



| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

NASA

Procedural

Requirements

NPR 3300.1C
Effective Date: November
01, 2015
Expiration Date: November
01, 2020

COMPLIANCE IS MANDATORY

Employment, Appointment Authorities, and Details

Responsible Office: Office of Human Capital Management

Table of Contents

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

Chapter 1. Responsibilities

- 1.1 Administrator
- 1.2 Assistant Administrator, Office of Human Capital Management
- 1.3 Center Human Resources Directors
- 1.4 Supervisors

Chapter 2. Distinguished Scholar Appointment Authority

- 2.1 Introduction
- 2.2 Coverage
- 2.3 Eligibility
- 2.4 Recruitment and Rating
- 2.5 Selection Priority

Chapter 3. Employment of Experts and Consultants

- 3.1 General Provisions
- 3.2 Employment Conditions and Restrictions
- 3.3 Documenting Employment

3.4 Reporting Requirements

Chapter 4. Appointment of Foreign Nationals

- 4.1 Approvals
- 4.2 Qualification Requirements
- 4.3 Appointment Procedures
- 4.4 Transportation
- 4.5 Change in Citizenship

Chapter 5. Intergovernmental Personnel Act (IPA) Assignments

- 5.1 Introduction
- 5.2 IPA Agreements
- 5.3 Length of Assignments
- 5.4 Approval Authority
- 5.5 Funding/Cost Sharing
- 5.6 Travel and Per Diem

Chapter 6. Detail Assignments

- 6.1 Procedures
- 6.2 Detail Assignments in the Washington, DC, Area Require Administrator Approval
- 6.3 Processing and Documenting Details
- 6.4 Reporting Requirements

Chapter 7. Term Appointments under the NASA Flexibility Act

- 7.1 General Provisions
- 7.2 Exclusions
- 7.3 Making or Extending Term Appointments for up to Six Years
- 7.4 Vacancy Announcements
- 7.5 Requirements for Non-competitive Conversions from Term Appointments
- 7.6 Competitive Conversion
- 7.7 Referring Term Employees Under Competitive Placement Procedures
- 7.8 Advising Employees

Chapter 8. Federal Equal Opportunity Recruitment Program (FEORP) Guidelines

- 8.1 Overview
- 8.2 FEORP Plans

Appendix A. Definitions

Appendix B. Acronyms

Preface

P.1 Purpose

This directive establishes Agency direction for certain employment programs, appointment authorities, and details. It also includes guidelines for the Agency's Federal Equal Opportunity Recruitment Program (FEORP) and is to be used in conjunction with referenced statutory and regulatory requirements. Center Human Resources (HR) personnel should be consulted for further guidance.

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. In this directive, 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.
- c. Any reference to Center Director(s) or Centers includes the Executive Director of Headquarters Operations and the Executive Director of the NASA Shared Services Center.
- d. This directive does not apply to the Office of the Inspector General.
- e. In this directive, all citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

- a. Employment of Experts and Consultants; Temporary or Intermittent, 5 U.S.C. 3109.
- b. Details; within Executive or Military Departments, 5 U.S.C. 3341.
- c. Details; to International Organizations, 5 U.S.C. 3343.
- d. Antidiscrimination Policy; Minority Recruitment Program, 5 U.S.C. 7201.
- e. Term Appointments, 5 U.S.C. 9806.
- f. Assignments of Intergovernmental Personnel, 5 U.S.C. 9808.
- g. Distinguished Scholar Appointment Authority, 5 U.S.C. 9810.
- h. National Aeronautics and Space Act, 51 U.S.C. 20113.

P.4 Applicable Documents and Forms

- a. Definitions and Exclusions, 5 U.S.C. § 3132(a).
- b. Travel and Transportation Expenses of New Appointees and Student Trainees, 5 U.S.C. 5723.
- c. Expert and Consultant Appointments, 5 CFR part 304.

