

MVR ROTATIONAL TRAINING OPPORTUNITIES SOP  
ROCK ISLAND DISTRICT – FY15

1. Career Development Guide for Civil Works Natural Resources Management Team Members" (EP 690-2-2) allows the establishment of formal rotational training opportunities (RTO) across projects. This allows the NRM employees training opportunities to enhance their work experience. The training is intended to give employees experiences that will enhance their knowledge and skills.
2. RTO between the projects is considered formal training, and will be identified on the employee's IDP. Training and travel funds will be used to pay for the RTO.
3. The RTO will be a minimum of 5 work days, and a maximum of one full pay period. Employees working one full pay period will be authorized travel back to their residence during their scheduled days off.
4. Employees eligible to participate in the training include all permanent NRM and OD-T employees, including SCEP employees.
5. Employee will make all scheduling arrangements with the rotational training project (RTP).
6. The RT employee will use their own POV to get to the RT project. Once there, the RT will use the RTP's vehicle and equipment. Full uniform is required
7. Any special skills needed by the employee of the RTP (boat operator's license for example) will be identified.
8. Actual RTO arrangements will be made through the requesting employee's supervisor to the RTP's supervisor to arrange for the time, location, and experience desired (recreational opportunities, NRM duties, shoreline management duties, ERGO, etc) of any RTO. The supervisors can then discuss the RTO and make decisions based on the information provided. A formal agreement will be written for the RTO. The employee will then be responsible for taking the approved agreement to their training officer to enter into the system and create travel orders for the RTO.
9. At any point in the RTO, if an employee is not able to be accommodated by the RTP due to emergency, example: flooding, EOC assignment through their regular duty station, the RTO will be terminated and will not be considered as "completed" in the employee's IDP.
10. Any misconduct, disciplinary actions, blatant safety violations, by the employee while on TDY will be reported to the employee's duty station supervisory immediately and the RTO may be terminated by the RTP's supervisor. Future

opportunities for RTO's will be jeopardized for the employee if this situation occurs.

11. Employees will be required to provide feedback via email on their RTO experience to both the RTP supervisor, the duty station supervisor, and to OD-T to assess the effectiveness of the program. The feedback should be provided within two weeks of the completion of the RTO.
12. POC for the overall management of the RTO program will be David Reynolds, OD-T, ext. 5650.