



4th ESTATE DIRECTOR ACQUISITION CAREER MANAGEMENT OFFICE

Rotational Assignment Program



SUBJECT. Program overview of the 4th Estate Rotational Assignment Program.

REFERENCE. (a). Title 10, U.S. Code

PURPOSE. The acquisition workforce is vital to our current and long-term success in effectively supporting the warfighter. Rotational assignments focus on experiential development designed to expand an individual's functional, cross-functional, and leadership abilities through on the job learning. The Rotational Assignment Program focuses on cross-organizational rotational assignments within the 4th Estate agencies. Rotational assignments are a key means of obtaining depth and breadth of knowledge, fostering greater information sharing and understanding of the organization's mission, collaboration, networking, gaining corporate perspective, as well as professional enhancement. Per 10 U.S. Code ch. 87, sub ch. 1734 section e and g, a policy to establish the rotation of members of the Acquisition Corps serving in critical acquisition positions to new assignments. Continuous learning has been a long-standing strategy to ensure the workforce has the skills needed to meet the agency's ever-changing requirements.

APPLICABILITY. This program applies to all 4th Estate agencies.

POLICY. This program establishes policy for the career development and management of the defense acquisition workforce. The primary objective is to create a professional, agile, adaptive, and high-performing acquisition workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter. This includes the implementation of best practices to strengthen the Department's buying power, improve industry productivity, and provide an affordable value-added capability to the warfighter. Per USC 1734 (e) (2) a critical acquisition position shall be reviewed on a case-by-case basis for the selection of assignment positions. A copy of the SF-52 will be included in the Employee's Official Personnel File to document the participant's rotational assignment.

ROTATIONAL ASSIGNMENT. A temporary developmental assignment ranging in length from 3 to 12 months that gives participants an opportunity to perform sets of duties in another functional area, organization, or geographic location.

ELIGIBILITY REQUIREMENTS. Employees should meet the following eligibility requirements:

- Permanent Department of Defense Civilian at the GS11 to GS15 or equivalent grade within a Demonstration Project.
- Be serving in a Career or Career Conditional Appointment.
- Have or be able to obtain clearance if required for the assignment.
- DAWIA certified at the level required for the position.

PROGRAM OVERVIEW. Refer to Enclosure 1.

RESPONSIBILITIES. Refer to Enclosure 2.



PROCEDURES. Refer to Enclosure 3.

INTERNAL CONTROLS. The Rotation Program will be monitored through the use of evaluation reports and status reports compiled by the 4th Estate Talent Management Director.



Enclosure 1

PROGRAM OVERVIEW:

a. Program Objectives.

- (1) Ensure workforce capabilities match present and future mission requirements for the Defense agencies and commands through 4th Estate DACM Talent Management initiative.
- (2) Enhance functional, cross-functional, and leadership skills.
- (3) Reduce competency gaps, enhance readiness, and provide more opportunities for employee growth.
- (4) Improve the capability of the acquisition workforce by increasing external awareness and expanding perspectives to improve the professionalism of the workforce.

b. Participant eligibility.

Participants can meet one or more eligibility criteria not all are required for participation into the program.

- (1) The program covers all permanent, full-time, civilian employees in grades GS-11 through GS-15.
- (2) Members of the Defense Acquisition Corps.
- (3) Employees who have been in the same position for five years or more.
- (5) A participant must have an IDP, and it must reflect a need for the type of experience offered by the assignment.
- (6) Participants must have the endorsement of their immediate supervisor and their organization's Commander/Director or his or her Deputy.

c. Rotational Assignments.

- (1) Rotational assignments should be tied to employee's IDP and primarily support development in accordance with functional community career road maps and identified functional community competency requirements.
- (2) Organizations should identify rotational assignment opportunities for critical acquisition positions.
- (3) Developmental assignments should not involve the performance of higher-level duties which would constitute a promotion.



