

Department of Veterans Affairs

Memorandum

Date: October 03, 2016

From: AO, Research & Development Service (558/151)

Subj: Intergovernmental Personnel Act (IPA) Agreements

To: All Research Affiliates

1. Intergovernmental Personnel Act (IPA) agreements are used to strengthen the management capabilities of Federal agencies, assist in the transfer and use of new technologies and approaches to solving governmental problems, serve as an effective means of involving state and local officials in developing and implementing Federal policies and provide program and developmental experience which will enhance the assignee's performance in his or her regular job. To implement an IPA agreement, you must complete Optional Form 69. This form can be obtained from the Research & Development Service (R&D) Budget Office (151). Optional Form 69 must be completed; with all required signatures and returned to R&D the Budget Office 35 days prior to the effective day of the agreement. Signatures are required from the applicant and the Financial/Business manager of the applicant's employer only. Line item 12 must have the Principal Investigator's (PI) name that is funding the IPA. Line item 18 must have the Administrative Officer's name of the Service which is funding the IPA.
2. A statement regarding the employee's current annual salary on Department letterhead must accompany the agreement. It should be signed by an appropriate official (business or HR manager is most common).
3. Initial agreements are generally up to two years. Extensions are generally up to an additional two years. Applicants may serve only four continuous years on a single assignment. After four consecutive years of service, the applicant must have a 12-month break. If during an assignment the applicant has a break for **60 calendar days**, the next assignment will be a new assignment and the previous assignment will not be counted as continuous service.
4. A salary breakdown from the applicant's Financial/Business manager must be sent to the VA R&D Budget Office (via email) to **confirm the availability of funds**. Also, the salary spreadsheet must accompany the original agreement. The salary breakdown should only cover the duration of the agreement. If any changes to the salary occur during the IPA period, the VA R&D Budget Office must be notified in writing. If the increase in effort is greater than 10% a modification agreement must be submitted.
5. The IPA agreement is only active once the Director, Durham VA Medical Center signs the official memo from VA R&D Budget Office prior to the service start date. Once an agreement becomes active, it may be terminated at any time. The party terminating the

agreement before the original completion date should give a 30- day notice to all parties involved. This notification of termination should be in writing and should include the reasons of termination. Copies of the termination must be sent to the VA R&D Budget Office and the Financial/Business manager of the applicant's employer.

VA IPA Checklist

- a. Affiliate's business/financial manager must confirm if VA funding is available via email prior to processing the IPA agreement. (Jamece.petteway@va.gov or Kimberly.Clark5@va.gov)
 - b. Confirm the IPA agreement service date is prior to the 35 day processing time. VA R&D Budget office requires 35 days to fully execute IPA agreement.
 - c. IPA Complete Package
 - I. OF 69- IPA Agreement
 - II. Affiliate salary verification letter on Dept. letterhead
 - III. VA IPA salary worksheet
 - IV. I-8 Standards of Conduct
 - V. Official Memo from the VA R&D Budget Office to the VAMC Durham Director
 - d. IPA package is routed to VA Human Resources Management Service (processing)
 - e. IPA package is routed to Director, Durham VA Medical Center
 - I. VA R&D official memo
 - II. IPA agreement OF 69
6. Should you have any questions or concerns regarding Intergovernmental Personnel Act (IPA) agreements, please contact Jamece Petteway, Supervisory Budget Analyst X6544.

Bradley Olson