn within-



grade pay increases even if the cumulative time of the successive temporary appointments exceeds one year. A non-federal employee given a federal appointment earns annual and sick leave on the same basis as other federal employees.

Detail assignments

Detailees may be assigned to an established, classified position in a federal agency, or may be given a set of ad hoc unclassified duties relevant only to the specific assignment project. If the assignee is detailed to a classified position, the individual is entitled to earn the pay that the duties of the assignment position warrant under the applicable classification and pay provisions of the federal agency. If the assignee is detailed to a set of unclassified duties, the assignee continues to be paid directly by the non-federal organization at a rate of pay based on the assignee's non-federal job. If the assignee's non-federal salary is less than the minimum rate of pay for the federal position, the agency must supplement the salary to make up the difference. Supplemental pay may be paid directly to the employee or reimbursed to the non-federal organization. Detailees usually have the same work schedule as federal employees in the agency to which they are assigned. However, if the workweek of the permanent employer is, by law or local ordinance, shorter than the federal workweek, then the detailee's workweek should be adjusted as needed. Detailees are eligible to participate in alternative work-schedule arrangements of the federal agency to which they are assigned but are covered under their permanent employer's leave system. The IPA assignment agreement should specify how the permanent employer will be notified of leave taken and how use of leave will be approved. The agreement should also specify what holidays will be observed by the detailee. Detailees are ineligible for awards granted under the incentive awards programs.

Can IPA assignments be made to positions that require a security clearance?

Yes. Employees on IPA assignment are subject to the same security-clearance process as other agency employees or contractors are. An agency's HR office or related body can provide specific information on requirements and procedures for a detailee to obtain security clearance.

Can an someone on an IPA assignment supervise other employees?

Yes. A non-federal employee who is assigned to a federal position via an IPA agreement (either by detail or appointment) may exercise supervision over federal employees. However, federal agencies may have differing policies as to the supervisory capabilities an IPA assignee may possess.

Can an IPA assignment convert into permanent employment with the federal government?

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According to OPM, agencies should not offer permanent appointments to non-federal employees on IPA assignments. Bringing in non-federal employees through the IPA Mobility Program is intended to help agencies meet their needs for “hard-to-fill” positions and to facilitate shorter-term opportunities for highly qualified individuals to lend their expertise to the agency. They should not typically be used as an avenue for bringing in employees on a permanent basis.

How can IPA assignments be terminated?

According to OPM, an IPA assignment may be terminated at any time at the discretion of the federal agency, non-federal organization, or participating individual. Where possible, the party terminating the agreement before the original completion date should give a 30-day notice to all parties involved. This notification should be in writing and should include the reasons for the termination. The OPM may terminate an assignment or take other corrective actions when an assignment is found to violate IPA regulations. A mobility assignment must be terminated immediately whenever the assignee is no longer employed by his or her original employer, regardless of whether the assignment is a detail or an appointment.

Who do I ask if I have a question?

Your agency’s HR office should be able to answer questions about IPA agreements. Some agencies have a designated IPA coordinator who can serve as a resource or point person throughout the IPA process.

Appendix

- Additional Reading and Resources
- OPM Schedule A(r) Guidance
- Template Fellowship Memorandum of Understanding
- OES IPA Toolkit
- Sample IPA Agreement
- Blank IPA Agreement



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Additional Reading & Resources

The following are resources on authorities as well as inside government talent programs that provide another mechanism to sourcing talent. For detailed information applicable to your agency, please consult your agency human resources team.

Resources

- OPM Hiring Authority Information - <https://www.opm.gov/policy-data-oversight/hiring-information/hiring-authorities/>
- 2016 Hiring Excellence Memo - <https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2017/m-17-03.pdf>
- Expert & Consultant Hiring Information - <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/expert-and-consultant-pay/>
- Schedule A(r) regulations - https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22#se5.1.213_13101
- TTS Hiring Authorities Handbook - <https://handbook.tts.gsa.gov/hiring-authorities/>
- Partnership for Public Service Rapid Reinforcements Report - https://ourpublicservice.org/wp-content/uploads/2020/10/Rapid_Reinforcements_2.pdf
- Partnership for Public Service Fellowship Resource Guide - <https://ourpublicservice.org/wp-content/uploads/2020/12/Fellowships-Resource-Guide.pdf>

Government Talent Programs

- PMF Program - <https://www.pmf.gov/>
- PIF Program - <https://presidentialinnovationfellows.gov/>
- WH Fellows - <https://www.whitehouse.gov/get-involved/fellows/>
- White House Leadership Development Program - <https://www.pic.gov/whldp/>

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- PMC Interagency Rotation Program - <https://www.opm.gov/policy-data-oversight/training-and-development/leadership-development/#url=PMC-Interagency-Rotation-Prgm>
- US Digital Service - <https://www.usds.gov/>
- 18F - <https://18f.gsa.gov/>



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Fellowships and Industry Exchange Programs Hiring Authority

5 CFR 213.3102 (r)

What is the *Fellowships and Industry Exchange Programs* hiring authority?