(4) Organizations will submit a Rotational Assignment Description to 4th Estate DACM Talent Management Director, with the following information:

- (a) Description of the assignment duties (Appendix A).
- (b) Other requirements necessary to accomplish specialized work during the assignment such as Defense Acquisition Workforce Improvement Act certification, security clearances, or physical requirements.
- (c) Development and learning opportunities.
- (d) Rotational assignments will be 3 to 12 months in length – exceptions must be approved by the parent organization. Rotational assignments may include special projects, working groups, filling of temporary vacancies, cross-training, etc.
- (e) 4th Estate DACM Talent Management Director, will solicit rotational assignment opportunities from agency points of contact on a semi-annual basis.
- (f) 4th Estate DACM Talent Management Director, will maintain a repository of current rotational assignments under the Rotational Assignment Program.
- (g) 4th Estate DACM Communications Director will help publicize rotational assignments throughout 4th Estate agencies.

(5) Assignment Completion:

- (a) Participants will return to assigned duties within their parent organization.

(6) Funding:

- (a) The 4th Estate DACM Office is responsible for funding the participant's travel, lodging, and per diem expenses to and from the rotational assignment, and the parent organization will continue to fund the participant's salary and benefits during the assignment.
- (b) Host organizations are responsible for funding any travel and other rotational assignment-related costs incurred during the assignment.



Enclosure 2

RESPONSIBILITIES:

4TH ESTATE TALENT MANAGEMENT DIRECTOR. Director shall:

- a. Establish and manage the 4th Estate Rotational Assignment Program.
- b. Provide necessary information, guidance, and support to agencies to actively participate in the Rotational Assignment Program.
- c. Create and complete the Rotational Assignment Program Memorandum of Agreement with the agencies.
- d. Coordinate details with the agency Rotational program point of contact and HR department.
- e. Coordinate all travel, lodging, and other logistical arrangements, as applicable, with the host and parent organization rotational program point of contact and participant.
- f. Coordinate details with the parent supervisor and the host supervisor for desired developmental goals for the participant.
- g. Provide the participant with written expectations of duties to be performed during the rotational assignment and the developmental goals.
- h. Develop metrics and surveys for the program. Identify program success indicators, conduct annual program assessments, and modify program policy and supporting documents as needed.
- i. Record the participant's completion of the rotational assignment.

4TH ESTATE COMMUNICATIONS DIRECTOR. Director shall:

- a. Publicize rotational assignment program information to the 4th Estate agencies.

4TH ESTATE AGENCIES. Agencies shall:

- a. Designate a point of contact to coordinate details with the 4th Estate Talent Management Director in regards to the rotational assignment program.
- b. Identify appropriate development opportunities for employees within and outside of the agency.
- c. Endorse employee participation in 4th Estate Rotational Assignment Program.



d. Ensure supervisors and managers discuss strengths and opportunities for improvement with employees and help them identify appropriate developmental opportunities, including rotational assignments, for their Individual Development Plans (IDPs).

e. Establish process for the review of Acquisition Corps members every five years to determine whether the government and individual would benefit from a rotational assignment to a different position.

PARENT SUPERVISORS. Parent Supervisors shall:

a. Work with the 4th Estate Talent Management Director and the agency rotational assignment program point of contact to complete the necessary procedures to accommodate an individual on a rotational assignment.

b. Coordinate details with the agency HR department and rotational assignment program point of contact to submit a Request for Personnel Action (SF-52) to detail the participant to the Host Organization.

c. Ensure the participant's current job duties are covered for the duration of the rotational assignment. This can be accomplished through assignment of another individual on a rotational basis where applicable.

d. Evaluate and rate the participant's performance with input from the host supervisor for performance during the rotational assignment.

e. Work with the 4th Estate Talent Management Director to complete appropriate evaluations of the rotation program.

f. Help the participant transition back into their position of record and provide opportunities for the participant to apply their learned knowledge and skills to the fullest extent possible after completion of their rotational assignment.

HOST SUPERVISORS. Host Supervisors shall:

a. Work with the 4th Estate Talent Management Director and the agency rotational assignment program point of contact to complete the necessary procedures to accommodate an employee on a rotational assignment.

b. Help the participant transition into the organization and provide him or her with the necessary resources.

c. Regularly meet with participants to discuss your expectations, their performance, and to provide constructive feedback.



- d. Work with the 4th Estate Talent Management Director and complete a performance review at the end of the participant's rotational assignment.
- e. Complete appropriate evaluations of the rotational program as provided by the 4th Estate Talent Management Director.
- f. Provide performance input to the parent supervisor in order to complete mid-year or annual performance evaluation.

