



Department of Housing and Urban Development
INTERAGENCY AGREEMENT

For Use With Temporary Assignments Between Federal Agencies

I. GENERAL

This agreement documents the arrangement for a temporary assignment between the Department and another Federal Agency. This agreement and all documents and actions pursuant to it shall be governed by applicable statutes, regulations, directives, and procedures of the United States.

Extensions will require the approval of both agencies. During this detail, the employee will not be assigned to any office, organization, or position other than stated in this agreement without prior written consent of both agencies. This detail may be terminated at any time by either agency.

A. *Employee Name*

B. *Current Position Title*

C. *Pay Plan, Series, Grade (if applicable)*

D. *Assignment is* New Extension

E. *Projected Start and End Dates*

FOR OCHCO USE ONLY – CONFIRM DATES HERE

START:

END:

HR SPECIALIST:

II. LOSING AGENCY INFORMATION

A. *Name and Address of Agency (Including specific office or division)*

B. *POC Info (Including name, phone number and email address)*

III. GAINING AGENCY INFORMATION

A. *Name and Address of Agency (Including specific office or division)*

B. *POC Info (Including name, phone number and email address)*

IV. PURPOSE

Explain what employee will be doing while on this detail; i.e. list major duties and responsibilities. Attach additional pages if necessary.

V. ADMINISTRATIVE, FUNDING AND REGULATORY INFORMATION

A. **Salary and Benefits:** This assignment is being made on the following basis:

- REIMBURSABLE – Salary and benefits will be reimbursed to the Losing Department/Agency (IAW 31 U.S.C. § 1535); or
- NON-REIMBURSABLE – Please select reason for non-reimbursement below:
 - Training or Developmental Assignment which benefits both organizations; or
 - Reimbursement not required under (e.g. White House Provision under Title 3 of the U.S. Code):

NOTE: Travel and Per Diem: Associated travel and per diem expenses incidental to official travel for the detail will be incurred by the office responsible for assignment costs.

B. **Performance Evaluations:** The gaining supervisor must provide any requested information to the supervisor of the losing organization for consideration in the employee’s performance appraisal. Please specify any other terms related to performance evaluation here:

C. **Time and Attendance:** Specify what time and attendance system will be used, how leave procedures will be handled, employee responsibility for coordinating and requesting leave, etc. NOTE: Other pay entitlements such as overtime are not authorized.

VI. AUTHORIZATION OF INTERAGENCY (DETAIL) AGREEMENT

Losing Agency Approvals	Name, Title and Date
	X
	Name, Title and Date
	X
Gaining Agency Approvals	Name, Title and Date
	X
	Name, Title and Date
	X