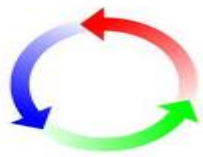


U.S. Department of Housing and Urban Development
Office of the Chief Human Capital Officer



ROTATIONAL ASSIGNMENT PROGRAM



POLICY



HANDBOOK 655.1

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Chapter 1. General Provisions

1-1 Purpose

This document provides policy and procedures involving the details of employees under the HUD Rotational Assignment Program (RAP), which is a career developmental program in which an employee temporarily rotates to an office to support special tasks, projects, and/or to temporarily fill a vacant position. This program is to enhance and develop the knowledge, skills and abilities of our employees by educating them in other programs and different types of work in order to facilitate development and growth of our workforce. If an office is experiencing a shortage in a particular competency or is in need of extra support in order to produce a specific product or provide a specific service, this program may be used as a tool to temporarily increase that office's capacity as long as the learning and development of the employee remains the primary objective of the assignment.

1-2 Policy

- A. It is the Department's policy that, in a continued effort to educate, retain and provide opportunities for employees, the HUD RAP will benefit our employees by providing opportunities for professional growth and development.
- B. HUD employees who participate will be given the opportunity to develop as they will learn more about other programs and offices, increase their knowledge base of the Department, and add to their skill set with challenging rotational assignments.
- C. The use of rotational assignments provides a dual advantage by providing developmental opportunities to our employees, while providing program offices with assistance while filling gaps in resources.

1-3 Scope

This policy is applicable to all HUD General Schedule (GS) grades 1-15 employees within the Department who are not in a training position or program, (e.g., Presidential Management Fellowship Program, Upward Mobility Program, Emerging Professionals program, etc.).

1-4 References

- A. 5 United States Code (USC) §3341, *Details; within Executive or Military Departments*
- B. 5 USC §4109, *Expenses of Training*
- C. 5 USC §4118, *(Training) Regulations*

D. 5 Code of Federal Regulations (CFR) §300.301, (Detail) *Authority*

E. 5 CFR §410.203, *Options for Developing Employees*

F. HUD Handbook 625.1, *Telework Policy*

1-5 Definitions

The definitions provide meanings for topics as they are to be interpreted in the context of this policy:

A. 1 and 2 Grade Interval Series.

1. A 2-grade interval series is that of typically a Specialist or Analyst in series such as 0301, 0343, 1101, etc. In these series, the grades jump in 2-grade intervals such as a GS-9 to a GS-11. While these positions from the GS-11 grade level to the GS-15 level jump only 1-grade level, the series is still considered a 2-grade interval series.
2. A 1-grade interval series is that of a clerical, technical or assistant series such as 0344, 0203, 0261, etc. In these series, the grades do not jump, but go in sequence, i.e., GS-5, 6, 7, etc.

B. **Host Coach.** A Host Coach is responsible for providing support and technical assistance to the RAP participant while he/she is on rotation. Coaches provide on-the-job-training and shadowing opportunities to the participant to help them learn key aspects of tasks and/or projects. Coaches also provide feedback to the Host Supervisors and, if appropriate, to the employees regarding developmental progress and recommended improvements.

C. **Organization.** An organization is defined as an office, division, or branch within or outside of a Program Office (e.g., Public and Indian Housing, Office of the Chief Information Officer, Field Program Management, etc.).

1. **Home Organization.** The organization where the employee's permanent position of record is located.
2. **Host Organization.** The organization where the employee is performing the rotational assignment.

D. **Rotational Assignment.** A rotational assignment is a detail to another position or work to broaden the employee's knowledge of different operations and working environments. Temporary assignments in this program are typically for 60 to 120 calendar days.

E. Supervisor.

1. **Home Supervisor.** The employee's first line supervisor of record.

2. **Host Supervisor.** The designated program office official in the host organization who monitors and regulates the performance of assigned or delegated duties during the duration of the rotational assignment.