ROTATIONAL PROGRAM PARTICIPANTS. Participants shall:

- a. Work with the 4th Estate Talent Management Director and the agency rotational assignment program point of contact to complete the necessary procedures: submission of application package, HR paperwork processing, rotational assignment surveys and evaluations.
- b. Provide the parent supervisor with a summary of work and assignments that will need to be accomplished while the employee is in the rotational program.
- c. Notify the host organization of any previously approved leave that is scheduled to occur during the rotational assignment.
- d. Participate fully in the rotational assignment.
- e. Seek opportunities to maximize the learning experience during the assignment.
- f. Complete appropriate evaluations of the rotational program as provided by the 4th Estate Talent Management Director.



Enclosure 3

PROCEDURES:

ROTATIONAL PROGRAM PROCEDURES. Under the Rotational Assignment Program, employees rotate to assignments that are outside of their organizations.

NOMINATION PROCESS: Nomination packages must be submitted through the agency rotational assignment program point of contact to 4th Estate DACM Talent Management Director.

- a. Nomination templates and application procedures will be made available to the 4th Estate agencies by the 4th Estate DACM Talent Management Director.
- b. Employee will review assignment descriptions and discuss benefits with supervisor and how participation in the program will benefit the organization.
- c. Once the employee and supervisor have agreed. They should complete the nomination package and submit to the 4th Estate DACM Office.

Nomination packages must include the following:

1. Nomination Application (Appendix B)
2. Resume (Appendix B)
3. Executive sponsorship endorsement (Appendix B)
4. Statement of Interest (Appendix B)
5. Copy of current SF-50, Notification of Personnel Action (Appendix B)
6. Clearance information (Appendix B)

SELECTION PROCESS:

- a. The 4th Estate Talent Management Director will provide the nomination packages to the agency point of contact.
- b. The Talent Management Director and host organization point of contact will meet and review the nomination packages and make the final participant selection decision.
- c. The Talent Management Director will communicate the decision to the parent organization point of contact and participants and move forward in the process.
- d. Once a selection is made the Talent Management Director will complete a **Memorandum of Agreement** (Appendix C) between the host and parent organization and the participant.

PROGRAM EVALUATION AND RECORDKEEPING:

- a. 4th Estate DACM Talent Management Director will conduct a mid-term evaluation with the participant.



- b. For each rotational assignment, a standard Memorandum of Agreement will be completed by the participant, the parent supervisor, and the host supervisor.
- c. During rotational assignments, participants and host supervisors will regularly review the participant's performance during the assignment.
- d. Participants, parent supervisors, and host supervisors will be asked to complete standard program evaluations upon completion of rotational assignments.
- e. Results will be compiled by 4th Estate DACM Talent Management Director.
- f. The 4th Estate DACM Talent Management Director, will record the participant's completion of the rotational assignment.



How to start the process:

Host supervisor must submit the Assignment Description to the 4th Estate DACM Office. The documents should be directly emailed to the 4th Estate office at doddacmTM@dau.mil.

Appendix A

Rotational Assignment Program—Assignment Description: Complete the assignment description.



**Rotational Assignment Program
Assignment Description**

ASSIGNMENT NAME:

ELIGIBLE GRADE(S):

SECURITY CLEARANCE REQUIREMENT:

START DATE:

ASSIGNMENT LENGTH:

HOST ORGANIZATION:

ASSIGNMENT LOCATION:

HOST ORGANIZATION MISSION

ASSIGNMENT DESCRIPTION

DESIRED PARTICIPANT COMPETENCIES
List the minimum competencies participants should possess to be successful in this assignment.

-
-
-
-
-

SPECIAL REQUIREMENTS and INFORMATION

-
-
-

TRAINING REQUIRED

-
-

CERTIFICATION REQUIRED

-
-



FUNDING

Participant salary remains the responsibility of the parent organization. Travel and per diem are centrally funded and managed through the 4th Estate DACM Office and includes travel to the assignment duty location, lodging and per diem during the assignment, and return travel to the permanent duty station at assignment completion. The host organization is responsible for funding training and “side-trip” travel required on behalf of the host organization during the assignment.

