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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3300.1B

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Request Notification of Change (NASA Only)

Subject: Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

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Chapter 6. Intergovernmental Personnel Act (IPA) Assignments

6.1 Responsibility

6.1.1 The Center's Financial Management Officer and the Headquarters Office of Budget Management and Systems Support are responsible for ensuring that financial safeguards, in accordance with NPR 9050.5, Cash Management for Contracts and NPR 9700.1, Travel, are included in the terms of all agreements.

6.1.2 Centers are responsible for providing information and data to meet reporting requirements in accordance with Agency procedures and Federal regulations.

6.1.3 Centers shall ensure that any IPA assignment to a position/set of duties that meets the NASA-specific criteria contained in NPR 3792.1, Plan for a Drug-Free Workplace, as a Testing Designated Position (TDP) shall be designated as such and so stated in the IPA agreement. The individual assigned to the duties shall be so notified and shall acknowledge, in writing, that the set of duties to which he/she is being assigned is subject to random drug testing.

6.1.4 Centers shall ensure that legal counsel reviews IPA assignment agreements before the effective date.

6.2 Introduction

6.2.1 NASA shall 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.

6.3 Length of Assignments

6.3.1 Centers may establish an initial assignment period for up to two years. The initial assignment may be extended for up to an additional four years, not to exceed a total of six continuous years for the entire assignment period. Successive assignments with breaks of 60 calendar days or less are regarded as continuous service. Breaks of 61 calendar days or more are not intended to be used as a means for indefinite assignments.

6.4 Approvals

6.4.1 Unless otherwise delegated, the Administrator retains authority to approve new IPA appointments, details, and extensions, including IPA details of non-U.S. citizens to NASA SES, ST, SL, and NEX positions. The Administrator also retains authority to approve IPA assignments of NASA SES, ST, SL, and NEX employees to non-Federal entities.

6.4.2 The authority to approve new IPA appointments, details, and extensions to NASA General Schedule (GS) positions is delegated to Center Directors. (Any reference to Center Directors for the purpose of this chapter also includes the Executive Director for Headquarters Operations and the Executive Director, NASA Shared Services Center.) Center Directors are also authorized to approve IPA assignments of GS employees to non-Federal entities.

6.5 Funding

6.5.1 Cost-Sharing

6.5.1.1 Cost-sharing arrangements are negotiable between the participating organizations and shall be based on the extent to which the participating organizations benefit from the assignment. NASA and the participating organization shall determine the percentage of allowable costs which each shall pay.

6.5.1.2 It is NASA's policy that the non-Federal entity shall pay at least ten percent of the cost of the assignment. Extensions, modifications of current agreements, and new agreements shall provide that the non-Federal entity will pay at least ten percent of the cost of the assignment. Exceptions may be granted only in rare situations. In such cases, the non-Federal entity shall provide to the NASA organization funding the assignment a written justification for a cost-sharing arrangement of less than ten percent. The assignment may proceed only after the NASA organization funding the assignment concurs on the justification and the NASA official authorized to approve IPA agreements approves it. The written justification shall address the following:

- a. The major benefit to be gained by NASA and/or the non-Federal entity through this assignment.
- b. Why NASA's need and/or the non-Federal entity's need cannot be met in another manner (e.g., IPA assignee from another non-Federal entity that can pay ten percent or more of the cost).
- c. Why it would be detrimental to NASA and/or the non-Federal entity if the assignment is terminated or not approved.

6.5.1.3 A copy of the approved justification must be forwarded along with the IPA agreement to the Office of Human Capital Management.

6.5.2 Indirect and Administrative Costs

6.5.2.1 NASA shall no longer reimburse non-Federal entities for indirect/administrative costs associated with IPA assignments. Extensions and modifications of current agreements that include reimbursement of indirect/administrative costs shall be reviewed by the NASA organization funding the assignment. The funding organization shall determine whether to continue paying these costs or renegotiate the agreement. New agreements shall not include provisions for reimbursing a non-Federal entity's indirect and/or administrative costs.

6.5.2.2 Prohibited indirect or administrative costs include, but are not limited to, charges for preparing and maintaining payroll records, developing reports on the IPA agreement, negotiating the agreement, tuition credits, cellular phones services, office space, furnishings, supplies, purchase of computer software, staff support and computer time, stipends, and other miscellaneous costs. If a Center wishes to reimburse a participating organization for costs not covered by the IPA agreement, procurement officials shall be

contacted to determine whether a contract would be appropriate.

6.6 Travel

6.6.1 Travel While on Assignment

6.6.1.1 IPA detailees shall adhere to the Federal Travel Regulations (FTR) and NPR 9700.1, Travel.

6.6.1.2 An IPA detailee on assignment to NASA who is authorized to travel is required to use NASA's electronic travel authorization and travel voucher system for all official travel. IPA detailees who are eligible will be issued a government travel charge card for use in conjunction with official travel.

6.6.1.3 Centers shall retain the documentation supporting the cost comparison conducted to determine whether to pay a per diem allowance or limited relocation expenses.

6.6.2 Per Diem

6.6.2.1 An IPA assignee may receive a per diem allowance; however, family members are excluded. A per diem allowance is only authorized for a maximum period of two years.

6.7 Distribution of Approved Agreement

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

- a. The Center's Financial Management Officer and for Headquarters, the Office of Budget Management and Systems Support, Budget Management Division.
- b. The Director, Workforce Management and Development Division in the Office of Human Capital Management.

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