**MEMORANDUM OF UNDERSTANDING**

**between the**

*(Name of Home agency)*

**and the**

*(Name of Host agency)*

**on**

*(Employee Name and/or Unique Identifier)*

**for a**

**COUNCIL OF INSPECTORS GENERAL**

**ON INTEGRITY AND EFFICIENCY**

**FELLOWS PROGRAM ASSIGNMENT**

**I. REFERENCES AND AUTHORITIES**

A. Economy Act, as amended (if reimbursable), 31 U.S.C., Section 1535

B. Section 11 of the Inspector General Act of 1978 (5 U.S.C. app. 3.), as amended (IG Act).G.

C. Other Departmental/Agency regulations**: (*Provide when relevant*)**

**II. PURPOSE**

The purpose of this Memorandum of Understanding (MoU) is to provide for the assigning, tracking and accounting of personnel on a

reimbursable

non-reimbursable

Council of Inspector General on Integrity and Efficiency (CIGIE) Fellows Program (CFP) detail and to stipulate the roles and responsibilities of the home agency, host agency, and employee on a CIGIE Fellowship. CIGIE Fellowships further the interests of each Office of Inspector General (OIG) element and the IG Community as a whole, promote the effectiveness and efficiency of the US Government, and provide emerging IG leaders with a broader perspective on issues facing the IG community.

**III. GENERAL INFORMATION**

A. Home agency:

B. Host agency:

C. Employee (and/or Unique Identifier): D. Start Date of Fellowship:

E. End Date of Fellowship:

F. This Fellowship may be extended for \_\_\_\_upon mutual consent of the employing and host agency.

*Note: The length of a CIGIE Fellowship should not exceed 12 months.* \_\_\_

*.*

G. Employee position title, grade/band, duty location and brief description of duties at home agency:

:

**IV. HOME AGENCY ROLES AND RESPONSIBILITIES**

A. General:

a. Out-process and in-process employee

b. Brief employee selected for a Fellowship on the contents of this MoU and any other applicable information

c. Document the Fellowship, and maintain and update as necessary the employee’s official personnel record

d. Ensure that the Fellowship is part of the employee’s individual development plan, or equivalent, and has been approved by the employee’s first and second level supervisor/manager

e. During the Fellowship notify host agency supervisor and employee of events impacting the employee’s Fellowship, including but not limited to mobilization, change of supervisor, general schedule or general schedule equivalent position grade changes, or reorganization

f. Provide employee with reintegration process prior to commencement of Fellowship

B. Bonuses/Awards, Promotion and Time and Attendance:

a. Maintain employee payroll and benefits

b. If non-reimbursable Fellowship, ensure prompt payment/credit for additional compensatory work beyond the employee’s standard 40 hour work week and where the employee’s host agency supervisor has certified that the additional work hours were mission critical.

c. Fund bonuses/awards given in recognition of employee contributions to home agency and discuss with host agency supervisor

d. Retain responsibility for permanent promotion, within-grade increases or other permanent performance-based pay adjustments

e. If reimbursable Fellowship, bill the host agency for salary and benefits of employee, and receive payment via Economy Act Order (e.g. Military Interdepartmental Purchase Order) and/or Department of Treasury Intra- Governmental Payment Collections System as appropriate

f. Process and retain employee time and attendance in accordance with the home agency’s practices and procedures

g. Process in a timely manner bonuses/awards funded and given to the employee by the host agency

C. Security and Medical:

a. Transmit security clearance(s) and medical clearance(s) or medical certification(s) as required by the host agency

b. Provide other security support in accordance with home agency’s practices

c. Hold the employee’s clearance on behalf of the host agency

D. Temporary Duty/ Travel and Permanent

a. Fund employee temporary duty (TDY) that is in support of necessary home agency administrative requirements, such as training, using home agency forms, timelines, policies and procedures

b. Fund local and non-local travel that is in support of home agency using home agency policies and procedures

E. Training and Reintegration:

a. Fund employee training that is in support of home agency, discuss and coordinate with host agency.

b. Retain responsibility for employee’s career development

c. Reintegrate employee returning from a Fellowship, ensuring that the employee is permanently placed in the employee’s former position or an equivalent position, as determined by the home agency, and duty location, unless other provisions are agreed to in advance by the home agency and the employee.

