

MWI 3334.1  
REVISION H

EFFECTIVE DATE: September 29, 2017  
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# MARSHALL WORK INSTRUCTION

HS01

# INTERGOVERNMENTAL PERSONNEL ACT ASSIGNMENTS

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		9/30/99	
Revision	B	10/29/2004	Changes per NASA Headquarters Rules Review Action. Changed MPG to MPR, changed “will” to “shall” on pages 3 through 6.
Revision	C	12/22/2005	Changes to Part 6-Instructions and Part II-Flow Diagram due to MSFC over capacity of unfunded employees.
Revision	D	2/19/2010	Document was rewritten to include new and updated requirements, and for clarity. Table of contents and chapters were added to clarify the different types of requests, processes, and the roles and responsibility of each involved and approving office.
Revision	E	6/30/2011	Changes per Office of Human Capital Management removes the policy of requiring at least 10 percent cost sharing, and removes the requirement for approved justification when there is no cost sharing arrangement.
Revision	F	4/19/2012	Annual Review completed. Minor changes were made for clarification. Changes were made to improve collaboration between MSFC personnel and the IPA assignee when processing out (6.6, 6.7, 6.8.14, and 6.8.15).
Revision	G	11/21/2014	Re-formatted to comply with new required template per MPR 1410.2J & as instructed in MWI 1410.1F. Deleted the section regarding IPA agreements prior to August 28, 2008, renegotiation of the agreement is not required to include provisions regarding indirect or administrative cost reimbursement since the Center no longer has any agreements prior to 2008.
Revision	H	9/29/2017	Several reference documents have been changed e.g MPR 1371.1 no longer exists and is deleted. The word “competencies” in paragraph 5.2.1 and in the Process Flow Diagram has been changed to the words “comparable skills” inasmuch as there is no longer a list of competencies maintained by the Agency or Center. The word decals has been removed from 5.6, 5.8 and Appendix F. NPR 1600.4A, Identity and Credential Management has been added as a reference to IPAs, and MPR 1600.4 is retained regarding foreign nationals and legal permanent residents. Reference is made to Appendix F in Section 5.2. NPR 3300.1 has been added governing IPA provisions which covers the provision that were in HQ/APP documents, and which allowed deletion of the HQ/APP documents. Other minor editorial changes were made.

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## **1. PURPOSE**

The purpose of this MWI is to provide instructions for the formulation of Intergovernmental Personnel Act (IPA) Assignment agreements pursuant to the provisions of 5 U.S.C. 3371-3376. 5 CFR Title V, Part 334 permits the temporary assignment of personnel between the Federal, State, and local Governments, institutions of higher education, Indian tribal governments, federally-funded research and development centers, and other eligible organizations.

## **2. APPLICABILITY**

2.1 This MWI applies to Center personnel, programs, projects, and activities including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

2.2 This MWI applies to the Michoud Assembly Facility.

2.3 This MWI applies the following: 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.

2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.

