DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

REPLY TO
ATTENTION OF

JUL 3 0 2004

SFIM-HR

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum # 23, Fulfillment of Centrally Funded Intern Agreements (Waiver Authority)

1. REFERENCES.

a. AR 690-950, Civilian Personnel Career Management, December 31, 2001.

b. Memorandum, AASA, September 29, 2003, Subject: Delegations of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.

2. PURPOSE. To supplement DA policy and to provide IMA policy and processing procedures for the Fulfillment of Centrally Funded Intern Agreements (Waiver Authority).

3. APPLICABILITY. This policy applies to all Army Civilian Training, Education and Development System (ACTEDS) centrally funded interns (also referred to as DA interns) assigned to the IMA.

4. POLICY.

a. Reference a, Chapter 3, Section VI, paragraph 3-24a, states that DA interns are required to sign employment and mobility agreements as a condition of employment, and that they are subject to separation from Federal service if they fail to complete the terms of the agreements, unless a waiver is approved. Paragraph 3-24b of reference a delegates authority to MACOMs, HQDA staff support activities and Independent Reporting Activities to approve waivers when a DA intern fails to meet the terms of the agreements.

b. Per reference b, the Administrative Assistant to the Secretary of the Army (AASA) has retained the authority to approve subject waivers. Requests for approval must be forwarded through the AASA Director, Human Resources Management Directorate (HRMD) to the AASA for decision.

5. PROCEDURES.

a. Requests for waiver of intern employment/mobility agreements should be rare. However, when one is initiated it is normally due to unforeseen personal circumstances that would create undue hardship on the intern. Decisions on whether to support such requests must be made in a timely manner so as to mitigate the situation. IMA supervisors/management officials will act *immediately* on intern requests for waivers and ensure that they have the appropriate documentation to support the requests, as discussed in subsequent paragraphs. Within IMA, supported/endorsed requests should be forwarded by electronic means (i.e., email with attached documents or facsimile) in order to expedite the process. The following timelines apply to forwarding subject requests through command channels:

1) Supervisors/managers at HQIMA, Region Offices, and Garrison Commanders/Garrison Managers – Make decision and (if supported) forward request within 3 days after receipt of all required documentation from intern and/or subordinate supervisor.

2) HQIMA Division Chiefs or Region Directors – Make decision within 3 days after receipt of request from next lower level.

3) HQIMA – Review and forward to Director, IMA for consideration within 3 days after receipt from HQ IMA Division Chiefs or Region Directors. HQIMA HR will hand-carry request and seek Director, IMA decision within 3 days. If endorsed by Director, IMA, IMA HR will hand-carry the package to the Assistant Chief of Staff for Installation Management (ACSIM). If endorsed by the ACSIM, IMA, HR will hand-carry to the AASA.

b. IMA supervisors/management officials, in coordination with the appropriate Career Program Manager, will decide whether to support or initiate a request for waiver of DA intern agreements. Such a decision will be based on a review of the information and justification submitted by the intern and/or subordinate supervisors and managers. Additionally, the decision will address an assessment of the individual circumstances, the impact on the intern and the organization, and the likelihood for future placement at that installation.

c. When IMA supervisors/management officials decide to support or initiate a request for waiver, they will forward the request through command channels to their respective HQIMA Director/Division Chief or Region Director for consideration. A request must contain compelling reasons for waiving the agreement, such as

unforeseen personal circumstances involving the intern or family members that would cause undue hardship on the intern if the agreement was not waived. A request should contain supporting documentation regarding the situation or circumstances, such as letters from doctors, schools, or other officials who can attest to the validity of the situation or circumstances.

d. HQIMA Division Chiefs and Region Directors who support requests for approval of waivers for DA interns under their jurisdiction will endorse and forward such requests to the IMA Human Resources (HR) Division for Director, IMA consideration. If supported, requests will be forwarded through the Assistant Chief of Staff for Installation Management (ACSIM) and AASA Director, HRMD and to the AASA for decision.

e. If the decision is to not support, initiate or endorse a request, management officials will notify the next lower level manager or supervisor within their command channels of the decision. The notification must be in writing and include sound reasons for the decision.

f. Supervisors/managers will discuss decisions to not support, initiate or endorse a request for waiver with the DA intern involved and, in consultation with the Civilian Personnel Advisory Center (CPAC), advise them of the consequences of not fulfilling the terms of the agreements. Supervisors and managers should provide the written decision to the intern and document the discussions with the intern in writing.

6. PROPONENT. The HQIMA Human Resources Division is the proponent for this IMA policy. POC is Chief, Workforce Development Branch at commercial (703) 602-4259, DSN 332-4259.

ANDERS B. AADLAND
Major General, GS
Director