

**INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENTS
& INTERAGENCY ASSIGNMENTS**

INSTRUCTIONS AND GUIDELINES

For Managers, Supervisors, Administrative Officers and Participants

- A complete request package must be submitted to OCHCO for approval - a minimum of 30 days in advance of the projected effective date.
- Under no circumstances may a detail start prior to obtaining approval.
- The agreement that was approved has the duties and responsibilities outlined. While we understand that the duties listed may not be all inclusive, the assigned duties must be related to those in the agreement.
- The participant may NOT be moved to any office – OR other program office under any circumstances without prior approval from the OCHCO who will also engage the OGC Ethics office.
- The OCHCO/Policy, Programs, and Advisory Staff **MUST** be notified upon termination of this assignment – for any reason.
- IPA participants may not serve in Supervisory or Managerial positions and may not have any authority inferred with that type of responsibility, such as approving leave, hiring, disciplinary actions, performance review, etc.

Acknowledgements

Immediate Supervisor:

Print Name: _____

Signature: _____

DATE: _____

Participant:

Print Name: _____

Signature: _____

DATE: _____