- d. Temporary and Term Employment, 5 CFR 316, subpart C.
- e. Temporary Assignments under the IPA, 5 CFR part 334.
- f. FEORP, 5 CFR 720, subpart B.
- g. NPD 1371.1, Waivers of the Residence Abroad Requirement for Employees of NASA Contractors and Grantees.
- h. NPD 3000.1, Human Capital Management.
- i. NPR 1371.1, Requests For Waivers Of The Residence Abroad Requirements For Exchange Visitors Sponsored By NASA Contractors And Grantees.
- j. NPR 1900.3, Ethics Program Management.
- k. NPR 3792.1, NASA's Plan for a Drug-Free Workplace.
- l. NPR 9700.1, Travel.
- m. Office of Personnel Management (OPM) Qualifications Standards.

P.5 Measurement/Verification

- a. The Assistant Administrator (AA), Office of Human Capital Management (OHCM) shall conduct periodic program reviews to ensure program compliance.
- b. HR Directors shall conduct periodic internal reviews to ensure program compliance with applicable statutory, regulatory, and Agency policies and guidance.

P.6 Cancellation

NPR 3300.1, Appointment of Personnel To/From NASA, dated May 8, 2009.

Chapter 1. Responsibilities

1.1 Administrator

1.1.1 The Administrator, unless otherwise delegated in writing, shall approve:

- a. Details or extensions of details to external organizations in the Washington, DC, area in accordance with Chapter 6 of this directive.
- b. All assignments of foreign nationals to the Agency.
- c. Incoming IPA assignments, agreements, modifications, or extensions to Agency Senior Executive Service (SES), Scientific and Professional (ST), Senior Level (SL), and NASA Excepted Service (NEX) positions.
- d. Outgoing IPA agreements, modifications, and extensions of Agency SES, ST, SL, and NEX personnel.

1.2 AA, OHCM

1.2.1 The AA, OHCM shall:

- a. Set direction and provide oversight for employment programs and appointment authorities covered by this directive.
- b. Establish Agency procedures for the Administrator's advance approval or notification of certain appointments (e.g., details to external organizations).
- c. Develop an effective Agency-wide FEORP.

1.3 Center HR Directors

1.3.1 The Center HR Directors shall:

- a. Administer employment programs and appointment authorities in accordance with applicable laws, regulations, and this directive.
- b. Provide advisory services and technical assistance to management officials.

1.4 Supervisors

With the assistance of HR specialists, supervisors shall implement employment programs and appointment authorities in accordance with applicable laws, regulations, and this directive.

Chapter 2. Distinguished Scholar Appointment Authority

2.1 Introduction

2.1.1 This chapter describes the hiring parameters and qualification requirements for individuals appointed under the distinguished scholar appointing authority in the competitive service in accordance with 5 U.S.C. 9810.

2.1.2 The objective of this authority is to place less emphasis on work experience and provide an alternative external hiring vehicle that gives more weight to the academic performance of recent graduates.

2.2 Coverage

2.2.1 This authority may be used to fill scientific and professional positions covered by the Group Coverage Qualification Standard for Professional and Scientific Positions.

2.2.2 This authority can be used to fill career or career-conditional positions in the competitive service at grades General Schedule (GS) -7 through GS-12. This authority provides one source of candidates; supervisors may also consider candidates from other hiring sources.

2.3 Eligibility

2.3.1 Candidates shall:

a. Meet the appropriate qualification requirements (for Aerospace Technology (AST) positions, use the Agency AST Qualification Standard) and have received the qualifying degree from an accredited university within two years of the effective date of the appointment.

b. Meet the required academic achievement standards described in 5 U.S.C. § 9810 (b) at the time of graduation.

2.3.2 All grade point averages (GPAs) is expressed in terms of a 4.0 scale. If a candidate's GPA is based on a grading scale of other than 4.0, the GPA shall be converted to a 4.0 grading scale to determine eligibility. GPAs are rounded in accordance with the OPM Qualifications Standards. For example, a GPA of 2.95 is rounded to 3.0 and a GPA of 2.94 is rounded to a 2.9.

