



President's Management Council
INTERAGENCY ROTATION PROGRAM

PRESIDENT'S MANAGEMENT COUNCIL INTERAGENCY ROTATION PROGRAM

Department of Defense Cohort Application Guide

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1.0 PURPOSE AND BACKGROUND

The information in this Application Guide is provided to give Department of Defense (DoD) Components, Defense Agencies and DoD Field Activities (Components) and their potential applicants and host supervisors general guidance on the nomination and selection process for the President's Management Council Interagency Rotation Program (PMC IRP), which is managed by the U.S. Office of Personnel Management (OPM). The program is a six month interagency broadening opportunity for eligible high-caliber employees in General Schedule (GS) 13 through GS 15 or equivalent grades to participate in rotational assignments offered by Federal Agencies across the continental United States.

The program offers participants the opportunity to enhance or develop two to three Executive Core Qualifications (ECQs) through broadening opportunities such as senior level mentorship, access and exposure to senior level meetings, senior level shadowing experiences, and project/program management opportunities. While Senior Executive Service mentoring and exposure is not guaranteed in other Federal Agencies, whenever possible DoD encourages agencies to offer this level of support in DoD rotational assignments for participants from other Federal Agencies.

The PMC IRP is designed to: enhance PMC participants' leadership competencies through a meaningful rotational assignment and other developmental opportunities outside of their current Federal agencies; and, 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. Rotational assignments are intended to "stretch" participants and host supervisors professionally – i.e., they are not intended for host supervisors to fill positions.

2.0 REFERENCES

- A. OPM guidance on PMC IRP <https://www.opm.gov/policy-data-oversight/training-and-development/leadership-development/#url=PMC-Interagency-Rotation-Prgm>
- B. Executive Core Qualifications <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>

3.0 COVERAGE

This Application Guide covers DoD civilian employees in GS 13-15 and equivalent grades and supervisory personnel in Appropriated and Nonappropriated Fund positions.

4.0 RESPONSIBILITIES

- 4.1 **Defense Civilian Personnel Advisory Service (DCPAS) PMC IRP Coordinator.** The DCPAS Coordinator serves as the primary point of contact (POC) for the DoD, is the primary liaison with OPM, and ensures Components have all necessary information and meet requirements.
- 4.2 **Component PMC IRP Coordinator.** The Component Coordinator serves as the primary POC for their respective Component and the DCPAS Coordinator, and, is responsible for dissemination, collection and vetting of all information submitted to DCPAS.
- 4.3 **Host First Level Supervisor.** Host supervisors are responsible for providing a well-thought-out broadening assignment (or assignments, if applicable) for the full 6 month Cohort, adhering to all submission requirements, and, if selected, meeting all administrative requirements.

- 4.4 **Host Second Level Supervisor.** The supervisor of the host supervisor must approve all broadening assignment offerings.
- 4.5 **Home Supervisor.** The home supervisor is expected to support and partner with the participant and host supervisor to ensure a meaningful broadening experience.
- 4.6 **Applicants.** Applicants must submit all required documents and information and participate in all pre-selection activities.
- 4.7 **Participants.** Participants are expected to be proactive in ensuring the broadening experience is meaningful, meets developmental needs, and, all administrative requirements are met with the host and home supervisor and organization.

5.0 POLICY, PROCESS, AND/OR PROCEDURE

- 5.1 Nomination Requirements (packages will be returned if requirements are not met)
 - 5.1.1 Applicant Requirements
 - GS 13-15 (career, career-conditional, or equivalent);
 - Full time DoD employee for at least 18 months;
 - Currently work in the continental U.S.;
 - Must currently meet all established performance standards at or above the fully successful level;
 - Demonstrated commitment to leadership development, with potential and/or aspiration for an executive position;
 - Availability for an interagency assignment within the Cohort timeframe;
 - Concurrence of immediate supervisor and Component leadership designated by OPM and/or designated as acceptable by DCPAS. Historically, DoD has accepted senior Human Resources and Workforce Development level concurrence; and,
 - Employee cannot participate if they have participated in the PMC-IRP previously.
 - 5.1.2 Potential Host Supervisor's Rotational Assignment Offering Requirements
 - Meaningful, well-thought-out broadening/stretch assignment for the full 6 month cohort;
 - Provide development in two to three ECQs that the participant may cultivate during the assignment <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>;
 - Provide senior level mentorship;
 - Provide at least one senior level shadowing experience;
 - Provide access and exposure to senior level meetings;
 - Provide collaboration with participant and home supervisor on the Individual Development Plan (IDP) with regular check-ins on developmental progress;
 - A closing assessment of accomplishments and specific recommendations for continued development.

