

**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 on this form, also refers to an institution of higher education, an 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 Programs 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

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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)

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8. Is assignment being made through a faculty fellow's 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)

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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)

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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"/> On leave without pay from a Federal agency <input type="checkbox"/> On detail to a Federal agency <input type="checkbox"/> On appointment in a Federal agency <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent	20. Period of Assignment (Month, Day, Year) From _____ To _____
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**PART 6 - REASON FOR MOBILITY ASSIGNMENT**

21. Indicate the reasons for this 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)
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25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned 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 retained 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 the 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 EXPENSES AND ALLOWANCES**

32. 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 334 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 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 and 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> )	41. Date of Signature ( <i>Month, Day, Year</i> )
43. Typed Name and Title	42. 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 personnel 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 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.