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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Employment, Appointment Authorities, and Details

Responsible Office: Office of Human Capital Management

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Chapter 5. IPA Assignments

5.1 Introduction

5.1.2 The IPA program allows for the temporary exchange of skilled employees between the Federal Government and state or local governments, institutions of higher education, Federally funded research and development centers, and other eligible organizations. (5 CFR 334.101) The intent of the program is to assist in the transfer and use of new technologies and provide program and developmental experience that will enhance the activities of the IPA assignee upon return to their regular work.

5.1.2 This program will be used when an assignment serves a sound public purpose of mutual benefit to both the Government and the non-Federal organization. IPA assignments are not to be used for the sole purpose of employee training.

Note: Reference NASA Desk Guide on the IPA.

5.2 IPA Agreements

5.2.1 The Centers shall ensure that:

- a. IPA agreements are coordinated with the Center's Chief Financial Officer (CFO) to ensure financial safeguards are included in the terms of IPA agreements.
- b. Legal counsel reviews all IPA agreements prior to the effective date.
- c. Agreements on assignments to testing designated positions or set of duties (NPR 3792.1) include a notification to the individual and a written acknowledgment from the individual that they understand that the position to which they are being assigned is subject to random drug testing prior to the effective date of the assignment.
- d. A copy of approved new agreements and any modifications or extensions to existing agreements are provided to the Center's CFO (for Headquarters personnel, Office of the CFO), the Center HR Office, and the AA, OHCM or designee.

5.3 Length of Assignments

5.3.1 Centers may establish an initial assignment period for up to two years. In accordance with 5 U.S.C. 9808, 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.

5.3.2 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.

5.4 Approval Authority

5.4.1 Unless otherwise delegated, the Administrator retains authority to approve new IPA agreements, modifications, and extensions to NASA including IPA details of foreign nationals 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.

5.4.2 Unless otherwise delegated, Center Directors retain authority to approve new IPA agreements, modifications, and extensions of GS positions.

5.4.3 Approval from the Administrator is required for all new IPA agreements, modifications, or extensions to external organizations in the Washington, DC, area in accordance with Chapter 6 of this directive.

5.5 Funding/Cost-Sharing

5.5.1 Cost sharing arrangements are negotiable and will 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 will pay.

5.5.2 Indirect and Administrative Costs

5.5.2.1 The Agency shall not reimburse non-Federal entities for indirect/administrative costs associated with IPA assignments; therefore, agreements will not include provisions for reimbursing a non-Federal entity's indirect and/or administrative costs.

5.5.2.2 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. Local procurement officials will be consulted when a Center is considering a reimbursement to a participating organization for costs not covered by the IPA agreement to determine whether or not such reimbursements are appropriate and legal.

5.6 Travel and Per Diem

5.6.1 When traveling on behalf of the U.S. Government, IPA detailees are subject to the Federal Travel Regulations (FTR) and NPR 9700.1 and are required to follow local travel procedures including the use of the Agency's electronic travel authorization and travel voucher system for all official travel. Eligible IPA detailees will be issued a Government travel charge card for use in conjunction with official travel.

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

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

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