The Fellowships and Industry Exchange Programs hiring authority is a Government-wide excepted service hiring authority under 5 CFR 213.3102(r) that can be used to hire for fellowships and similar programs when recruitment is from limited applicant pools. It is sometimes referred to as the ‘r’ authority.

What positions can be filled under this Authority?

- ✓ Agencies may use this authority for positions in support of fellowship or professional/industry exchange programs. Fellowship programs are programs that provide developmental or professional experiences to individuals who have completed their formal education. Professional/industry exchange programs are programs that provide for cross fertilization between industry and the private sector to foster mutual understanding, an exchange of ideas, or bring experienced people into Government.
- ✓ Positions may be filled at any grade level up to the GS-15 level, as well as Senior Level (SL) positions.

How does it work?

- ✓ Agencies may make appointments lasting up to 4 years.
- ✓ No public notice (posting on USAJOBS.gov) is required; however, agencies can advertise if they choose and should use other appropriate recruiting activities.
- ✓ Veterans preference applies.
- ✓ Agencies must have excepted service policies in place prior to using this (or any) excepted service authority, which govern the process for receiving/processing applications; making qualification determinations; rating and ranking applicants; and the application of veterans preference.



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Are employees hired under this Authority eligible for benefits and leave?

Employees hired on appointments that are expected to last for at least 90 days are generally eligible for health insurance coverage and also earn annual and sick leave.

Employees hired for periods longer than 1 year are eligible for the following benefits:

- ✓ Health Insurance
- ✓ Annual and Sick Leave
- ✓ Long Term Care Insurance
- ✓ Life Insurance
- ✓ Flexible Spending Accounts
- ✓ Retirement and Thrift Savings Plan

What else do I need to know?

- ✓ Individuals hired under this authority are subject to the same suitability/background investigation process as other employees.
- ✓ Agencies may use this Government-wide hiring authority without additional approvals from OPM.
- ✓ Appointments under this authority do not lead to permanent employment.

Template Fellowship Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING BETWEEN THE [TALENT ORGANIZATION] AND THE [FEDERAL AGENCY]

The [FEDERAL AGENCY/OFFICE], based on authority in 5 CFR Part 213.3102(r)[1], hereby establish a Fellowship Program wherein [FEDERAL AGENCY/OFFICE] will appoint [FELLOW'S NAME] in conjunction with [TALENT ORGANIZATION] to the [FELLOWSHIP PROGRAM NAME].

[Provide information about the TALENT ORGANIZATION, including its mission, tax status, any other information describing the organization's activities as they relate to the public management concerns of governments or universities.]

[TALENT ORGANIZATION], in partnership with [PARTNER ORGANIZATIONS], conducts the [FELLOWSHIP PROGRAM NAME].

[Provide information about the fellowship program and how it aligns with the intent of the Schedule A(4) authority.]

Appointments

[FELLOW'S NAME] has been selected to participate in the [FELLOWSHIP PROGRAM NAME]. Documentary evidence of the individual's selection as a Fellow must be provided to [FEDERAL AGENCY/OFFICE] prior to the appointment date.

The duration of this Fellowship is through [DATE]. The fellowship may be extended for up to one additional year based on mutual written agreement between [TALENT ORGANIZATION] and the [FEDERAL AGENCY/OFFICE]. Any agreement to extend the Fellowship must be executed no later than nine months into the initial term.

The individual selected for the [FELLOWSHIP PROGRAM NAME] at [FEDERAL AGENCY/OFFICE] may receive a full-time Schedule A excepted service appointment in the Federal Government. Service under a 5 CFR 213.3102(r) appointment confers no rights to further Federal employment in either the competitive or excepted service upon expiration of the appointment. The Fellow may not be non competitively converted to another appointment within the Federal Government after the appointment ends.

The Fellow is subject to all laws, regulations, and policies governing Federal employees, including all [FEDERAL AGENCY/OFFICE] policies and applicable ethics rules and laws. All appointments are subject to clearance approval and budgetary limitations.

The Fellow will report to a Senior Executive or a supervisor agreed to by [FEDERAL AGENCY/OFFICE] and the [TALENT ORGANIZATION]. Appointments are made under Schedule A, section 213.3102(r), and should cite legal Authority Code W9S on the SF 50, Notification of Personnel Action.

