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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3300.1A
Effective Date: April 08, 2005
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2010

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Appointment of Personnel To/From NASA w/Change 2 (05/22/2007)

Responsible Office: Office of Human Capital Management

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Chapter 6. Intergovernmental Personnel Act (IPA) Assignments

6.1. References

- 6.1.1. 5 CFR, Part 334.
- 6.1.2. 5 U.S.C. 3371-3376.
- 6.1.3. 5 U.S.C. 9808 (Public Law 108-201, NASA Flexibility Act of 2004).
- 6.1.4. FMM9700.
- 6.1.5 NPR 3792.1A, "Plan for a Drug-Free Workplace."
- 6.1.6 NPR 1900.3A, Ethics Program Management.

6.2. Responsibility

- 6.2.1. The Center's Financial Management Officer and the Headquarters Office of Institutional Planning and Investment, Business Management Division, are responsible for ensuring that adequate financial safeguards are included in the terms of all agreements and that the terms are adhered to by all parties.
- 6.2.2. Centers are responsible for providing information and data to meet reporting requirements in accordance with Agency procedures and Federal regulations.
- 6.2.3. Centers will ensure that any IPA assignment to a position/set of duties that meets the NASA-specific criteria contained in the NASA Plan for a Drug-Free Workplace as a Testing Designated Position (TDP) will be designated as such and so stated in the IPA agreement. The individual assigned to the duties will be so notified and will acknowledge, in writing, that the set of duties to which he/she is being assigned is subject to random drug testing.

6.3. Introduction

NASA will use this mobility program when the assignment serves a sound public purpose of mutual benefit to the Government or organizations involved and the employee. IPA assignments are not to be used for the sole purpose of employee training.

6.4. Length of Assignments

Centers may establish an initial assignment period for up to 2 years. The initial assignment may be extended for up to an additional 4 years, not to exceed a total of 6 years for the entire assignment period.

6.5. Approvals

The authority of Centers to approve IPA assignments and extensions does not apply to the assignment of NASA SES, ST, SL, and NEX employees to non-Federal entities. Such assignments must be approved by the Associate Administrator for Institutions and Management.

6.6. Indirect Costs for IPA Agreements

6.6.1. NASA may reimburse a participating organization for an allocable share of contractor indirect costs provided such allocation is consistent with the contractor's established cost accounting practices. There must be written documentation by the cognizant Federal agency for negotiation and administration of indirect cost rates that specifies the proper allocation of indirect costs associated with IPA agreements.

6.6.2. In executing an IPA agreement in which the non-Federal organization requests reimbursement for indirect costs but the proper allocation of indirect cost has not been verified by the cognizant audit official, NASA may permit a provisional indirect cost rate of 6 percent in the IPA agreement. The provisional payment of 6 percent would be adjusted, if necessary, when the cognizant audit agency has a written agreement specifying the proper allocation of indirect costs associated with IPA agreement.

6.7. Distribution of Approved Agreement

A copy of each approved agreement and any amendments/modifications to an existing agreement will be provided to the following:

- a. The Center's Financial Management Officer and for Headquarters, the Office of Institutional Planning and Investment, Business Management Division.
- b. The Assistant Administrator for Human Capital Management.

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