

# IPA ASSIGNMENT SUMMARY SHEET

(Bureau)

IPA Assignment For:

**Federal Agency:**

**Parties to IPA Agreement**

**State or Local Government, University  
or Other Organizations:**

**Employee Information**

**Assignment Information**

**Financial Information**

**Name:**

**GS Level/Position Title:**

**Employer and Address:**

**Office Phone Number:**

**Previous IPA Assignments:**

**Employment Office and Address:**

**Position Title:**

**Office Phone Number:**

**Type of Assignment:**

**Period of Assignment**

**From:**

**To:**

**Position Description Enclosed:**

**Rate of Pay:**

**Special Conditions:**

**DOI Pays 50% + of Salary:**

**Travel and Transportation Expenses:**

**Total Cost of Assignment:**

**DOI SUBMISSION DATE:**

**Comments:**