ASSIGNMENT QUESTIONS

Please direct questions about this assignment to the following point of contact.

Name:
Title:
Phone:
Email:

ROTATIONAL ASSIGNMENT PROGRAM QUESTIONS

Please direct program related questions to the following point of contact.

Name: Ms. Hina Munir
Title: Talent Management Director
Phone: (703) 805-3538
Email: doddacmTM@dau.mil

Information above will be posted for review by potential nominees. Information below is for program management and record.

HOST SUPERVISOR

Host supervisors must occupy an officially designated supervisory position.

Name:
Title:
Phone:
Email:

POSITION DESCRIPTION ON RECORD

The host organization is responsible for ensuring a position description is on file to support the eligible grade(s) on this assignment description—appropriate level of duties. All assignments are made at the same grade level.

NOTES

- Section-by-section instructions are available on the next page to help develop assignment descriptions.
- Nominations will be solicited in mid-August 2015.
- The Host Supervisor and 4th Estate Office will review nomination and make selections in early Fall.
- Assignments will begin in early February 2016—after holidays and use or lose leave. List the date that works best for your organization.
- An orientation will be scheduled prior to the assignment start date and will include the selectee, host supervisor, and parent supervisor. The purpose is to baseline roles, responsibilities, expectations, and actions needed.
- Field-by field instructions are below.



Announcement of the Assignment Description:

Once this description is received by the 4th Estate Talent Management Director this description will be announced to the 4th Estate agencies to receive nomination packages. The announcement will be done via email and the 4th Estate website.



HOW TO APPLY:

How to Apply to the Program:

Applicant/selectee must submit the following documents to the 4th Estate DACM Office. The documents should be directly emailed to the 4th Estate office at doddacmTM@dau.mil.

- a. Rotational Assignment Program Nomination Application:** Complete the nomination application.
- b. Resume:** The resume should contain the current position and the three previous positions. Ensure to address other positions to highlight your leadership capabilities or military experience. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Submit available Resume. Please use the format attached in Appendix B as example.
- c. Executive Sponsorship Endorsement:** Memorandum from the first General Officer/Senior Executive Service level addressed to the Director, DoD Acquisition Career Management, 9820 Belvoir Road, Fort Belvoir, VA, 22060. The endorsement is for the year of nomination only. Do not mail the memorandum. It must be emailed with the rest of the documents to the 4th Estate DACM Office. The statement **must** address the following:
 - Document the applicant's performance
 - The leadership potential of the individual to assume positions of greater responsibility
 - Identify what benefits the assignment will provide to the agency and how the training will be utilized in the organization upon return of the selectee.
 - Address applicant's experience, training or knowledge in any or all of the following areas: Political Savvy, Interpersonal Skills, Influencing and Negotiating, Accountability, Decision-making, Problem Solving, Conflict Management, Team Building, Continual Learning
- d. Statement of Interest:** Submit your statement of interest. In **4,000 characters or less**, please describe your reasons for participating in the Rotational Assignment Program and the benefits the organization will gain by your acceptance. Clearly articulate goals and career paths and how the program will help you achieve your specific goals.
- e. SF-50:** The SF-50 should indicate grade level and career or career conditional appointment.
- f. Clearance information: Only applicable if needed for the assignment.** Letter from the Security department verifying clearance level if the individual currently holds a clearance. If the applicant does not currently have a security clearance, the Security department can provide information if a process is being initiated on behalf of the applicant.



Appendix B

Nomination Application: Submit your nomination application.



Rotational Assignment Program Participant Self-Nomination

Privacy Act Statement

PRINCIPAL PURPOSE(S): The responses you provide will be used to determine whether you may participate in this program. 4th Estate will review applicant submissions for basic eligibility and will provide the responses to supervisors making a selection for the rotational assignment program.

Instructions for Completion

1. Written responses to the questions below will be used to support selection the rotational assignment program.
2. Employee participation in the Rotational Assignment Program is voluntary.
3. To be considered for program participation each question must be answered.
4. Submission of this nomination is not a guarantee of placement in a rotational assignment. Host organizations will conduct a robust competitive process to make a final selection for an assignment opportunity. The information you provide above will be used to inform the selection process and may be shared with selecting officials and program coordinators.



