Financial Responsibilities

Expenses for all HQ Organizations
HQ organizations may choose to conduct interviews either in person or via other mediums (telephone, ViTS). If invited to HQ for an interview, the HQ organization that issues the invitation will pay the cost of the interview TDY.

Detail in Place (DIP) Assignments Expenses
Candidates selected to perform DIP assignments are expected to travel to the HQ approximately once each month, typically for a week. These TDY costs are funded by the HQ organization. Any additional TDY, supporting the detail assignment, will be funded by the HQ organization.

The employee’s parent organization is responsible for providing and maintaining IT equipment and workspace, if not located at HQs, and for non-detail assignment travel.

Parent organizations are encouraged to relocate DIP detailees within their organizational footprint for the duration of the HQ detail assignment, allowing the detailee to focus on the HQ mission support. If relocated, this cost is paid by the parent organization.

When located at their parent organization, the employee will continue to work in support of the HQ organization.

Salary
The parent organization will continue to fund the candidate’s salary and overhead. JPL IPAs will be written per standard reimbursement procedures.

Information on Extended TDY (ETDY) expenses for assignments at NASA HQ can be found at:
https://www.nssc.nasa.gov/extendedtdy