President's Management Council
INTERAGENCY ROTATION PROGRAM

Program Overview

Background

To maximize effectiveness, broaden perspectives and potential, and prepare for challenges on the horizon, Federal agencies should invest in and emphasize career development. In 2011, the President's Management Council (PMC) and the Chief Human Capital Officers (CHCO) Council launched the PMC Interagency Rotation Program to bolster cross-agency exposure for high-potential GS 13-15s. This cost-efficient program provides each participant an interagency rotation assignment to help develop or enhance specific leadership competencies identified by both the participant and his/her home supervisor. These competencies align with the Executive Core Qualifications (ECQs), and are outlined in the participant's Individual Development Plan (IDP).

Program Objectives

The PMC Interagency Rotation Program enables emerging Federal leaders to expand their leadership competencies, broaden their organizational experiences, and foster networks they can leverage in the future. Specifically, the program aims to:

- Deliver a collaborative, cross-agency program to reduce barriers to interagency mobility.
- Enhance PMC participants' leadership competencies through a meaningful rotational assignment and through other developmental opportunities outside of their current agencies.
- Expand PMC participants' interagency experience either within or outside their current area of expertise.
- Offer engaging and insightful interagency cohort events that allow each participant to network and interact with other program participants, Federal employees, and Senior Executives.

Program Process and Components

- Program provides six-month developmental experience (April-September/October-March).
- Agencies identify rotational assignments and participants.
- The Project Team matches participants to rotational assignments with input from the participant and host supervisor.
- The Project Team arranges monthly cohort meetings that provide learning and networking opportunities.

Participating Organizations

- Agriculture
- Education
- Energy
- General Services Administration
- Homeland Security
- Interior
- Justice
- Labor
- NASA
- Office of Management and Budget
- Office of Personnel Management
- Transportation
- Treasury
- Veterans Affairs
- Chief Human Capital Officers (CHCO) Council
- Performance Improvement Council (PIC)
- National Security Professional Development Program

Roles & Responsibilities

PRESIDENT'S MANAGEMENT COUNCIL AND US OFFICE OF PERSONNEL MANAGEMENT

- Facilitate an interagency program to develop high potential talent and develop stronger relationships across agencies

AGENCY WORKING GROUP

- Offer a cost-effective developmental program that is not dependent on availability of training funds and focuses on expanding leadership competencies through interagency mobility
- Promote the program within their agency, identify meaningful rotation assignments and high potential participants, and support participants throughout the entire rotation experience

PARTICIPANT ("PMC Fellow")

- Ensure work transition and continuity in home office
- Complete the Interagency Rotation Agreement
- Ensure that your annual performance plan includes rotation goals
- Prepare for the rotation including research the host organization
- Create an Individual Development Plan with the home supervisor and identify the leadership competencies he/she will develop or enhance during the rotation assignment; and remain proactive in ensuring the rotational experience is meaningful and meets his/her developmental needs
- Work with host supervisor to develop a plan to maintain contact with the home organization (i.e. keep home supervisor informed of your progress, ensure home agency timekeeper is aware of leave taken, etc.)
- Participate in all cohort activities
- Alert home agency project team contact if problems/issues occur
- Establish relationships and expand your network
- Remember that you are an ambassador for your Department/Agency
- Be prepared to participate in a comprehensive evaluation of program
- Document experience for individual professional use and as examples for those who follow
- Do your part to make it a great experience!

HOME SUPERVISOR

- Assist in developing the participant's Individual Development Plan; remain actively engaged; and proactively seek performance input from the host supervisor
- Be clear with the participant about how their performance will be evaluated during the six month rotation (performance elements or standards in annual plan)
- Make arrangements to transition the participant's work during the rotational assignment
- Stay available to participant and continue to maintain all records
- Support the participant's transition back to their home agency