2.4 Recruitment and Rating

2.4.1 HR Offices shall:

a. Post vacancy announcements on USAJOBS and include a statement that identifies the position(s) as being filled under the Distinguished Scholar provisions.

b. Use the Agency automated staffing system to evaluate and refer candidates.

2.4.2 Candidates who meet minimum qualifications may be referred on an unranked list. When using an unranked list, qualified veterans have absolute preference in the absence of Interagency

Career Transition Assistance Program (ICTAP) candidates.

2.4.3 If candidates are further evaluated using a category rating process, qualified veterans have absolute preference within the appropriate category.

2.5 Selection Priority

2.5.1 ICTAP eligibles receive selection priority.

2.5.2 When making selections, candidates eligible for veterans preference shall be considered ahead of non-preference eligibles in accordance with 5 U.S.C. § 9810(c). Appointments are not subject to 5 U.S.C. 3309 - 3318, including traditional competitive service requirements for pass over procedures for preference eligibles.

Chapter 3. Employment of Experts and Consultants

3.1 General Provisions

3.1.1 Center Directors and Officials-in-Charge are authorized to certify appointments and extensions of appointments of experts and consultants and set pay. This authority may be delegated in accordance with NPD 3000.1.

3.1.2 HR Directors shall establish controls to monitor the reemployment of experts or consultants employed on an intermittent basis to ensure that the employment does not exceed the 130-day limit in a service year in accordance with 5 CFR § 304.103(c)(2)(i).

3.1.3 This chapter applies to the appointment of experts and consultants as Federal employees; it does not apply to the procurement of services by contracts under Federal procurement laws.

3.1.4 This authority is used to obtain expert services that are not available within the Agency or another Agency, for example: outside points of view and varied perspectives on critical issues; information on developments in industry; academic and foundation research; opinions of noted national and international authorities; participation of members from the general public (especially scientists and engineers) on Agency programs and projects; and assistance in the evaluation of highly technical and complex contract proposals.

3.2 Employment Conditions and Restrictions

3.2.1 Agency officials shall not use consulting services:

- a. To aid in influencing or enacting legislation.
- b. That give preferential treatment to former Federal employees.
- c. That use cooperative agreements as legal instruments for the consulting service arrangement.

Note: Reference 5 CFR § 304.103(b) for further information on prohibited use of experts or consultants.

3.2.2 An expert or consultant serving under a temporary appointment may have a full-time work schedule, (i.e., a 40-hour workweek) or an established part-time work schedule. They may also serve on intermittent appointments, without a regularly scheduled tour of duty.

3.2.3 In determining rates of compensation for an expert or consultant, consideration should be given to factors such as the importance, complexity, or urgency of the subject matter; market research on salaries for similar work (for comparison purposes); and the organizational level.

3.2.4 The statutory prohibitions on conflicts of interest apply. However, an expert or consultant who is expected to work no more than 130 days in any period of 365 consecutive days may qualify for treatment as a Special Government Employee. Such employees are subject to most, but not all, of the prohibitions that apply to regular employees. Management should consult with an ethics official for guidance.

3.2.5 If a security clearance is required, there may be some flexibility in initiating investigations on

prominent persons who have performed frequent services for the Government. Management officials shall consult with the local security officials for guidance.

3.3 Documenting Employment

3.3.1 HR Offices shall:

a. Assist management in completing the NASA Form 452, Request for Services of Consultant or Expert. This form is required to request and appoint experts and consultants.

b. Retain NASA Form 452 in the employee's official personnel folder.

c. As the basis for the determination of the need for the services of an expert or consultant, ensure NASA Form 452 clearly states:

(1) The duties to be performed.

(2) Whether the employee's services are advisory (consultant) or operational (expert) in nature.

(3) The specific knowledge, skills, and expertise required.

d. Ensure appropriate administrative records are maintained of actual days worked and brief descriptions of services performed. The organization where the expert or consultant renders service is responsible for maintaining records. Records and reports maintained by advisory committees may be used to satisfy this requirement for advisory committee members.

