

COMSCINST 12334.1	COG CODE N1	DATE 15 NOV 1994
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 12334.1
N1
15 November 1994

COMSC INSTRUCTION 12334.1

Subj: TEMPORARY INTERGOVERNMENTAL ASSIGNMENTS FOR CIVILIAN MARINE PERSONNEL

Ref: (a) Intergovernmental Personnel Act of 1970, amended (*P.L. 91-648*)
(b) 5 CFR 334
(c) DOD Directive 1000.17 of 28 Jul 1988
(d) OCPMINST 12334.1

1. Purpose. To provide guidance and assign responsibilities for using the Intergovernmental Personnel Act (*IPA*) Mobility Program at the Military Sealift Command to temporarily assign civilian marine personnel (*CIVMARS*) to certain other non-Federal organizations (*such as maritime academies*) for work of mutual concern and benefit.

2. Background. Title IV of reference (a) authorizes temporary assignments of personnel between the Federal Government and State or local governments, institutions of higher education, Indian tribal governments and other eligible organizations. References (b) through (d) contain the policies and procedures on the use of this authority.

3. Coverage

a. This instruction applies to *CIVMARS* serving under non-temporary appointments, including:

(1) Excepted Appointments "*Conditional*"

(2) Excepted Appointments

(3) Excepted Appointments "*Indefinite*"

b. *CIVMARS* holding time limited, temporary or term appointments are not eligible for *IPA* mobility assignments.

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4. Policy

a. Temporary assignments of CIVMARS to non-Federal organizations (*such as maritime academies*) must be made under the IPA in accordance with references (b) through (d).

b. Assignments are to be initiated by management and implemented by a written agreement which documents the conditions of the assignment and the obligations and responsibilities of all parties to the agreement. Assignments are voluntary and must be agreed to by the CIVMAR as well as the participating non-Federal organization.

c. Assignment agreements may be made for up to 2 years, and may be intermittent, part-time or full-time, but should be kept to the minimum time necessary to complete the assigned tasks. Area Commanders may extend an assignment for up to 4 years.

(1) Area Commanders may not send a CIVMAR who has served under the mobility authority for 4 continuous years without at least a 12-month return to duty with MSC.

(2) Successive assignments without a break of at least 60 calendar days will be regarded as continuous service.

(3) Area Commanders may not send on assignment a CIVMAR who has served on mobility assignments for more than a total 6 years during his or her Federal career.

d. CIVMARS may be assigned to non-Federal organizations on either detail or leave without pay. All details shall be on a reimbursable basis.

(1) CIVMARS on detail to an IPA assignment shall continue to receive their pay from MSC. However, the non-Federal organization shall be required to reimburse MSC for the costs of employee pay, benefits and travel and relocation as agreed to by MSC and the participating non-Federal organization.

(2) CIVMARS on an IPA assignment in a leave-without-pay status would receive the appropriate rate of pay for the position they occupy with the non-Federal organization. CIVMARS in this case could receive a higher rate of pay than their MSC salary. A supplemental salary payment must be made to CIVMARS when the rate of pay of the non-Federal organization is less than the rate of pay CIVMARS would have received from MSC.

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e. IPA assignments are intended to facilitate Federal-State-local cooperation through temporary assignment of skilled personnel. The purpose of assignments must be of mutual concern and benefit to MSC and the participating non-Federal organization. Assignments arranged to meet the personal interests of employees, to circumvent personnel ceilings or to avoid unpleasant personnel decisions are not permitted. Such assignments are contrary to the spirit and intent of the IPA Mobility Program. Some objectives of assignments may be:

(1) strengthen management capabilities;

(2) assist in the transfer and use of new technologies and approaches to solving governmental problems;

(3) serve as an effective means of involving non-Federal organizations in developing and implementing Federal policies and programs;

(4) provide program and developmental experience which will enhance the assignee's performance in his or her regular job.

f. An assignment may be terminated at any time at the request of MSC or the participating non-Federal organization. The Office of Personnel Management may direct MSC to terminate assignments or take other corrective actions when assignments are found to have been made in violation of the requirements of references (a) and (b).

5. Responsibilities

a. The Civilian Personnel Officer or his or her designee is responsible for:

(1) Administering the IPA Mobility Program in accordance with the provisions outlined in references (b) through (d).

(2) Initiating and negotiating written assignment agreements, extensions, terminations or modifications. Optional Form 69 will be used to document agreements.

(3) Overseeing and monitoring IPA assignments.

(4) Providing guidance and assistance to management.

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(5) Submitting two copies of each agreement, extension, termination or modification to the Office of Personnel Management, one copy to the Department of Navy Office of Civilian Personnel Management and one copy to COMSC N1. All submissions are due within 15 days of the date the assignment, extension, etc. becomes effective.

(6) Preparing and submitting evaluations of IPA assignments to the Office of Civilian Personnel Management by 15 October each year, as required by reference (d).

b. The Area Commander is responsible for:

(1) Examining each proposed assignment to ensure that it is for sound public purposes and furthers the goals and objectives of MSC and the participating non-Federal organization.

(2) Approving/disapproving assignment agreements.

c. CIVMARS assigned under the IPA mobility provisions must agree, as a condition of accepting an assignment, to serve with the Federal Government upon completion of the assignment for a period equal to the length of the assignment.

6. Forms. Optional Form 69 can be obtained through MSC Headquarters (NI).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)

41F (MSCCENTACT)