Eligibility

Candidates must meet the following criteria:

[Describe eligibility criteria]

Professional Duties and Responsibilities

The Fellow's duties and responsibilities while they are appointed to [FEDERAL AGENCY/OFFICE] will include but are not limited to the following:

[Describe anticipated Fellow's anticipated duties and responsibilities]

Salary and Benefits

[TALENT ORGANIZATION] will provide a salary in the amount of \$XXXXX per year, funds for travel to meetings and conferences, and health insurance and life insurance for the Fellow. [TALENT ORGANIZATION] will assume full responsibility for the Fellow's compensation, with no financial obligation whatsoever for [FEDERAL AGENCY/OFFICE]. Fellows are not eligible for the Federal Employees Health Benefits Program, Federal Employees Group Life insurance, or any other benefit programs available to Federal employees.

Hours of Duty, Leave, and Performance Appraisal

- The workweek and hours of duty will be determined by [FEDERAL AGENCY/OFFICE] subject to [FEDERAL AGENCY/OFFICE] policy and applicable Federal regulations.
- Work location and arrangement will be determined by the designated [FEDERAL AGENCY/OFFICE] Supervisor. The Fellow being appointed to [FEDERAL AGENCY/OFFICE] will be subject to the same policies that apply to all [FEDERAL AGENCY/OFFICE] employees, including the telework policy.
- Use of leave will be approved by the designated [FEDERAL AGENCY/OFFICE] Supervisor, in accordance with [FEDERAL AGENCY/OFFICE] leave policies for Fellows. During the length of the Fellowship, Fellows will advise [TALENT ORGANIZATION] and their [FEDERAL AGENCY/OFFICE] Supervisor in a timely manner by phone or by electronic mail of any leave taken.
- Upon request from [TALENT ORGANIZATION], the appointed Fellow's [FEDERAL AGENCY/OFFICE] Supervisor will prepare and forward an evaluation of performance based on mutually agreed upon criteria.

Other Administrative Matters

- [FEDERAL AGENCY/OFFICE] will provide appropriate workspace and support to the Fellow to include communications access and normal and appropriate office equipment and supplies. At the completion of the Fellowship, the Fellow will return any equipment,

- as appropriate, to [FEDERAL AGENCY/OFFICE].
- The Fellow is subject to the Federal statutory and regulatory provisions which govern ethical and other standards of conduct, suitability, and limitations on political activities.
 - The Fellow is subject to the Federal security provisions which govern the use of secure data.
 - [FEDERAL AGENCY/OFFICE] will release and hold harmless [TALENT ORGANIZATION] from any claims arising from the Fellow's actions, activities, and placement within [FEDERAL AGENCY/OFFICE].
 - The Fellow is subject to all other rules and policies that govern the internal operations and management of [FEDERAL AGENCY/OFFICE], including rules of behavior for government-issued IT equipment.
 - This MOU may be modified at [FEDERAL AGENCY/OFFICE]'s sole discretion in the event of a furlough, government shutdown, or other similar event, or to the extent necessary to comply with statutes, regulations, executive orders, etc.

Term

This MOU shall be effective upon the date of the last signature and remain in effect until [DATE]. [FEDERAL AGENCY/OFFICE] or [TALENT ORGANIZATION] may unilaterally terminate this MOU with or without cause upon providing seven (7) days written notice, when reasonable, to the non-terminating party.

Administrative Contacts

[TALENT ORGANIZATION] Contact Information:

[CONTACT'S NAME]
[TALENT ORGANIZATION]
[ADDRESS/PHONE NUMBER]

[FEDERAL AGENCY/OFFICE] Contact Information:

Designated Supervisor:
[SUPERVISOR NAME]
[FEDERAL AGENCY/OFFICE]
[ADDRESS/PHONE NUMBER]

Approving Officials

[SIGNING OFFICIAL NAME] Date
[TALENT ORGANIZATION]
[TITLE]

[OFFICE DIRECTOR NAME] Date
[FEDERAL AGENCY/OFFICE]
[TITLE]

[CHCO/HR DIRECTOR NAME] Date
[FEDERAL AGENCY/OFFICE]
Chief Human Capital Officer/HR Director

= 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.

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

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.

