

<i>NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-101-02 FEBRUARY 2007</i>	
<i>Human Resources Training</i>	
<i>NOAA ROTATIONAL ASSIGNMENT PROGRAM</i>	
NOTICE: This publication is available at: http://www.nmfs.noaa.gov/directives/ .	
OPR: F/MB Type of Issuance: Initial	Certified by: F/MB
<i>SUMMARY OF REVISIONS:</i>	

Department of Commerce * National Oceanic & Atmospheric Administration

NATIONAL MARINE FISHERIES SERVICE

TRAINING & EDUCATION

NOAA ROTATIONAL ASSIGNMENT PROGRAM (NRAP)



TABLE OF CONTENTS

SECTION	TOPIC	PAGE
1.	Program Guidance Overview	3
2.	Office of Record Supervisor’s Responsibilities	4
3.	Participant’s Responsibilities	5
4.	Host Office Supervisor’s Responsibilities	6
5.	Logistical Arrangements for Assignments Requiring travel to a New Temporary Location	7
	5.3.1. Per Diem: Lodging / Housing	8
	5.3.2. Miscellaneous and Incidental Expense Allowance (M&IE)	10
	5.3.3 Other Items	10
6.	Program Contact Information	11

1. PROGRAM GUIDANCE OVERVIEW

This overview covers the responsibilities of Office of Record Supervisors, Participants, and Host Office Supervisors for NOAA Rotational Assignment Program (NRAP) assignments hosted by NOAA's National Fisheries Service.

In FY2007, NOAA Fisheries Service plans to fund up to \$15,000 for one assignment, per Office/Region/Center for participants who accept assignments outside their local duty station area. The Office of Management and Budget (MB) will transfer funds to the Host Office upon completion of the NRAP assignment.

The start and end date of all rotational assignments should be coordinated and mutually agreed on by the participant, Office of Record Supervisor and Host Office Supervisor. All participants are required to send an e-mail notification to the NOAA Fisheries Service NRAP Coordinator advising

- that they have accepted the assignment
- state the "start and end" dates

of the assignment that has been mutually agreed on by all parties involved.

Any request for an extension of an assignment end date must be coordinated with the NOAA Fisheries Service NRAP Coordinator prior to making any additional arrangements. Please note that all involved parties – participant, Office of Record Supervisor, and Host Office Supervisor – must be in agreement. Assignments under the NRAP program are typically for 3 to 6 months duration but no longer than 12 months.

2. OFFICE OF RECORD SUPERVISOR'S RESPONSIBILITIES

- 2.1 Supports the participant while he/she is on assignment in the program.
- 2.2 Finds a back-up to perform the employee's duties for the duration of the rotational assignment. While on the rotational assignment, the employee cannot perform dual duties/roles.
- 2.3 Works with the participant and the Host office Supervisor to coordinate start and end dates for the assignment. If coordination details cannot be resolved with the participant and Host Office Supervisor, then the matter will be handled at the next management level.
- 2.4 Continues to pay the employee's salary
- 2.5 Is responsible for the employee's time and attendance
- 2.6 Evaluates and rates the employee's performance with input from the Host Office Supervisor for the duration of the assignment
- 2.7 Ensures that the assignment is developmental in nature and fits into the Individual Development Plan (IDP) of the participant (new in FY2007).

3. PARTICIPANT'S RESPONSIBILITIES

- 3.1 Must coordinate start and end dates for the rotational assignment with his or her supervisor in the Office of Record and the Host Office Supervisor
- 3.2 Must complete the agreed-to-assignment. If extenuating circumstances prevent completion of the assignment, the participant must notify the NOAA Fisheries Service Coordinator, immediately.
- 3.3 Must notify the Host Office Supervisor of any leave approved by the Office of Record Supervisor prior to the assignment.
- 3.4 Must coordinate all logistical arrangements with the Host Sponsoring Office, if the assignment is outside the participant's local commuting area or duty station.
- 3.5 Notify the NOAA Fisheries Service NRAP Coordinator with requests for extension of the assignment.
- 3.6 Fill out the Participant Evaluation of Rotational Assignment form, upon completion of assignment and return it to the NOAA Fisheries Service NRAP Coordinator.

The form can be found at the following website

- <http://oceanservice.noaa.gov/nrap/>
- Click on "forms"

- 3.7 Completed evaluation forms should be sent to:

NOAA Fisheries Service NRAP Coordinator
1315 East West Highway
SSMC3, Room 14140
Silver Spring, MD 20910

***Note:** Participants accepting assignments outside their local commuting area are required to provide Annette Stern (herein referred to as the NOAA Fisheries Service*

NRAP Coordinator), with a copy of their travel authorization detailing all estimated costs of the assignment prior to initiating the assignment. Copies of monthly travel vouchers for the duration of the assignment should be submitted also. Funds will be transferred to the Host Office once a copy of each final travel voucher has been received by F/ MB.

4. HOST OFFICE SUPERVISOR'S RESPONSIBILITIES

- 4.1 Supports the participant in development of the assignment (i.e., office orientation, etc.)
- 4.2 Provides the participant with written expectations of duties to be performed.
- 4.3 Provides reasonable accommodations for the participant (i.e., workspace, computer, phone, etc.)
- 4.4 Provides evaluation input to the participant's supervisor in the Office of Record for performance rating during the period of assignment.
- 4.5 Ensures any proposed overtime or compensatory time of the participant will be coordinated with the Office of Record Supervisor, who is responsible for the participant's salary.
- 4.6 Signs leave slips and provides a copy of time and attendance records to the Office of Record Supervisor.
- 4.7 Completes the Host Evaluation of Participant and Host Office Program Evaluation forms, upon the completion of the assignment.