## **3. AUTHORITY**

3.1 Government Organization and Employees, 5 U.S.C. 3371-3376

3.2 Temporary Assignments under the Intergovernmental Personnel Act (IPA), 5 CFR, Title V, Part 334

## **4. APPLICABLE DOCUMENTS AND FORMS**

4.1 NASA Flexibility Act of 2004, 5 U.S.C. 9808

4.2 U.S. Office of Personnel Management, Intergovernmental Personnel Act Program, 5 U.S.C. 3371-3376.

4.3 NPD 3000.1, Human Capital Management

4.4 NPR 1600.4, Identity and Credential Management

4.5 NPR 3300.1, Employment, Appointment Authorities and Details

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- 4.6 NRRS 1441.1, NASA Records Retention Schedules
- 4.7 MPD 1200.3, Delegations of Authority for Marshall Space Flight Center (MSFC)
- 4.8 MPR 1440.2, MSFC Records Management Program
- 4.9 MPR 1600.4, MSFC Identity, Credential, and Access Management
- 4.10 Department of Justice Naturalization Certificate N550, Certificate of U.S. Naturalization
- 4.11 NASA Form 1669, Executive Personnel Action Document
- 4.12 MSFC Form 383-1, Employee Clearance
- 4.13 MSFC Form 4336, Foreign National/Foreign Representative Visit Request
- 4.14 MSFC Form 4470, IPA Position Request Form
- 4.15 MSFC Form 4513, IPA Estimated Cost Report
- 4.16 Optional Form 69, Assignment Agreement
- 4.17 Standard Form 85P, Questionnaire for Public Trust Positions
- 4.18 Standard Form 278, Public Financial Disclosure Report

## **5. INSTRUCTIONS**

**5.1 Assignment.** Assignments under the IPA Program and development of the proposed assignment are initiated and controlled by management. The initial agreement can be made for no more than 2 years in length. Under NPR 3300.1 and 5 U.S.C. 9808, assignments may be extended for up to 4 additional years, allowing the total period of an IPA assignment to be 6 years; thereafter, the IPA assignee returns to their home organization for at least 12 months before participating in another assignment. Successive assignments with breaks of 60 calendar days or less are regarded as continuous service, pursuant to NPR 3300.1.

5.1.1 Prior to the execution of an IPA agreement, the sponsoring organization and each reviewing official shall give appropriate consideration to the benefits and cost of the IPA to the Center, and whether the IPA serves a sound public purpose. (See Appendix E for Employee Eligibility.)

5.1.2 Assignments are to be mutually beneficial to the organizations involved and shall not be used for the sole purpose of employee training.

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5.1.3 IPA assignments are not intended as permanent arrangements and shall not be used for indefinite assignments.

**5.2 For New In-bound Assignment.** Once an employee has been determined eligible for the IPA Program, the sponsoring Center organization’s supervisor or designee shall complete an IPA Position Request Form/MSFC Form 4470, and forward this form to HS01, Office of Human Capital, IPA Coordinator, and to the Workforce Strategy and Planning Office, HS20, for comparable skill search, review, and approval. Appendix F sets out IPA Request Process Flow Diagram for In-bound Assignments.

5.2.1 If HS20 locates a Center employee with comparable skills, the MSFC Form 4470 shall be forwarded by HS20 to the Human Resources Services Office, HS50, for further verification.

5.2.2 If qualified employee(s) exists at the Center, HS50 shall contact the qualified employee(s) current organization of assignment prior to referring qualified candidates(s) to the requesting/sponsoring organization for interview and possible selection.

5.2.2.1 If a selection is made from available candidates, the request to enter into an IPA assignment agreement is denied.

5.2.3 If HS20 determines there are no qualified employee candidates, the sponsoring organization’s supervisor or designee is notified to proceed with the approval process. The sponsoring organization’s supervisor or designee shall prepare and forward an Assignment Agreement/Optional Form (OF) 69 and an IPA Estimated Cost Report/MSFC Form 4513 to HS01, Office of Human Capital, and to the IPA Coordinator, 45 working days prior to the expected effective date of the agreement.

5.2.3.1 Prior to completing the OF 69, the sponsoring organization’s supervisor or designee shall make initial contact with the non-Federal entity regarding cost reimbursement and other terms of the agreement.

5.2.3.2 The Agency will not pay for indirect or administrative costs. The sponsoring organization’s supervisor or designee shall ensure that there are adequate resources available to fully fund the Government’s fiscal responsibilities with respect to the contemplated assignment agreement prior to preparation and submission of OF 69.

5.2.4 The sponsoring organization’s supervisor or designee shall ensure the statements and provisions provided in 5.8 are noted on the OF 69.

5.2.5 The sponsoring organization’s supervisor or designee shall ensure the agreement is in compliance with the IPA Program, and the appropriate directorate or office head is well informed and in agreement with the terms negotiated.

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5.2.6 The IPA Coordinator shall review the proposed IPA agreement for compliance with the applicable policies, directives and procedures (e.g., purpose of assignment and deliverables under the agreement).

