



Langley Research Center

LPR 3334.1G

Effective Date: July 1, 2020

Expiration Date: July 1, 2025

**INTERGOVERNMENTAL
PERSONNEL ACT (IPA)
AGREEMENTS**

National Aeronautics and Space Administration

Verify the correct revision before use by checking the LMS Web site.

Responsible Office: Human Resources Office

PREFACE

P.1. Purpose

This Langley Procedural Requirement (LPR) sets forth the general provisions, responsibilities, and the processing details required for Intergovernmental Personnel Act (IPA) assignments.

P.2. Applicability

This policy is applicable to all federal employees at Langley Research Center (LaRC), to include those serving under IPA assignments.

P.3. Authority

- a. 5 U.S. Code 3371-3375, Intergovernmental Personnel Act of 1970, PL 91-648
- b. 5 CFR Part 334, Temporary Assignments Under the Intergovernmental Personnel Act
- c. 5 U.S. Code 9801-9815, NASA Flexibility Act of 2004, PL 108-201
- d. NASA Desk Guide on the IPA, Version 3, December 2008
- e. NPD 3000.1, Human Capital Management
- f. NPR 3300.1, Appointment of Personnel to/from NASA
- g. NASA Personnel Bulletin 2018-42-AR, Use of Details

P.4 Applicable Documents

- a. OF 69, Assignment Agreement
- b. Purchase Request
- c. LF 240, Estimated Price Report
- d. NF 1630, Request for Access to Classified National Security Information
- e. OGE Form 450, Confidential Financial Disclosure Report
- f. OGE Form 278, Public Financial Disclosure Report

P.5 Measurement/Verification

Program compliance will be measured and verified through Center and HQ audits.

July 1, 2020

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P.6. Cancellation

LPR 3334.1F, dated March 5, 2015.

Original signed on file

<u>David LeDoux</u>	<u>July 1, 2020</u>
Acting Associate Director	Date

DIBTRIBUTION:

Approved for public release via the Langley Management System; distribution is unlimited.

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1. General Provisions

- a. An Intergovernmental Personnel Act (IPA) Agreement permits the temporary assignment of personnel between Federal agencies; state, local, and Indian tribal governments; colleges and universities; and certain other organizations. Absent other specific authority, IPA agreements cannot be established with commercial business or foreign entities. Assignments are to be mutually beneficial to the organizations involved and are generally authorized for up to 2 years. These assignments may be extended for up to 6 years. Federal employees are limited to no more than a total of 6 years on IPA assignments while working for the Federal Government. General provisions, to include definitions, purpose, time period, funding, scope and coverage, are included in the [NASA Partnerships Guide](#). While the [NASA Partnerships Guide](#) outlines the basic rules and procedures for establishing IPA agreements, many of the details on how to implement the procedures must be further clarified in Center guidelines. This document provides such guidelines.
- b. The Office of Workforce Planning, Development and Analytics, LaRC Human Resources Office (HRO), shall be consulted prior to initiating an IPA.

2. Statement or Assignment of Responsibility

2.1. Principal Organization

2.1.1 Prepare Optional Form (OF) 69, "Assignment Agreement" (refer to Appendix D), Addendum (Appendix A & B), and purchase request (if required to obligate funds for payment to the IPA institution). Principal organization shall contact HRO IPA Coordinator prior to staffing these documents, then informally coordinate the IPA arrangements with the institution, Office of Chief Financial Officer (OCFO), Office of Chief Counsel (OCC), and the IPA candidate. Principal organization is responsible for the negotiations with the institution and the IPA candidate. The Organizational Unit Manager (OUM) of the principal organization will submit a brief memo to the HRO Director requesting the IPA (Appendix C), and attach all signed documents referenced above, as applicable, at least 30 days prior to the start date of the agreement. Those received after the 30 day deadline may result in a delayed start date.

2.1.2 If additional funds are to be added to the IPA, or the IPA is to be extended, or the duties changed, the IPA agreement shall be modified to reflect changes and signed by all required parties. Principal organization is responsible for assuring the IPA Coordinator is informed of such changes, and for submitting the complete modification/extension package at least 30 days prior to the change/extension date.

2.1.3 Process outgoing IPA employee (a NASA Langley employee serving on an IPA assignment to a non-Federal entity) as a detail by submitting a Standard Form (SF) 52, Request for Personnel Action, in the Federal Personnel/Payroll System (FPPS). For incoming IPA assignees, provide the IPA Coordinator with position sensitivity and drug test information. If a security clearance is required of the incoming IPA, submit a NASA Form (NF) 1630 to the IPA Coordinator who will ensure Security and the NASA Shared Services Center (NSSC) Drug Program Coordinator have the data needed to initiate a background investigation and drug test.