Participant's Name:

Job Title:

Grade:

Series:

Work Phone:

Name of Supervisor:

Current Permanent Organizational Assignment:

The Two Assignment opportunities that interest me most are:

Choice 1:

Choice 2:

Please answer the following questions candidly and concisely. This information will be provided to the 4th Estate DACM Office and your supervisor. Your responses will also be provided to the selecting official and interview panel responsible for selecting program participants.

1. Describe what you hope to gain from the rotational assignments you selected above.

2. Describe your experience, knowledge or skill that will support your contribution to the rotational assignments you selected above.

3. Describe the professional goals that you hope to accomplish in the next 5 years.

4. Describe your preferred work environment.

5. Describe what motivates you to do your best work.

6. Describe the most challenging work assignment you have had in the past 5 years.

Identify competencies that you consider your strongest competencies (not more than five)	Identify the competencies that you would like to strengthen from a rotational assignment (not more than five)
Financial Management	Financial Management
Acquisition Management	Acquisition Management
Earned Value Management	Earned Value Management
Business Management	Business Management
Contracting and Procurement	Contracting and Procurement
Communication	Communication
Scientific and Technical Planning and Execution	Scientific and Technical Planning and Execution
Facilities	Facilities
Construction/Architect and Engineering	Construction/Architect and Engineering
Testing and Evaluation	Testing and Evaluation
Surveillance Activities	Surveillance Activities
Technology and the Industrial Base	Technology and the Industrial Base
Systems Engineering	Systems Engineering
Cost and Funding	Cost and Funding
Materials Management	Materials Management
Process Capability and Control	Process Capability and Control
Quality Management	Quality Management
Manufacturing	Manufacturing
Technical Management	Technical Management
Adaptability	Adaptability
Budget Administration	Budget Administration
Business Process Reengineering	Business Process Reengineering
Security Management	Security Management
Configuration Management	Configuration Management
Control of Funds	Control of Funds
Cost Accounting, Estimation, and Analysis	Cost Accounting, Estimation, and Analysis
Cost Benefit Analysis	Cost Benefit Analysis
Critical Thinking Data	Critical Thinking Data
Management Education	Management Education
Environmental Stewardship & Sustainability	Environmental Stewardship & Sustainability
Information Systems/Network Security	Information Systems/Network Security
Internal Controls	Internal Controls
Interpersonal Skills	Interpersonal Skills
Labor Relations	Labor Relations
Operating Systems	Operating Systems
Operations Maintenance	Operations Maintenance
Organizational Performance Analysis	Organizational Performance Analysis
Performance Management (HR)	Performance Management (HR)
Personal Accountability	Personal Accountability
Personnel and Human Resources	Personnel and Human Resources
Recruitment/Placement	Recruitment/Placement
Strategic Planning	Strategic Planning

Signature

Name

Date



Resume: Update the resume in the suggested format.



**Rotational Assignment Program
Suggested Resume Format**

First Name, Middle Initial, Last Name
Mailing Street Address (Home or Work) City,
State Zip Code
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XX

Experience

Start - End Dates Employing Office/Organization Location
MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. **(Recommend MAX 15 Lines!)**

Start - End Dates Employing Office/Organization Location
MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. **(Recommend MAX 15 Lines)**

Instructions - Suggested Resume

Write the resume that portrays an image setting you apart from other candidates ~

- Focus on relevant experience, skills, and abilities.
- Write your resume to demonstrate that you can best execute and succeed in senior level assignments
- Write descriptions in the active voice, including your strengths, skills and accomplishments that would indicate success as a Product/Project Manager.
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge, and abilities to build into your resume. Quantify results achieved.
- **Each Experience entry description should not exceed fifteen (15) lines**
- TYPE your Resume or use a word processor, ensuring it is clear and legible.
- Use a minimum margin of 1 inch on all sides of your printed Resume.
- Times New Roman font, 12 point is preferred.
- You may use boldface or all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume.

TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).

Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series. Position Titles.



Use position titles that relate your specific primary job responsibilities and critical skills levels to best descriptive advantage.