**V. HOST AGENCY ROLES AND RESPONSIBILITIES**

A. General:

a. In-process and out-process employee

b. Provide appropriate resources for employee to perform a Fellowship, including office and desk space, communications and computer support (e.g. JWICS, SIPR, NIPR), telephones (classified and unclassified), copier, and similar support provided to the host agency’s own employees of similar grade

c. Notify home agency in a timely manner of significant developments regarding an employee on a Fellowship, including but not limited to an award or recognition, hospitalization, a security violation, an arrest, mobilization, change of supervisor, general schedule or general schedule equivalent position grade changes, reorganization, or performance issues

B. Bonuses/Awards, Promotion and Time and Attendance:

* + 1. Fund bonuses/awards given in recognition of employee contributions to host agency, discuss and coordinate with home agency
    2. Transfer funds to the home agency for reimbursable Fellowship via Economy Act Order (e.g. Military Interdepartmental Purchase Order) and/or Department of Treasury Intra-Governmental Payment Collections System as appropriate, including bonuses referenced in section V
    3. Recommend, as appropriate, any performance based pay adjustment
    4. Supervisor certifies as accurate time and attendance of employee on a Fellowship in accordance with home agency’s forms and procedures
    5. The Host agency must allow the employee sufficient time off to use all compensatory time accrued during the Fellowship prior to returning to the Home agency, in accordance with establish policies.
    6. Fellowship program activities that are scheduled two months or more in advance are mandatory for the fellow to attend and take priority over host agency rotational assignments. Permission to miss a mandatory Fellowship program activity is at the discretion of the program manager in consultation with the home agency.

C. Security and Medical:

a. Request home agency transmit security and medical clearance(s) or medical certifications as required

b. Provide security support in accordance with host agency’s standard policies, procedures and regulations

D. Temporary Duty, Travel, Permanent and Training:

a. Fund employee TDY that is in support of host agency using host agency forms, timelines, policies and procedures

b. Fund local and non-local travel that is in support of host agency using host agency policies and procedures

c. Fund employee training in support of a Fellowship

E. Performance Expectations and Evaluations:

a. Complete performance expectations and evaluations in consultation with the employee’s home agency supervisor and in accordance with the home agency’s requirements, forms and timelines

b. Provide feedback to the home agency and employee regarding the employee’s performance

**VI. IMPLEMENTATION, TERMINATION AND REASSIGNMENT**

This MoU is effective upon signature of all parties to the MoU and remains in effect until the end date of the Fellowship or until this MoU is jointly terminated or modified in writing with 30 days’ notice. The Fellowship may be terminated prior to the completion of the specified detail length when the employing and host agency agree that termination is in the best interest of the employee or elements concerned. The host agency will not reassign the employee to any other position without the prior written consent of the home agency. The host agency will not detail the employee to any other agency.

**VII. LEGAL EFFECT AND SEVERABILITY**

This MoU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any party against the parties, their parent agencies, the United States or the officers, employees, agents or other associated personnel thereof.

Nothing in this MoU is intended to conflict with current laws or regulations of the participating agencies. If a provision of this MoU is inconsistent with such authority, then that provision shall be invalid. The illegality or invalidity of any provision of this MoU shall not impair, affect, or invalidate the other provisions of this MoU.

This MoU is subject to availability of funds.

**VIII. POINTS OF CONTACT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name | Title | Phone # | Email | Location |
| **Employee** |  |  |  |  |  |
| **Home agency supervisor** |  |  |  |  |  |
| **Host agency supervisor** |  |  |  |  |  |
| **Finance – Home agency** |  |  |  |  |  |
| **Finance – Host agency** |  |  |  |  |  |
| **HR – Home agency** |  |  |  |  |  |
| **HR – Host agency** |  |  |  |  |  |
| **Other POCs** |  |  |  |  |  |

**IX. SIGNATURES**

*Authorized Home agency*

*Official’s Printed Name*

*Signature Date*

*Authorized Host agency*

*Official’s Printed Name*

*Signature Date*

Distribution: *List of names with titles*

1.

2.

3.

4.

**X. FINANCIAL ADDENDUM FOR REIMBURSABLE CIGIE FELLOWSHIP**

|  |  |
| --- | --- |
| **Employee Name**: |  |
| **Home agency**: |  |
| **Host agency**: |  |

This addendum is being provided to verify and validate the financial responsibilities of the host agency in regards to the CIGIE Fellowship of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This is a *(# of Months*) reimbursable assignment with the projected costs as described below.

**Detail Begins**: **Detail Concludes**:

|  |  |
| --- | --- |
| **Estimated FY Costs**  **PoP**  Base Salary Benefits Other Costs  **Total FY Estimate:** |  |
|  |  |
| **Estimated FY Costs**  **PoP:**  Base Salary Benefits Other Costs  **Total FY Estimate:** |  |
|  |  |
|  |  |
| **Total Funding Requirement:** |  |

**XI. CIGIE FELLOWS PROGRAM EXTENSION ADDENDUM**

Per mutual agreement among the employee, employing and host agency’s, and Paragraph III.F, this CIGIE Fellowship is hereby extended until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

The CIGIE Fellowship remains subject to all other terms and conditions of this Memorandum of Understanding.

*Authorized Home agency*

*Official’s Printed Name*

*Signature Date*

*Authorized Host agency*

*Official’s Printed Name*

*Signature Date*

Distribution: *List of names with titles*

1.

2.

3.

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