IPAs – Intergovernmental Personnel Agreement
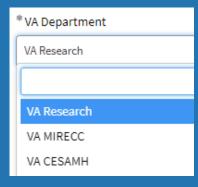
General Info

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.
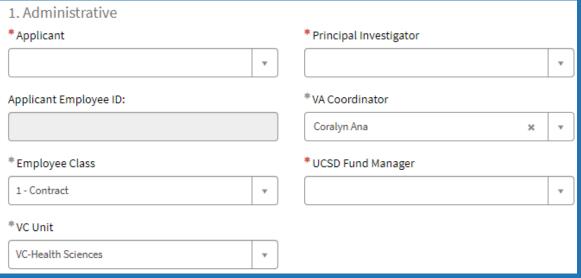
RSC routing module

- 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)

Section 2: Nature of Agreement, WOC Status, Funding

Nature of Assignment Agreement
New Agreement

New Agreement
Modification
Extension

WOC Status
Current

Current
Not Current

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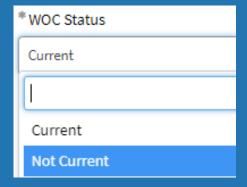
Extension: Current IPA is ending and the request is to extend it.
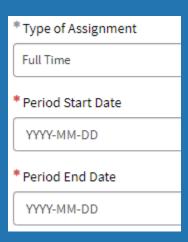_____

Additional info:
- Employees can only have 1 IPA at a time at the VA.
- 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

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

IPA start:

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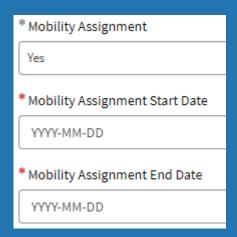
IPA length:

- IPA requests can be for up to 24 months.

- An Extension can be requested. Consecutive IPAs cannot exceed a total of 48 months.

How to fill out End Date for Employee Type:

- For Career Staff and Postdocs, the IPA cannot be longer than 24 months.

  - Requests start on first of month.

- MSP Staff Physicians, Academics, and Faculty usually have termed appointments. The IPA *cannot* go past the end date of their UCSD appointment.

  - Academics are Specialists, Project Scientists, Research Scientists

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

*Mobility Assignment

Yes

*Mobility Assignment Start Date

YYYY-MM-DD

*Mobility Assignment End Date

YYYY-MM-DD

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.

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.

    - An extension can be requested if an academic's appointment ends on 6/30.

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	Associate Vice Chancellor, 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	Tonya Jackman Hampton	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

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 preferably **2 weeks** before 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, signatures are not collected. Additional time is needed to go back and get employee signatures.

- Completed IPA requests are due to the VA Coordinator at least **1 week** before the start date. This is a hard deadline set by the VA.
  - Late and retroactive IPAs will not be accepted by the VA and start date and budget will need to be revised.

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