ENSURE THEY MATCH THE OFFICIAL TITLES!

Example: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."

Position Pay Plan, Series, Grade/Pay or Broad Band, Level and Series

Examples: GS-855-14; NH III, Series 855.

If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

Major Tasks and Accomplishments.

Provide substance and depth in areas which will be important to the board members.

- Limit the length of experience descriptions - **LESS THAN OR EQUAL TO 15 LINES per item is optimal.**
- Use numbers, quantities, and specifics to create vivid images.
- Describe:
 - Supervisory, managerial, team leader or other leadership roles and accomplishments;
 - Special programs you have managed;
 - Systems, projects, and programs you have worked on;
 - Explain how use of your skills benefited mission/ organizational accomplishment; Functional and multi-functional job assignments.
 - Organizational levels of experience.

Do use:

- Entries with contributions, accomplishments*, programs and projects currently in progress.
- Show diversity of organizational levels, jobs, and types of experience.
- Make descriptions clear and quantifiable.

Do not use:

- Vertical lines, graphics and boxes.
- Two-column format or resumes that look like newspapers.
- Fancy fonts such as italics, underlining, or shadows.
- Acronyms or abbreviations, other than to describe type of systems used.
- Repeat information included on ACRB (awards, education etc.)
- Quote job descriptions for duties, responsibilities.

Do not submit:

- Your Resume on colored paper.
- Any documentation not specifically requested.

(*Accomplishment: A new or unique task, which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)



Executive Endorsement Letter: Parent organization should complete the endorsement letter. Host Supervisor submit the Rotational Assignment Description Template for the assignment.



MEMORANDUM FOR DIRECTOR, DOD ACQUISITION CAREER MANAGEMENT
9820 Belvoir Road, Fort Belvoir, Virginia 22060

SUBJECT: Organization Endorsement for Employee to the Rotational Assignment Program

Mr. Employee XX is an excellent candidate for the Rotational Assignment Program for Fiscal Year XXXX. He demonstrates the professional ability, educational background, and experience to succeed as a senior leader.

As the Contracting Officer's Representative Tracking Tool (CORT Tool) program manager, Mr. XX's contributions have been instrumental in the agency's successful transition from a manual to an automated COR oversight program. There are currently over 3,500 Agency CORT Tool users as a result of her efforts. Through Mr. XX's leadership, the agency and field activities have been able to optimize efforts necessary to collect contractor data and maintain oversight of its CORs in a more efficient and real-time manner. Successful migration to the CORT Tool has also had a positive impact on Wide Area Workflow and contractor invoicing.

In addition to her performance as the CORT Tool program manager for agency, Mr. XX is often called upon by colleagues to provide professional advice and assistance on projects outside of her area of immediate responsibility. She has good working relationships across DoD and agency, which are necessary when implementing new policies or resolving concerns.

By gaining a broader perspective through the Rotational Assignment Program, he will develop executive capabilities that are required of senior leaders. Participation in this program will afford Mr. XX the opportunity to contribute to the development of policies that impact the agency and interagency strategic initiatives. Mr. XX is actively engaged in managing his career and developing her abilities, and has a high potential to achieve executive leadership positions.

It is my position that once Mr. XX completes the Rotational Assignment Program he will be well-suited to lead this area as a program manager.

Director Name and Signature
Director Agency



Statement of Interest: Applicant should complete the statement of interest explaining why they should be selected for the program.



DIRECTOR, DOD ACQUISITION CAREER MANAGEMENT
9820 Belvoir Road, Fort Belvoir, Virginia 22060

SUBJECT: Statement of Interest to the Rotational Assignment Program—Employee Name

For over fourteen years I have worked in positions of increasing responsibility within the procurement field. During this time I completed the Outstanding Scholar program, requirements for DAWIA level III certification in contracting, and membership in the Defense Acquisition Corps.

