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OF69-Rev.9/79
Office of Personnel Management
FPM Chapter 334

ASSIGNMENT AGREEMENT

Title IV of the
Intergovernmental Personnel Act of 1970
(5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the intergovernmental Personnel Act of 1970.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff in the Intergovernmental Personnel Programs Division in Office of Personnel Management's regional office.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Faculty Fellows and Personnel Mobility Division
Office of Intergovernmental Personnel Programs
Office of Personnel Management
P.O. Box 14184
Washington, DC 20044

Copies of the completed and signed agreement should be retained by each signatory.

PART 1-NATURE OF THE ASSIGNMENT AGREEMENT

1. New Agreement Modification Extension

PART 2-INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)		3. Social Security Number
4. Home Address (Street, City, State Zip Code)	5. - A. Have you ever been on a mobility assignment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	5. - B. If "YES", date of each assignment (Month and Year) FROM: TO:	

PART 3-PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202	7. State or Local Government (Identify the governmental agency)
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8. Is assignment being made through a faculty fellows program?
If yes, give name of program YES NO

PART 4 - POSITION DATA

A-Position Currently Held		
9. Employment Office Name and Address (Building, Street, City, State and Zip Code)	10. Employee's Position Title	11. Office Phone No. (Area Code)
	12. Immediate Supervisor (Name and Title)	

B-Type of Current Appointment

13. Federal Employees (Check appropriate box.)		14. State and Local Employees	
<input type="checkbox"/> Career Competitive	Indicate GS Level	State or Local Annual Salary	Original Date Employed by the State or Local Government
<input type="checkbox"/> Other (Specify)	N/A		

C-Position to Which Assignment Will Be Made

15. Employment Office Name and Address (Building, Street, City, State and Zip Code) Office of Innovation and Improvement 400 Maryland Avenue, SW Washington, DC 20202	16. Assignee's Position Title Education Program Specialist	7. Office Phone No. (Area Code)
	18. Immediate Supervisor (Name and Title) Lead, Teaching Ambassador Fellowship	

PART 5-TYPE OF ASSIGNMENT

19. Check Appropriate Box

- On detail from a Federal agency
- On leave without pay from a Federal agency
- On detail to a Federal Agency
- On appointment in a Federal agency

20. Period of Assignment (*Month, Day, Year*)

FROM: 07/18/2011 TO: 07/14/2012

PART 6-REASON FOR MOBILITY ASSIGNMENT

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21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

A. REASON FOR THIS ASSIGNMENT

The work of the U.S. Department of Education has significant impact on school teachers. One portion of the Department's mission is to collect and share data and information about education with the public and to focus national attention on key educational issues.

As a Washington Teaching Ambassador Fellow, this individual will add a critical teacher perspective to and help the Department to more effectively share information about education policy and public resources and bring this critical perspective to the Department's work, and will help the Department to more effectively share information about education policy and public resources with the field. The field includes teachers throughout the United States, faculty and staff of schools and districts, state education agencies, private and non-profit education groups, and other interested parties in matters related to teachers and public education. This position will serve to improve students' education by involving teachers in national education policy. Teaching Fellows will do this by working to: create a community of teacher leaders who share expertise, learn from, and collaborate with policymakers on national education issues; involve teachers in developing policies that affect the classroom; and expand teacher leadership in policy at the national, state, and local levels.

B. BENEFITS TO THE OFFICE OF THE SECRETARY/OFFICE OF INNOVATION AND IMPROVEMENT

Washington Teaching Ambassador Fellows bring ideas directly rooted in current classroom experience to the Department and its program offices. Having classroom experience enables the Teaching Ambassador to share practical knowledge of classroom realities that will help inform policy and program discussions. This perspective will benefit the Secretary and other key policy decision-makers as well as program staff throughout the Department. The Department will both learn from and share information with a front-line educator. Additionally, this teacher has the capacity to share his/her experience with colleagues and administrators in his/her school district to increase the effects of outreach to other educators. Teaching Ambassadors are in a unique position to help the Department understand the need for information in the field, and to share those publicly available resources directly with the field. Teaching Ambassadors may communicate with their own schools and districts and others as they prepare materials to be shared with a general audience of all teachers and public education stakeholders. This sharing of resources with each Fellow's school/district and the field will include through newsletters, cleared Department presentations on matters of interest, and other means to benefit the Department. By targeting information to teachers and other public education stakeholders through the Ambassadors, the Department will be more successful at accomplishing key outreach goals. The Ambassadors will also help the Department understand the concerns, ideas, and needs of the field through the filter of the teacher perspective.

C. HOW THE EMPLOYEE WILL BE UTILIZED AT COMPLETION OF APPOINTMENT

Both during and after the Fellowship year, the Teaching Ambassador will be able to share an increased understanding of the role of the federal government, and specifically the Department of Education in education. Improved knowledge of how to leverage federal programs and resources to support state and local efforts will benefit the employer's capacity for building and sustaining systemic reform. As a result of the experience gained through their work with the Department, the Teaching Ambassador will be able to help other teachers and administrators understand the challenges and needs and learn ways to work toward the common goal of improving education in the nation.

