



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C

10 OCT 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Requesting and Approval for Assignment of Personnel to TRADOC Under the Intergovernmental Personnel Act (IPA)

1. References:

- a. 5 U.S. Code, Sections 3371-3375.
- b. 5 Code of Federal Regulations, Chapter 334.
- c. Intergovernmental Personnel Act of 1970, as amended.

2. Recently, the HQ TRADOC, Office of Internal Review and Audit Compliance completed a review and audit of the use of Intergovernmental Personnel Act personnel assigned and working throughout TRADOC. The review revealed that though the program provided benefits to TRADOC activities, there are significant deficiencies in the cost associated with these assignments and in the benefit to TRADOC, as well as in the management oversight and required documentation for many of the IPA positions. As such, HQ TRADOC is implementing the following requirements effective immediately.

3. Prior to establishing or renewing any IPA position within TRADOC, a complete package requesting approval of a new IPA position or extension of an existing IPA position will be forwarded through the HQ TRADOC, Deputy Chief of Staff, G-1/4 for my personal approval. Requests should include specific justification of the need for an IPA assignment, an explanation as to why the need cannot be satisfied by existing military personnel or civilian employees, details regarding the position held at the organization providing the employee to fill the IPA position (date hired, title of position, duty description, and salary), the length of the assignment, and the estimated total cost for the IPA assignment. Documentation required for an IPA package is enclosed.

4. Any questions about this process should be directed to Mr. Atwell, Deputy Chief of Staff, G-1/4, Human Resources Directorate, DSN 501-6820, (757) 501-6820, james.h.atwell3.civ@mail.mil.

Encl

DAVID D. HALVERSON  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

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(see next page)

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HQ TRADOC

**INTERGOVERNMENTAL PERSONNEL ACT (IPA) – DOCUMENTS REQUIRED TO  
REQUEST A NEW OR EXTEND A CURRENT IPA EMPLOYEE**

1. Memorandum signed by Center of Excellence Chief of Staff or above level specifying the need for an IPA assignment or continuation of a current IPA assignment, to include justification why the need cannot be satisfied by existing military or civilian employee.
2. Assignment agreement completed and signed by all parties – written record of the obligations and responsibilities of all involved parties (Optional Form 69).
3. A copy of the eligibility certification for employer organization (i.e., non-profit organization). No eligibility certification required for state, local, Indian tribal governments, and institutions of higher education.
4. Resume of IPA employee or new selectee.

Enclosure