

Federal Executive Board Expansion *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. The PMC Interagency Rotation Program bolsters cross-agency exposure for high-potential GS 13-15s by providing each participant a 6-month interagency rotation assignment. Assignments provide the opportunity for participants to strengthen or develop specific leadership competencies aligned with the Executive Core Qualifications (ECQs).

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.

Overview

All agencies are invited to participate in the PMC Interagency Rotations Program. The Federal Executive Boards (FEB), in coordination with OPM, facilitate an interagency work group comprised of agency coordinators within their local area.

Protocol for Future Expansions

- OPM communicates with FEB to determine interest in each location
- OPM schedules and delivers presentations to CHCO and CLO to explain the program and provide FEB points of contacts. To participate, agencies will need to identify a coordinator.
- OPM works with FEB to identify a lead facilitator.

Roles and Responsibilities

Office of Personnel Management

Serves as an advisor to the FEBs in support of the interagency program designed to develop high potential talent and develop stronger relationships across agencies. OPM assists each FEB throughout the program implementation and conducts orientation.

Federal Executive Board

Determines lead facilitator

The lead facilitator:

- Solicits agency interest
- Coordinates interagency meetings with agency coordinators
- Determines the number of participants from each agency and then recommends an appropriate number of assignments (i.e., double the number of participants)
- Develops and maintains the project planning timeline
- Provides correspondence resources to agency coordinators
- Develops and maintains participant and assignment information files with input from agency coordinator
- Prepares and distributes rotation assignment documents to agency coordinators
- Collects participant's top five preferences and prepares compiled file
- Distributes participant preference file and participant application packages to agency coordinators; agency coordinators send information to the potential host supervisors; and supervisors schedule interviews with each interested candidate
- Conducts two conference calls with home supervisors and potential host supervisors to review the program and answer questions
- Collects and compiles ranked participant preferences from agency coordinators
- Works with a smaller team to match participants and assignments
- Conducts orientation and schedules monthly cohort events

Agency Coordinators

The Agency Coordinators are responsible for:

- Promoting the program within their agency
- Identifying meaningful rotation assignments and high potential participants
- Conducting selection process to identify participants
- Supporting participants throughout the entire rotation experience including onboarding;
- Scheduling and hosting cohort events

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 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 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 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, 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?

Home supervisors are advised to transition their PMC participant's work while they are on the rotation. Many use 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 that 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 any 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 the Interagency Rotation Agreement in your personnel records. OPM also encourages participants to complete an SF-182 form to include in your official personnel records.