

## Frequently Asked Questions (FAQs)

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### 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. Can agencies or organizations outside of the Executive Branch participate?

The PMC Interagency Rotation Program was established as a program for the Executive Branch covered by Title V. In addition, OPM can only provide guidance as it pertains to Federal Executive Branch employees covered by Title V; therefore it is not recommended the FEBs allow entities outside that scope to participate.

#### 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: [PMCFieldRotations@opm.gov](mailto:PMCFieldRotations@opm.gov)

### INFORMATION ABOUT ROTATIONS

#### Q. How long is the rotation?

The rotation is six months in length from April-September.

#### 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. OPM also encourages participants to complete an SF-182 form to include in your official personnel records.