IPAs – Intergovernmental Personnel Agreement

UPDATED

DECEMBER 17, 2024

General Info

What is an IPA?

- IPA= Intergovernmental Personnel Agreement
- A mechanism for temporary assignments between federal agencies and eligible organizations that allows reimbursement of costs.
- Costs may include basic pay, supplemental pay, fringe benefits, and travel and relocation expenses.

RSC routing module

- For Health Sciences employees the Research Service Core (RSC) has a routing module for VA IPAs
- Routing only, signatures are collected outside of the system
- Approximately 97% of the IPAs processed by VCHS Academic Affairs are with the VA
- Note: Social Security Numbers are not needed, please do not add them to any forms

Section 1: Administrative

The RSC Service Module can only be used for Health Sciences employees, and only for the San Diego VA.

IPAs with MIRECC and CESAMH additionally require signatures on the Routing and Agreement forms which are automatically uploaded upon Department approval.

Filling out the Applicant Name will auto populate the ID# and Employee Class.

Applicant must be in the VC-Health Science Unit

Eligible:
- Permanent, Full-time employees. ie. Faculty, Academics, Postdocs, Career Staff
- Employed by UCSD for at least 90 days

Not Eligible:
- Temp, Contract, Students (including those employed in research, Grads, TAs), Visiting Scholars

Section 2: Nature of Agreement, WOC Status, Funding

Nature of Assignment Agreement
- New Agreement
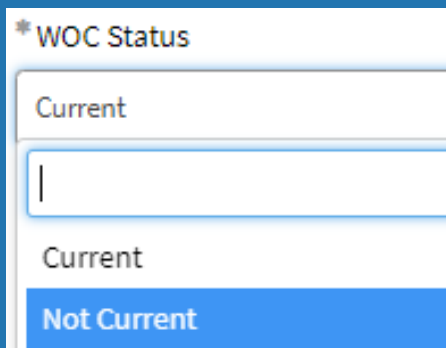- New Agreement
- Modification
- Extension

New Agreement: Up to 24 months only. Does not have a current IPA at the VA.

Modification: Has a current IPA at the VA which needs to be modified, typically % appointment.

Extension: Current IPA is ending and the request is to extend it.

_____

Additional info:
- Employees can only have 1 IPA at a time at the VASDHS.
- If there are multiple fund sources, please combine them into 1 IPA request.

WOC Status:
- WOC= Without Compensation (directly from the VA). The VA is not paying UCSD employees, they're reimbursing UCSD.

- New Agreement's will not have a current WOC Status. It's important to check this box correctly as it initiates additional sections for applicants to fill out with information the VA needs for HR review.
- As of 1/1/23 dual appointments are prohibited. UC/VA splits and other VA employees may not have an IPA

WOC Status
- Current
-
- Current
- Not Current

Section 3: Type of Assignment, Period start and end dates, Mobility Assignment

* Type of Assignment

Full Time

* Period Start Date

YYYY-MM-DD

* Period End Date

YYYY-MM-DD

IPA start:

- The start date of a Period of Assignment is always on the 1st of the month

IPA length:

- IPA requests can be for up to 24 months.

- An Extension can be requested in up to 24 month allotments.

End Date:

- For all eligible employees the IPA cannot be longer than 24 months.

Section 3: Type of Assignment, Period start and end dates, Mobility Assignment

What is a Mobility Assignment:

- This is just another way to say what IPA assignments an applicant has had with the VA

Mobility Assignment:

- If the employee has been on an IPA in the past then the answer is 'Yes', there have been Mobility Assignments (even if there was a break between IPAs)

  - If the IPA is a Modification or Extension enter the previous request dates here

  - If you don't know please feel free to reach out to the VC Coordinator and/or for Academic Affairs IPAs to Jackie Corbeil

- If this is a New Agreement and the first IPA then the answer is No, there have been no Mobility Assignments.

* Mobility Assignment

Yes

* Mobility Assignment Start Date

YYYY-MM-DD

* Mobility Assignment End Date

YYYY-MM-DD

Attachments:

Auto-generated forms
- When the Department designated authority approves the IPA request in the RSC Service Now module 3 forms are automatically added to the request.
    1. The federal **OF69 form** (labeled RSCVAIP000xxxx) is auto-filled from the information included in the RSC module. This is the form we need signed by the candidate.
    2. **UCSD-VASDHS Agreement** - Needed for MIRECC and CESAMH IPA's only.
    3. **Routing Sheet** - Needed for MIRECC and CESAMH IPA's only.

Employment Verification:
- The VA's central HR office is now requiring employment verification as of December 1, 2024.
    - Currently we are using the UCPath Employment Summary, which will be attached to the RSC module before submitting the IPA to the VA Coordinator.

Budget form:
- Budget form – see following slides

Section 4: Salary and Benefit Projection

Budget Worksheet:

The worksheet is available at this link.

https://pulse.ucsd.edu/departments/research-service-core/training/Documents/VA%20IPA%20Budget%20Projection%20Feb.%202021.xlsx

Fiscal year differences between UCSD and the VA:

- UCSD's fiscal year is July 1 -June 30.

  - This corresponds with merit and promo reviews and reappointments for academics and faculty.

- The VA's fiscal year is Oct 1 - Sept 30.