5.2 Nominations Required Information

5.2.1 Applicant

- All nomination packages must include the following documents listed below. Please include "Controlled Unclassified Information (CUI)" in the name of the file and submit the package as an Adobe PDF portfolio. **Scanned files will not be accepted** and will be returned to the Component Coordinator for correction:
 - PMC IRP Employee Statement of Interest with all sections and data fields completed and include all required signatures (do not leave blank fields);
 - Resume (see Appendix for sample) – do not include personal contact information;
 - Most recent Performance Appraisal;
 - Signed verification of security clearance from appropriate security office. Inform the security office to exclude Social Security Numbers, date of birth and other personally identifiable information (PII) from the letter of verification;
 - Formal nomination letter from Component leadership (see Appendix for sample). Local executive level acceptable for each nominee;
 - Individual Development Plan.
- Each of the items requested above must be submitted to the **DCPAS Coordinator by the Component Coordinator**, as requested. Portfolio file names should include the last and first name of the nominee, the Component of the applicant (e.g., Doe, John_AF), and, submitted as distinct nomination files. Submissions must be made using official forms provided by OPM, where provided. **Scanned copies will not be accepted**. Nominees cannot submit a package on their own behalf.

5.2.2 Potential Host Supervisor's Assignment Package

- All potential host supervisor assignment offerings must include a completed "Rotation Experience Description" form, signed by the potential host supervisor and their second-line supervisor. **Scanned copies will not be accepted and all fields must be filled in.**

5.3 Program Responsibilities and Requirements

5.3.1 DCPAS Coordinator

- Serve as the Primary POC for the DoD and primary liaison with OPM;
- Update and disseminate PMC IRP information to Component Coordinators for distribution within the Components;
- Communicate with Component Coordinators, participants and supervisors, as appropriate;
- Provide deadlines to Components;
- Create and engage DoD PMC-IRP Selection Panel and review all selection criteria before beginning application reviews;
- Approve proposed agency assignments and nomination packages;
- Communicate with OPM and other Federal Agency Coordinators, as appropriate;
- Meet OPM deadlines;
- Promote DoD participants and host-supervisors participating in each Cohort, as applicable, with DoD senior HR leadership.

5.3.2 Component Coordinator

- Serve as the primary point of contact for the Component and DCPAS Coordinator;
- Provide a back-up point of contact, particularly during timeframes with tight deadlines;
- Disseminate PMC IRP program information to the respective Component workforce;
- Assist participants in completing their packages (includes reviewing for grammar, spelling and required content), obtaining formal nomination signatures from appropriate Component leadership, and, obtaining security clearance verification;
- Review and approve proposed agency assignments and nomination packages, including validating security clearances;
- Meet DoD deadlines;
- Liaison with nominees/participants and host/home supervisors, as appropriate;
- Alert DCPAS Coordinator if issues or concerns;
- Assist with promoting/acknowledging accomplishments of Component-specific participants and host-supervisors, as applicable, with Component senior leadership

5.3.3 Participant

- Complete the Interagency Rotation Agreement (IRA) and include home supervisor approval;
- Be proactive and prepare for the assignment, including researching the host organization;
- Update home supervisor monthly, or based on an agreed upon communication timeframe, on accomplishments;
- Modify the IDP in collaboration with the home and host supervisors to highlight specific leadership competencies the assignment will enhance or develop;
- Be proactive in ensuring the rotational experience is meaningful and meets developmental needs. Every day brings new learning and growth opportunities;
- Work with home supervisor to ensure the annual performance plan includes broadening assignment goals;
- Participate in all cohort meetings and networking events;
- 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.);
- Be prepared to participate in a comprehensive evaluation of the program;
- Alert home Component Coordinator if problems/issues occur;
- Be an ambassador for the home Department and/or Agency;
- Be proactive with home supervisor to ensure a smooth transition back to the home agency job and leverage new and enhanced competencies for continued job and career growth.

5.3.4 Host Supervisor

- Craft meaningful assignments, tasks, duties and responsibilities based on the participant's IDP and ensure cultivation of advertised ECQs;
- Ensure clarity of duties, responsibilities, and opportunities;
- Ensure participant's work environment is set up and ready to go upon arrival;
- Provide access to senior leadership beyond just attending meetings;
- Provide meaningful senior level mentoring;
- Give frequent and meaningful feedback during the assignment;

- Frequently assess progress in meeting development goals;
- Clearly outline and communicate how the participant's performance will be evaluated during the 6 month rotation; and,
- Provide performance review close-out memo to the home supervisor and participant upon completion of the rotation.