HOST SUPERVISOR

- Alert participant to any security requirements/procedures, conflicts of interest, confidentiality issues, etc.
- Provide a work space, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc.
- Agree on work schedule and flexibilities (i.e. AWS, telework)
- Be prepared to support the participant's development throughout the entire rotation and provide access to senior leadership
- Conduct a helpful onboarding experience to accelerate the participant's ability to perform on the job
- Craft meaningful developmental assignments, task, and duties based on the specific leadership competencies identified by the participant and the Home supervisor; and evaluate his/her progress throughout the term of the rotation assignment
- Give frequent feedback/coaching to participant and supply performance review input to home supervisor and participant upon completion of the rotation

Frequently Asked Questions (FAQs)

GENERAL INFORMATION

Q. How did the Interagency Rotation Program come about?

In 2010, the President's Management Council (PMC), comprised of Deputy Secretaries and other leaders from Federal agencies, worked with the Chief Human Capital Officers (CHCO) Council to conduct a collaborative, cross-agency initiative to enhance SES career development, performance management, and recruitment. One of the resulting recommendations was to launch (in 2011) a centrally facilitated interagency rotations program for high-potential GS 13-15 to help cultivate a rising generation of talent with broad organizational experience.

Q. What is the purpose of the Interagency Rotation Program?

The PMC Interagency Rotation Program enables emerging Federal leaders to expand their leadership competencies, broaden their organizational experience, and foster networks they can leverage in the future. Specifically, the program aims to:

- Deliver a collaborative, cross-agency program to reduce barriers to interagency mobility.
- Enhance PMC participants' leadership competencies through a meaningful rotational assignment and through other developmental opportunities outside of their current agencies.
- Expand PMC participants' interagency experience either within or outside their current area of expertise.
- Offer engaging and insightful interagency cohort events that allow each participant to network and interact with other program participants, Federal employees, and Senior Executives.

Q. Who are the targeted participants for the program?

The target population consists of high-potential GS 13-15 employees who would benefit from a challenging assignment outside of their home agency.

Q. Which agencies participate in the program?

Across cohorts, the following agencies have participated: Agriculture, Education, Energy, General Services Administration, Homeland Security, Interior, Justice, Labor, NASA, Office of Personnel Management, Transportation, Treasury, and Veterans Affairs. Additionally, other cross-government organizations have offered assignments: the Chief Human Capital Officers (CHCO) Council, the Chief Information Officers (CIO) Council, the Performance Improvement Council (PIC), the President's Management Advisory Board (PMAB), and the National Security Professional Development Program (NSPD).

Q. Will participants be promoted as a result of or at the completion of this rotation?

Participation in the PMC Interagency Rotation Program is for developmental and training purposes and, as with any other developmental opportunity, does not in any way obligate management to provide a promotion for the individual.

Q. Who can I contact if I have any questions?

For questions about your rotation or any administrative inquiries, please get in touch with the respective home agency's program lead. For general questions about the program, please contact PMCRotations@opm.gov.

INFORMATION ABOUT ROTATIONS

Q. How long is the rotation?

The rotation is six months in length, with two start dates each year – the beginning of April and the beginning of October.

Q. What will happen to my current position while I am on rotation?
Your home supervisor has been advised to transition your work while you are on the rotation. Many are using it as an opportunity for another employee to cross-train and experience new challenges.

Q. What are the roles and responsibilities for participants and supervisors?

- **You**, as a program participant, are responsible to learn and grow from this experience while completing the work outlined by your host supervisor. The expectation is you will develop an Individual Development Plan with your home supervisor and discuss it with your host supervisor; participate in all cohort activities; maintain your relationship with your home organization; and ensure your annual performance plan includes rotation goals.
- **Your home supervisor** will make arrangements to transition your work during the rotational assignment, assist in developing your Individual Development Plan, proactively seek performance input from the host supervisor, and clearly convey how your performance will be evaluated upon return. Home offices will continue to be responsible for your time and attendance, paying salary, and performance reviews.
- **Your host supervisor** will ensure a meaningful onboarding experience and developmental work assignment(s). They will provide your work space, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc. Regularly, they should discuss your work products and deliverables as well as give performance feedback and guidance. They are also responsible for providing formal performance feedback to you and your home supervisor upon completion of the rotation.

