

President's Management Council
INTERAGENCY ROTATION PROGRAM

FISCAL YEAR 2020 Application Guide
Department of Defense
Cohort 18



Contents

Introduction	3
Nomination Requirements	4
Nominations Required Information.....	4
Program Timeline – Cohort 18, March 30, 2020 – September 25, 2020.....	5
Program Responsibilities	6
Sample Resume	8
Sample Component Nomination Letter.....	9
Contact Us.....	10

Introduction

Thank you for your interest in the President's Management Council Interagency Rotation Program (PMC IRP). The PMC IRP is managed by the U.S. Office of Personnel Management (OPM) and is a six-month interagency broadening opportunity for eligible high-caliber employees in the grades of General Schedule 13 - 15 or equivalent, within the National Capital Region¹. The program offers participants the opportunity to enhance and/or develop two or three primary Executive Core Qualifications (ECQs) through broadening opportunities such as a Senior Executive Service mentorship, access and exposure to senior-level meetings or shadowing experiences, and project/program management opportunities. Specifically, the PMC IRP is designed to:

- Enhance PMC 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; and
- Offer engaging and insightful interagency cohort events that allow each participant to network and interact with other program participants, Federal employees, and Senior Executives.

The information in this Application Guide is provided to give Department of Defense (DoD) Components, Agencies and Field Activities (Components) and applicants guidance on the nomination process. The Departments of the Army, Navy and Air Force may each submit a maximum of three nominees for Cohort 18, with the condition that matching broadening assignments (maximum 6 assignments for 3 nominees) will also be submitted. The Office of the Under Secretary of Defense for Intelligence and all other Fourth Estate Agencies and Field Activities may submit one (1) nominee each, along with matching broadening assignments. All Components are responsible for and expected to conduct their own internal selection

¹ OPM is working with the Federal Executive Boards (FEBs) to expand the Program across the nation. The FEBs perform a critical role in strengthening the coordination of Government activities outside of Washington, DC, and are effective catalysts for the IRP. For more information about the FEBs visit <https://www.feb.gov/>. If your Component/Agency/Field Activity wishes to pursue PMC IRP opportunities outside the National Capital Region, please contact OPM at PMCFIELDrotations@opm.gov and copy the DoD PMC IRP Program Manager.

processes, ensuring that the process follows applicable laws and regulations and applicants are thoroughly vetted.

Nomination Requirements

- GS 13-15 (career, career-conditional, or equivalent);
- Full time agency employee for at least 18 months;
- Currently work in the Washington D.C. commuting area (Note: Agencies that nominate candidates from outside the Washington D.C. commuting area are responsible for all travel costs);
- Must currently meet all established performance standards at or above the fully successful level;
- Demonstrated commitment to leadership development, with potential and aspiration for an executive position;
- Availability for an interagency assignment within the Cohort timeframe; and,
- Concurrence of immediate supervisor and Component leadership.

Nominations Required Information

All nomination packages must include the following:

- PMC IRP Employee Statement of Interest;
- Resume;
- Most recent Performance Appraisal;
- Verification of security clearance, if applicable; and,
- Formal nomination letter from Component leadership for each nominee.

Please note: Each of the items requested above must be submitted to the DoD PMC IRP Program Manager by the Component PMC IPR Program Coordinator and named as separate attachments for each candidate. Submissions must be made using official forms provided by



OPM, where appropriate. Please do not submit scanned copies. Nominees cannot submit a package on their own behalf.

Program Timeline – Cohort 18, March 30, 2020 – September 25, 2020

Target Dates	Key Activities
September 2019	DCPAS Call for Nominations and Assignment Offerings
Early December 2019	DUE TO DCPAS: DoD Component Nominations and Assignment Offerings
December 2019-early January 2020	DCPAS conducts Selection Board, if necessary
Mid-January 2020	DUE TO OPM: DoD nominations and assignment offerings
Early February 2019	DUE TO DCPAS/OPM: DoD participants submit Top 5 choices PLUS 2 alternates to DCPAS
Mid-February 2020	DoD Host Supervisors conduct interviews with interested participants from other Federal Agencies
Mid-Late February 2019	<ul style="list-style-type: none"> DoD Host Supervisors submit their “Yes or No” list after interviews to DCPAS/DCPAS submits to OPM DoD participants submit their RANKED Top 5 choices list to DCPAS/DCPAS submits to OPM
Beginning of March 2019	DCPAS communicates final matches/non-matches to participating DoD Components and participants
March 2019	DoD Host Supervisors conduct onboarding processes
March 2019	Participant Orientation at OPM and Onboarding activities
March 30, 2020	Participants officially begin broadening assignments

Program Responsibilities

Participant – if selected

- Complete the Interagency Rotation Agreement and include home supervisor approval;
- Update Home Supervisor monthly on accomplishments;
- Create an Individual Development Plan (IDP) with home and host supervisors to highlight specific leadership competencies the rotation will enhance/develop; and,
- Participate in all cohort meetings and networking events.

Home Supervisor

- Obtain formal nomination from appropriate Component leadership, in liaison with Component PMC IRP Coordinator;
- Assist in the creation of the participant's IDP with the participant and host supervisor;
- Clearly define how the participant's performance will be evaluated during the 6 month rotation; and,
- Obtain a written work agreement from Host Supervisor and participant.

Host Supervisor

- Craft meaningful assignments, tasks, duties and responsibilities based on the participant's IDP and ensure cultivation of advertised ECQs;
- Provide access to Senior Leadership;
- Give frequent and meaningful feedback during the rotation;
- Ensure clarity of duties, responsibilities, and opportunities; and,
- Provide performance review close out memo to the home supervisor and participant upon completion of the rotation.

DoD PMC IRP Program Manager

- Serve as the Primary POC for the DoD and primary liaison with OPM;
- Update and disseminate PMC IRP information to Component PMC IRP Program Coordinators for distribution within the Components;
- Liaison with Component Coordinators, participants and supervisors, as appropriate;
- Provide deadlines to Components, review and approve proposed agency assignments and nomination packages, including verifying security clearances; and,
- Meet OPM deadlines.

Component PMC IRP Program Coordinator

- Serve as the primary point of contact for the Component and DoD PMC IRP Program Manager. Liaison with OPM may be required;
- Disseminate PMC IRP program information to the Component workforce;
- Obtain formal nomination signatures from appropriate Component leadership;
- Liaison with nominees/participants and host/home supervisors, as appropriate; and,
- Review and approve proposed agency assignments and nomination packages, including validating security clearances; and,
- Meet DoD deadlines.

Sample Resume

All resumes must include the following items:

Contact Information:

Name

Home: Address, Phone, Fax, and E-mail (optional)

Work: Address, Phone, Fax, and E-mail (required)

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 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 (include sponsoring institution, e.g., Defense Systems Management College, OPM Federal Executive Institute)

Skills/Accomplishments:

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

Activities and Honors:

Community service, awards, professional memberships, hobbies



Sample Component 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 or three primary Executive Core Qualifications through broadening opportunities such as a Senior Executive Service 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 rotation 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]

Deputy Assistant Secretary or Equivalent Senior Level Official [Position Title]



Contact Us

For more information or questions email us at:

dodhra.mc-alex.dcpas.mbx.hrspas-ctd-broadening-team@mail.mil