5.3.5 Home Supervisor

- Approve participant's application and include meaningful descriptions of the applicant's strengths, career development needs, and, a description of work that might be most beneficial;
- Partner with applicant in the creation of the IDP and also with the host supervisor for modification, as needed, to align with the assignment;
- Sign the IRA from host supervisor;
- Clearly outline and communicate how the participant's performance will be evaluated during the 6 month rotation;
- Work with host supervisor to develop a plan to maintain contact to stay informed of progress, opportunities, etc.;
- Work with participant to develop a plan to maintain contact to stay informed of progress, opportunities, etc. while allowing the participant (the home supervisor's employee) adequate space to learn and grow. Avoid burdening them with home agency work requirements;
- Ensure participant's annual performance plan includes rotation goals;
- Be prepared for the challenge of not having the participant on staff for 6 months, i.e., take advantage of the opportunity to develop someone else in the organization for Agency;
- Ensure participants' smooth transition back to their job and leverage their new and enhanced competencies for continued job and career growth

5.4 Selection Criteria - Assuming all required information is included, most ratings are on a 5 point scale of 1 (low) – 5 (high). A few elements will be scored for Yes (information provided – 1 point) and No (information not included – 0 points). There may be opportunities to receive an additional point on select items.

5.4.1 Applicant Package – the following are the most substantively scored items:

- Vision: Employee Statement of Interest description of what the candidate hopes to accomplish and how it will benefit the candidate's career goals;
- Developmental Preparation: Nature and breadth of past assignments, development activities and accomplishments show a pattern of growth, motivation and achievement;
- Development of ECQs: How will an opportunity in another Federal Agency contribute to the development of the candidate's ECQs;
- Developmental Need: ECQ developmental need from the supervisor perspective. (per supervisor approval section on Employee Statement of Interest);
- Demonstrated commitment to leadership development;
- Letter of Nomination; and,
- Overall Assessment of Package.

5.4.2 Rotational Assignment

- Provides opportunities to cultivate at least two to three ECQs;
- Duties, tasks responsibilities, and opportunities are clear;
- Provides access to senior leadership;
- Provides senior level mentoring;
- Provide at least one senior level shadowing experience;
- Provide access and exposure to senior level meetings;
- Overall Assessment of Package

6.0 POINT OF CONTACT

- DCPAS PMC IRP Coordinator, Talent Development.
dodhra.mc-alex.dcpas.mbx.hrspas-ctd-broadening-team@mail.mil.

APPENDIX A: SAMPLE RESUME AND NOMINATION LETTER

Sample Resume

All resumes must include the following items. Do not include PII such as home address, phone number, etc. Resume will be returned to Component POC for correction and if required information is missing.

Contact Information:

Full name

Work: Address, Phone, and E-mail

Education:

School(s) (name and location)

Degree earned, graduation date

Major field of study for each undergraduate, graduate or post-graduate degree

Non-degree studies: School, location, major field of study, undergraduate/graduate credit, and, hours earned

Experience/Work History:

Dates, title, grade, agency/company, location, responsibilities/achievements. Focus on results. Be sure to highlight position(s) involving formal supervisory experience. Also, include grade/rank (or equivalent) for each position.

Defense/Government Sponsored Training:

School and course title, date, and name of sponsoring institution

Skills/Accomplishments:

Skills, e.g., computer, languages; publications; certifications; licensure; clearances

Activities and Honors:

Community service, awards, professional memberships, hobbies

Sample Nomination Letter

Sample Agency Nomination Letter (on Component letterhead)

On behalf of [Component Name], it is my pleasure to nominate [Candidate's Name] to the President's Management Council Interagency Rotation Program (PMC IRP).

The PMC IRP offers participants the opportunity to enhance and/or develop two to three primary Executive Core Qualifications through broadening opportunities such as senior level mentorship, access and exposure to a senior level meeting or shadowing experiences, and project management opportunities. While the PMC IRP requires highly talented individuals to participate in the program, it will also allow these individuals to enhance their leadership competencies through a meaningful rotational assignment and through other developmental opportunities outside of their current agency.

[Candidate's Name] possesses the requisite skills, experience and traits to be an asset to the program as well as the motivation to develop the necessary skillsets to take on future leadership positions.

Thank you for your consideration of [his/her] selection into the program.

Sincerely,

[Nominating Official]

[Position Title]