



NASA Policy Directive

NPD 3280.3J

Effective Date: April 18, 2002

Expiration Date: April 18, 2019

COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Detail of Military Personnel to NASA (Revalidated 9/25/14)**Responsible Office: Office of International and Interagency Relations**

Chg#	Date	Description/Comments
1	09/25/2014	Update to comply with 1400 Compliance, with administrative changes, title changes, update applicable documents, and added Attachment A - References.

1. Policy

a. It is NASA's policy that officials may request the detail of military personnel from the military services to perform appropriate services for NASA.

b. Military detailees are primarily intended to provide a unique resource of capability and experience not otherwise readily available to NASA. In addition, military detailees may also provide a vital link in the cross flow of scientific, technical, and programmatic information between NASA and the parent service.

c. In view of these considerations, a military detailee position will:

(1) Require specialized qualifications and skills acquired in the military services that will benefit NASA in the discharge of its statutory functions and, at the same time, provide the detailee with training and/or experience to enhance the detailee's military career and benefit the parent service upon return.

(2) Focus on engineering, technical management, medical, program management physical or life sciences, or flight crew assignments. Requests for exceptions to these general provisions will be considered only when justified to meet unusual needs.

d. Military personnel will not be requested for positions in functional areas in which substantial direct support currently is being provided by the Department of Defense (DoD) under an agreement for such service or that can be more effectively supported through the negotiations of a new direct support agreement.

e. Significant changes will not be made in the duties of a detailee outside the approved position description or the permanent duty station of a detailee without obtaining approval of the parent service through the Director, Export Control and Interagency Liaison Division, Office of International and Interagency Relations (OIIR).

f. Unless otherwise agreed, reimbursement for each detailee will be funded by the assigned duty organization, and organizations requesting detailee positions will certify the availability of funds for reimbursement for an incumbent of the desired grade in the letter of request for position approval.

g. A support agreement will be put in place between the requesting and supporting organizations detailing the terms of support, job responsibilities, assignment duration, and terms of reimbursement, constant with guidance herein.

2. Applicability

a. This NPD applies to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.

b. The provisions of this NPD relate to the detailing of military personnel to NASA under the terms of the NASA/DoD

agreements cited in paragraph 4. They do not relate to military personnel temporarily assigned to NASA to serve in a liaison or observer capacity or to perform other functions for the DoD.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

3. Authority

The National Aeronautics and Space Act, 51 20113(a).

4. Applicable Documents and Forms

None.

5. Responsibility

a. The Director, Export Control and Interagency Liaison Division, OIIR, is responsible for the following:

(1) Developing policies and procedures for management of the NASA military detailee program in coordination with the Office of the Secretary of Defense and the military services.

(2) Providing the single NASA point of contact with the DoD on detailee requests, including coordinating and signing requests to the Office of the Secretary of Defense for the detail or extension of detail of military personnel for duty with NASA or for approval of significant change in duties of detailed personnel.

(3) Providing advice and assistance to all NASA offices in preparing initial requests for assignment, tour extension, change in duties, and change of permanent duty station of detailees.

b. The appropriate Associate Administrator, Center Director, or Assistant Administrator, is responsible for determining and approving requirements for detailees and for budgeting for reimbursement to the military services.

c. The Headquarters Budget Management and NASA Goddard Space Flight Center, Regional Finance Center, in conjunction with the Center Directors, Associate Administrators, and Assistant Administrators is responsible for providing reimbursement to the military services. Internal accounting and financial adjustments will be made between NASA Headquarters and the appropriate Centers.

d. The Center Directors, or, for Headquarters detailees, the Associate or Assistant Administrator, is responsible for signing detailee requests and ensuring the following:

(1) All elements of NASA policies concerning military assignments are adhered to within their respective installations and component activities geographically located apart from the parent organization.

(2) Written requests for detailees are made 9 months in advance of the desired assignment date and submitted through appropriate channels to the Director, Export Control and Interagency Liaison ,OIIR.

(3) Funds are available for reimbursement to the military services.

(4) Requirements for positions to be filled by military detailees have been fully justified and are consistent with approved human resources plans.

(5) All required internal Center coordination has been completed, and NASA entities affected by proposed detailee actions are fully cognizant of the actions and accompanying responsibilities prior to their submittal of requests for detailees to the Director, Export Control and Interagency Liaison Division, OIIR.

(6) Personnel requirements for nonastronauts will be planned by supervisors on the basis that military detailees will return to the parent service upon completion of a tour of up to 3 years. Only in very exceptional cases, in which it can be clearly established that because of uncompleted work on a specific project that the loss of the detailee would be seriously detrimental, will an extension be requested. The agreement and memorandum of understanding listed in paragraph 4 specify that extension of periods of detail up to 1 year may be made, and it is expected that requests for further extensions will not be required. It is incumbent upon NASA supervisors to anticipate tour completions for detailees and to provide for timely replacements, as may be required.

(7) Special procedures required in the selection, assignment, reassignment, extension, or other matters affecting the detailing of astronauts within the military detailee program are developed, recommended, and implemented between the Director, Johnson Space Center, and the Director, Export Control & Interagency Liaison Division, Office of International and Interagency Relations, (OIIR) in conjunction with other interested NASA Headquarters

officials.

(8) The Director, Export Control and Interagency Liaison , OIIR, is fully and currently informed of significant actions, including changes in status, promotion, problems, or other matters of substance involving the detail of military personnel to their respective installations and component activities geographically located apart from the parent organization.

e. NASA organizations preparing requests for the detail or extension of detail of military personnel, or for approval of significant change in duties or the permanent duty station of detailed personnel, are encouraged to contact the Director, Export Control and Interagency Liaison Division, OIIR, for specifics on the information needed and format used for such requests.

5. Delegation of Authority

None.

7. Measurement/Verification

None.

8. Cancellation

None.

Revalidated 9/25/2014, Original Signed by:

/s/ Sean O'Keefe
Administrator

Attachment A: References

The National Aeronautics and Space Act, as amended, 51 U.S.C. 20113(a).

(URL for Graphic)

None.

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