



**United States
Department of
Agriculture**

Office of the
Assistant Secretary
for Administration

Policy Analysis &
Coordination Center

Human Resources
Management

1400 Independence
Avenue SW

Washington, DC
20250-9600

TO: Mission Area Personnel Officers

FROM: Lawrence Wachs
Acting Director

OCT 14 1998

SUBJECT: Delegation of Authority to Mission Areas to Certify Organizations for
Participation in the Intergovernmental Personnel Act Program

The Office of Personnel Management delegated authority to certify nonprofit organizations, and other entities which seek certification as approved Intergovernmental Personnel Act (IPA) organizations to departments and agencies on May 29, 1997. Since that time, the Director, Office of Human Resources Management (OHRM) has served as the certifying officer for the Department of Agriculture (USDA). OHRM has certified approximately 20 organizations after reviewing the supporting documentation from USDA's Agencies.

In an effort to eliminate unnecessary layers of review, authority is hereby delegated to the Mission Area Personnel Officers to certify nonprofit organizations, and other entities in accordance with the following:

- Certifications will be processed in accordance with the guidance contained in Part 334, Title 5 of the Code of Federal Regulations, concerning IPA's; and
- Mission Areas will submit copies of their approval packages including copies of articles of incorporation, bylaws, Internal Revenue Service nonprofit statement, and any other information used to make determinations to the Director, OHRM for post audit.

OHRM will continue to review IPA's in accordance with the existing delegation transmitted in a July 3, 1991, memorandum. (A copy is attached for ready reference.) Any questions concerning this matter should be directed to ~~Marilyn Jenkins~~, OHRM, at (202) 720-7168.

Nancy Robinson

Attachment