

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY  
DEPARTMENTAL PERSONNEL MANUAL LETTER**

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**DPM LETTER NO. 334- 3**

**DATE:** APR 27 1985

**Subject:** Approval of Intergovernmental Personnel Act Assignment Agreements

This letter supersedes DPM Chapter pages 334-2, 334-5, 334-7, 334-8, 334-11, and 334-16, transmitted in Installment 18 dated April 23, 1984.

The authority to approve Intergovernmental Personnel Act (IPA) assignment agreements is delegated to the headquarters level of the operating administrations. The authority may not be redelegated below that level.

It is the intent of the IPA that assignments be "for work of mutual concern to the agency and the State or local government that...will be beneficial to both." (5 USC 3372) It continues to be the policy of the Department that the cost-sharing arrangements of an IPA assignment should be based on the extent to which the participating organizations benefit from the assignment. Therefore, only in exceptional circumstances should an operating administration approve an agreement under which it would pay more than 50 percent of the salary costs of an IPA assignee. If the agreement does authorize salary payment in excess of 50 percent, the basis for that decision must be documented in the agreement.

Operating administrations are responsible for submitting one copy of each IPA assignment directly to OPM. In addition, operating administrations will submit an annual report to the Departmental Office of Personnel concerning IPA assignment agreements into which it entered during the previous fiscal year. A specific notice will be sent to the operating administrations annually requesting the report and specifying the information to be submitted.



Director of Personnel

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