

CHAPTER 6. PROGRAM COMPLETION

6.1 CLOSE OUT AND EVALUATION OF ASSIGNMENT

As each rotational assignment is successfully completed, it will be recorded in the employee's learning history (transcript) in the HUD Virtual University (HVU). This information will also be exported to OPM's central database of training completions for all federal employees. Required data fields from the SF-182 must be recorded in HVU in order to export the data to OPM.

In addition, two weeks prior to the end date of the rotation, the Host Supervisor shall meet with the participant to discuss their performance during the developmental assignment. If the assignment is for 30 days, this could occur 3 to 5 days prior to the end of the assignment. Both the participant and the Host Supervisor are required to complete an evaluation of the assignment.

6.2 ACCOUNTABILITY AND OVERSIGHT INTERNAL CONTROLS:

As deemed necessary, the Strategic Planning and Accountability Branch will conduct reviews/audits of activities within OCHCO.

The CLO and the HUD Rotational Assignment Program Manager must ensure required documentation is properly maintained and available for any subsequent audits/reviews from within or outside of the Department.