

Department of Commerce (DOC)
National Oceanic & Atmospheric Administration (NOAA)
Workforce Management Office (WFMO)

NOAA Rotational Assignment Program (NRAP)
NRAP Program Guide



NOAA is committed to developing its workforce to its fullest potential. The agency offers the NOAA Rotational Assignment Program (NRAP) to promote both employee development and a corporate culture.

NRAP offers career growth via short-term assignments, typically 3-6 months in duration, away from an employee's regular position. The program encourages cross-line and cross-functional experiences that broaden employees' understanding of NOAA's missions, goals, and organizational structures from regional and headquarters perspectives.

The annual *NRAP Call for ASSIGNMENTS* is issued to all NOAA Rating Officials via email around the start of each calendar year. Each NOAA Line, Staff, and Corporate Office is invited to submit NRAP assignments for which employees may later apply.

Assignments are usually submitted within NOAA Offices in the Washington, DC metropolitan area and from around the country in a wide variety of scientific, regulatory, outreach, and administrative areas.

The annual *NRAP Call for APPLICATIONS* is issued to all NOAA employees via email each spring.

Current program status may be found on the [NRAP Website](#).

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1. Accepting or Extending an NRAP Assignment

In order for a Participant to **accept an NRAP assignment**, the “start and end dates” of the assignment must be coordinated and mutually agreed upon by the Participant, Office of Record Supervisor and Assignment Host. All involved parties – the Participant, Office of Record Supervisor, and Assignment Host – must be in agreement prior to starting an NRAP assignment.

Each Participant is required to send an email to the [NRAP Coordinator](#) from the Line Office that submitted the assignment stating:

- ***that he or she has accepted the assignment; and***
- ***the “start and end” dates of the assignment that has been mutually agreed on by all parties involved.***

NRAP assignments are typically 3 to 6 months in duration. An NRAP assignment may be extended but the total assignment length must not exceed 12 months. Any **request for an extension** of an assignment end date must be coordinated with the [NRAP Coordinator](#) from the Line Office that submitted the assignment *prior* to making any additional arrangements.

2. **Office of Record Supervisor's Responsibilities**

- √ Ensures the assignment is developmental in nature and fits into the Individual Development Plan (IDP) of the Participant.
- √ Completes and approves the "[Productivity Transfer Worksheet](#)" to ensure the employee's current duties and activities are covered for the duration of the assignment. While on an NRAP assignment, the Participant cannot perform dual duties or roles.
- √ Works with the Participant and the Assignment Host to coordinate "start and end dates" for the assignment.
- √ Supports the Participant while he or she is on assignment.
- √ Continues to pay the Participant's salary.
- √ Continues to be responsible for the Participant's time and attendance.
- √ Evaluates and rates the Participant's performance with input from the Assignment Host for the duration of the assignment.

3. Participant's Responsibilities

- √ Initiates and ensures completion of the "[Productivity Transfer Worksheet](#)."
Obtains approval signature of the Worksheet from his or her Office of Record Supervisor.
- √ Coordinates "start and end dates" for the NRAP assignment with his or her Office of Record Supervisor and the Assignment Host.
- √ Sends an email to the [NRAP Coordinator](#) from the Line Office that submitted the assignment stating:
 - that he or she has accepted the assignment; and
 - the "start and end" dates of the assignment that has been mutually agreed on by all parties involved.
- √ Coordinates all logistical arrangements with the Assignment Host Office if the assignment is outside the Participant's local commuting area or duty station.
- √ For some assignments, travel and/or lodging payment *may* be authorized. If payment is authorized, Participant works with the Assignment Host Office to ensure travel and/or lodging processing and payment is completed per the Host Office's procedures and NOAA regulations.
- √ Notifies the Assignment Host of any leave approved by the Office of Record Supervisor prior to the assignment.
- √ Completes the agreed-to NRAP assignment. If extenuating circumstances prevents completion of the assignment, the Participant must immediately notify the [NRAP Coordinator](#) from the Line Office that submitted the assignment.
- √ Notifies the [NRAP Coordinator](#) from the Line Office that submitted the assignment with requests for extension of the assignment.

4. Assignment Host Responsibilities

- √ Provides the Participant with written expectations of duties to be performed.
- √ Provides appropriate work environment for the Participant (e.g., desk, computer, phone, badge access, etc.).
- √ Supports the Participant throughout the assignment (e.g., provides necessary office orientation, technical guidance, training, mentoring, etc.)
- √ Provides Participant time and attendance input to the Office of Record Supervisor on a regular basis.
- √ Ensures any proposed Participant overtime or compensatory time is coordinated with the Office of Record Supervisor, who is responsible for the participant's salary.
- √ Provides evaluation input to the Participant's Office of Record Supervisor for performance rating during the period of assignment.