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Chapter 2. Roles and Responsibilities

2-1 Office of the Chief Human Capital Officer (OCHCO)

- A. The Chief Human Capital Officer, or designee, is responsible for the administration of this policy. Approval to deviate from this policy must be obtained from the Chief Human Capital Officer or designee.
- B. The Chief Learning Officer (CLO), or designee, is responsible for:
 - 1. Designating a HUD RAP Manager;
 - 2. Denying any employee for a rotational assignment; and
 - 3. Providing a written justification for each denial.
- C. The HUD Rotational Assignment Program Manager is responsible for:
 - 1. Ensuring this policy is implemented consistently throughout HUD and is communicated to management;
 - 2. Reviewing and evaluating individual requests from the Program Office to ensure they meet all of the requirements of this Handbook;
 - 3. Maintaining the RAP internet sites (such as webpages and SharePoint);
 - 4. Reviewing applications and ensuring criteria are met and determining the eligibility of candidates;
 - 5. Preparing the listing of candidates and forwarding it to the Host Organization;
 - 6. Upon selection, obtaining approval from the Home Organization and coordinating the effective and not-to-exceed date for the rotational assignment;
 - 7. Notifying the employee and advising the Host Organization to enter a Personnel Action Request (PAR), if the assignment is more than 30 days, and performance plans, if the assignment will exceed 89 days, for inclusion in the employee's electronic Official Personnel File; and
 - 8. Maintaining records and reports of all activity associated with the program.
- D. The Director, Recruitment and Staffing Division, or designee, is responsible for:
 - 1. Assisting in the marketing of this program by ensuring managers are aware of this option when temporary or permanent resources are needed;
 - 2. Assisting the HUD RAP Manager in determining RAP applicant eligibility, as requested; and
 - 3. Reviewing the PAR to ensure there is no violation of the requirements stipulated in this policy, the Merit Staffing Policy, or the AFGE and NFFE Bargaining Unit Agreements.

2-2 Program Offices

- A. The Assistant Secretary (AS) or General Deputy Assistant Secretary (GDAS), or equivalent, of each program area (Housing, Public and Indian Housing, Community Planning and Development, etc.) is responsible for:
1. Encouraging appropriate use of this program by his/her managers in the various Regional and Field Offices;
 2. Monitoring its use for consistency with the Program Area's human capital strategies, strategic plans and organizational goals;
 3. Approving/Denying RAP assignment applications that require temporary duty (TDY) funding.
- B. The Host Organization selecting official and/or Host Supervisor is responsible for:
1. Submitting the appropriate information on the RAP website for the advertisement of any rotational assignment, including a statement of work, if required;
 2. Promptly reviewing applications and conducting interviews, as appropriate;
 3. Ensuring the employee has adequate work space and the tools necessary to perform the duties of the assignment;
 4. Submitting a PAR for details 30 days and greater;
 5. Preparing performance plans for details 90 days or longer;
 6. Ensuring sufficient work is available and the employee is assigned and performing work as described in the position description or the statement of work;
 7. Ensuring that the appropriate training to perform the duties of the assignment is provided;
 8. Assigning a Host Coach to provide technical assistance and support to the employee;
 9. Providing guidance and oversight of the employee; and
 10. Rating employee or providing feedback to the employee's supervisor based on duration of rotational assignment.
- C. The Home Organization official and/or Home Supervisor is responsible for:
1. Encouraging employees to participate in this program, when feasible;
 2. Providing written justification of any declinations to the RAP Manager;
 3. Signing HUD's RAP Agreement Form and the SF-182, *Authorization, Agreement*, for each position prior to the employee applying for the rotation opportunity;
 4. Utilizing this program to obtain needed support while his/her employees are participating in this program;
 5. Taking into consideration feedback provided by a Host Organization for a participant's performance appraisal; and
 6. Informing senior leadership within their program office of all approved rotations.

D. Employees are:

1. Encouraged to discuss their interest in applying for the RAP with their supervisor, as approval will be required in order to apply for a developmental rotational opportunity;
2. Responsible for seeking RAP opportunities to enhance their skill level or contribute their talent or technical expertise to meet current Departmental needs;
3. Required to submit all required documentation (HUD's RAP Agreement Form and SF-182) in applying for the RAP to the designated representative;
4. Required to perform assignments to the best of their ability and to conduct themselves in a professional manner.

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Chapter 3. Program Requirements

3-1 Overview

Participation by employees, and release by the Home Supervisor, is strictly voluntarily. Employees are not entitled to selection for, or participation in, this program. However, all selections, non-selections and/or the home supervisor's decisions not to approve participation requests must be made solely on job-related and/or organizational need criteria, such as office coverage, staffing shortages, and workload constraints. Decisions may not be based on political; labor organization affiliation or non-affiliation; marital status; race; color; religion; gender; sexual orientation; sex; national origin; non-disqualifying disabling condition; or age and shall be based solely on job-related criteria.