Forms can be found online at:

- <http://oceanservice.noaa.gov/nrap/>
- click on "Standard Forms"

Evaluations should be sent to the NOAA Fisheries Service Program Coordinator.

- 4.8 Prepares and signs the travel authorization and travel vouchers for the selected NRAP participant, if the assignment is being filled by an employee outside the local duty station. A copy of the travel authorization must be prepared prior to initiation of the NRAP assignment and forwarded to the NOAA Fisheries Service NRAP Coordinator. The travel authorization should cover the full period of the assignment
- 4.9 Responsible for monitoring participant expenses and submitting travel vouchers (if applicable) to the appropriate Financial Service Center. Expenses exceeding the \$15,000 amount funded by F/MB will be the responsibility of the Host Office.

5. LOGISTICAL ARRANGEMENTS FOR ASSIGNMENTS REQUIRING TRAVEL TO A NEW TEMPORARY LOCATION

- 5.1 All travel must be authorized and performed in accordance with all applicable federal, DOC, and NOAA travel regulations. Host Office Supervisors are expected to exercise prudence when authorizing and approving travel.
- 5.2 It is important for the Host Office Supervisor to designate a point of contact within their office to assist the participant in making travel plans and/or arrangements. The point-of-contact must be familiar with NOAA's travel regulations and assists in preparing the participant's travel authorization and processing the travel vouchers.
- 5.3 To ensure equitable treatment of all employees, the Office of Management and Budget recommends consistent application of the following travel guidelines unless special exceptions are warranted and justified. Exceptions to the recommendations must be approved

by the Host Office Supervisor (or person with delegated authority to approve travel authorizations/vouchers) with notification to the NOAA Fisheries Service NRAP Coordinator.

5.3.1 Per Diem – Lodging/Housing

- a) The **Host Office point-of-contact** should assist the participant in locating and obtaining suitable lodging for the duration of the assignment. Since these assignments can last from 3 to 6 months, apartment style housing is typically the most cost effective.
- b) **Extended stay establishments** can be found at:
<http://www.ofa.noaa.gov/%7Efinance/TRAVEL.hotels.html>
- c) We caution that these rates may or may not be within the applicable per diem rate prescribed in the federal travel regulations. It is the participant's responsibility to ensure that the amount of lodging is at, or less than, the maximum amount of daily lodging allowed for in the federal travel regulations. The maximum amount of lodging for various locations prescribed in the federal travel regulations can be found at:
http://www.osed.doc.gov/oas/travelpd_rates.htm
- d) **Participants** are encouraged to rent from a commercial source that can provide valid rental receipts. If this is not practical and/or cost effective, then authorizing officials may allow an employee to rent from a private source, provided that the rental arrangement is an "arm's length transaction" and not merely transfers of money arranged for the purpose of supporting a claim. Employees are strongly encouraged to obtain lodging within close proximity of public transportation.

- e) The preferred **method of Payment** for lodging expense is through the participant's travel credit card. Travel vouchers should be processed on a monthly basis. When lodging is obtained on a long-term basis (weekly or monthly) the daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy for which an employee is entitled to per diem, provided that the costs do not exceed the daily rate of conventional lodging.
- f) The **NOAA Travel Regulations** stipulate that the following expenses may be considered part of the lodging cost when renting an apartment:
 - The rental cost for a furnished dwelling; if furnished, the rental cost of the dwelling and the cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner);
 - Cost of connecting/disconnecting and using utilities;
 - Cost of reasonable maid fees and cleaning charges;
 - Monthly telephone use fee (does not include installation and long-distance calls); and
 - If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV).
- g) Questions about the **NOAA Travel Regulations** pertaining to apartment rentals should be directed to Rachael Wivell, NOAA Travel Policy @ 301-444-2136.

5.3.2 Miscellaneous and Incidental Expense Allowance (M&IE)

- a) Based on assumption that apartment-style housing will be the most cost effective form of lodging for NRAP assignments (assignments lasting longer than one month) and since most apartments come equipped with a kitchen, the Miscellaneous and Incidental Expense (M&IE) rate allowance should be paid at a reduced rate (2/3 of the normal M&IE rate for the area).
- b) **Rental Vehicles** are **NOT** authorized as employees are expected to make use of public transportation. However, authorizing officials may grant exceptions to this guidance on a case-by-case basis with proper justification.

5.3.3 Other Items

- a) Costs for any **additional travel** during the rotational assignment will be paid by the Host office and not reimbursable with F/MB funding.
- b) Normal **commuting costs** between the participant's temporary residence and the assigned work site and other personal travel costs are not reimbursable.
- c) During a **3-month rotational assignment**, costs for one trip back to the participant's home office may be included for reimbursement with Host Office funding.
- d) During a **6-month rotational assignment**, costs for two trips back to the participant's home office may be included for reimbursement with Host Office funding.
- e) **Participants** must submit monthly vouchers to the Host Office to ensure prompt reimbursement
- f) Please remember, reasonableness of expenses is the

participant's responsibility.

Important: Copies of **ALL** travel authorizations must be mailed to the NOAA Fisheries Service NRAP Coordinator at the address below. Failure to do so, may result in a delay in funds be transferred to the Host Office once the assignment has ended.

6.0 PROGRAM CONTACT INFORMATION

Questions regarding this guidance should be directed to:

Annette Stern

NOAA Fisheries Service NRAP Coordinator

Office of Management & Budget / NOAA Fisheries Service

1315 East-West Highway

SSMC3, Room 14140

Silver Spring, MD 20910

Phone: (301) 713 – 2259 ext. 119

Fax: (301) 713 – 2258

E-mail: annette.r.stern@noaa.gov