3.3.2 Individuals appointed as experts or consultants are required to complete a Statement of Financial Interest prior to employment in accordance with NPR 1900.3.

3.4 Reporting Requirements

3.4.1 The Agency is required to provide an annual report to OPM on the number of days each paid expert or consultant was employed and the total amount paid in accordance with 5 CFR 304.107.

3.4.1.1 Centers will maintain data in appropriate data systems; the AA, OHCM will gather data from applicable personnel and pay data systems and prepare the Agency's annual consolidated report.

Chapter 4. Appointment of Foreign Nationals

4.1 Approvals

4.1.1 The Agency may appoint foreign nationals having special qualifications in the fields of aeronautical and space research as determined by the Administrator to be necessary and in the public interest in accordance with § 5 U.S.C. 20113(j). HR Directors shall forward requests for approval to appoint foreign nationals to the Administrator through the AA, OHCM in accordance with paragraph 4.3 below.

4.1.2 NASA's Schedule A authority in 5 CFR 213.3148 is the authority most often used for the appointment of foreign nationals. Under this authority, the Agency may appoint up to 150 foreign national scientists having special qualifications in the fields of aeronautical and space research.

4.1.3 Unless otherwise delegated, the Administrator retains authority to approve new appointments, details, and extensions of all foreign nationals.

4.1.4 The Administrator's approval is required before initiating paperwork to the Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS).

4.2 Qualification Requirements

4.2.1 For permanent and non-permanent employment, foreign nationals should meet qualification requirements for the position being filled. For employment as an expert or consultant, foreign nationals will possess qualifications that exceed those prescribed for comparable work in the competitive service or be otherwise eminently qualified for the specific position.

4.3 Appointment Procedures

4.3.1 Requests for approval to appoint a foreign national will include a brief description of the duties of the position, justification for the proposed employment, and the following:

- a. The functional and organizational titles of the position, as well as grade level or rate of compensation.
- b. The name of the organization and duty location of the position.
- c. A description of the prospective appointee's special skills and qualifications. If the appointment is to an expert or consultant position, it will also include a description of how the individual meets the criteria for appointment in accordance with 5 CFR 304 and this directive.
- d. The resident status and type of visa of the foreign national (and spouse and children, if applicable) as established by the DHS.
- e. A completed resume.
- f. A position description.
- g. If applicable, NASA Form 452, Request for Services of Consultant or Expert.

Note: Reference NASA Desk Guide on the Employment of Noncitizens.

4.3.2 Documentation to meet special security requirements. All requests for approval to appoint foreign nationals will include the following as well as any additional requirements established by the Offices for International and Interagency Relations and Protective Services:

a. A statement signed and dated by the foreign national applicant indicating:

(1) Whether they have formally declared intent to become a U.S. citizen and, if not, their intent to become a citizen if employed by NASA.

Note: This is not a requirement for foreign nationals being considered for non-permanent employment except in positions requiring access to classified information.

(2) Whether the foreign national or spouse has any relatives residing in designated countries, as determined by the U.S. export control regulations, and, if so, the name, relationship, age, address, occupation, and description of the nature and extent of contact with each such relative.

Note: A designated country is a country that meets one or more of the following criteria: country with which the U.S. has no diplomatic relations; country determined by the Department of State to support terrorism; country under sanction or embargo by the U.S.; or country of missile technology concern. For up-to-date information pertaining to the designated country

list, contact the Center's export control administrator.

b. A Memorandum for Record from the Center's security office reflecting the level of access to classified information, as established by the duties that will be performed or a statement that the foreign national will be assigned duties which do not involve access to classified information. The memorandum will indicate that the required security documentation has been reviewed, is adequate and complete, and that there are no apparent factors which would preclude granting access.

c. Visa Reclassification. Foreign nationals offered employment shall be legally admitted to the U.S. for permanent residence or otherwise authorized by the DHS to be employed. Foreign nationals who do not need a valid Alien registration receipt card (green card), Form I-551, may be sponsored for visa reclassification by the Agency. The Center will forward (after the Administrator's approval) USCIS Form I-140, Immigrant Petition for Alien Worker, and required documentation to the USCIS Service Center with jurisdiction over the location where the foreign national will be employed.

d. Waiver of Residence Abroad Requirements (two-year foreign residence requirements). If it is necessary to obtain this waiver for a foreign national in the U.S. on the J-1 Exchange Visitor Program, the Center will follow the policies and procedures in NPD 1371.1 and NPR 1371.1.

