

DEAN'S POLICY AND OPERATING MEMORANDUM 3-13*

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MADN

12 January 2024

Memorandum No. 3-13

PROCEDURES FOR VISITING CIVILIAN FACULTY

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1. Purpose. This memorandum prescribes the procedures for bringing visiting civilian faculty to the United States Military Academy (USMA) as well as guidelines on awards and departures.

2. Applicability. In accordance with USMA Regulation 150-2, this DPOM prescribes administrative procedures and policies for all departments and centers with visiting civilian faculty. Visiting civilian faculty are any civilians at USMA that meet the definition of faculty in USMA Regulation 150-3 Procedures for Awarding Academic Titles and Tenure not hired directly through USMA's Civilian Personnel Advisory Center (i.e., via Title 10 U.S. Code § 7438 or in a position that has teaching at USMA as part of the position description). The following are the most common examples: (1) Intergovernmental Personnel Act Agreements (IPAs), (2) Department of Army Civilians from outside of USMA temporarily detailed as faculty or civilians from USMA supporting organizations such as KACH working as faculty, (3) any civilians at USMA through the Engineer and Scientist Exchange Program (ESEP), and (4) civilians detailed from the National Security Agency or Department of State.

* This update supersedes DPOM 03-13 dated 10 October 2020

3. General. Visiting faculty enrich the Academy with new perspectives, educational experiences, innovative research, and extensive professional networks. Through exposure to our visiting faculty, Cadets can broaden their academic experience and gain more rounded and diversified perspectives of the issues inherent in the various academic disciplines. USMA benefits from contacts with civilian colleges and universities, which further enhance our recognition and collaboration beyond our community. Additionally, our collaborations with civilian colleges and universities as well as other government agencies extends our impact beyond our immediate community.

4. Administrative Guidelines. Specific administrative guidelines for visiting civilian faculty:

a. Approval. All visiting civilian faculty, regardless of how they are detailed to USMA, must be approved by the Dean of the Academic Board. The request for approval should be submitted through to the Dean's Human Resource Branch (see appendix A) at least 3 months in advanced with any additional appropriate documents (e.g., an OF69).

b. Term length. Initial appointments for visiting civilian faculty may be up to three years except for IPAs who are limited to a two-year initial agreement (and may be extended for an additional two years if the parties agree). Each extension must be approved by the Dean.

c. Academic Rank. Visiting faculty are normally accorded the same academic rank at USMA that they hold at their own institution unless specifically modified by job title or the conditions under which they are employed at USMA. For those visiting civilians without an academic rank (e.g., IPAs from federal research laboratories, DA Civilians, etc.), procedures in USMA Regulation 150-3 Procedures for Awarding Academic Titles and Tenure will apply in awarding the appropriate academic rank at USMA.

d. Funding. Unless authorized by the Vice Dean for Resources, any costs associated with visiting civilian faculty will be paid with gift or reimbursable funds.

e. Visiting faculty who are validated "career employees" for a minimum of ninety (90) days of other higher educational institutions, or when applicable, employees of other government agencies will be brought to USMA under provisions of the IPA program. IPA appointments require an OF69 form (see appendix B and C) in addition to a nomination memo to the Dean. Final approval of an IPA (Box 40 of OF69) may only be given by the USMA Superintendent or, if delegated, the Dean.

f. Housing, reimbursements, and AAFES.

(1) On-post housing at West Point. On-post housing is not guaranteed at any time but may be an option if there is availability. Visiting civilian faculty are required to pay current rental rates and related fees if living in on-post housing.

(2) IPA agreements may utilize a per diem reimbursement to offset living and travel expenses.

(3) IAW Army policy, DoD Civilian Common Access Card (CAC) holders at USMA, including visiting faculty, have AAFES access. However, if the visiting faculty appointment requires a contractor CAC, visiting faculty will not have AAFES access.

g. Visiting faculty detailed from USMA to another institution. Any personnel detailed outside of USMA to serve as faculty must be approved by the Dean. A memorandum similar to appendix A detailing the request, costs, and benefits should be submitted to the Dean's Human Resource Branch.

5. Selection and Responsibilities. Department Heads are responsible for selecting their visiting civilian faculty.

a. Dean of the Academic Board. The Dean approves all final selections of visiting civilian faculty.

b. Department Heads.

(1) Pre-arrival.

(a) Conduct informal coordination with prospective candidates for visiting positions. In some instances, this informal coordination may include working through cost-sharing arrangements (e.g., for an IPA), and the development of a contract (e.g., an OF69) with the prospective faculty's home institution. For ESEP visiting faculty, Department Heads must coordinate with the G3.

(b) Submit visiting faculty nominations to the Dean (thru the Dean's HR Branch). See Appendix A. See appendixes A, B, and C for additional instruction if an IPA.

(c) Arrange a background check (when applicable such as with non-federal employees prior to issuance of a CAC). Acquaint the faculty member with their on-post privileges if applicable (e.g., access to AAFES and FMWR facilities).

