

President's Management Council
INTERAGENCY ROTATION PROGRAM

Program Information
March 28, 2022 - September 23, 2022

Overview

Program Background

In 2011, the President's Management Council (PMC) and the Chief Human Capital Officers (CHCO) Council launched the PMC Interagency Rotation Program (IRP) to bolster cross-agency exposure for high-potential GS 13-15s (or equivalent). Following the program launch in the DC-area, in 2013 the Office of Personnel Management (OPM) began to expand the program to field locations through a partnership with the Federal Executive Boards (FEBs).

In September 2020, OPM announced the PMC IRP Virtual Pilot that combined the DC-based and the Federal Executive Boards (FEBs) field-based instances of the program. The pilot featured an inter-regional virtual cohort that included field and DC-based headquarters (HQ) employees and provided these individuals with the opportunity to potentially complete virtual rotation assignments that are based outside their current geographical region. This virtual model will serve as the foundation for the upcoming cohorts as OPM works to continuously improve the program and provide meaningful development opportunities for all participants involved.

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:

- Enhance participants' leadership competencies through a meaningful rotational assignment and 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

- Agencies identify and select rotational assignments and participants:
 - Assignments are six-months long and must be at another department or agency.
 - Employees must currently be at a GS-13 through GS-15 grade level to be eligible.
- Participants identify assignments that could support developmental goals and schedule up to five assignment mini-interviews with the potential host supervisors.
- Following interviews, participants rank the assignments that best align with their developmental goals.
- Then OPM and Agency Coordinator Project Team match participants to rotational assignments aided by input from the participants and host supervisors.
- Agency Coordinators facilitate the onboarding process for participants coming to their agency to complete a rotation, and OPM partner with participating agencies to arrange monthly cohort leadership development workshops that provide learning and networking opportunities.

Roles & Responsibilities

Office of Personnel Management (OPM)

- Facilitate an interagency leadership development program to advance high potential talent and build stronger relationships across agencies.

Agency Coordinators 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 (Headquarters/DC-area OR Field Agency Employee)

- Work with home supervisor to ensure work transition and continuity in home office.
- Complete the Interagency Rotation Agreement with home and host supervisors.
- Ensure that annual performance plan includes rotation goals.
- Prepare for the rotation including researching the host organization.
- Create an Individual Development Plan (IDP) with the home supervisor and identify the leadership competencies he/she will develop and/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 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 the 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 (Participant's Supervisor of Record)

- 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 during the six-month rotation assignment.

Host Supervisor (Participant's Rotation Assignment Supervisor)

- Alert participant to any security requirements/procedures, conflicts of interest, or confidentiality issues related to working virtual.
- Be clear about phone access, access to agency drives. Is a CAT-Card, PIV-Card or a temporary password required and if laptops be mailed or are participants required to pick them up.
- Agree on daily work schedule and flexibilities (i.e., AWS)
- 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.
- Convey requirements related to special clearances or background investigations.
- Craft meaningful virtual 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.
- Assign a mentor on your team which may be especially helpful in a virtual space.
- Be sure to provide clear information for IT support to include points of contact.
- Give frequent feedback/coaching to participant and provide 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 Senior Executive Service (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 13-15s (or equivalent) 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:

- Develop a collaborative, cross-agency effort to reduce barriers to interagency mobility.
- Provide each participant with a six-month developmental interagency rotation assignment either within or outside their current area of expertise.
- Offer engaging and insightful interagency cohort events allowing each participant to network and interact with other PMC participants, Federal Government employees, and Senior Executives.

Q. Who can participate in the program?

High-potential GS 13-15 (or equivalent) employees who would benefit from a challenging assignment outside of their home agency.

Q. Which agencies have participated in the program?

Across cohorts, the following agencies have participated: Agriculture, Education, Energy, Environmental Protection Agency, Equal Employment Opportunity Commission, Defense, General Services Administration, Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Labor, National Aeronautics and Space Administration, National Labor Relations Board, Office of Personnel Management, Office of Management and Budget, Small Business Administration, the Social Security Administration, State, Transportation, Treasury, and Veterans Affairs. Additionally, other cross-government organizations have offered assignments: the Chief Human Capital Officers (CHCO) Council, and the IT Modernization Centers of Excellence.

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 rotations or any administrative inquiries, please contact 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.

Q. What will happen to my current position while I am on rotation?

Nothing will happen to your position. You will continue to be an employee of your home agency while you are on your rotation assignment, and your position will still be there when you return. However, home supervisors are advised to transition their program participant's work while they are on the rotation. This may be an opportunity for another employee to cross-train and experience new challenges.

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

- **Program participants (PMC IRP Fellows)** are responsible to learn and grow from this experience while completing the work outlined by the host supervisor. The expectation is that participants will develop an Individual Development Plan with their home supervisor and discuss it with their host supervisor; participate in all cohort activities; maintain a relationship with the home organization; and ensure their annual performance plan includes rotation goals.
- **Home supervisors** will make arrangements to transition the participant's work during the rotational assignment, assist in developing the Individual Development Plan, proactively seek performance input from the host supervisor, and clearly convey how the participant's performance will be evaluated upon return. Home offices continue to be responsible for time and attendance, paying salary, and performance reviews.
- **Host supervisors** will ensure a meaningful onboarding experience and developmental work assignment(s). They will provide participants clear instructions about how to communicate with team members, how meetings, collaboration and check-ins are required virtually and whether agency laptops will be mailed or must be picked up. Regularly, they should discuss participant work products and deliverables as well as give performance feedback and guidance. They are also responsible for providing formal performance feedback to participants and their home supervisor upon completion of the rotation.

Performance Management

Q. Who will conduct my performance review?

Performance reviews will be conducted by the home supervisor of record. Participants should work with their host supervisor to outline the goals of the six-month rotation and discuss those with their home supervisor at the beginning of the rotation. Additionally, participants and their home supervisor should reflect these goals in the participant's performance plan, as necessary. The host supervisor will provide feedback at the end of the rotation to the participant and 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?

Participants will be responsible for reporting time to their home agency, including any leave taken, and the home agency will be responsible for approving any leave for participants. Participants should discuss any leave plans with their host supervisor.

Q. How will I get paid?

Participants will continue to be paid in the same manner by their home agency.

Q. How will travel or training costs be handled?

If for any reasons there are travel or training costs related to the rotational assignment, these costs would be paid for by the host agency. Travel or training costs related to current commitments with the participant's home agency will be paid for by them.

Q. How will the rotation be reflected in my official personnel records?

The home agency will file the Interagency Rotation Agreement, which will be completed and signed by the PMC participant, the home supervisor and the host supervisor. OPM also encourages participants to complete an SF-182 form to include in your official personnel records.

If you have any further questions, or would like further information, please contact:

PMCRotations@opm.gov.