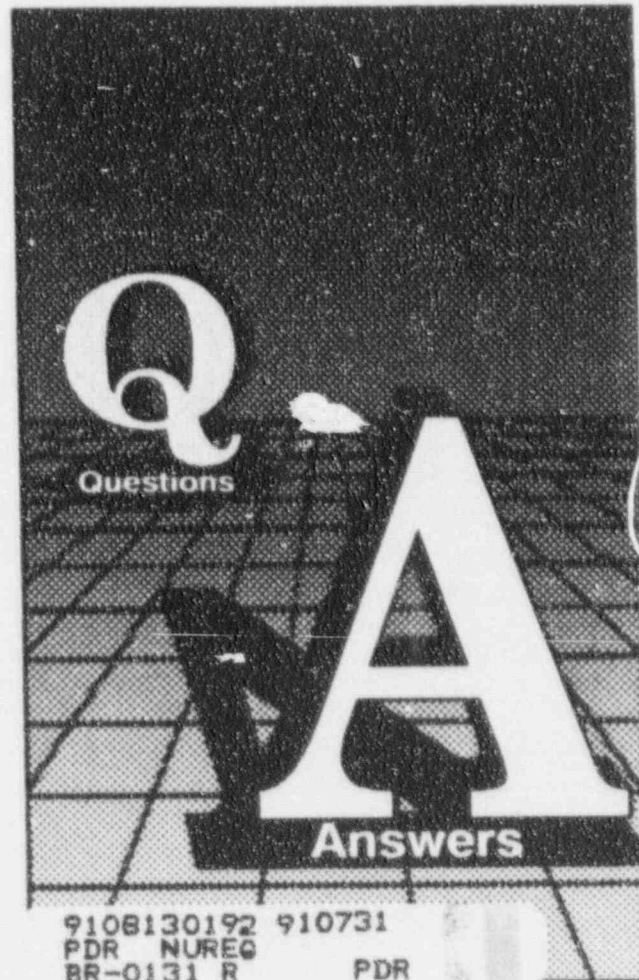

**Questions and
Answers About
Rotational
Assignments**

*Have you
read this
lately?*



**Office of Personnel
U.S. Nuclear Regulatory
Commission**

July 1991

ROTATIONAL ASSIGNMENTS

This pamphlet is designed to provide information on rotational assignments for all NRC employees. It is hoped that the material will provide answers to most of the questions you may have regarding these assignments and how they will be used within the NRC.

GUIDELINES

The Nuclear Regulatory Commission is committed to enhancing the utilization of its staff resources as well as to providing career opportunities and job enrichment for as many of its employees, especially women and minorities, as possible. Rotational assignments serve the Agency's and the individual's best interests in accomplishing these goals. They will be used to the maximum extent possible, while recognizing that some short-term costs may be entailed. When imbalances arise between the number of employees seeking rotational assignments and the Agency's needs, the latter will be the paramount consideration. However, employee preferences will be considered and every effort made to minimize existing imbalances. Participation in rotational assignments extends to all organizational components of the NRC.

OBJECTIVES

Rotational assignments will be used:

- To enhance employees' understanding of NRC programs and to integrate expertise in technical, policy, administrative, political, and international activities within the various participating offices and regions, thereby promoting more effective cooperation with other parts of the Agency.
- To provide employees with broader experience, stimulating new challenges, new arenas in which to demonstrate skills and abilities, and contacts which may enhance career opportunities.
- To focus staff resources on new tasks and projects, providing a quick and efficient way of bringing the correct mix of limited resources to bear on immediate problems.

DEFINITION

Q. What is a rotational assignment?

A. A rotational assignment is a career development tool for employees and a mechanism for managers to fully utilize employees to meet organizational and staffing needs. Through its use, employees can be selected laterally to a position with no change in promotion potential and trained for positions in different NRC offices and occupations. Employees may either serve on a temporary assignment from 3 months to 2 years and then return to their previous office or be permanently reassigned to a new office.

ELIGIBILITY

Q. Who may participate in rotational assignments?

A. All NRC employees, except those already involved in a current development program, are eligible to participate.

Q. Is the availability of a rotational assignment dependent upon an existing vacant position?

A. No. In fact, in many instances a vacancy will not exist. Employees will be reassigned or detailed to any number of positions.

SELECTION AND PLACEMENT

Q. How do I indicate interest in a particular rotational assignment?

A. There are several ways: (1) Request consideration for rotational assignment in conjunction with your individual development plan. (2) Discuss with your supervisor the desirability of specific rotational assignments at any time, but particularly during the mid-year or end-of-year performance appraisal meeting. (3) After initial discussion with your supervisor, contact your personnel representative (e.g., personnel satellite team leader or regional personnel officer) if you are interested in intra- or inter-office rotational placement. Your personnel representative will work with you, your supervisor, and personnel contacts in other offices to facilitate mutually beneficial rotational opportunities.

Q. How are employees selected or recommended?

A. Employees may be selected noncompetitively through a solicitation of interest for a specific position; by being asked to serve on a temporary task force; and through their appropriate personnel contacts, who will match employee rotational interests with those of other employees or the needs of other NRC components. Further, supervisors and managers are expected to play an active role in recommending employees for rotation when it would benefit the Agency and the employee.

Q. Can I be rotated if I do not sign up for a possible rotation?

A. Yes. NRC management retains the right to detail or reassign any employee based on the needs of the Agency.

Q. Will I be rotated if I do evidence interest in a possible rotation?

A. Not necessarily. If there are many employees interested in a rotational assignment and there are only a few opportunities in a particular occupation or office, the chance for rotation will vary, depending on workload in specific areas and your particular skills.

Q. What is the difference between a detail and a reassignment?

A. Generally, a detail means the employee is expected to return to his/her original office. A reassignment presumes the employee will stay in the new position. However, a reassignment might occur as a result of a detail.

Q. Will reassignments be subject to merit competition?

A. Not generally. Lateral reassignments and short details do not require competition. However, if the reassignment is to a position with higher promotion potential, then competition would be required.

Q. Will there be any stigma attached to applying for a rotational assignment?

A. No. In fact, you are encouraged to take the initiative in applying for a rotation. In addition, managers and supervisors have been urged to do whatever is possible to make this rotation process a success.

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Questions regarding rotational assignments should be directed to your personnel satellite representative or regional personnel officer.

OFFICES: COMM, EDO, GPA, OE, OGC, OI, CONS, SECY
CONTACT: Personnel Satellite Representative, 492-1522
Mail Stop 15G-21

OFFICE: NRR
CONTACT: Personnel Satellite Representative, 492 3022
Mail Stop 13H-7

OFFICE: NMSS
CONTACT: Personnel Satellite Representative, 492-0677
Mail Stop 6A-4

OFFICE: RES
CONTACT: Personnel Satellite Representative, 492-3636
Mail Stop NLS-007

OFFICES: ADM, ACRS, AEOD, ASLAP, ASLBP, IRM, LSS, OC, OIG, SDBU/CR
CONTACT: Personnel Satellite Representative, 492-4241
Mail Stop MNBB 2104

OFFICE: Region I
CONTACT: Leonard Carsley, 346-5352

OFFICE: Region II
CONTACT: Theresa Spearman, 841-5609

OFFICE: Region III
CONTACT: Peggy Dahlberg, 388-5671

OFFICE: Region IV
CONTACT: Karen League, 728-8281

OFFICE: Region V
CONTACT: Kathleen Hamill, 448-0258

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