The Agency’s mission to support the Warfighter has pushed our agency to the forefront of procurement innovation. To be an effective leader in this climate requires not only procurement knowledge, but also strategic focus and innovative solutions. The Rotational Assignment Program offers the opportunity to interface with others in the acquisition field and to explore forward thinking options to acquisition and logistical challenges. This program will help fulfill my short-term goal of enhanced acquisition knowledge and increased strategic focus as solutions to centralized issues have theater-wide implications in a cross-service environment. Long-term, this will serve as a foundation to tackle emerging missions and their associated challenges. As the Agency continues to refine its role in supporting the Warfighter, leaders will be needed that possess not only functional area knowledge, but also strategic focus and innovative ideas to achieve the goal of a first class logistical service provider to the military services.

My previous academic experience has prepared me for the rigorous demands of the Rotational Assignment Program. I graduated with a Bachelor of Science degree in Resource Management with a minor in Business Administration. I also earned a master of Business Administration with a focus on Leadership.

The academic environment of the Rotational Assignment Program coupled with strategic knowledge and decision making tools will provide the foundation required to progress to positions with make an impact on the strategic focus and vision of the agency. I welcome this opportunity and look forward to being selected as a member of the Fiscal Year XXXX Rotational Assignment Program.

It is my position that once I complete the Rotational Assignment Program I will be well-suited to lead this area as a program manager.

Employee Name and Signature
Employee|Agency



SF-50: The applicant should provide a SF-50 to verify current position and grade information.

Standard Form 50
Rev. 7/91
U.S. Office of Personnel Management
EPM Supp. 206-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)				2. Social Security Number		3. Date of Birth		4. Effective Date 01/11/2015																					
FIRST ACTION						SECOND ACTION																							
5-A. Code 894		5-B. Nature of Action Gen Adj				6-A. Code		6-B. Nature of Action																					
5-C. Code QWM		5-D. Legal Authority Reg 531.207				6-C. Code		6-D. Legal Authority																					
5-E. Code ZLM		5-F. Legal Authority E.O. 13686, Dated 19-DEC-2014				6-E. Code		6-F. Legal Authority																					
7. FROM: Position Title and Number PROCUREMENT ANL B1680-318610						15. TO: Position Title and Number PROCUREMENT ANL B1680-318610																							
8. Pay Plan GS		9. Occ. Code 1102		10. Grade or Level 14		11. Step or Rate 04		12. Total Salary \$116,887.00		13. Pay Basis PA		16. Pay Plan GS		17. Occ. Code 1102		18. Grade or Level 14		19. Step or Rate 04		20. Total Salary/Award \$118,057.00		21. Pay Basis PA							
12A. Basic Pay \$94,097.00		12B. Locality Adj. \$22,790.00		12C. Adj. Basic Pay \$116,887.00		12D. Other Pay \$0		20A. Basic Pay \$95,039.00		20B. Locality Adj. \$23,018.00		20C. Adj. Basic Pay \$118,057.00		20D. Other Pay \$0															
14. Name and Location of Position's Organization OFFICE OF DIRECTOR ACQUISITION MANAGEMENT DIRECTORATE												22. Name and Location of Position's Organization OFFICE OF DIRECTOR ACQUISITION MANAGEMENT DIRECTORATE																	
EMPLOYEE DATA																													
23. Veterans Preference I 1 - None 2 - 10-Point Disability 3 - 10-Point Other 2 - 5-Point 4 - 10-Point Comparable 4 - 10-Point Comparable/SPN												24. Tenure I 0 - None 1 - Conditional 1 - Permanent 2 - Indefinite						25. Agency Use N		26. Veterans Preference for RIF YES X NO									
27. FEGLI C0 Basic only												28. Annuity Indicator 9 Not Applicable						29. Pay Rate Determinant 0											
30. Retirement Plan K FERS and FICA						31. Service Comp. Date (Leave) 08/27/2001						32. Work Schedule F Full-Time						33. Part-Time Hours Per Biweekly Pay Period											
POSITION DATA																													
34. Position Occupied I 1 - Competitive Service 2 - SES General 2 - Excepted Service 4 - SES Career Reserved												35. FLSA Category E 1 - Except 2 - Nonexcept						36. Appropriation Code 0002909						37. Bargaining Unit Status 8888					
38. Duty Station Code												39. Duty Station (City - County - State or Overseas Location) FORT BELVOIR / FAIRFAX / VIRGINIA																	
40. Agency Data C-LV 0011				41. POS-SVVY 2				42. A-POS-CT C				43. PAY-TBL 0000				44. ED-LVL 17 INST-HI 520201 DEG-YR 2005 Pay DB PE													
45. Remarks																													
46. Employing Department or Agency												50. Signature/Authentication and Title of Approving Official Electronically Signed by: SUPV HUMAN RESOURCES SPECIALIST																	
47. Agency Code				48. Personnel Office ID				49. Approval Date 01/09/2015																					



Security Clearance Verification Letter: The security department should provide a security clearance verification letter if one is needed for the assignment.