(2) Departure procedures.

(a) If an award is appropriate, submit a recommendation in accordance with paragraph 6 below.

(b) Advise the visiting faculty member of their responsibility to submit an after-action report to the Dean prior to departure from USMA (see subparagraph 5c(2)). In the case of gift funded chairs, the procedures in the USMA Guidance Memorandum Criterion for Employing Gift Funded Staff and Faculty dated 3 November 2020 will apply, and the department may forward that memorandum to the Dean instead.

(c) If appropriate, provide a letter to the visiting faculty's home institution summarizing their performance and contributions to USMA.

c. Visiting faculty.

(1) Serve under the direction and advice of the Department Head.

(2) At the end of a visit, provide an after-action (AAR) report to the Dean, USMA, through the Department Head. No particular format is required. This AAR should address how well the original goals of their appointment were fulfilled.

d. Human Resource Branch.

(1) Issue an appointment letter IAW USMA Regulation 150-2.

(2) Monitor AAR reports.

(3) Coordinate with department/Visiting Faculty for provision and, upon departure, revocation of a CAC (when applicable).

6. Awards for Visiting Faculty.

a. In cases of exceptionally meritorious service, a Department Head may nominate visiting faculty for one of the following seven awards (listed in order of precedence). The SECARMY must approve the first two and these should be reserved for rare cases of truly exceptional contributions.

(1) Decoration for Distinguished Public Service (paragraph 9-2, AR 672-20, Incentive Awards).

(2) Superior Public Service Medal (paragraph 9-3).

(3) Meritorious Public Service Medal (paragraph 9-4).

(4) Public Service Commendation Medal (paragraph 9-5).

(5) Patriotic Public Service Lapel Pin (paragraph 9-6).

(6) Civilian Award for Humanitarian Service (paragraph 9-7).

(7) Certificate of Appreciation (paragraph 9-8).

b. Award nominations should be submitted through the Dean's Human Resource Branch as early as feasible but must be submitted at least 90 days prior to departure.

7. References.

- a. AR 672-20, Decorations, Awards, and Honors – Incentive Awards.
- b. USMA Regulation 150-2 The Civilian Faculty Career Model.
- c. USMA Regulation 150-3 Procedures for Awarding Academic Titles and Tenure.
- d. Title 5 U.S. Code §§ 3371-3376

e. HQDA Memo: IPA Program Guidance on Responsibilities, Procedures and Program Management Dated 3 March 2016

8. Proponent. The proponent for this Dean's policy and operating memorandum is the Dean's Human Resource Branch.

FOR THE DEAN OF THE ACADEMIC BOARD:

Encl:

- 1. Sample Nomination Memo
- 2. Procedures Specific for IPAs
- 3. OF69 Instructions (IPAs)

KRISTA WATTS
COL, Academy Professor
Vice Dean for Operations

MADN-ABC

30 March 2024

MEMORANDUM THRU Vice Dean for Resources, West Point, NY 10996

FOR Dean of the Academic Board, United States Military Academy, West Point, New York 10996

SUBJECT: Civilian Visiting Professor Nomination

1. Appointment Request. The Department of Geography and Environmental Engineering is delighted to nominate Dr. Jane Smith as a visiting faculty member from 30 June 2024 to 1 May 2025. She is currently a Professor of Geography at Princeton University and will be with us on an intergovernmental personnel act appointment. (Please include current academic rank or, if applicable, desired rank at USMA).
2. Resource Impact. USMA's share of Dr. Smith's salary (see enclosure 2) of \$100,000 will be paid from gift funds. Princeton University will pay the other \$50,000 of her annual salary and any travel expenses.
3. Exchange Benefits to USMA. In addition to faculty and Cadet development, Dr. Smith's research will profoundly help USMA's Center of XXXXX and deepen USMA's relationship with Princeton's XXXX Research Laboratory. Dr. Smith's disciplinary and technical training complements the XXXXXXXXX program, thus she has the requisite expertise to develop the program and mentor our junior faculty. Her expertise in the areas of XXXXXXXX will also be of great benefit to the department.

Encls.