2.2. Associate Director approves the assignment and directs HRO to execute the agreement on behalf of the Center.

2.3. IPA Coordinator shall:

2.3.1 Examine agreements to ensure package is complete and assign IPA number. Forward to OCC, OCFO, HRO, and Associate Director for pre-approval; then send electronically to the institution for signature/approval; then to HRO Director for signature/approval. Then distribute electronic copies to NASA Headquarters (HQ) IPA Point of Contact (POC) and all parties referenced above. For incoming IPAs, complete the Workforce Transformation Tracking System (WTTTS) record and request IdMAX identity be built from HRO Security POC. If applicable, provide NF1630 to Security and drug test requirement to NSSC. Retain original IPA documents.

2.3.2 When the IPA assignment terminates, certify through principal organization that services have been performed in accordance with terms of IPA agreement. Coordinate modifications to the IPA agreement to reflect increases/decreases in cost, duties, period of performance, etc. For incoming IPAs, request IdMAX identify be terminated, send online checkout sheet to IPA assignee, and email to host organization to remind them of closeout requirements. For early terminations of any IPA assignment, complete Memo for the Record for HRO Director's signature (Appendix E), provide copy to all parties and file with official IPA documents.

2.4 The OCC shall review agreements for compliance with legal authorities. OCC will provide pre-assignment guidance to personnel on ethics and other matters as required or requested, shall conduct initial and annual ethics training, and ensure compliance with financial disclosure requirements. (See paragraph 3.2.12)

2.5 The OCFO shall review agreements for financial propriety. Obligate funds based on signed IPA agreements and/or bill IPA institution in accordance with agreements. Retain copy of IPA agreements until certified for payment by the NSSC. NSSC makes payments when invoices are received. At termination, reconciles IPA and Purchase Requests for completeness and accuracy.

2.6. The HRO Director shall sign IPA agreements on behalf of NASA.

2.7 IPA Institution shall sign agreements. Retain copy provided by IPA Coordinator. Submit invoices and/or payments in accordance with terms of the IPA agreement.

3. Procedures

3.1. Assignments to NASA Langley Research Center (LaRC) (Incoming IPA)

An IPA assignee to LaRC is usually considered to be on a Detail to NASA. IPA assignees may be assigned supervisory or non-supervisory responsibilities. The IPA regulations provide for IPA appointment to Federal agencies, where the individual is directly hired by an agency, but this process is seldom used at LaRC and requires case-by-case coordination.

3.1.1 Nature of Detail

The assignee continues to be an employee of the organization from which he/she is detailed. An IPA assignee does not count against the Center's full-time equivalent ceiling. The detail is typically to an unclassified set of duties.

3.1.2 Processing the Detail

The IPA agreement serves to document the action. No personnel action request is processed.

3.1.3 Pay

The assignee continues to be paid by the non-Federal entity. If LaRC is funding a percentage or all of the salary, the payment goes directly to the entity – no money may be exchanged between LaRC and the assignee. Sometimes in addition to salary, the assignee earns consulting fees and other income that he/she must give up in order to accept the IPA assignment. LaRC may reimburse for these consulting fees and other income if it is negotiated and agreed upon in the agreement.

3.1.4 Awards

NASA may grant non-monetary awards to assignees on detail, but monetary awards may not be granted in connection with their assignment to NASA. Centers may work with the non-Federal entity if an award is appropriate. The non-Federal entity could grant the award under its procedures, and the Center could reimburse the cost. NASA may not grant time off awards to IPA assignees.

3.1.5 Work Weeks, Leave, and Overtime

Generally assignees on detail work the same work weeks and schedules as the LaRC organization to which they are assigned. They are excused for Federal holidays, and they may be excused for any state holiday that the non-Federal entity observes. The IPA assignees earn leave in accordance with the non-Federal entity's leave system. Unless specifically set forth in the IPA agreement, no payment or adjustments will be made for unused or accrued leave.

3.1.6 Benefits

Assignees on detail continue to earn benefits under the programs of the non-Federal entity. NASA may reimburse the entity for the employer's share of contributions to various programs, such as insurance and retirement.

