Interlocation Appointments (ILAs) — Financial Management

BRIEF

Policy Summary

An Interlocation Appointment (ILA) is an arrangement under which a Lawrence Berkeley National Laboratory (Berkeley Lab) employee is assigned or loaned to another institution to perform work at a specified percentage of effort, for a specified duration, at a specified cost. The purpose of an ILA is to maintain continuity of a Berkeley Lab employee's University of California (UC) employment history and benefits coverage when the individual performs work at more than one eligible institution, with no break in service. An ILA cannot be used to circumvent the Sponsored Research program or to reduce costs for the host institution.

Who Should Read This Policy

All employees involved with the financial aspect of ILAs at Berkeley Lab.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Human Resources — Interlocation Appointment (ILA) Office
Reimbursable Budget Manager, Office of the Chief Financial Officer (OCFO)

POLICY

A. Purpose

This policy provides financial guidance for Interlocation Appointments (ILAs). An ILA is an appointment of Lawrence Berkeley National Laboratory (Berkeley Lab) personnel to perform work at other organizations, such as federal, state, or local governments; institutions of higher learning; Native American tribal governments; and other eligible nonfederal organizations, including federally funded research and development centers.

B. Persons Affected

All Berkeley Lab employees involved with the financial management of ILAs.

C. Exceptions

None
D. Policy Statement

1. **Appointment Types:** Personnel who are assigned to an ILA are assigned to an appointment type that reflects the status of their work assignment at another organization. This policy applies to the appointment types reflected on the following table.

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Project Type</th>
<th>Host Institution</th>
<th>Length of Appointment</th>
<th>Eligibility Criteria</th>
<th>Host Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Location Appointment</td>
<td>MLA</td>
<td>University of California (UC) institution other than Berkeley Lab used throughout the UC system to facilitate the ability of employees at one institution to perform work at another institution</td>
<td>May be either short- or long-term duration</td>
<td>Non-Faculty employee classification</td>
<td>Salary (direct effort) and payroll burden only</td>
</tr>
<tr>
<td>Intergovernmental Personnel Assignment</td>
<td>IPA</td>
<td>U.S. federal government agencies</td>
<td>Up to two years, but may be extended for an additional two years</td>
<td>Employed at least 90 days in a Career employee classification</td>
<td>Salary (direct effort), payroll burden, and travel per diem or relocation as negotiated with agency</td>
</tr>
<tr>
<td>Interjurisdictional Employee Exchange</td>
<td>IJE</td>
<td>State of California agencies</td>
<td>Not to exceed four years</td>
<td></td>
<td>Salary (direct effort), payroll burden, and travel per diem or relocation as negotiated with agency</td>
</tr>
</tbody>
</table>

2. **Nature of the Appointment**
   a. An ILA is an arrangement under which an employee is assigned or loaned to another institution to perform work at a specified percentage of effort (which may range from 1% to 100%), for a specified duration, at a specified cost. (See Section F, Definitions
   Acronyms; for information on the intent of each appointment type.)
   b. The purpose of an ILA is to maintain continuity of a Berkeley Lab employee's UC employment history and benefits coverage when the individual performs work at more than one eligible institution, with no break in service. An ILA cannot be used to circumvent the Sponsored Research program or to reduce costs for the host institution.
   c. While performing ILA work, the Berkeley Lab employee works under the guidance of the host institution, takes direction from the host institution supervisor, uses the host institution's resources and facilities to perform the work, and is considered a contract worker for the host institution. As defined in Contract 31, Clause I.115 (h), "Government property shall be used only for the performance of this contract." Therefore, Berkeley Lab facilities, property, or resources cannot be used in the execution of a non-Berkeley Lab appointment.
   d. The agreement between Berkeley Lab and the host institution is limited to the employee's effort on the ILA only. Berkeley Lab is not responsible for meeting work goals, deliverables, and/or managing the employee's performance on the appointment. The work performed by a Berkeley Lab employee on an ILA is owned by the host institution. However, while the employee is on the appointment, the Berkeley Lab supervisor is responsible for receiving input from the host institution supervisor to complete the employee's performance evaluation. The Berkeley Lab supervisor remains responsible for completing the employee's annual formal, written performance evaluation, and meeting the annual performance and merit deadlines.
   e. Berkeley Lab approval of the appointment is contingent upon the needs of the employee's Berkeley Lab work unit and may include a revision of the employee's Berkeley Lab duties and responsibilities for the duration of the ILA appointment. During the term of the appointment, the work for the host institution should not interfere with the employee's Berkeley Lab work assignment.

