



May 27, 2005

DIRECTOR'S MEMORANDUM: #13-05 (Supersedes DM 7-04, dtd 3-8-04)

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS
FOR VETERANS' EMPLOYMENT AND TRAINING

FROM: GORDON J. BURKE, JR.
Director, Operations and Programs [Approved]

SUBJECT: IPA Recruitment Notice (FY 2005)

I. Purpose: To announce for widest distribution to eligible State Workforce Agency (SWA) staff the availability of, and recruitment for, Intergovernmental Personnel Act (IPA) assignments in Washington, D.C.

II. Background: For several years, Veterans' Employment and Training Service (VETS) and State Workforce Agencies have realized many benefits by taking advantage of IPA mobility assignments authorized under Title 5 of the U.S. Code.

Under this program, selected eligible State employees, Disabled Veterans' Outreach Program (DVOP) staff, Local Veterans' Employment Representatives (LVER) staff, or State Veteran Coordinators are offered one year work assignments, with additional year options in some cases, at VETS' National Office in Washington, D.C.

State employees will gain an in-depth understanding of VETS' programs and responsibilities. VETS gains the expert services of personnel with practical field experience normally not available through regular employment channels.

III. Clarification and Guidance:

- IPA staff will remain state employees, but are paid through grant modification at the appropriate federal GS rate plus a per diem allowance while on the IPA assignment. They also maintain their full state benefits to include the accrual of sick leave, vacation leave, and seniority;
- Individuals selected to fill the IPA positions are allowed up to two round trips to their

home of residence during each year of their assignment. Travel mode and costs must be pre-approved by the state;

- If necessary, States may submit a modification request to cover any additional program costs incurred while supporting this assignment;
- Once interviews are conducted and a candidate is selected to fill an IPA position, VETS will contact the appropriate state for approval.
- Once the state signals approval, VETS will request assistance from the Contracting Officer's Technical Representative (COTR) and the State Director for Veterans' Employment and Training (DVET) to prepare the contract. The contract will require a signature from the State, the individual accepting the IPA assignment and the COTR. If the state will require a modification for additional funding to cover the costs of the contract, The Division of Employment and Training Programs (DETP) should be advised of the estimated amount of additional funding a State will request as early in the process as possible so that funding can be earmarked to cover these costs.
- In the event the State desires to fill the position that will become vacant once the IPA is assigned to the VETS National Office, the state will be required to submit a modification, in accordance with the current process, to the Jobs for Veterans State grant for an increase in funding. This request can include all costs associated with the IPA position if the State intends to fill the opening created by this individual. The state will then send a copy of the contract to the DETP along with the modification request.
- DETP ensures funds are available for the modification request, and sends the contract to the COTR through the Office of Operations and Programs. The original contract will be kept in the Department of Labor's Office of the Assistant Secretary for Administration and Management with a copy going to the State Agency, DETP and the State Director for Veterans' Employment and Training (DVET).

IV. Qualifications:

- Computer proficiency with Microsoft products (Word, PowerPoint, Access and particularly Excel) are beneficial;
- Analytical and organizational skills; and
- Communication skills to include effective writing skills, and the ability to make clear and concise presentations.

V. Action Required:

- DVETs are requested to provide wide distribution of this recruitment notice to all eligible State Workforce Agency staff.
- Candidates must submit resumes addressing the position description in the attachment (IPA Position Description).
- Resumes will be accepted in the VETS' National Office at any time during the year for consideration of openings that occur during the year.
- Resumes can be E-mailed to Pamela Langley at langley-pamela@dol.gov or mailed to:
Veterans' Employment and Training Service
U.S. Department of Labor
200 Constitution Ave. N.W. Rm S-1316
Washington, D.C. 20210
Attn: Pamela Langley

VI. Inquiries: Questions can be directed to Pamela Langley at (202) 693-4708.

VII. Expiration Date: until superseded.

Attachments: IPA Position Description
Sample IPA Resume