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

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

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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)		14. State and Local Employees	
<input type="checkbox"/> Career Competitive	Grade Level	State or Local Annual Salary	Original Date Employed by the State or Local Government (Month, Day, Year)
<input type="checkbox"/> Other (Specify):			
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)	

PART 5 - TYPE OF ASSIGNMENT					
<p>19. Check Appropriate Boxes</p> <p><input type="checkbox"/> On detail from a Federal agency</p> <p><input type="checkbox"/> On leave c from a Federal agency</p> <p><input checked="" type="checkbox"/> On detail to a Federal agency</p> <p><input type="checkbox"/> On appointment in a Federal agency</p>	<p>20. Period of Assignment (Month, Day, Year)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">From</td> <td style="width: 50%; border-bottom: 1px solid black;">To</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	From	To		
From	To				
<p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> Intermittent</p>					

PART 6 - REASON FOR MOBILITY ASSIGNMENT
<p>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.</p>

PART 7 - POSITION DESCRIPTION
<p>22. List the major duties and responsibilities to be performed while on the mobility assignment.</p>

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

PART 8 - EMPLOYEE BENEFITS	
<p>23. Rate of Basic Pay During Assignment</p>	<p>24. Special Pay Conditions (indicate any conditions that could increase the assigned employee's compensation during the assignment period)</p>

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.)

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.

- 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.
- 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 into 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 provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Sample IPA Agreement

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.

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

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.

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.

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

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

Last Name, First Name

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)

U.S. Office of Management and Budget

7. State or Local Government (Identify the governmental agency)

Federation of American Scientists (501(c)3 nonprofit organization)

8. Is assignment being made through a faculty fellows program?

YES NO

If "YES", give name of the program.

PART 4 - POSITION DATA

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Federation of American Scientists
 1112 16th Street NW, Suite 400
 Washington, DC 20036

10. Employee's Position Title

Impact Fellow

11. Office Telephone Number
 (Include the Area Code)

12. Immediate Supervisor (Name and Title)

Daniel Correa, Acting President

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)

Office of Management and Budget
 725 17th Street NW
 Washington, DC 20503

16. Assignee's Position Title

17. Office Telephone Number
 (Include the Area Code)

18. Immediate supervisor (Name and Title)

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- | | |
|---|---|
| <input type="checkbox"/> On detail from a Federal agency | <input checked="" type="checkbox"/> Full Time |
| <input type="checkbox"/> On leave c from a Federal agency | <input type="checkbox"/> Part Time |
| <input checked="" type="checkbox"/> On detail to a Federal agency | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> On appointment in a Federal agency | |

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

From	To
07/19/2021	04/19/2022

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.

The FAS Impact Fellow ("Fellow") will be embedded within the White House Office of Management and Budget's (OMB), advising and coordinating an effort to scale and improve government-wide technical hiring.

The FAS Impact Fellowship Program positions talented leaders and technical experts to make meaningful contributions throughout government service on a range of key science, technology and innovation priorities, facilitated by the Day One Talent Hub. The Day One Talent Hub identifies and details fellows into government to provide technical expertise on federal priorities and drive policy implementation.

PART 7 - POSITION DESCRIPTION

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

OMB is supporting the detail of this Fellow to provide strategic oversight and management in support of the following priorities:

- (a) Strengthening management capabilities around hiring initiatives.
- (b) Identifying and facilitating new approaches to tackling hiring challenges through related initiatives.
- (c) Delivering on core hiring initiatives, including the development of: government-wide hiring actions; government-wide and agency-specific guidance; a cross-agency community of practice sharing common challenges and solutions.

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.*)

The Federation of American Scientists (FAS) will maintain records for the participant, including official time and attendance. The fellow will coordinate her leave with the agency supervisor and will provide approved time and attendance to FAS 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 Office of Management and Budget is under no fiscal obligation with this agreement, other than the Fellow's reimbursement for any travel or business expenses incurred with approval from the agency supervisor.

27. State or Local Government agency Obligations

This fiscal obligation to Federation of American Scientists is the Fellow's annual salary, XXXXXXXX.

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.)

The Fellow is entitled to the Federation of American Scientists employee benefits that are specified in the Fellow's employment agreement.

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

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.

Blank IPA Agreement

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.

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

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.

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.

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

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*)

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*)

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> On detail from a Federal agency | <input type="checkbox"/> Full Time |
| <input type="checkbox"/> On leave c from a Federal agency | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> On detail to a Federal agency | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> On appointment in a Federal agency | |

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.

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.*)

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.)

27. State or Local Government agency 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)

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.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes.

- 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.
- 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 (<i>Name of Organization</i>)	36. Date (<i>Month, Day, Year</i>) From _____ To _____
37. Signature of Assigned Employee	38. Date of Signature (<i>Month, Day, Year</i>)

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 (<i>Month, Day, Year</i>)	42. Date of Signature (<i>Month, Day, Year</i>)
43. Typed Name and Title	44. Typed Name and Title Veta Hurst, Acting Human Capital Director, OMB

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 provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.