1. Curriculum Vitae
2. OF69

Dept Head
COL, P/USMA
Dept of XXXXX

- 1) The department informally negotiates the terms and conditions of the agreement with the organization (see appendix C below), ensuring that the IPA agreement meets all governing IPA guidelines and requirements as well as the spirit and intent of the program. See Title 5 Code of Federal Regulations Part 334 ([here](#)) for definitions of organizations that may participate in an IPA. Please note that IPA assignments are limited to career, career-conditional, or equivalent type positions (effectively, this means junior faculty without tenure are excluded from participating).
 - a) The length of assignment
 - b) Assignee's work schedule (Note: IPAs may serve as supervisors but not as raters in DPMAPs)
 - c) Agreement Costs
 - i) Agreement costs may include employee pay, basic fringe benefits (e.g., health and life insurance, retirement, and 401K), and/or travel and relocation expenses. Note, salaries may not exceed Executive Schedule 1 without the Assistant Secretary of the Army (Manpower and Reserve Affairs) approval.
 - ii) Prohibited costs include tuition credits, office space, furnishings, supplies, staff support, and indirect cost (off-site overhead rates), etc.
 - iii) The Army will not pay for any of the assignee's unused leave at the end of the assignment nor will it pay a termination fee.
 - iv) Per diem reimbursement may be used to offset living expenses
- 2) Department completes all but blocks 35-42 (signatures) on OF69.
- 3) The department puts together the following items and forwards to the Dean's HR Branch: a form 5 (samples available from the Dean's HR Branch upon request), a nomination memo (see appendix A) an OF69, the candidate's CV, and funding documentation.
- 4) The HR Branch will forward to SJA for a legal review and G8 for a concurrence of funding.
- 5) HR Branch directs department to coordinate with the institution for a signature on the OF69.
- 6) HR Branch staffs IPA packet to the proper approval authority (USMA Superintendent or, if delegated, the Dean)
- 7) HR Branch Provides a final copy of the signed agreement to the department.
- 8) HR Branch maintains electronic IPA documents for a minimum of 8 years.
- 9) Department follows prearrival procedures, as applicable, in DPOM 3-13.

1) Check the corresponding box if it is a new agreement, a modification, or an extension to an existing agreement.

2-5) Provide participating employee information. Last 4 of SS# is sufficient (i.e. XXX-XX-1234).

6-7) Provide complete address information for the parties to the agreement.

8) Identify if the assignment is through an existing faculty fellows program.

9-18) Provide detailed information for current position and position to which assignment will be made.

19-20) Identify type of assignment and the time period (IPAs should not exceed 2 years in an initial appointment, and may be intermittent, part-time, or full-time). They may be extended up to 4 years in total. After 4 years of assignment on an IPA, there must be a 1-year break before participating in the IPA program again.

21) Provide purpose and benefits of the agreement – include any cost savings as a result of the agreement (i.e., paid half salary for 12 months of employment).

22) List the major duties and responsibilities.

23-24) Identify rate of basic pay and any special pay conditions.

25) Identify the leave provisions.

26) Identify the Federal Agency fiscal obligations

Example: USMA will pay up to \$X to University/Agency based on a decision to cost-share XXXXX's salary. XXXXXX will spend X-months at the Academy teaching X, participate in lecturers with Academy faculty and Cadets, and mentor and share experiences with Academy faculty.

USMA will reimburse XXX for:

X% of salary (calculate)

X% of benefits (calculate)

\$X for travel or relocation expense

Total \$X

Funding source will be X (Reimbursable, Gift, etc.).

Summarize all obligations which would include salary and any travel expenses.

If using gift funds, it is important to provide exactly how much funding is required as it must be proffered in advance.

27) Identify the State or Local Government (University) fiscal obligations

Example: XXX University/Agency will pay \$X salary and fringe benefit costs (or \$X salary and fringe benefit costs that exceed \$X (amount stated in block 26)) for XXXXXX while assigned to West Point.

XXX University/Agency will send an invoice to the 'Department of Electrical Engineering and Computer Science, West Point, NY 10996 ATTN: Mr./Ms. Admin Officer' on a Quarterly or annual (pick one) basis to bill the Academy for the agreed to cost-share portion of the salary.

Please attach a copy of the signed Assignment Agreement and include DUNS number XXXXXXXX on all invoices.

28-29) Review applicable laws with employee and check boxes.

30) Identify additional coverage (typically N/A).

31) Identify State or Local Government Benefits.

Example: "All benefits for which the assignee is eligible as an employee of XXXX will be retained during the period of assignment."

32) Indicate additional benefits if applicable.

33) Identify the travel and transportation expenses that will be paid by either party. Funding these expenses is optional, not required.

Example: In accordance with Federal Travel Regulation (FTR) Chapter 301, USMA will pay a per diem allowance to XXXXX while assigned at West Point. The per diem allowance will be set at 55% of the per diem rate authorized for West Point, New York, in accordance with the Joint Travel Regulation. This rate is equal to \$83.60/day. Average allowance per month @ 30 days = \$2,508.00 with an estimated 10-month cost of \$25,008. USMA will also pay any costs associated with any temporary duty (TDY) travel required by the Academy.

Per diem allowance and TDY payments will be made directly to XXXXX upon submission of a signed voucher (DD Form 1351-2) with accompanying substantiating documentation. Receipt of travel allowance payments beyond one year may be subject to federal income tax.

34) Review the rules and regulations with employee and check boxes as appropriate.

35-38) Indicate location and time period of assignment and obtain employee signature and date.

39-44) Obtain signature of Authorizing Officer in the appropriate column (for USMA 40-44) USMA Authorizing Officer is Superintendent or, if delegated, the Dean.