



PROGRAM OVERVIEW

BACKGROUND

In 2011, the President's Management Council (PMC) and the Chief Human Capital Officers (CHCO) Council launched the PMC Interagency Rotation Program in Washington D.C. to strengthen agency collaboration, facilitate best practice sharing, and build a pipeline of emerging leaders who possess a broad understanding of the varied missions across the Federal Government. The Interagency Rotation Program offers high-performing GS 13-15s the opportunity to engage in a six-month cross-agency, developmental fellowship within participating agencies. PMC Fellows will expand their management skills, broaden their organizational experience, and foster networks they can leverage for future challenges.

PMC Rotations Project Teams at Federal Executive Boards in Chicago, Dallas, and Denver, led by the Office of Personnel Management (OPM), will be piloting the Interagency Rotation Program with local Federal Executive Boards (FEB).

PROGRAM OBJECTIVES

- ◆ Expand "joint duty" experience through meaningful six-month interagency rotations for PMC Fellows, either within or outside their current area of expertise;
- ◆ Cultivate a diverse rising generation of talent with broad organizational exposure;
- ◆ Conduct related cohort programming to offer wide-ranging opportunities to learn about other agencies and foster networks across the Federal Government.
- ◆ Develop a collaborative, cross-agency effort to reduce barriers to interagency mobility.

PROGRAM COMPONENTS

- ◆ Six-month developmental assignments at the participant's current grade level;
- ◆ Assignment period is April – September 2015.
- ◆ Monthly cohort meetings that provide learning and networking opportunities.
- ◆ Agencies select participants and identify rotational assignments; with input from participants and host supervisors, project team matches candidates to assignments.

ROLES & RESPONSIBILITIES

PRESIDENT'S MANAGEMENT COUNCIL

- ◆ Establish an interagency program to showcase high potential talent and develop stronger relationships across agencies

PMC AGENCY WORKING GROUP

- ◆ Design a cost-efficient, replicable program that will cultivate diverse talent, expand skills, and develop potential future executives with multi-agency experience and perspective
- ◆ Create a program that is not dependent on availability of training funds but rather focuses on experience building

PARTICIPANT ("PMC Fellow")

- ◆ Ensure work transition and continuity in home office
- ◆ Research the host organization and be prepared to contribute
- ◆ Complete the work outlined in the Interagency Rotation Agreement
- ◆ Participate in all cohort activities
- ◆ Maintain relationship with home organization (i.e. keep home supervisor informed of your progress, ensure home agency timekeeper is aware of leave taken, etc.)
- ◆ Ensure that your annual performance plan includes rotation goals
- ◆ Document experience for individual professional use and as examples for those who follow
- ◆ Alert program sponsor/home supervisor if problems/issues occur
- ◆ Be prepared to participate in a comprehensive evaluation of program
- ◆ Establish relationships and expand your network (interagency)
- ◆ Remember that you are an ambassador for your Department/Agency
- ◆ Do your part to make it a great experience!

HOST SUPERVISOR

- ◆ Alert participant to any security requirements/procedures, conflicts of interest, confidentiality issues, etc.
- ◆ Be prepared to support the participant's development while you serve as host for six months
- ◆ Agree on work schedule (i.e. AWS, telework)
- ◆ Provide meaningful assignment(s), work space, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc.
- ◆ Provide access to senior managers/top tiers of Department
- ◆ Conduct a helpful onboarding experience, to accelerate the participant's ability to perform on the job
- ◆ Discuss products and deliverables – be specific and clear
- ◆ Give frequent feedback/coaching to participant and supply performance review input to home supervisor and participant upon completion of the rotation

HOME SUPERVISOR

- ◆ Make arrangements to transition the participant's work during the rotational assignment
- ◆ Stay available to participant and continue to maintain all records (time, performance evaluations, approval of leave, etc.)
- ◆ Proactively seek performance input from the host supervisor
- ◆ Be clear with the participant about how their performance will be evaluated (performance elements or standards in annual plan)
- ◆ Support the return of the participant at the end of the rotational assignment

FREQUENTLY ASKED QUESTIONS

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 management skills, broaden their organizational experience, and foster networks they can leverage in the future. Specifically, the program aims to:

- ◆ Expand "joint duty" experience through meaningful 6-month interagency rotations for high-potential
- ◆ GS 13-15s, either within or outside their current area of expertise.
- ◆ Cultivate a diverse rising generation of talent with broad organizational exposure.
- ◆ Conduct related cohort programming to offer wide-ranging opportunities to learn about other agencies and foster networks across the Federal Government.
- ◆ Develop a collaborative, cross-agency effort to reduce barriers to interagency mobility.

Q. *Who are the targeted participants for the program?*

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

Q. *Which agencies participate in the program?*

Agencies will be selected by the FEBs in the participating areas.

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?*

CFEB | Jeff Conn | jconn@colorado.feb.gov | 303 202 4588

For general questions about the program, please contact one of the program coordinators:

Anita Spinner (Federal Executive Board Operation) | Anita.Spinner@opm.gov

Julie Brill (Office of Personnel Management) | Julie.Brill@opm.gov

INFORMATION ABOUT ROTATIONS

Q. *How long is the rotation?*

The rotations are six months in length, with one rotation annually.

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?*

- ◆ Participants are responsible to learn and grow from this experience while completing the work outlined by your host supervisor and representing your home agency. The expectation is that you will participate in all cohort activities, maintain your relationship with your home organization, and ensure that your annual performance plan includes rotation goals.
- ◆ Home supervisors transition the participant's work during the rotational assignment, are available for consultation, if needed, proactively seek performance input from the host supervisor, and be clear about how the participant's performance will be evaluated. Also, home offices will continue to be responsible for the participant's time and attendance, paying salary, and performance reviews.
- ◆ Host supervisors ensure a meaningful onboarding experience and work assignment(s). They provide work space, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc. Regularly, they should discuss work products and deliverables as well as give feedback and coaching. Finally, they are responsible for providing performance feedback to participants and home supervisors 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. The 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.

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?*

There will be no official personnel actions processed to indicate any change in your current work status.

ROTATION ONBOARDING / ORIENTATION CHECKLIST

PRE-BOARDING – Agency POC/HR Office (14-21 days prior to the arrival of the rotation participant)

- 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 (14-21 days prior to the arrival of the rotation participant)

- Complete the 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 (14-21 days prior to start of rotation)

- 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 within first 30 days of rotation)

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