3.1.7 Conduct and Performance Actions

If a conduct or performance problem emerges, LaRC has the option of terminating the IPA agreement and returning the individual to the non-Federal entity.

3.2. Assignments from NASA Langley Research Center (Outgoing IPA)

3.2.1 An employee serving on an IPA assignment to a non-Federal entity is considered to be on a detail to the non-Federal entity. IPA regulations provide for federal employees to take a leave of absence and be appointed to positions with IPA partner organizations, but this process is seldom used at LaRC, and requires case-by-case coordination. To participate in the IPA program, employees shall be in one of the following categories:

- a. Career or career-conditional appointment
- b. Excepted service appointments in tenure groups I or II without time limitation
- c. Career SES appointment (SES, ST, SL, or NEX employee IPA assignments require NASA Administrator approval as delegated to the Associate Administrator)
- d. Presidential Management Fellows

3.2.2 Nature of Detail

An employee on detail to a non-Federal entity continues to occupy his/her LaRC position. He/she counts against LaRC's full-time equivalent ceiling.

3.2.3 Processing the Detail

In addition to the IPA agreement and supporting documents, the principal organization submits an SF52 to the IPA Coordinator in HRO to document the IPA detail in FPPS.

3.2.4 Pay

An employee on detail continues to receive the pay for his/her position from LaRC, which can be reimbursed by the non-Federal entity. If the non-Federal entity does agree to reimburse LaRC for a percentage (or all) of the costs, then the employee shall coordinate with OCFO to establish a reimbursable account. The employee may request an Estimated Price Report from the OCFO POC (LF 240, Web-based form).

3.2.5 Performance Ratings

Employees on detail continue to be rated under the NASA performance appraisal system. The non-Federal supervisor provides information concerning the employee's performance, and the NASA supervisor issues the actual rating.

3.2.6 Within Grade Increase (WIG) and Quality Step Increase (QSI)

NASA employees are entitled to receive within-grade increases if their performance is at an acceptable level. A within-grade increase may be granted even if an actual performance rating cannot be done because the non-Federal entity did not prepare elements and standards. A QSI may be granted if supported by the required documentation, such as an official performance rating issued by a NASA supervisor.

3.2.7 Awards

NASA can give employees monetary or non-monetary incentive awards related to their mobility assignments. The justification for the award shall demonstrate how the work on the assignment relates to NASA's mission. The non-Federal entity may give an employee an award with NASA's concurrence. This award shall be documented in the employee's official personnel folder.

3.2.8 Promotions

NASA employees on detail are eligible for a promotion while on their IPA assignment.

3.2.9 Work Weeks, Leave, and Overtime

Employees on detail may earn and use all forms of leave just as they would normally do. If the non-Federal entity's work week is less than NASA's work week, the employee shall still be shown as working 40 hours. Employees are entitled to all Federal holidays. If they are not excused from work on a Federal holiday, then they are entitled to holiday premium pay. Employees may be excused from work on non-Federal holidays celebrated by the non-Federal entity. This shall be shown as excused absence. If they are not excused from work, they are not entitled to premium pay.

3.2.10 Benefits

There is no change in benefits for an employee who is on detail. His/her contributions for retirement, Thrift Savings Plan (TSP), and health and life insurance continue to be deducted from the salary, and NASA continues to pay its share.

3.2.11 Conduct and Performance Actions

If an employee commits serious misconduct while on an IPA assignment, LaRC can take disciplinary action up to and including removal. If a performance problem emerges, the most appropriate course of action may be to terminate the IPA agreement and set up performance standards for the employee back at LaRC.

3.2.12 Standards of Conduct

NASA employees on an IPA assignment remain subject to the Hatch Act and all other Federal and NASA Standards of Conduct regulations.

- a. NASA employees on an IPA detail are required to file Financial Disclosure Reports (OGE Form 278 or 450) and take ethics training as set forth in NPR 1900.3.
- b. When a detailed NASA employee is authorized to represent the interests of a host organization, the following language needs to be included in Block 22 of the OF 69 (or continued elsewhere on the form or in an addendum to the agreement): "In carrying out duties under this IPA, the assigned NASA employee is authorized, as part of the proper discharge of official NASA duties, to contact NASA and other Federal Government agencies and branches as authorized by the hosting organization, and represent and assist it in all matters including those in which the United States is a part or has a direct and substantial interest."

