

National Oceanic and Atmospheric Administration
Rotational Assignment Program (NRAP) Policy

I. Purpose. The NOAA Rotational Assignment Program (NRAP) is to provide developmental assignments that give additional opportunities for employees to broaden their skills, gain knowledge, and enhance their personal and professional growth. NRAP provides a formal and systematic process for offering these assignments to eligible employees. Participants will gain a broader understanding of the total NOAA mission through assignments that cross NOAA organizational lines. Line and Staff Offices will benefit from the exchange of perspectives between the participant and the host office and be able to get small projects completed without increasing their FTEs. This will begin the training process for developing competencies that will be required to fulfill NOAA's future mission.

II. Eligibility. The Program is open to all permanent civilian NOAA employees which include general schedule, pay banding, wage grade and wage marine. Employees must be

- * full-time Federal employees;
- * willing to accept rotational developmental assignments which may require temporary mobility; and
- * have received a meets or exceeds expectations (or equivalent) rating during their latest performance review.

III. Criteria. The Program provides rotational assignments in all occupational areas that support the NOAA mission. Assignments are structured to provide a developmental opportunity for the participant as well as to inspire leadership qualities. Employees can participate in the NRAP once every three years. Rotational Assignments are not intended to replace a full time position and do not replace the use of details traditionally used to fulfill short term requirements.

IV. Administration. The NOAA Ocean Service (NOS) will administer the program for the first year. The NOS Deputy Assistant Administrator will be the NRAP Administrator. (A decision will need to be made as to who will administer the Program at the conclusion of one year). The NRAP Committee, consisting of a representative from each Line and Staff Office, will provide support and be responsible for NRAP within their Line or Staff Office. The Committee will provide oversight for the Program and ensure that all Program and Staff Offices are participating equitably.

V. RAP Process.

(1) Solicitation. The NRAP Administrator will request that Line and Staff Offices identify and submit rotational assignment opportunities in their offices during the next fiscal year. The form at Appendix A must be completed for each assignment opportunity. Assignments are expected to be at least three months in duration, but should not exceed six months.

(2) Announcement. The NRAP Administrator will announce the availability of rotational assignments once per fiscal year.

(3) Application. Each applicant may apply for opportunities within their grade or pay band range. Each applicant will be required to submit to the NRAP Administrator a completed copy of the NRAP application, which has been signed by their supervisor (see Appendix B). The presence of the supervisor's signature on the application indicates that the supervisor is aware that the individual is applying for a rotational assignment and that alternatives may need to be explored for covering the employee's work if selected for an assignment. In addition, participation in the Program is for developmental purposes and as with any other opportunity does not in any way obligate management to provide promotional opportunities for the individual.

(4) Selection Process.

(a) Applications will be reviewed by the NRAP Committee and provided to the office offering the assignment (host office) along with the Document of Eligibles. Only one participant will be selected per submission unless otherwise indicated on the assignment opportunity. Applicants will be rated, ranked and selected based on personal information provided in their RAP application, special assignment requirements, level of responsibility, category of assignment, and rating and ranking criteria. The host office will conduct this review, contact the applicants if desired, and then indicate their first, second and third choice on the document of eligibles. This information is sent back to the NRAP Administrator.

(b) The Committee will be responsible for reviewing the top three candidate recommendations made by the host office and will make recommendations for final selections to the NRAP Administrator. The NRAP Administrator will gain concurrence of the selections from the other participating NOAA Line and Staff Offices.

(c) The NRAP Administrator will notify the participant, the office of record and the host office of the final selections. Individuals who are not selected will also be notified. At this time the participant, the office of record supervisor and the host office supervisor will decide on the exact starting date and report this information to the NRAP

Administrator. The participant will not be involved with the host office until the agreed upon starting date.

VI. Office of Record Responsibilities. The office of record supervisor is expected to support the Program and in doing so provides support to the participant. The office of record supervisor will work with the participant and host sponsor to determine a start and end date for the assignment. The office of record supervisor is responsible for ensuring coverage of participants' work during their absence.

VII. Participant Responsibilities. Once a participant accepts an assignment, it is expected that the assignment will be completed unless unusual circumstances arise. If unusual circumstances arise and the participant needs to leave the Program, he/she should inform the host office sponsor, the office of record supervisor and the NRAP Administrator. Program evaluations must be completed as described in paragraph XI. Participants are also encouraged to discuss concerns about the Program that may arise during the assignment period with the NRAP Administrator.

VIII. Host Office Responsibilities. The host office is responsible for creating a worthwhile learning opportunity for the participant. The host office will designate an individual to be responsible for working with the participant to direct the work and to assist the participant with the developmental process. This individual will be referred to as the sponsor. The sponsor must provide clear guidance to the participant by providing him/her a written copy of the description of duties, engaging in a discuss with the participant about the duties, objectives, and expectations of the assignment, and the participant's expectation for development as well. It is also the responsibility of the host office to ensure that reasonable accommodations for office work space and equipment are available for the participant. The participant should be shown the same courtesy as all other employees in the space provided while on assignment.

IX. Program Activities. In addition to the NRAP assignment, additional activities will be provided that are designed to provide skills to be used during the assignment as well as for career development. Participants are encouraged to participate in these activities. These activities include workshops in project management, team building, leadership, communications, and career planning.

