

President's Management Council
INTERAGENCY ROTATION PROGRAM

FISCAL YEAR 2019 Application Guide
Department of Defense



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Introduction

Thank you for your interest in the President's Management Council Interagency Rotation Program (PMC IRP). The PMC IRP is a six-month interagency broadening opportunity for eligible high-caliber employees in the grades of General Schedule 13 - 15 or equivalent. The program 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. Specifically, the PMC IRP is designed to:

- 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; 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 enclosed information is provided to give agencies and applicants guidance in the nomination process. Interested components and agencies may nominate up to three candidates and are responsible for running their own internal selection process, ensuring that the process follows applicable laws and regulations.

Participation 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**).

- Performance rating of “exceeds expectations” or higher
- Demonstrated commitment to leadership development, with potential and aspiration for an executive position
- Availability for an interagency assignment from **April - September or October - March**
- Concurrence of immediate supervisor and component leadership

Required Information

All applications must include the following:

- PMC IRP Employee Statement of Interest
- Resume
- Last two Performance Appraisals
- Notification of Personnel Action (SF-50) (submit a copy of your latest SF-50 to verify current or former Federal employment status)
- Formal nomination letter from Component/Agency (If desired, the agency may include all candidates in one letter.)

Please note: Each of the items requested above must be submitted in one email but as separate attachments for each candidate.

Program Timeline – Cohort 16, April 1 – September 30, 2019

Target Dates	Key Activities
November 14, 2019	DCPAS Call for Nominations and Assignment Offerings
December 19, 2018	DUE TO DCPAS: DoD Component/Agency/Field Activity (“Component”) Nominations and Assignment Offerings Due to DCPAS
January 10, 2019	DUE TO OPM: DoD participant nominations and assignment offerings
January 30, 2019	DUE TO DCPAS: DoD participants submit Top 5 choices PLUS 2 alternates to DCPAS
February 4, 2019	DCPAS submits DoD participants Top 5 choices to OPM
February 7-22, 2019	DoD Host Supervisors conduct interviews with interested participants from other Federal Agencies
February 22, 2019	DUE TO DCPAS: DoD Host Supervisors submit their “Yes or No” list after interviews to DCPAS
February 22, 2019	DUE TO DCPAS: DoD participants submit their RANKED Top 5 choices list to DCPAS/DCPAS submits to OPM
March 12, 2019	DCPAS communicates final matches/non-matches to participating DoD Components and participants
March 13-29, 2019	DoD Host Components conduct onboarding processes
March 21, 2019	Participant Orientation at OPM and Onboarding activities
April 1, 2019	Participants officially begin broadening assignments in DoD

Program Responsibilities

Participant

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

Home Supervisor

- Assist in the creation of the participant's IDP;
- Clearly define how the participant's performance will be evaluated during the 6month rotation;
- Request 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 Executive Core Qualifications (ECQs);
- Provide access to Senior Leadership;
- Give frequent and meaningful feedback during the rotation;
- Provide performance review close out memo to the home supervisor and participant upon completion of the rotation;
- Ensure clarity of duties, responsibilities, and opportunities if a host supervisor is offering more than one broadening assignment.

DoD Program Team

- Serve as the Primary POC for the DoD workforce and OPM PMC Interagency Rotation Program Manager;
- Disseminate the PMC Interagency Rotation Program to the DoD workforce;
- Liaison with participant in the case of problem/issues occur;
- Provide deadlines, review and approve proposed agency assignments and nomination packets.

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 and 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 for each position.

Defense/Government Sponsored Training:

School and course title, date (include sponsoring institution, e.g., Defense Systems Management College, Information Resources Management College/NDU, OPM FEI or Management Development Centers)

Skills/Accomplishments:

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

Activities and Honors:

Community service, awards, professional memberships, hobbies



Sample Agency Nomination Letter

Sample Agency Nomination Letter

On behalf of [Agency 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.

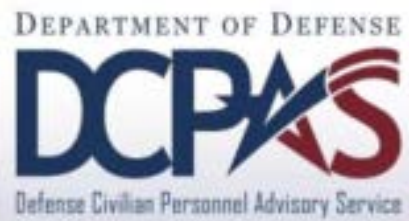
[Candidate's Name] possesses the requisite experience and traits to be an asset to the rotation program as well as the motivation to develop the necessary skillsets to take on future leadership positions.

Thank you for your consideration of [his/her] selection into the program.

Sincerely,

[Nominating Official]

Deputy Secretary [Position Title]



Contact Us

For more information or questions email us at:

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