3.2.13 Return to NASA

- a. Obligated Service: NASA employees going on IPA assignments shall agree to remain in the Federal government for a period of time equal to the length of the IPA assignment. If they do not, they shall reimburse NASA for the cost of the assignment, excluding the cost of salary and benefits. Centers may waive the repayment requirement if the employee's failure to complete the service is beyond his/her control or the waiver is justified in the judgment of the approving official.
- b. Position to Which Returned: Normally an employee is returned to his/her regular position. However, NASA may place the employee in another position by reassignment.
- c. Reduction in Force (RIF): When an employee returns from an IPA assignment, he/she is not protected from any RIF which might be in effect. While the employee is on the IPA assignment, NASA has the option of using an exception to the normal retention order to permit the employee to complete the IPA assignment.

3.3 Assignments to Non-federal Agencies/Organizations in the Washington, D.C., area:

3.3.1 Intergovernmental Personnel Act (IPA) assignments of NASA employees to IPA approved organizations in the Washington, D.C., area require the Administrator's advance approval. The IPA package for an outgoing IPA to an organization in the D.C. area requires an additional 30 days to obtain the Administrator's direct approval. In these cases the fully staffed IPA package must be submitted to the IPA Coordinator 60 days before the start date of the assignment. Late packages may result in a delayed start date.

3.3.2 Process:

Generally assignment opportunities originate on an individual basis. On the occasions when external organizations request detailees from NASA, the Administrator/Deputy Administrator will be asked for input on possible nominees, and that information will be forwarded to the appropriate Centers. Otherwise the following procedures apply:

- a. Requests for approval shall be forwarded through the Center Directors to NASA HQ Assistant Administrator for Office of the Chief Human Capital Officer.
- b. Requests to the Administrator shall be made at least 30 calendar days (60 days including the 30-day period needed for IPA coordination and local approvals) in advance of the proposed start date to allow time for Administrator's Office review. This review process will likely include a conversation with the Administrator.
- c. Contents of the request package will include the following in addition to the OF69 and addendum:
 - 1) Employee's name.
 - 2) Center/Organization.
 - 3) Position title, series, grade, and length of time in current position.
 - 4) Supervisor's name and title.
 - 5) External organization's name, location, and point of contact.
 - 6) Proposed position title (if applicable).
 - 7) Expected length of detail. (Initial IPA assignments cannot exceed two years).
 - 8) Brief description of the duties and purpose of the IPA detail, including how it will benefit NASA.
 - 9) Brief summary of employee's work history (include number of years with NASA).
 - 10) Center Director's recommendation.
- d. LaRC IPA Coordinator will review package for completeness, obtain HRO and Center Directors' approvals, and forward to the NASA HQ Office of the Chief Human Capital Officer (OCHCO), who will review and forward to the Administrator for approval.

APPENDIX A: SAMPLE ADDENDUM FOR INCOMING IPA DETAILED TO NASA

**Addendum
to the Intergovernmental Personnel Act Agreement Between
NASA Langley Research Center
and
Virginia Coastal University & State University (Virginia Coastal University)
Concerning
Dr. William Blue**

This addendum clarifies certain aspects of the Intergovernmental Personnel Act (IPA) agreement between NASA Langley Research Center and Virginia Coastal University concerning the IPA assignment for Dr. Blue. This addendum is part of the accompanying Office of Personnel Management IPA Assignment Agreement Form (OF 69).

Salary (when an employee is working part-time or less than a full year, AND their salary and benefits are being reimbursed in whole or part, calculations to determine the equivalent salary for the IPA assignment should be set forth here.)

Dr. Blue's current annual salary as reflected in Block 14 of the OF 69 covers a 10-month academic year at \$113,202. The rate of basic pay for this IPA reflected in Block 23 of the OF 69 is annualized over each year of this IPA.

Fiscal Obligations (set forth the amount, frequency, and manner in which payments shall be made)

Points of Contact

Points of contact for financial matters, such as billing and payment are as follows:

Tanisha Baines
NASA Langley Research Center
Financial Operations & Services Office
Mail Stop 022
(757) 864-9466
tanisha.baines@nasa.gov

Joe Roach
Office of Sponsored Programs
132 Maple Street
Tidewater, VA 23693
(757) 123-4567
sample@vcoast.edu

Incremental Funding (normally used only when incoming assignment not initially funded for full amount, such as when crossing fiscal years).

The NASA Langley Research Center purchase request indicates that the IPA agreement has been incrementally funded through October 30, 2013 with the total amount available upon commencement of the IPA, and additional purchase requests will be initiated once additional Program Authority (funding) is received by Langley Research Center for the Composites for Exploration Project.

