



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, December 1, 2000
MSG 2000-095

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: Steven R. Cohen (...signed Dec. 1, 2000) Associate Director Office of Merit Systems Oversight and Effectiveness

Subject: Intergovernmental Personnel Act (IPA) Mobility Program Annual Report for FY00

As part of the oversight of the IPA Mobility Program, the Office of Personnel Management (OPM) requires agencies to submit reports of IPA program activity (5 CFR 334.108).

This year we are asking your agency to submit this information electronically. The IPA Individual Assignee Report Form, and instructions for completing it, can be found by going to <http://www.opm.gov/programs/ipa> and clicking on **IPA Report 2000 (Excel Template)**. Use this form to record information on FY00 IPA Federal and non-Federal assignees. Please report new assignments or those receiving extensions in FY00 by no later than January 31, 2001. Agencies with no IPA activity must make a negative response. Those agencies unable to furnish an electronic response should use the attached instructions and form.

We appreciate your cooperation in maintaining an accurate and up to date database. If you have any questions, please contact Soraya Smith at 202-606-1476 or at sxsmith@opm.gov.

[Instructions](#)

IPA ANNUAL REPORT INSTRUCTIONS

The attached form is designed to capture information on the IPA program. This form is also available for download in the Internet at opm.gov/program/ipa under IPA Report 2000 (Excel template). Agencies are required to file their reports electronically if possible. If electronic submission using Excel is not possible, a paper report may be submitted. If there were no IPA assignments or assignment extensions during FY00, please make a negative response.

This year we are asking agencies again to report only new assignments that began in FY00 or existing assignments that were extended in FY00. There should be only one consolidated submission per agency. Each agency is responsible for the accuracy and completeness of its submission.

Please complete and return your report by January 31, 2001. Reports can be sent by E-mail to: sxsmith@opm.gov.

Reports can also be mailed to:

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