X. Funding. The participant's salary will continue to be paid by the participant's office of record. (The participant's job will **not** be backfilled except through the temporary use of details and rotational assignments.) Travel and per diem for temporary mobility and program related travel will be the responsibility of the host office. Alternative agreements for non-assignment related travel and per diem funding arrangements may be reached between the host office and the office of record supervisor subject to their approval.

XI. Conclusion of Assignments, Extensions, and Evaluations. At the end of an assignment, the participant will return to his/her position of record. If, at the end of the assignment, a minimal amount of time is needed to complete the assignment, a request for extension with an explanation of why it is needed should be submitted to the NRAP Administrator. This request should indicate that an agreement for an extension has been reached by the host office sponsor and the office of record supervisor. At the end of the assignment or extension, the host sponsor will complete an evaluation of the participant's work, as well as an evaluation of the Program as it relates to the respective assignment in terms of experience with the participant and overall administration of the Program. Appendices C and D are provided for this purpose. In addition, each participant will submit an evaluation of the assignment and the Program based on participation and experiences of the assignment. These evaluations should be submitted to the NRAP Administrator within four weeks after completion of the assignment.

XII. Program Evaluation. At the end of each fiscal year, the NRAP Committee will perform a Program assessment to evaluate the success and value of the Program. The Committee will make recommendations for adjustments and improvements. The Committee will use input from the host office and the participant to complete their program evaluation. They will report their findings to the NRAP Administrator.

Attachments

APPENDIX A

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

Occupational Category:

Managerial_____ Technical_____ Analytical_____

Administrative _____ Clerical/Support _____ Other_____

Level of Responsibility: GS_____ Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months_____ Other_____

Timeframe: 1st quarter__ 2nd quarter__ 3rd quarter__ 4th quarter__

Title of Assignment: _____

Assignment Objective:

Description of Tasks:

Special Requirements and Selection Criteria:

NOAA Line/Staff Office:_____

Point of Contact:_____

[Click Here for More Information](#)

APPENDIX B

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM APPLICATION

Name: _____ Telephone No. _____

Series & Grade _____ Position Title _____

NOAA Organization _____

Most recent performance rating: _____

Area of interest: Managerial ___ Technical ___ Analytical ___

Administrative ___ Clerical/Support ___

Rotational assignment(s) for which you are applying. You may list your top three choices in priority order:

Opportunity No. _____ Opportunity Title _____

Willing to participate in a rotational assignment that will require a temporary change in duty station? YES ___ NO ___

State why you are interested in the rotational assignment(s) for which you are applying. _____

Professional, Organizational, or Personal Activities (e.g. societies, associations, or organizations). You may show your involvement in each.

Applicant's Signature

Date

Supervisor's Signature

Date

Exhibit 1: SAMPLE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

Occupational Category:

Managerial _____ Technical Analytical _____

Administrative _____ Clerical/Support _____

Level of Responsibility: GS- 11/12 _____ Pay Band _____ WG/WM _____

Duration: 3 Months _____ 6 Months Other _____

Timeframe: 1st Quarter _____ 2nd Quarter 3rd Quarter _____ 4th Quarter _____

Assignment Title: Developing Database Documentation and Operating Instructions

Assignment Objective:

To develop documentation and operating instructions for several databases that contain financial information. The participant will gain valuable experience in providing support which is vital to sound fiscal operations.

Description of Tasks:

The assignment calls for a specialist in data base management who can work independently in planning the project and developing the documentation and operating instructions. The project may require research of various sources to obtain necessary information.

Special Requirements and Selection Criteria:

The assignment requires some knowledge of data base management and good writing skills.

NOAA Line or Staff Office: NOAA Fisheries Service

Point of Contact:

Appendix C

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM
HOST OFFICE EVALUATION OF PARTICIPANT

Participant's Name _____

Title and Grade _____

Office of Record _____

Title of Assignment _____

Host Office _____

Host Office Sponsor _____

Was the assignment completed? YES ___ NO ___ If no, explain.

Were objectives and expectations for the finished product met?
YES ___ NO ___ If no, explain.

Briefly explain the following:

- the developmental experience gained by the participant. If none gained, explain why not.

- quality of participant's work - may use quantitative as well as performance range (e.g. average, excellent, outstanding, etc.)

- your recommendation as to how the participant could benefit from other developmental assignments.

Printed Name and Title _____

Signature _____ Date _____

Appendix D

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM
HOST OFFICE PROGRAM EVALUATION

Participant's Name _____ Telephone No. _____

Title and Grade _____

Title of Assignment _____

Host Office _____

Host Office Sponsor _____

Briefly explain the following:

- your experience with overall administration of the Program.
- how the assignment impacted your office and workload. Explain the value added.
- how the participant was received in the office.
- suggestions for changes/improvements.

Printed Name and Title _____

Signature _____ Date _____

Appendix E

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM
PARTICIPANT EVALUATION

Name _____ Telephone No. _____

Title and Grade _____

Office of Record _____

Title of Assignment _____

Host Office _____

Host Office Sponsor _____

-
- Describe the value you received from the Program.

 - How will this assignment help you in your current job and in furthering your career?

 - Were there any situations (interpersonal, professional, work-related products, etc.) that were especially helpful?

 - What would you do differently?

 - What suggestions of improvement would you like to offer for the Program?