3. **Financial Considerations**
   a. As the appointment represents work in support of another institution, at no time may DOE Direct Funds be used for costs associated with the appointment. There should only be one appointment per authorized assignment agreement and only one Berkeley Lab project per appointment.
      i. No work may begin prior to receipt of an authorized assignment agreement (see Appendix A).
      ii. An authorized assignment agreement can take up to 30 days or more to finalize; therefore, all new or renewal ILA requests must be submitted to the Berkeley Lab ILA Office thirty (30) days in advance of the appointment’s anticipated start date.
      iii. An authorized assignment agreement is effective upon the receipt of appropriate, complete documentation from the host institution and appropriate Berkeley Lab approvals.
      iv. Monthly invoices will be generated by Berkeley Lab and submitted to the host institution for payment.
      v. Berkeley Lab will notify the host institution if cost changes associated with the ILA occur (i.e., changes to the employee’s salary rate and/or changes to Berkeley Lab's payroll burden rate).
      vi. At the end of the appointment term, once the project costs are finalized, a final invoice will be sent to the host institution. The project will be closed in Berkeley Lab's Financial Management System (FMS).
      vii. Indirect costs are assessed on any MLA/IJE/IPA in accordance with the current Burden Matrix posted on the Indirect Rate Structure section of the Budget Office website.
      viii. Travel expenses related to an IJE or IPA will be handled as negotiated in the authorized assignment agreement.
      ix. Coordination of travel or reimbursement for travel expenses associated with an MLA is to be handled directly between the employee and the UC institution (see Intercampus Travel Expenses).

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
Berkeley Lab employee

- Obtains Berkeley Lab supervisor and division director or designee concurrence that the ILA assignment is not a Sponsored Research activity (see Appendix A) and does not conflict with the employee's other Berkeley Lab work assignments.
- For MLAs only: Review the MLA decision tree (see appendices B and C) to determine whether the appointment meets specified criteria.
- If the appointment is for scientific staff and does not match criteria outlined in the second or third tiers of the Scientific Staff — MLA Decision Tree (see Appendix B), decide whether institutional benefit exists (Appendix B, fourth Tier). If institutional benefit can be proved, provide written justification to the Berkeley Lab ILA Office for the Berkeley Lab Deputy Director's consideration.
- Identifies the off-site work location, and confirms that Berkeley Lab facilities, property, or resources will not be used in the execution of the appointment.
- Completes and signs the Berkeley Lab ILA Request Form. Submits the form to the Berkeley Lab Division RA.
- Ensures work does not begin on the ILA assignment until notified by the Berkeley Lab ILA Office that the authorized assignment agreement has been received and approved.

Berkeley Lab employee cont'd

- At the direction of the Berkeley Lab ILA Office, confers with Berkeley Lab's third-party tax consultant for possible income tax implications prior to accepting an IPA assignment.
- Reviews the terms of the ILA assignment and discusses with the host institution, as necessary.
- Notifies the Berkeley Lab ILA Office of changes to the employee's salary rate, percent of effort, or contractual terms.
- Ensures the employee reports his or her effort in LETS in a timely manner.
- Performs the assignment in accordance with the terms of the authorized assignment agreement.
- Assists the Berkeley Lab Reimbursable Budget Group with delinquent payment issues, as requested.
- Provides the Berkeley Lab ILA Office with a copy of the ILA Request Form after conferring with the division director or designee to determine that the cost estimates are reasonable.
- Ensures work does not begin on the ILA assignment until notified by the Berkeley Lab ILA Office.
- Completes and signs the Berkeley Lab ILA Request Form for submission to the Berkeley Lab ILA Office.
- Assists the Berkeley Lab Reimbursable Budget Group with delinquent payment issues, as requested.
- Provides the Berkeley Lab ILA Office with a copy of the ILA Request Form after conferring with the division director or designee to determine that the cost estimates are reasonable.
- Ensures work does not begin on the ILA assignment until notified by the Berkeley Lab ILA Office.
- Completes and signs the Berkeley Lab ILA Request Form for submission to the Berkeley Lab ILA Office.

