

President's Management Council
INTERAGENCY ROTATION PROGRAM

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.

Rotation Experience Description

Department/Agency:	<i>Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS)</i>		
Component:	<i>Immigration Records and Information Services, National Records Center</i>		
Organizational Mission/Role:	<i>The National Records Center (NRC) provides U.S. Government agencies, citizens, and immigration stakeholders with timely and appropriate access to requested records and information in an efficient, cost-effective, and professional manner that is representative of the highest standards of the U.S. Citizenship and Immigration Services (USCIS). The NRC stores over 20 million inactive alien files and provides 24 hours/7 days a week support to Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), and USCIS. The NRC is a medium-sized organization of almost 300 Federal employees and over 350 contractors.</i>		
Rotation Title:	<i>Special Assistant</i>	Required Clearances:	<i>Public Trust</i>
Number of Positions:	<i>1</i>	Office Address:	<i>150 Space Center Loop, Lee's Summit, MO 64064</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>13-14</i>		
Supervisor Name, Title:	<i>Brian Spease, Program Manager</i>	Agency Point of Contact:	<i>Ethan Cole</i>
Supervisor Email:	<i>Brian.E.Spease@uscis.dhs.gov</i>	POC Email:	<i>Ethan.R.Cole@uscis.dhs.gov</i>
Supervisor Phone:	<i>816-350-5654</i>	POC Phone:	<i>816-350-5550</i>
Available workplace flexibilities:	<i>Alternate Work Schedules</i>		
Description of Development Opportunity: 1. Projects, Roles, and Responsibilities / 2. Anticipated Accomplishments			

The immigration mission continues to change and evolve. The NRC is strategically modernizing its organizational structure to better position the organization and mission functions to meet the changing and evolving mission. The NRC is documenting and reviewing business process flows and evaluating these flows in order to improve the infrastructure of the business and needs leaders to effect this change. The ideal candidate will have experience in leading change, logistical and process improvement and reviews, and organizational strategy planning. To accomplish this project, the participant will work closely with NRC senior leaders, process analysts, and subject matter experts as part of an Integrated Process Team (IPT) to document processes, identify improvements, and recommend strategies to position the organization for future changes. The participant will work with a variety of NRC leadership and management to identify the critical areas to be addressed. These processes will marry to the implementation of organizational structure modifications that will better align the latest processes with a more appropriate structure to support the mission.

10/24/2013

Developmental Goals: Please select 2-3 primary Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/ecq.asp.

ECQs (check all that apply):		Please provide comments about how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:
Leading Change	<input checked="" type="checkbox"/>	The selectee will need to be skilled in Leading Change – identifying process changes and potential the ability to position the organization for future change. Additionally, the selectee will need to be able to identify process improvements that lead to sustaining strategic planning for the organization’s mission (Results Driven). The selectee will also need to be able to strategically leverage human capital and technological resources in order to facilitate an efficient review process and change management plan (Business Acumen).
Leading People	<input type="checkbox"/>	
Results Driven	<input checked="" type="checkbox"/>	
Business Acumen	<input checked="" type="checkbox"/>	
Building Coalitions	<input type="checkbox"/>	

The PMC Fellow will be offered the following developmental opportunities (check all that apply):

<input type="checkbox"/>	A Senior Executive mentor (this may be the host supervisor)
<input checked="" type="checkbox"/>	At least one senior-level shadowing experience
<input checked="" type="checkbox"/>	A peer-level work/project advisor
<input checked="" type="checkbox"/>	Individual Development Plan and regular check-ins on developmental progress
<input checked="" type="checkbox"/>	A closing assessment of accomplishments and specific recommendations for continued development
<input checked="" type="checkbox"/>	Access and exposure to senior-level meetings
<input checked="" type="checkbox"/>	Subject-specific onboarding designed to provide learning on a key skill, issue, profession, etc.
<input checked="" type="checkbox"/>	Participation in agency-provided training, such as online learning, workshops, speaker series, etc.
<input type="checkbox"/>	Supervisory experience
<input type="checkbox"/>	Cross-agency collaboration experience
<input checked="" type="checkbox"/>	Project management experience
<input checked="" type="checkbox"/>	Other (please explain) Strategic planning

How would this opportunity benefit the participant and his/her home organization upon their return?

This assignment will give the participant experience in a medium-sized Federal office. This individual will also work with a variety of position types and different levels of management. This opportunity will allow the selectee to continue to develop and hone their change management skills and business acumen. They will see an organization conduct a “self-assessment” (process mapping) and directly assist with the coordination and collaboration of a strategic plan to realign an organization that has grown significantly over the past five years and continues to accept new, expansive and challenging responsibilities. The selectee will continue to build their network through interactions with NRC management and stakeholders. This assignment presents a challenging opportunity for the individual to learn about our organization and the challenges of the ever changing, US immigration mission.

Special Requirements (if any):

36T

Ethan Cole

Host Supervisor's Signature

1/6/2017

Date

Second-line Supervisor's Signature

36T

Date