5.2.6.1 If the proposed agreement is not acceptable, the IPA Coordinator shall return the agreement to the sponsoring organization's supervisor or designee to resolve discrepancies.

5.2.7 The IPA Coordinator shall route the agreement electronically through the appropriate Center Directorates for review, comments and concurrence.

5.2.7.1 A copy of the IPA agreement is electronically routed by the IPA Coordinator through the sponsoring organization's directorate office chain-of-command. The sponsoring organization's supervisor or designee shall review the agreement and obtain electronic concurrence by the sponsoring organization's supervisor and director.

5.2.7.2 After the sponsoring organization has signed as concurring in the IPA agreement, the agreement is electronically routed by the IPA Coordinator through the Office of the Chief Financial Officer (OCFO), RS01, for review and concurrence as to the financial propriety of the agreement. The Deputy CFO for Finance (RS20) and the Deputy CFO for Resources (RS50) are responsible for ensuring that adequate financial safeguards are included in the terms of all agreements. If Center Management and Operations (CM&O) funding is involved, the Chief of Mission Support & Integration Office (RS40) should also review.

5.2.7.3 After RS01 has signed as concurring in the IPA agreement, the agreement shall be forwarded electronically by the IPA Coordinator to the Office of Chief Counsel, LS01, for review and concurrence.

5.2.7.4 Prior to signing as concurring in the IPA agreement, the Office of Chief Counsel, LS01, shall provide ethics training to the IPA candidate.

5.2.7.5 Once the Office of Chief Counsel provides ethics training to the IPA candidate, the copy of the IPA agreement shall be routed electronically by the IPA Coordinator to HS01, the Office of Human Capital.

5.2.8 The original of the OF 69 shall be signed by the IPA candidate, forwarded to the non-Federal entity for approval, and returned to the IPA Coordinator for further processing.

5.2.9 Upon receipt of the signed agreement from the non-Federal IPA entity and Center electronic concurrences, the IPA Coordinator shall present the proposed IPA assignment to the Director, Office of Human Capital, HS01, for final approval, pursuant to NPD 3000.1 and MPD 1200.3.

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5.2.10 Once approved by all parties, the IPA Coordinator shall retain the original agreement and forward copies to the IPA assignee, the non-Federal IPA entity, the sponsoring organization, OCFO, Protective Services Office (PSO), and NASA Headquarters.

5.2.11 After assignment approval, the OCFO shall commit/obligate funds for in-bound IPA assignees coming from non-Federal entities based on the signed IPA agreement, and bill the non-Federal IPA entity for reimbursement in accordance with terms specified in the agreement for out-bound IPA assignees.

5.2.11.1 The sponsoring organization’s supervisor or designee with the responsibility for approval of IPA invoices shall assure that the amounts invoiced are for work performed and verify that the disbursements are in accordance with the terms of the IPA agreement.

5.2.12 After assignment approval, the PSO shall process all security-related forms and maintain a personnel security file on the IPA assignee.

5.2.12.1 The IPA assignee shall cooperate with the Center Security Office during the investigation, enrollment, and badging process and supply any requested information and/or documentation.

5.2.12.2 The PSO shall require the IPA assignee to complete Standard Form (SF) 85P, “Questionnaire for Public Trust Positions” for background investigation within five working days of entrance on duty.

5.2.12.3 If the individual is not a U.S. citizen or permanent resident alien, a new employment approval letter from NASA Headquarters shall be required.

5.2.12.4 If the IPA assignee becomes a naturalized citizen during the term of the IPA assignee’s assignment, the sponsoring organization’s supervisor or designee shall instruct the IPA assignee to provide proof of citizenship to the PSO via a Department of Justice Naturalization Certificate N550.

5.2.13 After assignment approval, the sponsoring organization’s supervisor or designee shall ensure that the IPA assignee receives annual ethics training and files an annual financial disclosure report.

5.2.14 After assignment approval, the sponsoring organization shall schedule the IPA assignee for a “New Hire Security Orientation” briefing with the PSO.