4.3.3 Submission of Request. After approval and signature of the Center Director, the HR Director or Center designee will forward the request for approval to appoint a foreign national to the AA, OHCM.

4.3.3.1 The AA, OHCM will coordinate the package with the Assistant Administrators for International and Interagency Relations and Protective Services, appropriate Headquarters organizations, and the General Counsel, before submitting to the Administrator for approval.

4.4 Transportation

4.4.1 When the transportation of the appointee and dependents and shipment of household goods to the first duty station are authorized under 5 U.S.C. 5723, the appointee shall execute NASA Form 420, Service Agreement - First Duty Station Appointment.

4.5. Change in Citizenship

4.5.1 The Center shall provide a written notice to the foreign national, on or before the date of appointment, informing them of their responsibility to notify their HR Office immediately of any changes in visa or citizenship status. The written notice will inform the foreign national that they are to submit the naturalization data to the HR Office within ten days after the status change (e.g., the foreign national obtains U.S. citizenship.)

4.5.2 Upon notification of obtaining U.S. citizenship status, the HR Office shall:

- a. Review the appointment to determine if the employee is eligible for continued employment. If determined ineligible, take appropriate action to terminate the appointment.
- b. As applicable, advise appointee on steps to competitively convert to the competitive service.
- c. Submit to the AA, OHCM the foreign national's naturalization certificate number, the effective date, and the name and location of the court. This information will also be provided to the Center's security office.

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.

Chapter 6. Detail Assignments

6.1 Procedures

6.1.1 Details under this chapter can be approved to the following types of external organizations: The White House (including the Executive Office of the President and the Office of Science and Technology Policy), Congressional committees/staffs, Federal agencies, military, and non-Federal organizations permitted under the IPA. NASA employees are not authorized to be detailed to entities in private industry.

6.1.2 Details should not exceed two years. Requests to extend a detail beyond two years will include an explanation of why the extension is in the best interest of the Agency and the external organization.

6.1.3 When an external organization requests the services of an Agency employee and the request is not for a specific employee, the Center Director shall consult with the Administrator or Deputy Administrator prior to deciding on a detailee that best meets the needs of the request and/or whether or not the Agency can support the request.

6.1.4 HR Offices will obtain the following information from the gaining agency or department about the detail:

- a. The employee's name.
- b. Title.
- c. Grade and salary.
- d. Location of current and proposed assignment.
- e. Reimbursement or non-reimbursement information.
- f. Required security clearance information.
- g. Need for the detail.
- h. A statement of work to be performed or a position description.
- i. Duration (beginning and ending dates) of the detail.

6.1.5 For details incoming to the Agency, the HR Office will obtain the information above and:

- a. Notify the appropriate security officer of arrival and departure dates of the detailee.
- b. If reimbursable, ensure a purchase request is processed to transfer funds upon completion of a satisfactory detail.
- c. Provide any required travel orders (unless otherwise provided for in the agreement).
- d. Submit time and attendance reports to the losing agency or department.

6.2 Detail Assignments in the Washington, DC, Area Require Administrator Approval

6.2.1 Management officials shall obtain advance written approval from the Administrator for all details or extension of details of Agency personnel to external organizations within the Washington, DC, area.

6.2.1.1 For this purpose, the Washington, DC, area includes the District of Columbia and the surrounding area within a 50-mile radius.

