

Guidance on Developing the Member Assignment Description

A complete Member Assignment Description (AD) must be received by NACHC for each active member within the first fourteen (14) days of the member's start date, and such ADs are subject to NACHC approval. Specific member activities denoted in the Member Assignment Description must align with the allowable scope of expected program activities described in Appendix II of the Member Contract, and the performance measures for the program year.

Member Assignment Descriptions **may be** submitted/uploaded by the program coordinator in a Microsoft Word .doc format within the OnCorps Reports system for NACHC approval if a member record has not yet been created before submitting ADs through the OnCorps AD form. If a member record has been created, official ADs must be submitted through the OnCorps AD form. This process should be done using the OnCorps "Upload/Download files" function within the Reporting section. The appropriate AD .doc template can be found on the OnCorps Resources page (see **Member Assignment (Word) Tool for Supervisors**). Final Member Assignment Descriptions submitted to NACHC using a different form or referencing attached position descriptions **will not be accepted**. NACHC will review and either approve or reject the .doc version of the AD. If rejected, revisions must be made and the member assignment description and resubmitted as a .doc within 2 weeks of notification of the rejection. Program sites should allow a minimum of five business days for the review process.

Upon approval, program coordinators should then submit a final AD assigned to a member using the standard OnCorps Member Assignment Description form. Program sites must also print the NACHC-approved member assignment description, obtain member and site supervisor(s) signatures, and attach to Appendix II of the Community HealthCorps Member Contract. As a reminder, the associated forms, such as for approved independent coursework, and on-call hours (if applicable) must also be completed, and placed in the member file.

See the tutorial document, "Submitting Member Assignment Descriptions – Tutorial" for detail review about how to complete the Member Assignment Description in OnCorps Reports.

Changes to the Member Assignment

The program coordinator submits a new member assignment description in OnCorps Reports to NACHC, restarting the approval process. Attach the new version to Appendix II of the Member Contract. All previously approved member assignment descriptions must also be kept with the member contract. Member(s) must be reassigned and/or a new member assignment description must be submitted should the member's activities fall outside of Community HealthCorps service expectations, state and federal laws, AmeriCorps provisions and/or regulations. For more information, see [Guidance on Member Roles & Activities](#).

The following helps to clarify the **ONLY** circumstances, in which changes to the member assignment description are allowable, the appropriate procedure for making such changes.

CIRCUMSTANCE #1: Incorrect data is entered in the member assignment description and a correction is necessary for the document to comply with program requirements (i.e., incorrectly entered start/end dates).

CIRCUMSTANCE #2: The program site changes the member's site supervisor, placement site, or program area/department.

CIRCUMSTANCE #3: The member's duties or the estimated percentage of time allotted for specific activities change significantly (20% or greater shift).

CIRCUMSTANCE #4: If approved independent coursework, GED preparation, fundraising activities and or on-call hours are added to the member assignment.