5.2.15 The IPA assignee shall receive employee badge card after New Hire Security Orientation briefing is completed.

5.2.16 If the employee’s salary in Block 26 of OF 69 is equal to the salary level of a Senior Executive Service (SES) position and the employee is assigned to a position

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classified as an SES position, the sponsoring organization’s supervisor or designee shall inform HS50, Human Resources Services Office to receive from HS50 an SF 278, Public Financial Disclosure Report, for the IPA assignee to complete.

5.2.16.1 NASA and a non-Federal entity can negotiate an agreement under the IPA program to fill an SES position which is generally limited to 4 years or less. However, the IPA appointing authority may not be used by itself to authorize the action. If the Center proposes to fill the position by appointment, the Center shall obtain approval from the Administrator or designee.

5.2.16.2 Requests for a limited-term SES authority shall be submitted to the IPA Coordinator for forwarding to the Administrator or designee, and include the following:

- a. A completed NASA Form 1669, Executive Personnel Action Document
- b. A copy of the proposed IPA agreement
- c. A description of the assignee’s qualifications
- d. A description of the duties which he or she will perform

5.2.17 The Center’s sponsoring organization supervisor or designee shall ensure IPA assignee processes out upon termination or expiration of the agreement. (See chapter 5.6 For Assignment Terminations.)

**5.3 For Out-bound Assignment.** NASA employees may go on IPA assignments to non-Federal entities. However, if a NASA employee is sent to another Federal agency, it is considered a regular detail assignment, not an IPA assignment.

5.3.1 When the Center is contemplating an Out-bound assignment, consideration is given to the assignee’s benefits, insurance, retirement coverage; and the sponsoring organization shall review and comply with provisions for assignment to a non-Federal entity.

5.3.2 In addition to the provision stated under 5.2 For New In-bound IPA Assignments, the sponsoring organization shall ensure that the Out-bound Assignment OF 69 includes, but is not limited to the following information and requirements:

5.3.2.1 “The non-Federal entity shall certify to NASA in writing, on a monthly basis, the leave used by the IPA employee, as well as the hours worked to the manager of the employee’s home organization. Time sheet corrections are to be made promptly. The IPA assignee is not required to work on Federal holidays.”

5.3.2.2 “If the non-Federal entity intends to grant a cash award to the IPA assignee, the Center’s sponsoring organization manager or designee, shall first seek concurrence in writing from the Office of Human Capital and the Office of Chief Counsel. Award information is to be submitted to IPA Coordinator in advance.”

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5.3.2.3 The OF 69 shall be annotated in block 31, IPA candidate is to retain all applicable benefits as an employee of MSFC and return to his/her current position upon completion of this assignment.

**5.4 For Assignment Extension.** Prior to the Center sponsoring organization’s supervisor or designee completing and electronically forwarding the OF 69 expressing “Extension” in Part 1 to the IPA Coordinator, an Intergovernmental Personnel Act (IPA) Position Request Form/MSFC Form 4470 shall be completed and forwarded electronically to Workforce Strategy and Planning Office, HS20, with a courtesy copy to the IPA coordinator, for comparable skills search, review, and approval.

5.4.1 The sponsoring organization’s supervisor or designee shall ensure all provisions are reviewed for compliance with policy and procedures.

5.4.1.1 The Agency will no longer pay for indirect or administrative costs.

5.4.1.2 The initial agreement can be made for not more than 2 years in length and extended for up to 4 additional years. A Federal or non-Federal employee may not serve on an IPA assignment for more than 6 continuous years without returning to his or her home organization for at least 12 months. Breaks in assignments have no effect on this 6 year limitation for Federal employees on outbound IPA assignments.

**5.5 For Assignment Modification.** The assignment agreement for each IPA assignee shall always be accurate, complete, and current.

5.5.1 Any significant changes in an employee’s duties, responsibilities, salary, work assignment location, assignment duration, or supervisory relationships shall be duly recorded as a modification to the original agreement. Minor changes such as salary increases due to annual pay adjustments, changes in benefits due to revised cover, and very short-term changes in duties do not require a modification to the original agreement.