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PART 7-POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment. Attach an accurate current description of the position being filled through the IPA assignment

The position provides outstanding school teachers who have a record of leadership, strong communication skills and insight from their classroom experiences, the opportunity to expand their knowledge of policy and contribute to the national dialogue about education. Fellows are placed in offices within the Department of Education to work on education programs and policy development and implementation. They contribute valuable school and classroom level knowledge and perspective to the Department; collaborate to provide specific outreach to other teachers and greatly increase their knowledge and understanding of federal education policies and programs in order to share with other teachers. Over the year, Washington Fellows will gain in-depth knowledge of Department initiatives; provide their perspectives to senior staff; share relevant school and classroom experiences with internal and external audiences; and facilitate discussion amongst educators about policy in DC and in areas around the country as necessary.

Working directly with a member of the Department's senior staff, the Washington Fellow will have responsibility for a discrete set of work activities that provide [him or her] with opportunities to gain and apply knowledge; have discussion with external and internal audiences, particularly when directly related to the work of teachers in classrooms and schools; and observe, and participate as appropriate, in key leadership and policy-decision points. Through the experience, the Washington Fellow will gain in-depth knowledge of Department initiatives and provide their perspectives on these directly to senior staff; share relevant school and classroom experience with internal and external audiences; and facilitate discussion about policy with educators traveling to DC and in areas around the country as necessary.

Additionally, the Washington Fellow has responsibilities to meet Department-wide outreach goals, as well as to engage in development opportunities. Outreach to educators and the broader public could occur once or twice a month (these would not typically be full day) and there may be one or two trips with other senior staff over the course of the year; Developmental opportunities are provided to the entire fellowship cohort once a month, and there will be occasional lunch briefings. Fellows should also have opportunity to participate in policy briefings in the area and network with one another. Examples of responsibilities related to **outreach and facilitated input** may include:

- Speaking with representatives from schools and districts and facilitating roundtable conversations along with Senior political staff on the above key topics;
- Advising senior staff on speeches and communication with educators on these key topics
- Participating in conversations with national media outlets to share Department information with teachers and parents
- Speaking at and participating in national meetings organized by ED or partner organizations to address these key topics
- Reviewing related Department resources and outreach messages;
- Managing electronic means of outreach to and input from teachers including a list-serve and blog;
- Facilitating Summits which would serve to recognize teacher leaders and effective school leaders (principals, districts leaders) and highlight models of effective reforms in each of these areas.

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PART 8-EMPLOYEE BENEFITS

23. Rate of Basic Pay
 Base: The Fellow will receive a federal appointment at the GS-13, step 1 level in accordance with Office of Personal Management (OPM) pay schedules.

24. Special Pay Conditions (*Indicate any conditions that could increase the assigned employee's compensation during the assignment period*)
 The Fellow will receive an excepted service appointment as a GS-13, step [1-5] as is greater to or commensurate with [his/her] current salary.

25. Leave Provisions (*Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave*)
 The Fellow will earn leave under the Department of Education's policies and will request leave from the immediate supervisor of the Fellowship Program. The awarding of sick and annual leave will be in accordance with OPM guidelines based on years of federal service including the uniformed services. (See OPM.gov)

PART 9-FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (if paying more than 50 percent of a Federal employee's salary beyond a 6 month period, specify rationale for cost-sharing decision.)
 ED will pay for 100% of Teacher Ambassador Fellow's salary under the IPA appointment authority while with the Department of Education and is responsible for maintaining time and attendance records. ED will [reimburse employer/pay for] the employer portion of the Fellows' benefits listed in box 31, estimated at [amount].

27. State or Local Government Agency Obligations

In addition, ED will pay \$1500 a month housing allowance, or the cost of the actual lodging, whichever is less, in accordance with the IPA Mobility Program and Federal Travel Regulations. The allowance is based on a daily per diem rate determined by the number of days in the month.

PART 10-CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

28. Applicable Federal, State or local conflict of interest laws have been reviewed with the employee to assure that conflict of interest situations do not inadvertently arise during this assignment.

29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11-OPTIONS

30. Indicate coverage or "N.A." if not applicable

A. Federal Employees Group Life Insurance

Covered N.A.

31. State or Local Agency Benefits (*Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal Agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal Employee on leave without pay from the Federal Agency to a State or local agency.*)

Identify all benefits a Fellow will retain from [his/her] former employer while working for the department. Identify the percentage that will be paid and whether it is paid by the former employer or ED. This should include medical/dental/life insurance/401(k)/Thrift Savings Plan/etc. ED is unable to reimburse for retirement costs.

B. Federal Civil Service Retirement

Covered N.A.

C. Federal Employee Health Benefits

Covered N.A.

32. Other Benefits (*Indicate any other employee benefits to be made part of this agreement*)

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PART 12-TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State of local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual, and (2) which travel and relocations expenses will be included.

The U.S. Department of Education will not reimburse moving expenses to or from Washington, D.C. ED will pay travel expenses, in accordance with Federal Travel Regulations, for temporary duty travel related to the Fellow's official duties and responsibilities and the Department's mission during the Fellow's tenure with the Department.

PART 13-APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes

- A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- B. I have been informed that my assignment may be terminated at any time at the option of the Federal Agency or the State or local government.
- C. I have been informed that any travel and transportation expenses covered from Federal Agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. *(For Federal employees only).*

PART 14-CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization) U.S. Department of Education Office of Innovation and Improvemen	36. Date (Month, Day Year) From: 07/18/11-06/30/11
37. Signature of Assigned Employee	38. Date of Signature (Month, Day, Year)

PART 15-CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

State or Local Government Agency	Federal Agency
39. Signature of Authorizing Officer	40. Signature of Authorizing Officer
41. Date of Signature (Month, Day, Year)	42. Date of Signature (Month, Day Year)
43. Typed Name and Title	44. Typed Name and Title

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.