Section 4: Salary and Benefit Projection

Budget Worksheet: Example

Total Salary: Total of Monthly Salary x % Effort x Number of Months.
- Note that the salary total does not include fringe.

Total Fringe: Aggregate of the monthly total fringe.

Total Cost: Total Salary + Total Fringe.
- Note that this does not include NGN or HS-IT, the VA only pays for labor costs.

Section 5: UCSD Reviewers

Please use these routing rules for VA IPA requests via the Research Service Core-Service Now module

Use this table to determine the appropriate "UCSD Associate Dean" for section 5 on IPAs:

Employee Class	VC Area	Authority	Title	Area contact
Faculty, Project Scientist, Research Scientists	Health Sciences	Andrew Ries	Special Advisor to VCHS; Academic Affairs	Jackie Corbeil
Staff Physician (MSP)	Health Sciences	Adriana Long	Executive Director, VCHS	Jackie Corbeil
Postdocs	All UCSD	James Antony	Dean, GEPA*	Jennifer Bourque
Regular/ Career staff, all non-Physician MSPs	Health Sciences	Kim Eskierka	Chief HR Officer, HHR	Erica Keller

*GEPA = Graduate Education and Postdoctoral Affairs

Additional routing, do not use RSC module
1. General Campus ORUs - VC-Research
2. General Campus/SIO - Kelly Maheu

Not eligible for IPAs: Temp, Contract, Graduate students, Visiting Scholars

Questions:
- Staff Physician, Academic, Faculty questions please contact Jackie Corbeil
- Postdocs please contact Jennifer Bourque
- Staff, non-Physician MSPs (including Physician Assistants) please submit a General Inquiry through HHR.

Due Dates!

- Completed IPAs are due to the UCSD signing authority by the 15th of the month prior to the requested start date.
  - There has been an increase in the number of IPA requests, and review in the RSC system takes longer.
  - The RSC VA IPA module is a routing tool, candidate signatures are not collected. Signatures and any needed edits are obtained via email.

- Completed IPA requests are due to the VA Coordinator the 20th of the month prior to the effective date. This is a hard deadline set by VA Research.
  - Late and retroactive IPAs will not be accepted by the VA and start date and budget will need to be revised.
  - VA MIRECC has adopted this deadline as of Fall of 2024

Helpful Links

US Office of Personnel Management
- Intergovernmental Personnel Act (IPA) mobility program regulations (5 CFR part 334)
  - https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/#url=Provisions

RSC module
- Use the Service Now Knowledge Base articles!
  - **VA IPA:** https://uchealth.service-now.com/rsc_sp?id=kb_article_view&sys_kb_id=0b10ea4f1b19b85037537bff034bcbce
  - **VA IPA Glossary:** https://uchealth.service-now.com/rsc_sp?id=kb_article_view&sys_kb_id=42d91f7c1bf5059037537bff034bcb71
- **RSC VA IPA End User Manual:** https://drive.google.com/file/d/1B2sUPoIlHstWFS3WQkMPMj-Zl-1SjjLb/view

UCSD Health Sciences & VASDHS IPA Process Change Announcement

From Kim James <kimjames@health.ucsd.edu>
Date Fri 7/19/2024 8:27 AM
To advcdo-g@ucsd.edu <advcdo-g@ucsd.edu>
Cc Long, Adriana <a2long@health.ucsd.edu>; Corbeil, Jacqueline <jacorbeil@health.ucsd.edu>

Dear Leaders,

Historically, all Interagency Personnel Agreement ("IPA") between UC San Diego and VA Healthcare Systems ran concurrent with the employee's UC San Diego appointment. Upon conclusion of the UC San Diego appointment, whether by termination, resignation, or non-reappointment, triggered immediate termination notice of the IPA by UC San Diego to the VA. IPAs were approved by Health Sciences only through the employee's payroll system end date.

After review and further consideration of this current practice, the IPA process that aligned an appointee's IPA end date with their UCSD appointment end date will be revised effective July 1, 2024. This change aims to streamline procedures related to assignment end dates and termination notifications.

The following highlights the changes to the current IPA process:

1. **Amendment of End Dates:** Commencing July 1, 2024, the Vice Chancellor Health Sciences Academic Affairs office will no longer amend end dates to align with academic and faculty appointment end dates. Rather, the end date of the IPA will be used, even if the date exceeds the UCSD appointment. This adjustment is made to align our practices with VA policy, which states that an assignment may be terminated at any time at the option of the Federal or non-Federal organization.

2. **Termination Procedures:** In accordance with VA policy, any party terminating an assignment before the original completion date is encouraged to provide a 30-day notice to all parties involved. This notice must be in writing and should include the reasons for the termination. The Office of Personnel Management at the VA retains the authority to terminate an assignment or take corrective actions if an assignment is found to violate the Intergovernmental Personnel Act regulations.

Moreover, it is imperative to note that a mobility assignment must be terminated immediately if the assignee is no longer employed by their original employer, irrespective of whether the assignment is a detail or an appointment.

3. **Notification Requirement for IPA Holders:** Departments and Schools are required to notify the VA within 30 days of an employee's termination if they hold an Intergovernmental Personnel Act (IPA). This notification is crucial for compliance with regulatory obligations and ensures the smooth transition of personnel records.

We appreciate your cooperation and understanding during this transition period.

Should you have any questions or concerns regarding these changes, please do not hesitate to contact me.

Regards,
Kim

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