



UNCLASSIFIED

National Reconnaissance Office

2 March 2000
NROD 120-5
Personnel

SUBJECT: National Reconnaissance Office Utilization of the Intergovernmental Personnel Act Mobility Program

A. SYNOPSIS. This Directive establishes policy and organizational responsibilities for utilizing the Intergovernmental Personnel Act (IPA) Mobility Program within the National Reconnaissance Office (NRO).

B. AUTHORITY. This Directive is issued pursuant to the Intergovernmental Personnel Act, 5 U.S.C. § 3371-3375, 5 CFR Part 334 and the National Security Act of 1947, 50 U.S.C. 401 et seq.

C. PURPOSE. Permit the temporary assignment of skilled personnel from non-federal organizations to the NRO. Each assignment should be made for purposes which the Director, National Reconnaissance Office (DNRO), or his designee, determines are of mutual concern and benefit to the NRO and to the non-federal organization. Each proposed assignment should be carefully examined to ensure that it is for sound public purposes and furthers the goals and objectives of the participating organizations. Assignments arranged to meet the personal interests of employees, to circumvent personnel ceilings, or to avoid unpleasant personnel decisions are contrary to the spirit and intent of the IPA Mobility Program.

D. DEFINITIONS.

1. Assignment Agreement (OF-69). Federal regulations require that an IPA assignment be implemented by a written agreement. The specific content of the agreement may vary according to the assignment; however, at a minimum, the agreement should provide the following information:

a. name, social security number, current job title, salary, and address of the employee;

b. parties to the agreement (both NRO and non-federal organization);

c. position information, including organizational location of both the original position and the position entered into under the agreement;

UNCLASSIFIED

UNCLASSIFIED

NROD 120-5
Personnel

d. type of assignment (e.g. detail or appointment) and period covered by the assignment agreement;

e. description of duties to be performed within the NRO and how the employee's skills relate to those duties;

f. cost-sharing arrangement between the NRO and the non-federal organization, which may include basic pay, supplemental pay, fringe benefits, and travel and relocation expenses;

g. certification that the employee can return to the non-federal organization after conclusion of the assignment;

h. acknowledgment that the employee is subject to and agrees to comply with the Standards of Ethical Conduct for Government Officers and Employees; the Ethics in Government Act of 1978; federal criminal conflict of interest statutes; the Procurement Integrity Act; NRO standard of conduct regulations and policies; and any other applicable statutory and regulatory requirements relating to employee conduct; and

i. clearance or accesses required by the employee.

2. Length of Assignment. Assignment agreements can be made for up to two years. The DNRO, or his designee, may extend an assignment for an additional two years when the extension will be to the benefit of both organizations.

3. Arranging an Assignment. Assignments under the IPA are management-initiated and management must control development of the proposed assignment. A non-federal employee appointed in or detailed to the NRO as an IPA may exercise supervision over federal employees and may perform inherently governmental functions.

4. Changes to the Assignment Agreement. Any significant changes in an employee's duties, responsibilities, salary, work assignment location or supervisory relationships should be duly recorded as a modification to the original agreement and approved by the DNRO or his designee. The assignment agreement for each employee must be accurate, complete, and current. Minor changes such as salary increases due to annual pay adjustments and very short-term changes in duties do not require modification.

5. Termination of an Assignment. An assignment may be terminated at any time at the option of the NRO or the non-federal organization. Where possible, the party terminating the agreement before the original completion date should give a 30-day notice to all parties involved. If the individual is no longer employed by

the non-federal organization, the assignment agreement must be terminated.

6. Standards of Conduct and Conflict-of-Interest Provisions. A non-federal employee on assignment to the NRO as an IPA is subject to the Ethics in Government Act of 1978 (See paragraph 1.h.). An Office of Government Ethics (OGE) Standard Form 450 must be completed by the prospective employee to assure that potential conflict-of-interest situations do not inadvertently arise during an assignment.

7. Security. Prior to commencement of assignments, IPA candidates must successfully complete security processing for the clearance or access indicated on the assignment agreement or possess current security eligibility for the clearance or access.

8. Awards. Non-federal employees on detail to the NRO as an IPA are not eligible for monetary awards under the NRO Awards Program.

E. RESPONSIBILITIES.

1. IPA Panel. The DNRO has established an IPA Panel to review all proposed IPA assignments and provide recommendations for his approval/disapproval. The IPA Panel will consist of the NRO Chief of Staff as Chairperson; Deputy Director, Resource Oversight and Management Office; Director, Office of Contracts; and General Counsel (GC) as members. The Panel will convene as required to review proposed IPA Mobility Program assignments to the NRO and ensure adherence to the Act, implementing federal regulations, and to this Directive. The GC will ensure that the Panel's decisions are recorded and available for the DNRO.

2. IPA Sponsoring Organization. Any Directorate or Office requiring the services of an IPA employee (hereafter "Sponsoring Organization") is responsible for ensuring that it abides by all applicable law and regulations in selecting and hiring an IPA employee. The Sponsoring Organization is also responsible for providing the necessary proposed assignment agreement and supporting documentation to the IPA Panel for review in advance of the panel meeting to consider a particular IPA assignment request. Additionally, the Sponsoring Organization must provide funding for a prospective assignment and be available to participate in the IPA Panel consideration of a prospective assignment. Finally, the Sponsoring Organization must provide copies of all approved assignment agreements to Human Resource Management Group (HRMG).

3. Office of General Counsel (OGC). The proposed IPA assignment agreement must contain, as an attachment, a completed OGE Standard Form 450 for the prospective IPA employee. The Director or Deputy Director of the Sponsoring Organization will

UNCLASSIFIED

**NROD 120-5
Personnel**

review and sign the OGE Form 450 prior to its submittal to the Panel. The OGC will perform a second review of the completed OGE Form 450 and advise the Panel of the results. This will allow the IPA Panel to determine if any potential conflict-of-interest is raised by the proposed assignment.

4. HRMG. A representative from HRMG will normally attend any IPA Panel meetings and may pre-screen the assignment package to ensure all required information is provided. The HRMG shall track assignment end/extension dates for notification to the IPA and Sponsoring Organization.

5. DNRO. After considering the recommendation of the IPA Panel, the DNRO will approve or disapprove all IPA assignments on behalf of the NRO.

/Signed/
Keith R. Hall
Director

OPR: GC