
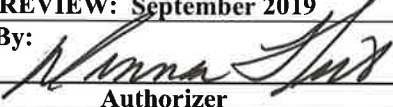
		INTERFACE CONTROL DIRECTIVE	
PROCEDURE FOR:		Hiring – IPAs	
PROCEDURE NO.: BRINM-ICD-205		REV. NO.: 2	PAGE: 1 of 2
ISSUE DATE: September 2017		DUE FOR REVIEW: September 2019	
Issued By:  Owner		Approved By:  Authorizer	

1.0 SCOPE

This interface control directive (ICD) applies to all Biomedical Research Institute of New Mexico (BRINM) operations. ICDs provide instructions for all program personnel, including principal investigators (PIs) and contract personnel, needed to meet BRINM's mission, operations, and regulatory requirements. BRINM provides all of the human resources (HR) administrative roles and responsibilities for placing BRINM personnel onto an Intergovernmental Personnel Act Mobility Program (IPA) to support its mission and projects, as described in this ICD.

2.0 Definitions

Accounts/Projects – These terms will be used synonymously throughout this ICD.

Collaborative IRB Training Initiative (CITI) – VA web based training program in human research subjects' protection.

Protected Health Information (PHI) – according to the US Health Insurance Portability and Accountability Act (HIPAA), is any information about health status, provision of health care, or payment for health care that can be linked to an individual. This includes any part of a patient's medical record or payment history.

3.0 PROCEDURE

The Intergovernmental Personnel Act Mobility Program (IPA) provides for the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other qualified organizations. It is BRINM's policy to only allow two IPAs per investigator; however, in justifiable situations, the Executive Director may waive this.

3.1 General

The personnel process begins when a PI identifies the need to place a BRINM employee onto an IPA.

3.2 Intergovernment Personnel

After receiving a request to place a BRINM employee on an IPA, the HR Administrator:

1. Completes the calculations for a two-year IPA term
2. Prepares a memo for the Research Office with all required information
3. Submits the memo to the VA Research Office for processing
4. Requests a future start date noting that the approval process can take four to six weeks

BRINM Proprietary Information



INTERFACE CONTROL DIRECTIVE

PROCEDURE FOR:

Hiring – IPAs

PROCEDURE NO.: BRINM-ICD-205

REV. NO.: 2

DATE: September 2017

PAGE: 2 of 2

5. When BRINM receives the approved IPA, BRINM transfers the employee's salary and fringe to an allocated project account

Note 1: All IPAs are approved through the VA system. BRINM does not enact any IPA until all approvals have been received. It is BRINM's policy that it relies on the VA Human Resources (HR) Service Department to assure that the IPA meets IPA statutory requirements.

Note 2: A person must be employed by BRINM for more than 90 days to be eligible for placement on an IPA.

4.0 PROCESS RECORDS

Records generated provide solid data to ensure that required processes or sub-processes, as described in this ICD, have been effectively completed. The following constitute formal records for this process:

- IPA Employee Information Document
- License Verification Form
- Letter for IPA to the VA Research Office

5.0 EXCEPTIONS

There are no known exceptions to this procedure.

6.0 REFERENCES

BRINM Handbook
 BRINM NPC Checklist
 BRINM-ICD-500, Human Resources
 BRINM-ICD-502, Personnel Orientation and Evaluation
 Federal Acquisition Regulations, Applicable Sections