Berkeley Lab Division Resource Analyst (RA)

- Notifies the Berkeley Lab ILA Office and Berkeley Lab Human Resources Center of a possible new ILA assignment as soon as knowledge is available.
- Reviews the Berkeley Lab ILA Request Form and determines the appropriate contract value and sixty (60) day bridge funding estimate for the ILA assignment. Signs the Berkeley Lab ILA Request Form after conferring with the division director or designee to determine that the cost estimates are reasonable.
- Coordinates the home institutional approvals and submits the Berkeley Lab ILA Request Form to the Berkeley Lab ILA Office for processing.
- After receipt of notification from the Berkeley Lab ILA Office that the ILA project has been established in the Berkeley Lab FMS, initiates the following:
  - Informs the supervisor and the employee of the project identification number to which to charge effort and expenses.
  - Ensures the employee's Berkeley Lab Timekeeper is aware of the appointment so that the employee can appropriately report ILA efforts in LETS.
- Reviews the monthly ILA Status Report to ensure the activity identified meets the terms of the PO (e.g., period of performance and contract value).

Berkeley Lab Division Resource Analyst (RA) cont'd

- Works with the Berkeley Lab Reimbursable Budget Group and the Berkeley Lab ILA Office to ensure outstanding receivables plus that the bridge funding estimate remains a positive balance.
- Notifies the Berkeley Lab ILA Office of changes to the employee's salary rate, percent of effort, or contractual terms.
- Provides financial details or reports to the host institution, when requested.
- Assists the Berkeley Lab Reimbursable Budget Group with delinquent payment issues, as requested.
- Notifies the Berkeley Lab Reimbursable Budget Group and Berkeley Lab ILA Office of the award closeout.

Berkeley Lab Division Supervisor

- Reviews the terms of the ILA assignment and discusses with the host institution, as necessary.
- Confirms in consultation with the Berkeley Lab division director or designee that the assignment does not conflict with any of the employee's Berkeley Lab assignments and is not a Sponsored Research activity (see Appendix A).
- Ensures the assignment does not begin prior to receipt of confirmation from the Berkeley Lab ILA Office that authorized assignment agreement has been received and approved.
- Ensures the employee reports his or her effort in LETS in a timely manner.
- Ensures the employee evaluation is completed by the merit deadline, receiving input from the supervisor at the host institution.
- Approves the Berkeley Lab ILA Request Form for submission to the Berkeley Lab ILA Office.

Berkeley Lab Division Director or Designee (limited to Deputy Director or Business Manager)

- Confirms, in consultation with the supervisor and the employee, that the proposed ILA assignment does not conflict with any of employee's Berkeley Lab assignments and is not a Sponsored Research activity (see Appendix A).
- Confirms, in consultation with the Berkeley Lab RA, that the contract value and bridge funding estimates are reasonable.
- Approves the ILA Request Form for submission to the ILA Office.

