

## CHAPTER 2. ROLES AND RESPONSIBILITIES

- 2.1** The Assistant Secretary for Administration and/or 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 Assistant Secretary for Administration and/or the Chief Human Capital Officer or designee.
- 2.2** The Chief Learning Officer (CLO) or designee will designate a HUD Rotational Assignment Program Manager who will:
1. Ensure that this policy is implemented consistently throughout HUD and is communicated to management.
  2. Review and evaluate individual requests from the Program Office to ensure they meet all of the requirements of this Handbook.
  3. Maintain the RAP website.
  4. Review applications and ensure criteria are met and determine the eligibility of candidates.
  5. Prepare a listing of candidates and forward to the Host Organization.
  6. Upon selection, obtain approval from the Home Organization and coordinate an effective and not-to-exceed date for the rotational assignment.
  7. Notify the employee and advise the Host Organization to enter a HIRTS request, if the assignment will exceed 30 days for inclusion in the employee's electronic Official Personnel File (eOPF).
  8. Maintain records and reports of all activity associated with this program.
- 2.3** The Director, Recruitment and Staffing Division or designee will:
1. Assist in the marketing of this program by ensuring managers are aware of this option when temporary or permanent resources are needed.
  2. Assist the HUD Rotational Assignment Program Manager in determining RAP applicant eligibility, as requested.
  3. Review the HIRTS requests to ensure there is no violation of the requirements stipulated in this policy, the Merit Staffing Handbook or the AFGE and NFFE Bargaining Unit Agreements.
  4. Ensure the assignment is properly included in the employee's eOPF, if appropriate.

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Office of the Chief Human Capital Officer  
OSS/Policy & Oversight Division  
Policy Development Branch

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- 2.4** The Assistant Secretary (AS) or General Deputy Assistant Secretary (GDAS) of each Program Area (Housing, Public and Indian Housing, Community Planning and Development, Office of the Chief Financial Officer, etc.) is responsible for encouraging appropriate use of this program by his/her managers in the various Regional and Field Offices and for monitoring its use for consistency with the Program Area's human capital strategies, strategic plans and organizational goals.
- 2.5.** The Host Organization selecting official and/or Host Supervisor will be responsible for the RAP within their office. This includes, but is not limited to:
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, if desired, conducting interviews.
  3. Ensuring the employee has adequate work space and the tools necessary to perform the duties of the assignment.
  4. Submitting a HIHRTS action for details over 30 days and preparing performance plans for details expected to last 90 days or longer.
  5. Ensuring sufficient work is available and the employee is assigned and performing work as described in the position description or the statement of work.
  6. Ensuring appropriate training to perform the duties of the assignment is provided.
  7. Assigning a Host Coach to provide technical assistance and support to the employee.
  8. Providing guidance and oversight of the employee.
  9. Providing feedback of the employee's performance to the employee's supervisor of record and the HUD Rotational Assignment Program Manager. More information may be found in Chapter 5 of this Handbook.
- 2.6** The Home Organization:
1. Is encouraged to allow employees to participate in this program if feasible.
    - a. Managers will sign the "Rotational Assignment Program – Pilot Agreement", HUD 2065 form for each position prior to the employee applying for the rotational opportunity.
  2. May utilize this program to obtain needed support while their employees are participating in this program.

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3. Will take into consideration feedback provided by a Host Organization for a participant's performance appraisal. More information may be found in Chapter 5 of this Handbook.

**2.7** 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 provide all required documentation in applying for the RAP.
4. Required to perform assignments to the best of their ability and to conduct themselves in a professional manner.

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