



**McCain Strategic Defense
Fellows Program**

U.S. DEPARTMENT OF DEFENSE

Rotational Assignment Agreement

McCain Fellow, Cohort:

Date:

Rotational Assignment Supervisor:

Sponsoring Organization:

Nature of Work Fellow Will Be Expected to Perform:

Purpose of the Fellow's Effort:

Expected Results of the Effort:

Time Goal to Realize Result:

Points of Contact:

Information / Email / Phone:

McCain Fellow Signature:

Date:

Rotational Assignment Supervisor Signature:

Date:

1st Quarterly Check-In:

Check-In Date:

Outcomes, Accomplishments, Successes:

Additional Feedback, Observations, Recommendations for Fellow Success, if any:

McCain Fellow Signature:

Rotational Assignment Supervisor:

2nd Quarterly Check-In:

Check-In Date:

Outcomes, Accomplishments, Successes:

Additional Feedback, Observations, Recommendations for Fellow Success, if any:

McCain Fellow Signature:

Rotational Assignment Supervisor:

3rd Quarterly Check-In, if applicable:

Check-In Date:

Outcomes, Accomplishments, Successes:

Additional Feedback, Observations, Recommendations for Fellow Success, if any:

McCain Fellow Signature:

Rotational Assignment Supervisor:

4th Quarterly Check-In, if applicable:

Check-In Date:

Outcomes, Accomplishments, Successes:

Additional Feedback, Observations, Recommendations for Fellow Success, if any:

McCain Fellow Signature:

Rotational Assignment Supervisor:

Final Check-In:

Check-In Date:

Outcomes, Accomplishments, Successes:

Additional Feedback, Observations, Recommendations for Fellow Success, if any:

McCain Fellow Signature:

Rotational Assignment Supervisor:

Instructions to Fill Out Form

Nature of Work: A Fellow will want to ensure that work is substantive in order to grow. The sponsoring organization must ensure that substantive work is received from a Fellow as well to more than account for any administrative time invested. Ensuring that the nature of work is clear and precise helps ensure that both parties are on the same proverbial sheet of music.

Purpose: The purpose of a rotational assignment answers a fundamental question: Why? As in “why is a Fellow doing this?” Ideally, the purpose should both advance an office and develop a Fellow.

In writing a purpose, do not confuse purpose and goal. Purpose answers “why.” Goal answers “what.” For example, why a runner competes (for adventure) is far different than what he or she wants to accomplish (receive a medal).

Consider implications when crafting a purpose. For instance, the expressed purpose for going into Afghanistan was to remove al Qaeda. The action had implications on international relations.

Expected Results: Clearly define specific performance results and include metrics, if possible. These will be used to judge the performance of a Fellow during the rotation.

Points of Contact: Provide very brief information (including contact information) on key POCs that will facilitate the Fellow’s rotation such as supervisor, AOs, HR personnel, security, etc.