General Accounting

- Applies payments to invoices.
| Berkeley Lab ILA Office | • Manages and negotiates all Berkeley Lab ILA agreements.  
• Functions as a subject matter expert for Berkeley Lab Human Resources (HR) and financial issues related to ILA assignments.  
• Discusses the proposed ILA with the Berkeley Lab RA/Business Manager or the employee to determine appropriateness and/or allowability.  
• Assists the employee with negotiating the terms of ILA assignment (i.e., scope of work, period of performance, percent of effort, and contract value).  
• Functions as a liaison between the third-party tax consultant and the Berkeley Lab division, Payroll Department, and the employee for possible tax implications related to ILA assignments.  
• Reviews the Berkeley Lab ILA Request Form to ensure the following:  
  • The proposed ILA assignment is not a Sponsored Research activity.  
  • The estimated contract value is consistent with the employee’s salary and payroll burden rate, based on percentage of effort and performance period of ILA assignment.  
  • The bridge funding estimate is reasonable.  
  • The term of the ILA assignment is within the employee’s Berkeley Lab appointment performance period.  
  • Authorized signatures are included.  
  • For MLAs only, if the appointment does not match the criteria outlined in the second or third tiers of the Scientific Staff — MLA Decision Tree (Appendix B), consults with the employee regarding the institutional benefit (Appendix B, fourth tier).  
  • Coordinates the submission of the Berkeley Lab ILA Request Form and the employee's written justification of institutional benefit to the Berkeley Lab Deputy Director for a decision (for MLA requests that apply to the fourth tier of the Scientific Staff — MLA Decision Tree, see Appendix B).  
• Informs the Berkeley Lab division RA or Business Manager of other forms necessary for submission of the ILA request to the host institution (applies to IJE or IPA assignments only).  
• Prepares and submits formal ILA request to the host institution.  
• Consults with the Berkeley Lab Reimbursable Budget Group and Legal Department on ILA requests that may pose potential conflict-of-interest risks.  
• Communicates with the host institution to obtain approvals and documentation for the authorized assignment agreement.  
• Enters the appointment information into the Electronic System for Research Administration (eSRA) and generates the award within 24 hours of receipt and approval of the authorized assignment agreement. Notifies the Berkeley Lab division RA when the project has been established.  
• Notifies the appropriate Berkeley Lab parties (i.e., employee, supervisor, division director or designee, division RA, or HR Center) of receipt and approval of the authorized assignment agreement.  
• Notifies the Berkeley Lab HR Center when an employee’s work location requires change in the Human Resources Information System (HRIS).  
• Notifies the Berkeley Lab Travel Office of travel or relocation provisions approved in the authorized assignment agreement (applicable to IJE and IPA assignments only).  
• Advises the employee of his/her responsibility to contact the Payroll Department when ILA assignment will require work outside of California for 40 hours/five days (or greater) per month.  
• Manages the initial and subsequent changes to terms from the initial agreement (i.e., change orders, eSRA updates, and bridge funding estimates).  
• Ensures the employee is kept “whole” in terms of service credit, health and welfare benefits, and applicable accruals and leaves (i.e., vacation, sick, and Berkeley Lab paid holidays).  
• Develops and cultivates business contacts with the host institutions.  
• Reviews the monthly ILA Appointment Status Report.  
• Assists the Berkeley Lab Division and Reimbursable Budget Group with troubleshooting payment issues. |
| Berkeley Lab ILA Office cont’d | | |
| Human Resources (HR) Center | • Notifies the Berkeley Lab Division RA and the ILA Office of any personnel issues (i.e., appointment, salary changes, etc.)  
• Prepares a Personnel Action Form (PAF), when appropriate.  
• Files a copy of the authorized assignment agreement in employee’s personnel file.  
• Ensures the employee’s performance evaluation is completed by the supervisor, including input from the host supervisor during the temporary assignment. Ensures the employee is eligible for a scheduled merit increase. |
| Berkeley Lab Payroll Department (IPAs and IJEs) | • Processes the PAF, when appropriate.  
• Processes the journal entry at the end of each month to debit the project identification listed on the PAF, when appropriate.  
• Processes the relocation and per diem payments for IJE and IPA appointees, in accordance with the terms negotiated in authorized assignment agreement.  
• Processes and reports the Berkeley Lab employee’s payroll earnings in accordance with appropriate tax regulations. |
| Travel Office (for IJE and IPA assignments only) | Travel costs supported by the host institution (as negotiated in the authorized assignment agreement) | • Adheres to appropriate state or federal travel guidelines.  
• For appointments greater than one year, reviews travel relocation, dislocation, and per diem reimbursement forms and forwards them to the Payroll Department.  
• Processes travel expense vouchers for appointees through the Travel and Expense Reimbursement System (TREX) for costs related to collaborative and scientific meetings and conferences.  
• Travel costs supported by Berkeley Lab (as negotiated in the authorized assignment agreement) | • Adheres to appropriate state or federal travel relocation/reimbursement guidelines. |
| Berkeley Lab Reimbursable Budget Group (Contract Accounting) | • Notifies the Reimbursable Budget Group (Funds Control & Analysis) of the receipt of any advance payments.  
• Invoices the host institution for appointee costs.  
• Performs tracking and collections activities.  
• Requests collection assistance from the Division RA and the ILA Office for delinquent payments.  
• Performs the award closeout. |
| Berkeley Lab Deputy Director (for MLA requests that apply to the fourth-tier category, as outlined in Appendix B) | • Makes final determination on approval of MLA request, after reviewing the employee’s justification of institutional benefit. |
| Host institution | • Works directly with the employee and the ILA Office.  
• Creates or approves the authorized assignment agreement, which specifies the scope, term, and cost of the appointment.  
• Returns the approved authorized assignment agreement to the ILA Office.  
• Directs the work of the Berkeley Lab employee, completes the employee evaluation, and notifies the employee of termination or renewal of contract. |
### F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home institution</td>
<td>The institution or organization that hires the employee and that manages the employee's payroll/benefits.</td>
</tr>
<tr>
<td>Host institution</td>
<td>The institution or organization for which the employee performs the other appointment.</td>
</tr>
<tr>
<td>Intergovernmental Personnel Assignment (IPA)</td>
<td>A temporary transfer of skilled personnel between the federal government and state or local governments, institutions of higher education, Native American tribal governments, and eligible non-federal &quot;other organizations,&quot; including federally funded research and development centers. The assignment is effected for purposes of mutual concern to the federal government and to the participating nonfederal entity and should also serve a sound public purpose. IPA assignments can be used to:</td>
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<tr>
<td></td>
<td>- Strengthen the management capabilities of federal, state, or local agencies; of Native American tribal governments; and of other eligible organizations.</td>
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<td></td>
<td>- Assist in the transfer and use of new technologies and approaches to solving governmental problems.</td>
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<td></td>
<td>- Involve state and local officials in the development and implementation of federal policies and programs.</td>
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<tr>
<td></td>
<td>- Provide program and developmental experience that will enhance a DOE employee's performance in his or her regular job.</td>
</tr>
<tr>
<td>Interjurisdictional Exchange (IJE)</td>
<td>The temporary assignment or loan of employees within an agency or between agencies, not to exceed two years, or between jurisdictions, not to exceed four years. Conditions of the IJE are that it:</td>
</tr>
<tr>
<td></td>
<td>- Enables a loaned/exchanged employee to receive training and valuable experience.</td>
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<td></td>
<td>- Enables an employing agency to obtain expertise needed to meet a compelling program or management need.</td>
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<td></td>
<td>- Enables an employing agency to obtain temporary expertise that is lacking in its organization.</td>
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<tr>
<td></td>
<td>- Enables an employing agency to obtain the expertise of an individual employee.</td>
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<td></td>
<td>- Guarantees a right of return to the loaned employee back to his/her former position at the end of the assignment.</td>
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<tr>
<td></td>
<td>- Enables the loaned employee or participating agencies the right to terminate the assignment at any time.</td>
</tr>
<tr>
<td></td>
<td>- Enables the borrowing or loan of one or more employees between government (local, state, or federal) and/or public entities (e.g., colleges or universities).</td>
</tr>
<tr>
<td>Interlocation Appointment (ILA)</td>
<td>A non-Berkeley Lab appointment of Laboratory personnel to perform work at other organizations such as federal, state, or local governments; institutions of higher learning; Native American tribal governments; and other eligible non-federal organizations, including federally funded research and development centers.</td>
</tr>
<tr>
<td>Multiple Location Appointment (MLA)</td>
<td>Appointments that occur when an employee performs work at two or more UC-managed institutions simultaneously. Multiple-location appointments may be of either short or long duration.</td>
</tr>
<tr>
<td>Sponsored Research</td>
<td>The performance of work for non-DOE entities by DOE/contractor personnel and/or the utilization of DOE facilities that are not directly funded by DOE appropriations. Work is in accordance with DOE Order 481.1C. Sponsored Research agreements are a mechanism through which industry can utilize the unique expertise and facilities at Berkeley Lab. In this type of arrangement, the industrial sponsor pays 100% of the cost of the work to be performed by Berkeley Lab. Under many conditions, a company may take title to inventions created by Berkeley Lab under the Sponsored Research program. Some key points in such arrangements include product, general, and IP indemnification; advance payment requirements; and the fact that Berkeley Lab may not compete with the private sector for such work. Berkeley Lab does not perform proprietary work and all results can be published by Berkeley Lab researchers.</td>
</tr>
</tbody>
</table>

