

IPA ANNUAL REPORT INSTRUCTIONS

The attached forms are samples of the electronic spreadsheet designed to capture information on the IPA program. These forms are available for download in the Internet at <http://www.opm.gov/programs/> under IPA Report 2003 (Excel template). Agencies are required to file their reports electronically using the OPM template and instructions. If electronic submission using Excel is not possible, please call the IPA contact person listed below for further instructions.

This year we are asking agencies again to report only new assignments that began in FY03 or existing assignments that were extended in FY03. There should be only one consolidated submission per agency. When there are no IPA assignments or assignment extensions during FY03 please make a negative response. Each agency is responsible for the accuracy and completeness of its submission.

During the data entry process please use the following standards for each field:

AGENCY OR DEPARTMENT: Name of Agency or Department

Name of the Sub-component or sub-agency: (i.e. FDA)

NAME: Do not add any new fields. Use this order: Last Name, First Name, MI

ASSIGNED FROM: Name of the institution the Non-Federal employee on IPA is coming from.

ASSIGNED TO: Name of the institution the Federal employee on IPA assignment is going to.

SALARY: Enter only the agency share. This is a numeric field (not a text field) so you must only enter numbers (e.g., 50,000.00). Do not enter dollar signs or multiple entries in a field.

Agency Percentage: Enter the percentage of the salary. Examples: 1) if the agency is responsible for 100 percent of the salary, enter 100 in this field (do not enter the salary, and do not use the % sign), 2) if the agency is responsible for 35 percent of the salary, enter 35 in this field (again, do not enter the salary or the % sign).

Type of Assignment: Use the following letters for each assignment,
A= on detail to a non-Federal organization from a Federal agency.
B= on assignment to a non-Federal organization from a Federal agency while on leave without pay.
C= on detail to a Federal organization from a non-Federal organization
D= on appointment in a Federal agency from a non-Federal organization

IPA TITLE: Assignee position title.

Beg. Date: Enter the beginning date of a new assignment or the beginning date of the extension.

End Date: Enter the expiration date of the new assignment or the expiration date of the extension.

EXT or NEW: Enter EXT for assignment extension, or NEW for new assignments. Make sure to use these specific letters without any periods or any other letter.

Please complete and return your report by February 27, 2004 to ajryan@opm.gov.

If you have any questions, please contact:

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