

President's Management Council

Interagency Rotation Program

Program Information
Cohort 22 (Hybrid Pilot)
2024 – 2025

Overview

Program Background

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

In 2020, OPM announced the PMC IRP Virtual Pilot which 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 employees and assignments. This model provided participants with the opportunity to complete virtual rotation assignments, with some individuals completing an assignment based outside their geographic area. Using the virtual pilot model to serve as the foundation for upcoming cohorts, OPM is moving towards a hybrid program structure in efforts to continuously improve the program and provide meaningful development opportunities for all participants.

Please note, for Cohort 22, OPM will pilot several program component modifications, to include: the frequency of cohorts, length of rotation assignments, and hybrid program and workshop delivery. Sections of this document that address these components are highlighted throughout. Following Cohort 22, OPM will obtain feedback from participating stakeholders. If you have any questions, please reach out to your agency program coordinator, or to OPM at PMCRotations@opm.gov.

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

- Participating agencies complete a competitive process to identify and select rotational assignments and participants.
- For Cohort 22, rotation assignments will be six (6) or nine (9) months long and must be completed at a department or agency outside of the participants' current employing organization (see section *Information About Rotations* under the FAQs).
- Participants identify and express interest in assignments that will support their developmental goals and potential host supervisors then schedule assignment interviews with interested participants.
- Following interviews, participants provide their top assignment choices according to their developmental goals – participants may be matched with any assignments they submit.
- Agency program coordinators support host supervisors to facilitate the participant onboarding process.
- OPM will partner with participating agencies to arrange monthly cohort leadership development workshops that provide learning and networking opportunities during the participants' rotation assignments.

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 through a competitive selection process, and support participants throughout the entire rotation experience.

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

- Work with employing agency (home) supervisor to ensure work transition and continuity in home office.
- Complete the Interagency Rotation Agreement with home and hosting agency (host) supervisors.
- Ensure that annual performance plan includes rotation goals.
- Prepare for the rotation assignment, including researching the host organization.
- Create an Individual Development Plan (IDP) with the home supervisor and identify the leadership competencies they will develop and/or enhance during the rotation assignment; and remain proactive in ensuring the rotational experience is meaningful and meets their 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 program coordinator 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.
- Ensure you are telework ready and have a virtual workplace to conduct official government business.
- 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 (IDP); 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 rotation assignment (performance elements or standards in annual plan).
- Prepare to transition the participant's work during the rotational assignment; this is a great opportunity to offer internal developmental opportunities to other team members.
- Stay available to participant and continue to maintain all records.
- As needed, support the participant during the rotation assignment, and their transition back to the employing (home) agency.

Host Supervisor (Participant's Rotation Assignment Supervisor)

- Alert participant to any security requirements/procedures, conflicts of interest, or confidentiality issues related to working in the rotation assignment.
- Be clear about phone access, access to agency drives; whether a CAT-Card, PIV-Card or a temporary password required; if laptops can be mailed or if are participants required to pick them up.
- Agree on daily work schedule and flexibilities (i.e., AWS); complete a new telework/remote work agreement (if needed) with participant.
- 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 developmental assignments, tasks, and duties based on the specific leadership competencies identified by the participant and the home supervisor and evaluate their progress throughout the term of the rotation assignment.
- Assign a mentor on your team which may be especially helpful in a virtual/hybrid workspace.
- 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

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.

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.

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; political appointees are not eligible to participate.

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 various Federal Executive Board (FEB) locations.

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.

Information About Rotations

How often does the program occur and how long are rotations?

Typically, there are two six-month cohorts per year, however for the Fall 2024 cohort (Cohort 22), OPM will pilot having one cohort per year. For Cohort 22, participants will complete a six-month rotation assignment, but have the option to extend their rotation for a period of three-months (for nine-months total). Rotation assignment length must be agreed upon by the home agency, host agency and participant, and recorded on the Interagency Rotation Agreement form (OPM-5064).

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.

What workplace flexibilities are available while on rotation?

For Cohort 22, host agencies shall determine telework-eligibility of program participants in a manner that is commensurate with their official Telework Agreement currently established with their home agency. Participants will not be expected to alter the conditions of their existing telework agreement so long as the rotation assignment's duties and responsibilities may be performed at an alternative worksite without diminution of employee performance or agency operations. The host agency should provide supporting documentation to ensure the rationale is as transparent as possible for all program stakeholders.

Should the host agency require a candidate to participate in telework in a regular and recurring manner that increased or reduces the frequency of their current official Telework Agreement, a new, temporary telework agreement shall be established for the duration of the assignment. A new, temporary telework agreement must be mutually agreed upon prior to the beginning of the rotation assignment.

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 shall 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.

Do participants have to attend the monthly developmental workshops?

Participants should plan on participating in all monthly developmental workshops. If for some reason a participant will not be able to attend an event, they should inform their host supervisor, agency coordinator, and the PMC IRP management team. During Cohort 22, most workshops will be virtual, with one being in-person.

Performance Management

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.

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

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.

How will I get paid?

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

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.

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.

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 coordinator. For general questions about the program, please contact

PMCRotations@opm.gov.