

Lawrence Berkeley National Laboratory Interlocation Appointment (ILA) Request Form

Rev 05.15.13

- Please print or type information and **complete all sections** (see ILA Request Form Instructions) to minimize delays.
- The ILA application process **can take 30 days or more**. Please consider processing time when planning an appointment start date
- **To submit request form:** Email to ILA@lbl.gov, or send via interoffice mail to (ILA Office, MS: 90R2121)

TYPE OF APPOINTMENT: <input type="checkbox"/> MLA - Multi-Location Appointment <input type="checkbox"/> IPA - Inter-Governmental Personnel Act Assignment <input type="checkbox"/> IJE - Inter-Jurisdictional Employee Exchange	ACTION: <input type="checkbox"/> New <input type="checkbox"/> Extension <input type="checkbox"/> Modification	<i>ILA Office Use Only</i> Date Received: _____ Received By: _____ Project ID #: _____ ILA ID #: _____ Date Completed: _____
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EMPLOYEE SECTION – Section I – Employee to complete area's below yellow headers

LBNL INFORMATION - ALL SECTIONS REQUIRED BELOW

Employee Name: _____ Employee ID: _____

LBNL Home Job Title: _____

LBNL Home Division: _____ LBNL Home Department: _____

LBNL Work Location: _____ LBNL Work Phone: _____

LBNL Supervisor Name: _____ LBNL Work Phone: _____

HOST INSTITUTION - ALL SECTIONS REQUIRED BELOW

Host Institution Name: _____ Host Institution Dept: _____

Host Appointment Title: _____ Host Supervisor: _____

Host Work Location: _____ Can ILA assignment be performed at LBNL? *Yes No

*If yes, please briefly explain why work assignment is not being requested through "Work For Others" mechanism (i.e., work requires campus apt. due to access to human trials, necessary equipment, computing information, proprietary information, etc.).

Anticipated ILA Appointment Dates: From: _____ To: _____

NOTE: ILA work cannot begin prior to receipt of authorized assignment agreement from the ILA office.

% of Effort / Hours per week: _____

Estimated Relocation/Travel/ Meeting Expenses: *Applicable to IJE or IPA assignments*

Dates: _____

Purpose of Travel: _____

Prime Sponsor of Funding: *Applicable to MLA assignments only* _____

Is the project supported by ARRA funding? Yes No

Title of Grant/Project: _____