5.5.2 The Center sponsoring organization’s supervisor or designee shall work the specific changes with the home organization and ensure all provisions are reviewed for compliance with policy and procedures.

5.5.3 After parties agree, a modified OF 69 shall be forwarded by the sponsoring organization’s supervisor or designee to the IPA Coordinator for review. The approval process continues as noted from 5.2.7 to 5.2.17, if no discrepancies are found.

**5.6 For Assignment Termination.** If an assignment is terminated prior to the original completion date, this would, in fact, be a modification to the length of the assignment and an updated OF 69 agreement and IPA Estimated Cost Report/MSFC Form 4513; or a letter detailing the reason for termination and any change in Federal Agency obligations, such as a reduction in assignment cost, shall be submitted to the IPA Coordinator by the sponsoring organization’s supervisor or designee.

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5.6.1 An assignment may be terminated at any time by NASA or the non-Federal Entity by providing a written notice with the reason for termination within 10 working days to the IPA Coordinator before the termination can occur. In the event of a disciplinary action or misconduct, the agreement may be terminated by NASA immediately without notice.

5.6.2 If the IPA assignee fails to carry out the agreement, the IPA assignee or his/her employer shall reimburse the Federal agency for its share of the costs of the assignment (exclusive of salary and benefits).

5.6.3 An assignment shall be terminated immediately whenever the assignee is no longer employed by his or her original employer.

5.6.3.1 When an IPA Assignment Agreement is terminated, it is the responsibility of the sponsoring organization's supervisor or designee to ensure that the departing employee properly processes out on their last official work day.

a. The sponsoring organization's supervisor or designee shall ensure that the employee is provided an MSFC Form 383-1, Employee Clearance.

b. If the employee does not appropriately process out, the sponsoring organization's supervisor or designee shall notify the PSO of the employee's failure to properly process out and provide a list of NASA-owned equipment believed to be in the former employee's possession.

c. The PSO shall retrieve the departed employee's identification badge, and any NASA-owned equipment.

5.6.4 If an IPA assignee leaves the Center without turning in their badge, access card, laptop, PDA, or other government property, PSO shall be notified immediately by the sponsoring organization's supervisor or designee BEFORE any attempt is made to recover government property that has been removed without authorization.

5.6.5 After PSO has been notified, the sponsoring organization's supervisor or designee shall attempt to contact the former IPA assignee and recover the badge, access card and/or any other government property that was not properly turned in.

5.6.5.1 If the organization's attempts to recover any of the items above are unsuccessful, the sponsoring organization's supervisor or designee shall notify PSO and provide the former IPA assignee's most recent known address.

**5.7 For Assignment Completion.** No reports are required to be submitted on the completion of an IPA assignment, unless it was a specific component of the IPA's assignment. When an IPA Assignment Agreement is nearing expiration, it is the responsibility of the sponsoring organization's supervisor or designee to ensure that the

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departing employee properly process out on their last official work day. The process proceeds as indicated from 5.6.3.1a to 5.6.5.1.

**5.8 Provisions to Include in the IPA Agreement.** The sponsoring organization’s supervisor or designee shall ensure the following information is included on the OF 69.

5.8.1 The fund, fund source, and the work breakdown structure shall be typed in Block 26 of the OF 69.

5.8.2 Funds to be obligated for payment of the IPA assignment shall be identified by the sponsoring organization’s supervisor or designee and coordinated with the OCFO.

5.8.3 The sponsoring organization shall include performance measures and/or deliverables in each agreement.

5.8.4 The OF 69 shall be annotated to indicate citizenship in block 2 after the name, and in block 32 state, “IPA candidate was advised of the requirement to provide proof of United States citizenship.” If the IPA candidate is a citizen, then the individual will be processed in accordance with NPR 1600.4, Section 3.4.1. If the IPA candidate is not a U.S. citizen, the sponsoring organization’s supervisor or designee will be required to have the foreign national or legal permanent resident be escorted and access processed in accordance with MPR 1600.4, Section 4.