3-2 Type of Work and Assignments

- A. Work assignments/positions should be meaningful and provide an opportunity for the employee to learn new or different skills and increase his/her knowledge and skills. The experience should provide insight into the overall agency program and enhance the employee's competencies.
- B. As stated previously, the assignment may be to a vacant position, a position for which the duties have not yet been classified (unclassified duties) or to perform short-term special projects. However, if the assignment is one of unclassified duties or a short-term special project or initiative, a "Statement of Work" must be prepared. This statement should include:
 - 1. Purpose: Why are we doing this project?
 - 2. Scope of Work: This describes the type of work that needs to be performed.
 - 3. Specific Duties and Responsibilities: This does not need to be an all-inclusive list, but should give insight to the type of duties that will be required.
 - 4. Learning Objectives: A statement of what the learner is expected to accomplish or acquire as a result of the learning experience. Objectives are measurable and delineate the content, conditions, and criteria to be used to demonstrate mastery of the objective.

3-3 Length and Provisions of Assignments

- A. The length of a rotational assignment may be for up to 120 days.
- B. Rotations to a higher graded position, or a position with a known higher promotion potential than the employee holds, may **not** exceed 30 days under any circumstances.
- C. Rotations to the same grade or unclassified duties that were initially not to exceed less than 120 days may be extended by mutual agreement of all the parties as long as the total length of the assignment does not exceed 120 days.

D. Rotations may be terminated at any time, for any reason by the Selected Employee, Host or Home Organization.

3-4 Eligibility

A. To be eligible to participate in the RAP an employee must:

1. Be a HUD General Schedule (GS) employee;
2. Not hold an appointment as described in section 3-3, B;
3. Have an official summary rating of at least “Fully Successful” on the most recent performance appraisal;
4. Not have pending or be under any disciplinary action; and
5. Be employed with the Department for at least 6 months from the date of application submission.

B. Employees ineligible to participate in the RAP are:

1. Senior Executive Service (SES) and Senior-Level (SL) employees;
2. Employees serving under a Schedule D, Pathways Program, appointment;
3. Contractors;
4. Employees detailed from other Federal agencies;
5. Employees on Intergovernmental Personnel Act (IPA) assignments; and
6. Employees on other types of formal developmental programs.

3-5 Qualifications Requirements

A. An employee does not have to meet qualifications for the position based on OPM qualification standards; however,:

1. An employee cannot be placed in a different interval series position than he/she currently occupies.
2. The employee may not be placed in a position which has a positive education requirement, if he/she does not possess the educational requirement.
3. An employee may not be placed in a position more than one grade level above or below his/her position of record.

B. The assignments given under this program should include challenging and rewarding work, which will enhance the employee’s knowledge and skills. However, the assignments must be at a level that the employee can master the knowledge, skills and abilities to successfully perform the assignment.

3-6 Employee and Work Location

A. Rotational assignments are normally limited to the duty station of the employee.

- B. In rare and unusual circumstances, the Host Organization may request to broaden its search, with the approval of the Assistant Secretary, General Deputy Secretary, or equivalent. The approved written justification must be submitted to the CLO. If an expanded search is approved, the home office of the selected employee is responsible for all travel and per diem expenses related to the RAP assignment.
- C. Candidates for a RAP assignment outside of their commuting must obtain, in addition to their supervisor's approval, the approval of their program office's Assistant Secretary, GDAS, or equivalent, prior to submitting their application packet. This approval acknowledges that the home program office agrees to pay the travel and per diem expenses related to the RAP assignment.
- D. Employees will not be permitted to personally pay for travel and/or per diem expenses for RAP opportunities that are located outside their commuting area.
- E. In situations where the nature of the work may be performed from a remote location, it is permissible to allow an employee to remain in his/her duty station. However, the following should be considered:
 - 1. Supervisory Controls
 - 2. Work Space
 - a. Should the employee's Home Organization plan to temporarily fill the position of the employee, it must be able to accommodate both employees.
 - b. Under these circumstances, caution must be exercised to ensure the RAP employee is completely freed from the duties of his/her position of record.
 - 3. Under normal circumstances, the employee should be working from a workstation located in the Host Organization's space during the rotation. The Host Organization is responsible for ensuring the employee has adequate work space and the tools necessary to perform the duties of the assignment.