PERFORMANCE MANAGEMENT

Q. Who will conduct my performance review?
Performance reviews will be conducted by your home supervisor of record. You should work with your host supervisor to outline the goals of your six month rotation and discuss those with your home supervisor at the beginning of the rotation. Additionally, you and your home supervisor should reflect these goals in your performance plan as necessary. Your host supervisor will provide feedback to you at the end of the rotation as well as provide it to your home supervisor of record.

Q. How will the rotation be reflected in my year-end performance review?
The host supervisor will provide a written performance evaluation at the end of the rotation and will provide feedback to the supervisor of record for consideration in annual performance discussions.

ADMINISTRATIVE ITEMS

Q. Who will handle processing my timesheet? Who will approve my leave?
You will be responsible for reporting time to your home agency, including any leave taken, and your home agency will be responsible for approving the leave and processing your timesheet. Of course, you should discuss any leave plans with your host supervisor to ensure they are aware of your plans as well.

Q. How will I get paid?
You will continue to be paid in the same manner in which you are currently paid, by your home agency.

Q. How will travel or training costs be handled?
Any travel or training costs related to the rotational assignment will be paid for by the host agency, with the exception of agencies that are supporting staff participation from outside of the Washington DC area. Travel or training costs related to current commitments with your home agency will be paid for by them.

Q. How will the rotation be reflected in my official personnel records?
Your home agency will file an SF-182 in your personnel records.

Rotation Onboarding/Orientation Checklist

PRE-BOARDING – Agency POC/HR Office

- ☐ Identify agency POC who participants can contact if needed
- ☐ Ensure the supervisor and all appropriate personnel are aware of the participant start date
- ☐ Send pre-arrival information and forms to participant
- ☐ Arrange for appropriate security clearance and building badge

PRE-BOARDING – Host Supervisor

- ☐ Complete rotation agreement to gain necessary approvals for rotation
- ☐ Call to congratulate rotation participant, confirm start date and answer any questions
- ☐ Contact participant's home supervisor to introduce yourself and coordinate regarding the rotation
- ☐ Identify a sponsor/buddy for the participant; ask buddy to contact participant prior to arrival to welcome him/her
- ☐ Communicate regularly to ensure the participant continues to be engaged and excited about the position
- ☐ Ensure the participant understands what will happen the first day and what time to meet the supervisor
- ☐ Alert current staff of the participant's arrival and discuss the person's role, skills and workspace
- ☐ Prepare participant's workspace, including phone, computer, email and access to systems or equipment

ORIENTATION

- ☐ Cohort participants, home supervisors, host supervisors, and agency POCs gather to learn about the program
- ☐ Agency POCs provide overview of program, details about roles and responsibilities, and cohort schedule

DAY ONE – Host Supervisor and Participant

- ☐ Supervisor meets and personally welcomes participant, before initial in-processing if possible
- ☐ Conduct in-processing by knowledgeable staff who can answer participant's questions; include information about business continuity, shelter-in-place, and emergency plans
- ☐ Conduct tour of building and provide information on neighboring resources
- ☐ Introduce participant to office sponsor/buddy and other staff members
- ☐ Take participant to lunch (if allowable)
- ☐ Provide detailed information about rotational assignment
- ☐ Establish work schedule; discuss telework and work schedule options (if any)
- ☐ Participant provides emergency contact information to supervisor
- ☐ Conduct end of day debrief

ONBOARDING PHASE I – Host Supervisor (occurs within first 7 calendar days of rotation)

- ☐ Provide information on agency policies and procedures as well as communicate the culture of the agency and the participant's specific work unit
- ☐ Discuss and issue performance expectations and schedule 30-day feedback session
- ☐ Provide applicable training relating to ethics, computer security, safety and agency-specific training

ONBOARDING PHASE II – Host Supervisor (occurs throughout the rotation)

- ☐ Provide participant with knowledge of organizational resources (e.g., historical files, knowledge management)
- ☐ Conduct regular informal performance review/check-in
- ☐ Schedule shadowing assignments with members of agency leadership
- ☐ Coordinate gathering for cohort participants within the agency, to facilitate networking

Adapted from OPM's End-to-End Hiring Initiative