5.8.5 The sponsoring organization shall coordinate with Human Resources Services, HS50, to determine whether the IPA candidate is subject to random drug testing and the OF 69 is to be annotated accordingly.

5.8.6 The OF 69 shall be annotated to indicate the IPA candidate has been advised of and is required to file an annual financial disclosure form.

5.8.7 The OF 69 shall be annotated to indicate the IPA candidate has been advised of and is required to complete ethics training and all mandatory Center required training.

5.8.8 The OF 69 shall be annotated to indicate that the IPA candidate is to use the NASA/Marshall’s travel system for NASA business and that all travel by an IPA candidate on behalf of NASA is to comply with Federal Travel Regulations.

5.8.9 The OF 69 shall be annotated to indicate NASA will not pay for indirect or administrative costs, pursuant to NPR 3300.1.

5.8.10 The OF 69 shall be annotated to address the cost arrangement between the non-Federal entity and the Center.

5.8.10.1 Cost sharing is expected, however, if cost sharing cannot be achieved, the reason shall be annotated on the OF 69.

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5.8.11 The OF 69 shall contain a statement that NASA does not pay any severance pay in the event of a termination.

5.8.12 The OF 69 shall contain the following statement, “The agreement may be terminated by either party prior to the end of the effective date of the agreement by providing a written notice within 10 working days to the IPA Coordinator before the termination can occur.”

5.8.13 The OF 69 shall contain a statement that the agreement may be terminated by NASA without notice, prior to the end of the assignment period in the event of a disciplinary action or misconduct.

5.8.14 The OF 69 shall contain a statement that the IPA candidate has been advised to complete an Employee Clearance/MSFC Form 383-1 on the last official work day of the assignment,

5.8.15 The OF 69 shall contain a statement to indicate that the IPA candidate has been advised to return badge, access card and/or any other government property on the last official work day to the PSO.

## **6. CANCELLATION**

MWI 3334.1G, Intergovernmental Personnel Act Assignment, dated November 21, 2014.

*Original signed by*

Todd A. May  
Director

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## **Appendix A**

### **Definitions**

**In-bound Intergovernmental Personnel Act (IPA).** An individual that is coming to work at the Center under the IPA Program.

**Indian Tribal Government.** As defined in 5 U.S.C. 3371(2)(c), Assignments To and From States, means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village as defined in 85 Stat. 688, Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians and includes any tribal organization as defined in section 4(c) of the Indian Self-Determination and Education Assistance Act. Indian tribes may participate under the IPA.

**Institutions of Higher Education.** Accredited domestic four-year colleges and universities, junior colleges, and technical colleges. Institutions may be public or private, both undergraduate and graduate study. Schools in United States territories and possessions such as the University of Puerto Rico are included. Foreign institutions are not included and, therefore, may not participate under the IPA.

**IPA Assignee.** An individual hired internally or externally under the IPA Assignment

**Local Government.** Any political subdivision, instrumentality, or authority of a state or states; and any general or special purpose agency of such a political subdivision, instrumentality, or authority.

**Non-Federal Entity.** This term is not specifically defined in law or regulation, but it will be used in this MWI as an abbreviated way of referring to all of the governments and organizations outside the Federal government that may participate under the IPA Program.

**Other Organization.** Organizations that have been approved by a Federal agency to participate in the IPA Mobility Program, such as a national, regional, statewide, area wide, or metropolitan organization representing member state or local governments; an association of state or local public officials; a nonprofit organization which has as one of its principal functions the offering of professional advisory, research, education, or development services, or related services to governments or universities concerned with public management; or a federally-funded research and development center.

**Out-bound IPA.** A Center employee that is going outside the Center to work under the IPA Program at a Federal, State, Municipal, or other organization.

**Sponsoring Organization.** The Center organization requesting and by whom an IPA selectee is assigned.

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**State.** The 50 states: (a) District of Columbia, Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, Pacific Trust Territories, Northern Mariana Islands, and any other possession of the United States; (b) an instrumentality or authority of a state; and (c) a Federal-State authority or instrumentality.