PRIVACY ACT – FOR OFFICIAL USE ONLY

Agency
Address

DI

Month XX, XXXX

MEMORANDUM FOR: DIRECTOR, DOD ACQUISITION CAREER MANAGEMENT
9820 Belvoir Road, Fort Belvoir, Virginia 22060

SUBJECT: Clearance Verification Letter

Mr. XX, SSN XXX-XX-XXXX is assigned to the Agency. The background investigation information annotated below is accurate for the date of this memorandum. For current eligibility, please validate with JPAS or another approved database.

Type of Investigation: Access National Agency Check with Inquiries (ANACI)
Closed: XXXX XX XX
Adjudicated: XXXX XX XX
Adjudicating Facility: Department of Defense, Consolidated Adjudications Facility (DoD CAF)
Eligibility: Secret
Current Clearance Access: Secret
Reinvestigation Due Date: XXXX XX XX

If you have any questions regarding this request, please contact the undersigned at (XXX) XXX-XXXX.

Security Employee Name and Signature
Job Title
Agency

PRIVACY ACT INFORMATION

In compliance with the Privacy Act of 1974, this information is Personal Data and must be protected from public disclosure.

PRIVACY ACT – FOR OFFICIAL USE ONLY



Appendix C

Rotational Assignment Program—Memorandum of Agreement: Completed once the selection is made and signed by the host and parent organization and the participant.



Rotational Assignment Program—Memorandum of Agreement

Name of Employee _____ Pay Plan, Series, Grade/Step _____

Host Organization _____ Host Supervisor _____

Parent Organization _____ Parent Supervisor _____

Specific Host Organization Location: _____

TITLE, SERIES & GRADE OF THE ROTATIONAL ASSIGNMENT _____

-OR-

IS THIS ROTATIONAL ASSIGNMENT (Detail) to UNCLASSIFIED DUTIES: YES ___ NO ___

If YES, Attach a "STATEMENT OF DUTIES" which should include the: Purpose, Scope of Work and Specific Duties and Responsibilities.

LENGTH OF ASSIGNMENT: 90 DAYS ___ 180 DAYS ___ 1 YEAR ___ OTHER: ___

Effective Date: _____ Not to Exceed Date: _____

NAME OF HOST SUPERVISOR: _____

WORK SCHEDULE: _____ (If changed from Home Office the appropriate change of duty hours form must be completed).

Is the Employee currently under a Telework Agreement: YES ___ NO ___

If yes, the employee may not telework more than 1 day per week – WITH the HOST supervisor's approval. This may be documented by the Host Supervisor in a statement attached to the original Telework Agreement and provided to the Parent Organization's Program Telework Advisor.

If no, the Employee may not telework UNLESS a Telework Agreement is submitted and APPROVED by the Parent Supervisor.

PARENT OFFICE APPROVAL – Approval MUST be obtained prior to submitting your application and this MUST accompany your application. The remainder of the form will be completed if you are selected for the position.

Name of Concurring Official: _____ Title: _____

SIGNATURE _____ Date _____

HOST OFFICE APPROVAL

Name of Concurring Official: _____ Title: _____

SIGNATURE _____ Date _____

Employee Acknowledgment and Agreement of the information on this Form

I agree to participate in this program with the understanding that this is not a permanent position and that I will be returned to my position of record upon completion of this assignment or upon the termination of this assignment. Additionally I understand that participation in this program conveys no entitlement to any other position, a promotion or impact of my qualifications for other positions.

EMPLOYEE SIGNATURE _____ Date _____

DESIGNEE APPROVAL

I certify that this employee has been found eligible to participate in this program and that the target position is not of a higher grade or in a different interval series.

SIGNATURE _____ Date _____