Ethics Obligations

Ethics Training and Disclosure: As an IPA, Dr. Blue will be subject to the Ethics in Government Act, will receive written Ethics materials upon assuming IPA duties, will file a confidential financial disclosure form (OGE Form 450) with the NASA Langley Office of Chief Counsel within thirty days of his assuming IPA duties and file annually thereafter. Dr. Blue will also complete annual ethics training.

Intellectual Property and Data Rights and Publication

Dr. Blue shall be subject to 37 C.F.R. Part 501, Uniform Patent Policy for Rights in Inventions Made by Government Employees, during the period of assignment.

NASA retains an exclusive, royalty-free license to use, reproduce, and have reproduced on behalf of NASA any copyrighted work product created by the IPA assignee during the assignment.

Termination

For performance, conduct, budgetary, or other stated reasons, either NASA or Virginia Coastal University may terminate this agreement by notice to the other party. Reimbursement under this IPA agreement will be calculated pro-rata on the date such notice is received.

Signed:

Joe Rooch
Assistant Vice President
Office of Sponsored Programs
Virginia Coastal University

Gamaliel Cherry
Acting Director
Human Resources Office
NASA Langley Research Center

Date: _____

Date: _____

**APPENDIX B: SAMPLE ADDENDUM FOR OUTBOUND IPA DETAIL OF NASA EMPLOYEE TO
NON FEDERAL ORGANIZATION**

**Addendum
to the Intergovernmental Personnel Act Agreement Between
NASA Langley Research Center
and
Virginia Coastal University & State University (Virginia Coastal University)
Concerning
Dr. Sally Green**

This addendum clarifies certain aspects of the Intergovernmental Personnel Act (IPA) agreement between NASA Langley Research Center and Virginia Coastal University concerning the IPA assignment for Dr. Sally Green. This addendum is part of the accompanying Office of Personnel Management IPA Assignment Agreement Form (OF 69).

Fiscal Obligations (set forth the amount, frequency, and manner in which payments shall be made)

Points of Contact

Points of contact for financial matters, such as billing and payment are as follows:

Tanisha Baines
NASA Langley Research Center
Financial Operations & Services Office
Mail Stop 022
(757) 864-9466
tanisha.baines@nasa.gov

Joe Rooch
Office of Sponsored Programs
132 Maple Street
Tidewater, VA 23693
(757) 123-4567
sample@vcoast.edu

Ethics Obligations

Ethics Training and Disclosure: Dr. Green will file a confidential financial disclosure form (OGE Form 450) with the NASA Langley Office of Chief Counsel. Upon request from Virginia Coastal University, Dr. Green will also file similar forms as may be required to comply with state law and ethics regulations.

[When a detailed NASA employee is authorized to represent the interests of a host organization, the following language needs to be included in Block 22 of the OF 69 (or continued elsewhere on the form or in an addendum to the agreement)] "In carrying out duties under this IPA, the assigned NASA employee is authorized, as part of the proper discharge of official NASA duties, to contact NASA and other Federal Government agencies and branches as authorized by the hosting organization, and represent and assist it in all matters including those in which the United States is a part or has a direct and substantial interest."

Intellectual Property and Data Rights and Publication

Dr. Green shall be subject to 37 C.F.R. Part 501, Uniform Patent Policy for Rights in Inventions Made by Government Employees, during the period of assignment.

NASA retains an exclusive, royalty-free license to use, reproduce, and have reproduced on behalf of NASA any copyrighted work product created by the IPA assignee during the assignment.

Termination

For performance, conduct, budgetary, or other stated reasons, either NASA or Virginia Coastal University may terminate this agreement by notice to the other party. Reimbursement under this IPA agreement will be calculated pro-rata on the date such notice is received.

Signed:

Joe Rooch
Assistant Vice President
Office of Sponsored Programs
Virginia Coastal University

Gamaliel Cherry
Acting Director
Human Resources Office
NASA Langley Research Center

Date: _____

Date: _____

APPENDIX C: SAMPLE COVER MEMO

TO: 33/Director, Human Resources Office

FROM: xxx/Director, Office of xxx

SUBJECT: Request Approval of Intergovernmental Personnel Act Agreement, *Employee Name, IPA Site Name*

The enclosed IPA for *John Doe*, of the _____ (*institution*), for the period _____, is forwarded for your approval. *Mr. Doe* will _____ (short duty statement). NASA shall fund the salary and relevant travel at a cost of \$\$_____, (and/or/if applicable _____ shall be paid to the institution). A copy of the purchase request is attached (*or there is no commitment of funds*), along with the IPA and addendum.