### G. Recordkeeping Requirements

None

### H. Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.02.009.001</td>
<td>Berkeley Lab ILA Request form</td>
<td>Form</td>
</tr>
<tr>
<td>11.02.009.002</td>
<td>Berkeley Lab Travel Office — Procedures</td>
<td>Procedures</td>
</tr>
<tr>
<td>11.02.009.003</td>
<td>UCOP Accounting Manual</td>
<td>Manual</td>
</tr>
</tbody>
</table>
APPENDIX A — INTERLOCATION APPOINTMENT vs. SPONSORED RESEARCH CRITERIA

<table>
<thead>
<tr>
<th>Definition</th>
<th>Interlocation Appointment (ILA)</th>
<th>Sponsored Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Location and Resources</td>
<td>Assignment is conducted away from any LBNL premises and does not utilize LBNL support services or resources.</td>
<td>Work is performed with the utilization of LBNL's unique facility, equipment, and personnel.</td>
</tr>
<tr>
<td>Work Scope and Direction</td>
<td>The host institution is responsible for the appointee's work scope. The appointee takes work direction from the host institution supervisor.</td>
<td>The LBNL supervisor is responsible for the employee's work scope, job duties, performance review, career planning, training, development, and safety.</td>
</tr>
</tbody>
</table>
Authorized Assignment Agreement

