



Langley Research Center

LPR 3334.1
Effective Date: January 28, 2005
Expiration Date: July 22, 2010

INTERGOVERNMENTAL PERSONNEL ACT (IPA) AGREEMENTS

National Aeronautics and Space Administration

Responsible Office: Office of Human Capital Management

LPR 3334.1

PREFACE

This Langley Procedural Requirements (LPR) sets forth procedural requirements for the formulation of Intergovernmental Personnel Act (IPA) Agreements.

This LPR 3334.1 cancels dated July 22, 2004.

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1.0 DEFINITION

An IPA Agreement permits the temporary assignment of personnel between Federal agencies, state, local, and Indian tribal governments, colleges and universities, and certain other organizations. Assignments are to be mutually beneficial to the organizations involved and are generally authorized for up to 1 year. These assignments may be extended in 1-year increments for up to 4 years.

2.0 PROCEDURES

a. Principal Organization

(1) Prepare Optional Form (OF) 69, "Assignment Agreement" (supplies and instructions available from IPA Coordinator, Office of Human Capital Management (OHCM)), and NASA Langley Form (LF) 125, "Purchase Request/Purchase Order (PR/PO)." (NOTE: LF 125 is required only when the agreement requires funds to be obligated for payment to the IPA participant or institution.)

(2) If additional funds are to be added to IPA and/or statement of duty changes, IPA agreement must 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.

b. Associate Director

Sign brief memo recommending approval of the IPA agreement by the Personnel Director. For LaRC employees going on IPA assignment, memo/agreement must state method by which assignee will report progress back to LaRC supervisor while on assignment. Forward memo, agreement, and certified LF 125 to IPA Coordinator, Mail Stop 174.

c. IPA Coordinator

Examine agreement to assure acceptability of its benefits, cost, and purpose. Forward to Office of Chief Counsel (OCC), Mail Stop 141, and Deputy Chief Financial Officer for Finance, Mail Stop 136.

d. OCC

Review agreement for compliance with legal authorities and assign NASA Cooperative Agreement (NCA) number. Return agreement to IPA Coordinator.

e. Deputy Chief Financial Officer for Finance

Review agreement for financial propriety and return to IPA Coordinator.

f. Personnel Director

Sign IPA agreement and return to IPA Coordinator.

g. IPA Coordinator

Forward agreement to IPA organization for signature. Contact IPA organization to review and discuss applicable rules, regulations, and policies. If applicable, enclose copy of LF 125.

h. IPA Organization

Sign agreement and return to IPA Coordinator.

i. IPA Coordinator

- (1) Retain original agreement.
- (2) Forward copy to principal organization, OCC, FM, and NASA Headquarters, Code FP.

j. Deputy Chief Financial Officer for Finance

- (1) Obligate funds based on signed IPA agreement and/or bill IPA institution in accordance with the agreement.
- (2) Retain IPA agreement and LF 125 until certified for payment.

k. IPA Organization

Submit invoices and/or payments in accordance with terms of the IPA agreement.

l. IPA Coordinator

Certify through principal organization, that services have been performed in accordance with terms of the IPA agreement and forward to FMD. Effect modifications to the IPA agreement to reflect increases/decreases in costs, duties, period of performance, etc.

m. Deputy Chief Financial Officer for Finance

Make payment.

Applicable Documents

1. 5 U.S.C. 3371-3376
2. 5 CFR, Part 334
3. NPD 3000.1, "Management of Human Resources."
4. NPR 3300.1, "Appointment of Personnel To/From NASA."