

President's Management Council INTERAGENCY ROTATION PROGRAM

Interagency Rotation Agreement General Terms & Conditions

1. OVERVIEW

The President's Management Council (PMC) Interagency Rotation Program provides 6-month rotational assignments to enable emerging Federal leaders at the GS 13-15 level to expand their management skills, broaden their organizational experience, and foster networks they can leverage in the future.

2. PURPOSE

This Memorandum of Understanding (MOU) outlines the agreement for **employee's** (the "participant") non-reimbursable (no-cost) assignment to **Agency** (the "Host Agency") from **Agency** (the "Home Agency").

3. PERIOD OF AGREEMENT

The terms and conditions described are effective from **June --, 2014 to November 28, 2014.**

4. SCOPE OF WORK/ASSIGNMENT

Assignment Title

During this 6-month rotation, the participant will be responsible for:

- **<Bulleted list of responsibilities>**
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5. ROLES & RESPONSIBILITIES

The Home Agency will:

- Maintain records for the participant, including official time and attendance, performance evaluations, and related formal discussions.
- Transition the participant's work to another staff member during the rotation.
- Coordinate with Host Agency regarding performance appraisals and approvals of leave.
- Support the return of the participant to the Home Agency.

The Host Agency will:

- Provide office space (and reasonable accommodation) including all necessary identification to ease building access and communications, to include badges, phones and computers.
- Cover any travel or training expenses specifically required to achieve assignment objectives (unless otherwise negotiated between the Home and Host Agencies).
- Determine work schedule with participant, but not require work beyond 40-hour week.
- Accommodate training requirements related to the participant's current commitments.
- Extend telework privileges to the participant, consistent with Host Agency policies.
- Designate the limitations of the participant's authority to represent the Host Agency's concerns within classified discussions in the interagency environment.
- Provide regular feedback throughout the rotation and input into the participant's official Home Agency performance evaluation.
- Ascertain and mitigate any conflict of interest or confidentiality protocols.

Participant will:

- Complete work identified in the scope or work/assignment.
- Maintain coverage under federal retirement, group health benefits, and life insurance during the period of assignment; participant's shares of costs for such coverage continue to be withheld from salary.
- Continue to accrue annual and sick leave; all leave will be agreed to by Host Supervisor.
- Advise the Home Agency timekeeper of any leave taken during the rotation.

6. SECURITY CLEARANCE (IF APPLICABLE)

This agreement is contingent upon the participant's successful adjudication and receipt of any necessary security clearances required by the Host Agency.

7. CONTACT INFORMATION

Home Agency Supervisor		Host Agency Supervisor	
Name		Name	
Address		Address	
Email		Email	
Phone		Phone	

8. SIGNATURES

The following individuals approve this 6-month interagency rotational assignment:

Home Agency Supervisor

Date

Host Agency Supervisor

Date

Participant

Date