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## **Appendix B**

### **Acronyms**

CFR	Code of Federal Regulations
CM&O	Center Management and Operations Funds
IPA	Intergovernmental Personnel Act
NRRS	NASA Records Retention Schedules
OCFO	Office of the Chief Financial Officer
OF	Optional Form
PSO	Protective Services Office
SES	Senior Executive Service
SF	Standard Form
U.S.C.	United States Code

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**Appendix C**

**Verification Matrix (Reserved)**

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## **Appendix D**

### **Records**

D.1 Records will be maintained by the IPA Coordinator in accordance with NRRS 1441.1, and MPR 1440.2.

D.2 Records consist of assignments authorized by the IPA including all correspondence, IPA form (OF 69), and any other related documentation and material will be retained for 5 years past assignment expiration date (NRRS schedule 3/4/B).

D.3 Personnel Security Files on each IPA assignee will be retained for no longer than 5 years after employee separation, transfer, or expiration of contract (NRRS schedule 1/103/A).

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## **Appendix E**

### **Employee Eligibility**

#### **E.1 Federal Employees**

Not every NASA employee is eligible to participate in the IPA program. The following lists indicate which employees are eligible and which are not eligible to participate in the IPA program:

##### E.1.1 Eligible:

- NASA employees serving on career or career-conditional appointments.
- Excepted service appointments in tenure groups I and II without time limitation.
- Career SES appointments.
- Presidential Management Fellows.

##### E.1.2 Not Eligible:

- Employees serving under temporary, term, or other time-limited appointments.
- Employees serving in non-career SES, limited SES, and Schedule C appointments.
- Any employee who has served a total of 6 years under one or more IPA programs during their Federal employment. There is a waiver process for this eligibility; contact the IPA Coordinator for more information.

#### **E.2 Non-Federal Entities**

Not every employee of a non-Federal entity is eligible to participate in the IPA program. The following lists indicate which employees of eligible non-Federal entities are eligible and which are not eligible to participate in the IPA program:

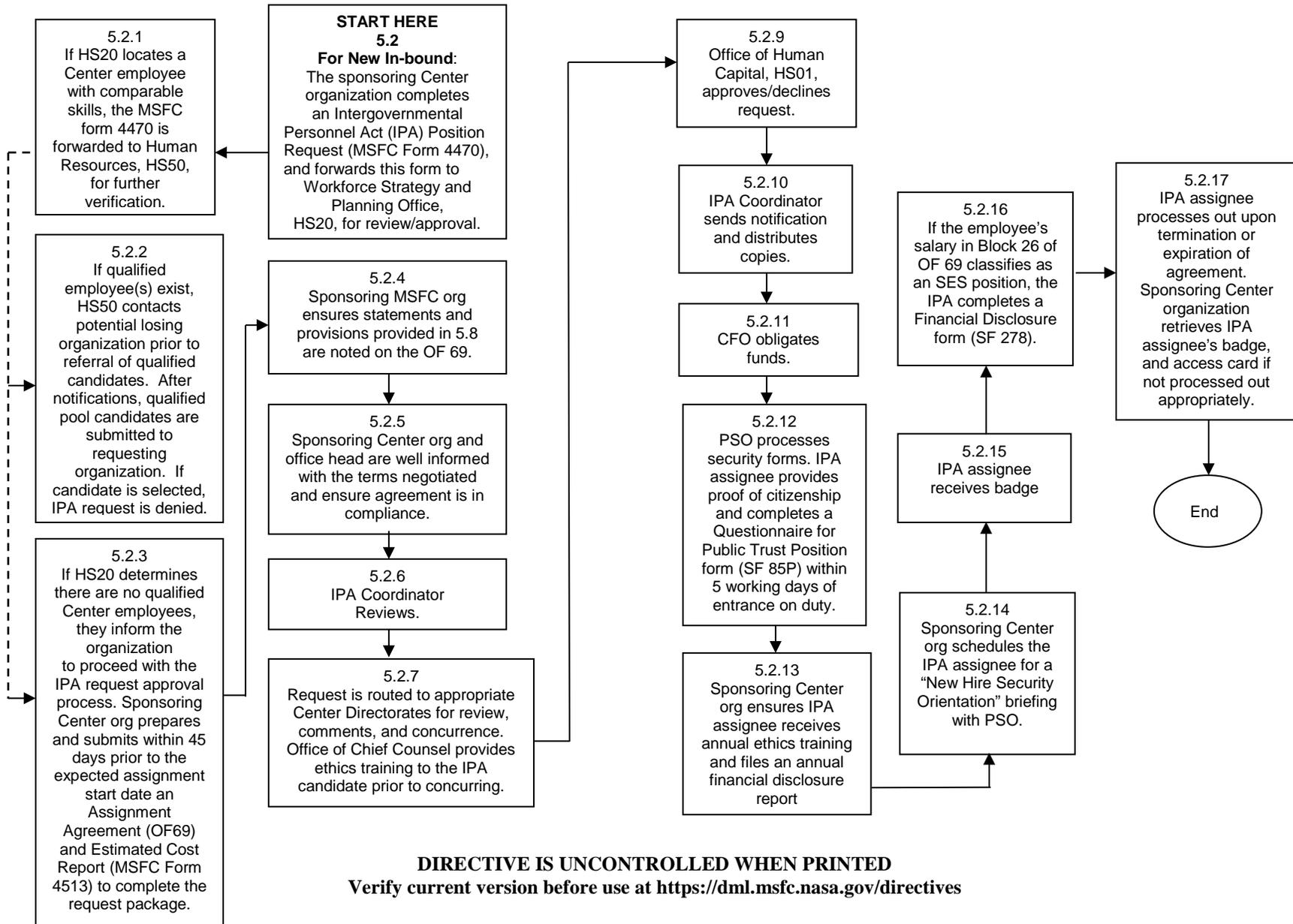
##### E.2.1 Eligible:

- Employees of non-Federal entities provided that they occupy a career position and have been with the entity for at least 90 days.
- If an employee changes from one non-Federal entity to another, he or she does not have to begin a new 90-day period provided that both organizations are eligible to participate in the IPA program.
- Since non-Federal entities do not always use the precise terms that are used in the Federal Government, it is important to examine the actual situation. For example, a university professor may not be called permanent, but may have worked at an institution for many years and is expected to continue working there. In such a case, the individual would be eligible to participate.

##### E.2.2 Not Eligible:

- Students employed at institutions of higher education in research, graduate, or teaching assistant positions.
- Elected officials of state and local governments.

### Appendix F IPA Request Process Flow Diagram for In-bound Assignments



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## Appendix G

### References

G.1 The Intergovernmental Personnel Act (IPA) Position Request Form/MSFC Form 4470 is available in the Center's Electronic Forms System at [http://server-mpo.arc.nasa.gov/Services/NEFS/DCs/MSFC\\_OtherData/MSFC4470F.pdf](http://server-mpo.arc.nasa.gov/Services/NEFS/DCs/MSFC_OtherData/MSFC4470F.pdf).

G.2 The OF 69 is available in the U.S. Office of Personnel Management Optional Forms at <http://www.opm.gov/forms/html/of.asp>.

G.3 The IPA Estimated Cost Report/MSFC Form 4513 is available in the MSFC Electronic Forms System at [http://server-mpo.arc.nasa.gov/Services/NEFS/DCs/MSFC\\_OtherData/MSFC4470F.pdf](http://server-mpo.arc.nasa.gov/Services/NEFS/DCs/MSFC_OtherData/MSFC4470F.pdf).

G.4 The U.S. Office of Personnel Management, Intergovernmental Personnel Act Program is available at <https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act>

G.5 General guidelines for the IPA mobility program may be found at: <http://opm.gov/omsoe/ipa/mobility.htm>.