Chapter 4. Program Administration

4-1 Requests, Application, and Documentation Procedures

- A. The Host Organization will prepare an advertisement using the templates on the RAP SharePoint site. This information will include:
 - 1. The title, series and grade of the position and/or identify the special project or assignment.
 - 2. A brief synopsis of the types of duties to be performed.
 - 3. The skills set being sought.
 - 4. Length of the assignment.
 - 5. The opening and closing dates of the announcement.
- B. The selecting official may choose to keep the announcement open until a selection is made and may review applications intermittently until a selection is made.
- C. An announcement may be cancelled at any time.
- D. Employees interested in the advertised RAP opportunity will be required to electronically submit an application and other required documentation, including:
 - 1. HUD's RAP Agreement Form, *Rotational Assignment Program – Agreement*, signed by the Home supervisor. If the assignment is outside of the local commuting area, the employee must also obtain approval from the home program office and the CFO; and
 - 2. A copy of the most recent official summary rating.
- E. RAP application packets must include all required signatures, information, and necessary documents. Employees who submit incomplete applications will not be considered.

4-2 Selection Process

- A. All candidates will be considered without discrimination for any non-merit reason, such as political; labor organization affiliation or non-affiliation; marital status; race; color; religion; gender; sexual orientation; sex; national origin; non-disqualifying disabling condition; or age and shall be based solely on job-related criteria..
- B. The CLO, or designee, will review the applications to ensure employees' eligibility. Any questionable applications will be referred to the Director, Recruitment and Staffing Division, or designee, for final determination.
- C. All eligible applications will be forwarded to the selecting official in the Host Organization for consideration.

- D. While interviewing is not required, the selecting official is encouraged to interview those candidates who possess the skill set that is most suitable for the assignment. Not all applicants must be interviewed.
- E. Once a selection is made, notification to both the selected and non-selected employees will be made by email.

4-3 Documentation Required

- A. Prior to starting the assignment, the hosting organization and selectee will meet to complete a RAP Agreement documenting the objectives of the assignment and the developmental activities that will be performed to meet the developmental objectives.
- B. The RAP Agreement must be signed by the employee, the Host Supervisor, Home Supervisor, and the CLO (OCHCO).
- C. During the rotation, if the Host Organization, Home Organization, or employee has issues or concerns, the issues must be documented to the HUD RAP designee immediately.
- D. The following must be submitted to the designated host organization representative before the rotation may begin:
 - 1. A completed SF-182 form.
 - 2. Email confirmation showing a detail action has been completed in HIHRTS and performance objectives created, if the rotation is 90 days or greater.
 - 3. A properly completed and executed RAP Agreement. Any revisions to the Agreement must be agreed upon in writing by the host organization designee, home supervisor and employee and finalized by the official start date.

4-4 Effective Dates

All rotations must start at the beginning of a pay period and end at the end of a pay period.

Chapter 5. Administrative Information

5-1 Salary and Benefits

- A. The participant will continue to be paid at the same grade and step as his/her position of record for the duration of the rotation.
- B. In the rare instance when a RAP assignment is approved to another duty location, the participant will be placed on temporary duty (TDY) and will continue to receive the pay rate of his/her position of record. The participant's salary will not be impacted by differences in locality pay, if applicable. All travel and per diem expenses will be paid by the home program office.
- C. Rotating employee's salary and benefits will continue to be paid by the Home Organization as permitted by 5 U.S.C. 4109(a)(1).

5-2 Timekeeping and Leave

- A. The employee will continue to record his/her time in webT&A. The Home Supervisor will continue to certify time. Time and attendance issues should be discussed between the host and home supervisor.
- B. Annual and sick leave requests should be coordinated with both the Host and Home Supervisor. Once concurrence from both supervisors is received, the employee will submit the leave request in webT&A and the home supervisor will approve.
- C. If the rotation is greater than 60 days, the host supervisor may validate the RAP participants' time in webT&A, at the discretion of the home supervisor.
- D. The employee is responsible for contacting both the Home and Host Supervisors when requesting unscheduled leave, such as sick leave.

5-3 Hours of Duty

Each office has different needs and schedules. While supervisors are encouraged to exercise as much flexibility as possible, work schedules are at the discretion of the Host Supervisor. RAP applicants are encouraged to discuss this with the Host Supervisor, prior to accepting the rotation.