6.2.2 Management requests for approval will be submitted to the AA, OHCM for processing.

6.2.3 Prior to submitting the request to the AA, OHCM, coordination/concurrence from the Offices of Legislative and Intergovernmental Affairs and/or International and Interagency Relations is necessary when:

- a. Employees are assigned to Congressional committees or staffs.
- b. Employees are assigned to international organizations.

6.2.4 Management officials shall submit requests with the following information at least 30 calendar days in advance of the proposed effective date:

- a. Employee's name.
- b. Center and organization.
- c. Position title, series, grade, and length of time in current position.
- d. Supervisor's name/title.
- e. External organization's name, location, and point of contact.
- f. Proposed title (if applicable).
- g. Proposed starting and ending date of assignment.
- h. Brief description of the duties (include the purpose of the assignment and how it will benefit NASA).
- i. Brief summary of the employee's work history (include number of years with NASA, attach a resume/summary).
- j. Center Director's recommendation.
- k. Center Director's signature and date.

Note: Requests submitted with less than a 30-day notice (or after the start of the detail), should include written documentation between the requestor (i.e., Center Director or Headquarters OIC) and the Office of the Administrator stating why the request is delayed and acceptance/informal approval to proceed.

6.2.5 Rotational details that are components of formal Agency development programs (e.g., Mid-Level Leader Programs, Presidential Management Fellows (PMFs), and SES Candidate Development Programs) do not require the Administrator's advance approval.

6.2.6 Centers are required to report rotational details to the AA, OHCM. The following information will be provided:

- a. Employee's name.

- b. Center/organization.
- c. Name of external organization, location, and point of contact's name and number.
- d. Start and end date of the detail.
- e. Short description of the assignment and the developmental objective.

6.2.7 The non-reimbursable interagency detail of employees requires the approval of the appropriate appointing authorities, in coordination with the responsible officials of other agencies and departments (e.g., HR, Budget/Finance, General Counsel, and Security).

6.3 Processing and Documenting Details

6.3.1 HR Offices shall document the detail assignments of Agency employees to external organizations or departments (whether internal or external to NASA), with the exception of participants in formal developmental programs, by processing the appropriate personnel action in the Federal Personnel and Payroll System (FPPS) as outlined below.

6.3.1.1 Non-Competitive Details

a. OPM requires documentation (processing of personnel actions) for the following types of details (Reference the Guide to Processing Personnel Actions, Chapter 14, Table 14-A):

- (1) Detail to an assignment under the authority of the IPA.
- (2) Detail to international organizations.
- (3) Detail to a position that is different (either series, grade, or duties) than the employee's current position and is for more than 30 days.
- (4) Detail to any position for more than 120 days.

b. FPPS is the authoritative data source for employee information; it is used by other systems to grant employee/supervisory access to Agency systems. The processing of personnel actions ensures that employees on details receive appropriate emergency notifications and access to NASA systems.

c. In addition, Center HR Offices shall document the following details:

- (1) Details of any employee into a supervisory position whether they are currently a supervisor or not, regardless of duration.
- (2) Details greater than 30 days to a different organization or work location.

6.3.1.2 Competitive Details

- a. Details for more than 120 days to a higher graded position with higher promotion potential are subject to competitive placement procedures (5 CFR 335.103(c) (2)).
- b. Centers may limit the area of consideration on job announcements for competitive details to the employing organization or directorate.
- c. Centers may establish local written procedures for announcing competitive details.
- d. In accordance with 5 CFR 335, staffing case files must provide sufficient documentation to reconstruct the action (e.g., evidence of applicant search, referral, and selection process).

Note: Employees do not need to meet minimum qualifications for details; however, if the

position has a positive education requirement, candidates must meet the prescribed requirements.

6.4 Reporting Requirements

6.4.1 Regardless of whether the detail is reimbursable or non-reimbursable, the employee is still counted in the Monthly Report of Full-Time Equivalent/Work Year Civilian Employment (SF-113G) of the losing agency or department. This is not negotiable in interagency agreements.