/signed/

Director of Organizational Unit

Enclosure:
IPA Agreement
PR
Addendum

Concur: _____
Pete Polen, Office of Chief Counsel

Concur: _____
Kathryn Ferrare, CFO

cc:
030/OCC
022/OCFO
033/J. Keyes

Concur: _____
Gamaliel Cherry, Acting Director, HRO

Approved: David LeDoux, Acting Associate Center Director

APPENDIX D: STANDARD CLAUSES AND CHECKLIST FOR IPA AGREEMENTS

A comprehensive source of information to include on the IPA Agreement (OF 69) is in Appendix C of the IPA Desk Guide. The following list is intended to supplement that list:

Block 3: Leave Social Security Number blank

Block 4: Instead of home address, use “Care of [office address]”

Block 20: Ensure these dates match dates in block 36.

Block 21: Ensure statements reflect mutual benefit to NASA and the partner institution, and that objectives support NASA’s mission.

Block 22: When a detailed NASA employee is authorized to represent the interests of a host organization, the following language needs to be included in Block 22 of the OF 69 (or continued elsewhere on the form or in an addendum to the agreement): "In carrying out duties under this IPA, the assigned NASA employee is authorized, as part of the proper discharge of official NASA duties, to contact NASA and other Federal Government agencies and branches as authorized by the hosting organization, and represent and assist it in all matters including those in which the United States is a part or has a direct and substantial interest."

Block 23: If no reimbursement of salary and benefits is proposed, may state: “Per Federal Schedule” or “Per [Home organization] policy.”

Block 25: {examples of leave provisions, to use as applicable}

The NASA employee will be performing duties pursuant to this agreement on a full-time basis of 40 hours a week. He will comply with the holiday schedules of NASA and will follow Federal civil service procedures for leave and absences. Leave and absences will be coordinated with the host institution supervisor.

The assignee will be eligible for annual and sick leave in accordance with leave provisions of the University. The use of leave will be coordinated with the NASA supervisor, and submitted and approved as required by University policy.

The assignee will perform duties for NASA on a part-time basis, working on NASA projects & assignments for the equivalent of 30 hours per week over the course of this assignment, less approved leave and absences.

Duties will be performed at NASA Langley Research Center, or at a location mutually agreeable to the assignee, NASA, and the [non-Federal organization]

Block 26 and 27:

[Refer to IPA addendum for clarification related to salary, fiscal obligations, incremental funding, ethics requirements, intellectual property and data rights provisions, and termination provisions.

NASA/[the non-Federal institution] will retain responsibility for payment of salary, benefits, and personnel administration.

“[Receiving Organization] shall pay to [Sending Organization] \$X,XXX.XX per month, an amount approximately equal to 50% of the salary and benefits of the assigned employee.”

Block 32:

The IPA assignee is granted access to host institution site facilities, information technology systems, and other resources as required for the performance of duties, and in the same manner as provided for host institution employees.

Host University will provide the assigned NASA employee with administrative support, information technology support, and faculty privileges on a comparable basis to that provided for other visiting professors.

Block 33:

Expenses for travel primarily in support of [non-federal partner] business will be arranged and paid for by [non-Federal partner]; and travel expenses primarily in support of NASA business will be arranged and paid for by NASA. Travel expenses paid by NASA will be in accordance with the Federal Travel Regulation and NASA policies.

Block 36: Ensure these dates match dates in block 20.

APPENDIX E: SAMPLE IPA EARLY TERMINATION MEMO

DATE

33

University/Agency POC
Name
And
Address

SUBJECT: Closeout of Intergovernmental Personnel Act (IPA) Agreement,
Employee Name, Home Agency/University

This is notification of the termination of the enclosed IPA for *John Doe*, of the _____
(*institution/organization*), originally effective for the period _____. *Mr. Doe* will not
be continuing his/her IPA assignment due to _____ (short description of reason). His/her last
date of coverage under this agreement will be _____.

/signed/

Gamaliel Cherry, Acting Director,
HRO (or party ending the
agreement)

Enclosure:
IPA Agreement (OF69)

Cc (w/Encl):
030/OCC
022/OCFO
033/HRO, J. Keyes
GSFC: 110/L. Wissman
##/ (Assigned Org)