**MLA**
LBNL Confirmation Memo, Multilocation Appointment Form (UPAY 560-T), LBNL ILA Request Form, Host Institution-Issued Purchase Order

**IE**
LBNL Confirmation Memo, LBNL ILA Request Form, Interjurisdictional Agreement

**IPA**
LBNL Confirmation Memo, LBNL ILA Request Form, IPA Assignment Agreement (Form OF69)

DOE / LBNL Strategic Partnerships Office approved contract, award, memorandum purchase order, Cooperative Research & Development Agreement, or user agreement with federal and non-federal sponsors.

For further information, contact the **LBNL ILA Office**.

**Appendix B**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Interlocation Appointments (ILAs) — Financial Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date:</td>
<td>5/17/2018</td>
</tr>
<tr>
<td>Effective date:</td>
<td>12/1/2010</td>
</tr>
</tbody>
</table>

**APPENDIX B —ILA POLICY AND PROCEDURE, MLA DECISION TREE — SCIENTIFIC STAFF**
1st Tier:
Is the proposed MLA Contract 31 activity?
Yes
Work with Sponsored Partnerships Office and UC Campus on Sponsored Research agreement
No

2nd Tier:

2nd Tier:
What is the purpose of the MLA?
If the answer to any of the 2nd tier questions is yes
MIA
If the answer to all of the 2nd tier questions is no

3rd Tier:

3rd Tier:
Why does the employee need to have a campus app for the work?
Yes
MIA
No

4th Tier:

4th Tier:
What is the institutional benefit?
Yes
MIA
No

Examples of responses to 3rd tier questions that meet MIA criteria:
1. Work cannot be performed at LBNL and requires campus appointment due to access to:
   - Human trials
   - Necessary equipment
   - Computing information
   - Proprietary information/IP
2. PI needs to be co-located due to:
   - Use of Research Center Facilities
   - Project management/supervisory responsibilities
3. What is the institutional benefit?

Questions to consider when responding to 4th tier questions:
- What type of research?
- What is the size and age of the program on campus?
- Why is the sponsor awarding campus rather than LBNL?

Revised 4/4/18
### Appendix C

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<tr>
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</tbody>
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**APPENDIX C — ILA POLICY AND PROCEDURE, MLA DECISION TREE — NONSCIENTIFIC STAFF**
*Example of a shared function: UCOF-funded Institutional Computational Cluster*
Appendix D

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<thead>
<tr>
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<td>12/1/2010</td>
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</tbody>
</table>

APPENDIX D — ILA Request Form
Lawrence Berkeley National Laboratory
Interlocation Appointment (ILA) Request Form

- 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)

<table>
<thead>
<tr>
<th>TYPE OF APPOINTMENT:</th>
<th>ACTION:</th>
<th>ILA Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA - Multi-Location Appointment</td>
<td>New</td>
<td>Date Received:</td>
</tr>
<tr>
<td>IPA - Inter-Governmental Personnel Act Assignment</td>
<td>Extension</td>
<td>Received By:</td>
</tr>
<tr>
<td>IJE - Inter-Jurisdictional Employee Exchange</td>
<td>Modification</td>
<td>Project ID #:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ILA ID #:</td>
</tr>
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<td></td>
<td></td>
<td>Date Completed:</td>
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EMPLOYEE SECTION - Section 1 - Employees to complete area's below yellow headers

<table>
<thead>
<tr>
<th>LBWNL INFORMATION - ALL SECTIONS REQUIRED BELOW</th>
</tr>
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<tbody>
<tr>
<td>Employee Name: ___________________________ Employee ID: __________________</td>
</tr>
<tr>
<td>LBWNL Home Job Title: ____________________</td>
</tr>
<tr>
<td>LBWNL Home Division: ____________________ LBWNL Home Department: ____________________</td>
</tr>
<tr>
<td>LBWNL Work Location: ____________________ LBWNL Work Phone: ____________________</td>
</tr>
<tr>
<td>LBWNL Supervisor Name: __________________ LBWNL Work Phone: ____________________</td>
</tr>
</tbody>
</table>

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 LBWNL? *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: __________________