6.4.2 HR Directors shall provide reports to the AA, OHCM as prescribed by the OHCM Program Manager to supplement data available in the FPPS, including a brief description of detail assignments.

6.4.2.1 Details covered by this reporting requirement include: interagency details; details under the IPA; and any other appropriate agreements for sending NASA employees to external organizations, as well as details of NASA employees on rotational assignments as part of Agency-funded developmental programs, such as the Mid-Level Leader, PMFs, and the SES Candidate Development Programs.

6.4.3 The AA, OHCM will prepare a consolidated report outlining Agency employees on external details and forward to the Administrator's Office.

6.4.4 Center HR Offices will maintain records on incoming and outgoing details for a period of two years beyond the ending date of the detail. Documentation will include:

- a. Name of detailee.
- b. Organization to which detailed (if a NASA employee) or organization from which detailed (if a non-NASA employee).
- c. Period of detail.
- d. Whether or not the detail was reimbursable.

Chapter 7. Term Appointments under the NASA Flexibility Act

7.1 General Provisions

7.1.1 This chapter applies to the term appointment and conversion flexibilities codified under 5 U.S.C. 9806. The law allows the Agency to make term appointments for not less than one year and for up to a maximum of six years.

7.2 Exclusions

7.2.1 This authority may not be used in connection with a political appointee who holds a position that has been excepted from the competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character (Schedule C position) or a position in the SES as a non-career appointee as such term is defined in 5 U.S.C. § 3132(a).

7.3 Making or Extending Term Appointments for up to Six Years

7.3.1 When filling positions or extending appointments under the term authority covered in this chapter, management shall certify, in addition to the specifications of 5 CFR § 316.301(a), that at least one of the following criteria is met:

- a. There is no clear long-term need for additional capacity in the skill or skills of that position.
- b. Projects and/or institutional work to which the incumbent of the position could be assigned are not secure enough to assure full-time utilization of the position beyond a certain period of time.

7.3.2 If the above criteria is not met, the position shall be filled using permanent appointment authorities. Management should consult with their HR Specialist to discuss appropriate fill strategies.

7.4 Vacancy Announcements

7.4.1 Vacancy announcements for term positions will include the following language:

- a. The position has the potential to be extended for up to a maximum of six years, even if the initial appointment period is for a shorter period to allow non-competitive extensions when necessary.
- b. Individuals selected under this announcement may be eligible for conversion to a permanent appointment under the provisions of 5 U.S.C. § 9806(b).

7.4.2 Announcements for permanent positions may include a statement that term employees who meet the requisite eligibility criteria may apply and compete under competitive placement procedures and, if selected, be converted to permanent appointment.

7.5 Requirements for Non-competitive Conversions from Term appointments.

7.5.1 Basic requirements for conversions of term employees:

- a. The employee was selected for the term position under Title 5 competitive procedures and the announcement stated that the individual(s) selected may be eligible for conversion to a permanent appointment.
- b. The individual has at least two years of continuous service under a term appointment in the competitive service.
- c. The individual has a fully successful or better performance rating. Formal performance documentation for the entire two-year period is required to support this determination.

7.5.2 In addition to meeting all of the criteria in paragraph 7.5.1, an employee is eligible for non-competitive conversion to a permanent appointment in a position that:

- a. Is in the same geographic location as the term position currently held.
- b. Is in the same occupational series as the term position currently held.
- c. Has no greater promotion potential than the term position currently held.

7.5.3 Term employees have no entitlement to a non-competitive conversion to a permanent appointment. Management has the option to terminate the appointment on the not-to-exceed date or require competition.

7.6 Competitive Conversions

7.6.1 Term employees who do not meet all of the requirements for non-competitive conversion may be considered under competitive placement procedures.

7.6.2 When management does not approve a non-competitive conversion, employees may apply for vacancy announcements open to term employees with conversion eligibility under the NASA Flexibility Act of 2004.

