

**MEMORANDUM OF UNDERSTANDING
ARMY MEDICINE DEVELOPMENTAL ASSIGNMENT PROGRAM
BETWEEN PARTICIPANT, HOST & HOME ORGANIZATION**

This is a Memorandum of Understanding (MOU) between the participant, host and home organization selected for a developmental assignment.

BACKGROUND: The _____ hereby enters into an understanding regarding the _____ day developmental assignment for _____, employed by _____. The assignment shall be made on a non-reimbursable basis, whereby _____ will continue to pay the Participant's salary and benefits in accordance with the provisions set forth here and will not be obligated for any additional funds during the period of the developmental assignment unless expressly stated below.

AUTHORITIES: _____ has authority to provide a developmental assignment for the Participant employed by _____ under the provisions of 5 C.F.R. § 412.

PURPOSE: The purpose of this MOU is to provide for the assigning, tracking, and accounting of personnel on a developmental assignment and to stipulate the roles and responsibilities of the Home Organization, Host Organization, and the Participant.

RESPONIBILITIES OF THE PARTIES:

1.1. The Host Organization agrees to perform the following responsibilities

1.1.1. Provide technical and operational support to the Participant for all Host Organization activities.

1.1.2. Provide office space and administrative support to the participant while assigned to the Host Organization.

1.1.3. Provide in writing a descriptive evaluation of _____ performance and submit to the Home Organization within two weeks of completion of the developmental assignment period.

1.1.4. If travel and training required by the Host Organization during the assignment, it will be funded by the Host Organization.

1.1.5. Provide the Participant with the following duties and tasks

The Home Organization agrees to perform the following additional responsibilities

PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel. Employee will not be permitted to perform the duties of the assignment on Federal holidays, or to work in excess of 40 hours per week, without prior, written permission from the employee's supervisor at the Home Organization. Failure to abide by this provision will constitute grounds for terminating this Agreement immediately.

GENERAL PROVISIONS: _____ has accepted a developmental assignment in the _____
Located at: _____ under the Host Supervisor
. Scheduled to occur _____ through _____ in the
, _____ .

1.2 The Participant will remain on the rolls of _____, in their permanent position of record during the developmental assignment. The Home Organization retains the right to effect such personnel actions as necessary and required in accordance with its personnel management policies.

PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION: This agreement will become effective when signed by all parties. The agreement will terminate on _____. The duration of any assignment may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing two weeks written notice to the other party.

OTHER PROVISIONS: Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

Under the Inspector General Act of 1978, as amended, 5 USC App. 3, a review of this agreement may be conducted at any time. The Office of the Inspector General, or any of his or her duly authorized representatives, shall have access to any pertinent books, documents, papers and records of the parties to this agreement, whether written, printed, recorded, produced, or reproduced by any mechanical, magnetic or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law.

Participant

Supervisor

Host Supervisor