5-4 Telework

- A. Employees **currently under a telework agreement** may have to suspend some, or all, of their participation while in this developmental program. In compliance with the

- Telework Policy, HUD Handbook 625.1, employees in training positions may only telework 1 day per week providing:
1. The Host Supervisor has approved the telework day.
 2. The Host Program Office Assistant Secretary (or equivalent) has approved the telework day.
 3. The employee reports to the office a minimum of 4 days per week.
- B. If the employee is on a compressed work schedule, adjustments may be needed to ensure the employee reports to the office a minimum of 4 days per week.
- C. The telework program does not impede the progression or the ability of the employee to complete all of the requirements of his/her training program.
- D. Exceptions to the above stipulations may be made at the discretion of the Host Supervisor for emergency/situational telework in cases where the “Telework Option” is declared due to inclement weather. Additionally, if the office is **closed** due to inclement weather or other emergency situation, and if it is feasible and there is work that can be done from the remote location, the employee is required to work, even if it is not a scheduled telework day.
- E. Employees that do not currently work under a telework agreement may not telework for any period (even the 1 day). A Host Supervisor does not have the authority to approve a telework agreement, even for the period of the rotation.
- F. If the Host Supervisor and the Host Assistant Secretary agree to allow telework, the Telework Agreement must be completed and APPROVED by the Home Supervisor.

5-5 Performance Appraisals

- A. An employee must receive a performance plan for a detail and/or other temporary assignment which is expected to last at least 90 days. A written performance plan must be communicated within the first 30 days, or as soon as possible, after the beginning of the detail or temporary assignment.
- B. An employees who, during the rating cycle, has spent at least 90 days in his/her position of record AND at least 90 days on the RAP assignment and, has otherwise worked under a performance plan for the minimum time:
1. Will be rated on:
 - a. Each critical element of position of record by his/her Home Supervisor; AND
 - b. Each critical element of the RAP assignment by the Host Supervisor.
 2. The Home Supervisor will compile the element ratings; convert the element ratings into a summary rating; conduct the performance review; and enter the employee’s rating in the electronic performance appraisal system.

3. The Host Supervisor will compile the element ratings; convert the element ratings into a summary rating; conduct the performance review; and enter the employee's rating in the electronic performance appraisal system when:
 - a. He or she has supervised the employee for at least 90 days (with the employee working under elements and standards for the minimum time); and
 - b. Is still supervising the employee at the time of the performance review is conducted.

- C. An employee who, during the rating cycle, has spent at least 90 days in his/her position of record and less than 90 days in the RAP assignment will be rated on the critical elements of the position of record only. The Home Supervisor will conduct the performance review and enter the employee's rating in the electronic performance system.

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Chapter 6. Program Completion

6-1 Assignment Close Out

- A. As the rotational assignment concludes, the Host Supervisor is required to meet with the employee to discuss his/her performance during the developmental assignment. The meeting will occur:
 - 1. For assignments 30 days or shorter, within 5 days prior to the end of the rotational assignment; or
 - 2. For assignments longer than 60 days, within two weeks prior to the end date of the rotational assignment.
- B. As each rotational assignment is successfully completed, it will be recorded in the employee's learning history (transcript) in the HUD Virtual University (HVU).
- C. HUD will ensure the employee's training record is exported to OPM's central database of training completions for all federal employees.

6-2 Assignment Evaluation

Both the participant and the Host Supervisor are required to complete three program evaluations, consistent with the evaluation of all training as determined by the HUD Learning, Enrichment, and Resource Network policy, designed to collect data on the effectiveness of the program and the transfer of learning that occurred as a result of participation in the program.

- A. The Level 1 evaluation of the assignment will be completed at least two weeks prior to the targeted completion date.
- B. The Level II evaluations will be administered 3 months after the completion of the rotational assignment.
- C. Level III will be administered 6 months after the completion of the rotational assignment.

Chapter 7. Accountability, Oversight, and Internal Controls

7-1 Development of Standard Operating Procedure

- A. The CLO and the HUD RAP Manager will develop operating procedures (to include an auditable internal Quality Control Program) within 60 days of issuance of this policy, to ensure adherence to these provisions.
- B. Copies of the operating procedures will be provided to the OCHCO, Accountability Branch and the OCHCO, Policy Development Branch within 14 days of publishing, and as updated.

7-2 Accountability

- A. On a cyclical basis and/or as necessary, the OCHCO Accountability Branch will conduct reviews/audits of activities of the program. The reviews/audits will be conducted to ensure compliance with this policy and that the program is being executed fairly.
- B. The CLO and the HUD RAP Manager must ensure required documentation is properly maintained and available for any subsequent audits/reviews from within or outside of the Department.