



U.S. Department of Justice

Justice Management Division

Washington, D.C. 20530

POLICY MEMORANDUM #2023-01

DATE: April 4, 2023

TO: HEADS OF DEPARTMENT COMPONENTS

FROM: Jolene Ann Lauria
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for Administration

SUBJECT: Revised DOJ Order 1200.1, Chapter 1-1, *Intergovernmental Personnel Act Assignments*

PURPOSE: The purpose of this memorandum is to update Department of Justice (Department or DOJ) policy on Intergovernmental Personnel Act Assignments, including clarification regarding the submission of Intergovernmental Personnel Act (IPA) requests for Deputy Attorney General (DAG) approval.

SCOPE: All DOJ components

AUTHORITY: 5 U.S.C. § 3371-3376
5 C.F.R. Part 334
Executive Order 11589

CANCELLATION: DOJ Order 1200.1, Part 1 (Employment), Chapter 1-1 (IPA Assignments).

I. Policy

Under the Intergovernmental Personnel Act (IPA), DOJ components may enter into agreements that authorize the temporary assignment of employees between the

component and State, local, or Indian tribal governments, institutions of higher education, and other eligible organizations, subject to the approval of the Deputy Attorney General (DAG). The approval of the DAG is required for both incoming IPA assignments (the assignment of an employee of an eligible non-Federal organization to DOJ) and outgoing IPA assignments (the assignment of a DOJ employee to an eligible non-Federal organization). Such assignments may serve various purposes, including employee development, intergovernmental collaboration on common projects, and strengthening the management capabilities of Federal agencies, State, local and Indian tribal governments, and other eligible organizations. However, assignments must always be consistent with the needs and budget limitations of the Department and the component.

II. Documentation and Reporting.

Components must submit requests for IPA assignments, or extension of assignments, whether incoming or outgoing, to the DAG for approval through the Justice Management Division's Human Resources Staff. Requests are to be submitted at least four weeks before the proposed beginning date of an assignment, in order to ensure that DAG approval is received prior to the start of the assignment. The request must include the following information:

1. The employee's name, title, series, and grade;
2. The Department component to which, or from which, the employee is to be detailed;
3. The State, local, or Indian tribal government, institution of higher education, or other eligible organization to which, or from which, the employee is to be detailed.
4. If the non-Federal organization is an "other organization" as defined in 5 U.S.C. § 3371(4), documentation that the organization is certified to participate in the IPA program in accordance with 5 C.F.R. § 334.103;
5. The proposed beginning and ending dates of the IPA assignment;
6. A statement as to whether the proposed IPA assignment will be reimbursed or not reimbursed;
7. The purpose of the IPA assignment and the benefits to the individual assignee, the Department, and/or the non-Federal organization involved;

8. A statement that the individuals and employees assigned under the IPA agreement have been briefed and acknowledge government-wide and departmental rules and regulations regarding conflicts of interest (e.g., ethics) and employee conduct; and
9. A completed Standard Form 52 (Request for Personnel Action) documenting the proposed assignment , for outgoing IPA assignments.

Components must document IPA agreements using [Optional Form 69](#). A copy of the IPA agreement or extensions of these agreements must be submitted to the Director, Human Resources Staff, Justice Management Division, within ten days of the effective date of the IPA agreement.