7.7 Referring Term Employees for Selection under Competitive Placement Procedures

7.7.1 Term employees may apply to any vacancy announcement that is open to term employees with conversion eligibility.

7.7.2 Qualified term employees will be referred on the list of candidates eligible for non-competitive selection for positions that have no greater promotion potential than the term position currently held.

7.8 Advising Employees

7.8.1 HR Offices will inform new term employees appointed under 5 U.S.C 9806 about the provisions of the Agency term authority when they are appointed.

Chapter 8. FEORP Guidelines

8.1 Overview

8.1.1 The AA, OHCM (or designee) in partnership with the AA, Office of Diversity and Equal Opportunity (ODEO) (or designee) shall set Agency direction for an outreach program aimed at improving representation, development, and retention of minorities, women, and other underrepresented groups in the workforce in accordance with applicable laws and regulations.

8.1.2 The AA, OHCM and the AA, ODEO will jointly prepare an annual Agency plan and program in accordance with 5 CFR 720, Subpart B and prepare the Agency consolidated report for Congress on the progress toward meeting established objectives.

8.1.3 Targeted underrepresented groups include minorities, women, and individuals with disabilities. OHCM and ODEO will collaborate on the development of solutions to attract, develop, and retain a talented diverse workforce.

8.2 FEORP Plans

8.2.1 HR Directors (or designees) are responsible for the development and implementation of annual recruitment plans and strategies designed to reach individuals in underrepresented groups.

8.2.1.1 HR Directors will consult with the Center Offices of Equal Opportunity during the development, implementation, and evaluation of the Center FEORP plans to:

- a. Assess underrepresentation in the workforce (see Appendix A for definition) in accordance with applicable laws and regulations.
- b. Increase the representation of targeted underrepresented groups.
- c. Increase the number of individuals with disabilities in the workplace consistent with the Government-wide goal of two percent.
- d. Identify recruitment strategies, best practices, and methods to reach qualified individuals who are underrepresented in the workplace.
- e. Partner and build effective relationships with universities/schools; Federal, state, and community-based employment resources; and professional associations to expand outreach efforts with targeted diverse communities.
- f. Educate management officials on practical ways to create, develop, and maintain a diverse workforce.
- g. Evaluate program effectiveness.
- h. Prepare an annual report on the Center's progress toward meeting established objectives in accordance with applicable laws, regulations, and policies. Reports will include successful practices that have improved or are aimed at improving hiring, development, and retention of underrepresented individuals in the workplace.

Appendix A. Definitions

Critical Need Position. Competency area in which the Agency is, or will be, at risk, as identified in the NASA workforce plan prescribed by 5 U.S.C. 9802.

Continuous Service. A period of time, beginning at the present and extending back through all periods of term employment in the competitive service not separated by a break of three or more days. The service need not have been performed solely at NASA and may have occurred in one or more Federal agencies.

Same Geographic Location. For purposes of paragraph 7.6.1, this term is defined to mean the same Center (as that in which the employee is currently working), or any component facility serviced by the same HR Office.

Term Appointment. A non-permanent appointment made for up to a maximum of six years. Reasons for making a term appointment include, but are not limited to, project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, uncertainty of future funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization.

Underrepresentation. A situation in which the number of women or members of a minority group within a category of employment constitutes a lower percentage of the total number of employees within the employment category than the percentage of women or the minority group constitutes within the U.S. civilian labor force (5 CFR 720).

Appendix B. Acronyms

AA	Assistant Administrator
AST	Aerospace Technology
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
FEORP	Federal Equal Opportunity Recruitment Program
FPPS	Federal Personnel and Payroll System
FTR	Federal Travel Regulations
GPA	Grade Point Average
GS	General Schedule
HCM	Human Capital Management
HR	Human Resources
ICTAP	Interagency Career Transition Assistance Program
IPA	Intergovernmental Personnel Act
NEX	NASA Excepted
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
ODEO	Office of Diversity and Equal Opportunity
OHCM	Office of Human Capital Management
OPM	Office of Personnel Management
SES	Senior Executive Service
SF	Standard Form
U.S.	United States
U.S.C.	United States Code