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|  | **PMF TMS Rotational Opportunity**  **Template for Agencies** |

The following template is designed for registered Agency PMF Coordinators and Agency HR Staff to distribute to agency or hosting personnel in collecting appropriate content for posting a ***rotational opportunity*** to the PMF TMS (Talent Management System); a separate template is available for appointment and training opportunities as posted under the [Agencies\Resources](https://www.pmf.gov/agencies/resources/) section on the PMF website at [www.pmf.gov](http://www.pmf.gov). This template enables agencies to submit their requirements for posting a *rotational* opportunity to solicit current Fellows for a developmental assignment or rotation (detail). Agencies may post as many rotational opportunities available or consider posting a revolving rotation. Postings are accessible by current Fellows logging into the Apply Site of the PMF TMS to search for rotational opportunities.

The PMF TMS is the PMF Program Office’s on-line system for posting rotational opportunities for Fellows. Only certain users can post opportunities within the PMF TMS (e.g., Agency PMF Coordinator or Agency HR Staff users). For a current list of Agency PMF Coordinators, please go to: <https://apply.pmf.gov/coordinators.aspx>.

Per 5 CFR § 362.405(b)(4), each Presidential Management Fellow (PMF or Fellow) must complete at least one developmental assignment consisting of a rotation for 4-to-6 months in duration. A developmental assignment must include full-time management and/or technical responsibilities consistent with the Fellow’s IDP (Individual Development Plan). The developmental assignment may be within the Fellow’s organization, in another component of the agency, or in another Federal Agency (basically an agency within the Executive Branch as defined by 5 U.S.C. 105). A Fellow may receive other short-term rotational assignments of 1-to-6 months in duration, at the agency’s discretion. Rotations are short-term and optional for Fellows; whereas, the developmental assignment is a program requirement. Fellows should record any rotations on their IDP. Additional information about rotational opportunities can be found under the [Current PMFs\Training and Development\Rotational Opportunities](https://www.pmf.gov/current-pmfs/training-and-development/rotational-opportunities.aspx) section on the PMF website at [www.pmf.gov](http://www.pmf.gov).

Opportunity announcement numbers have a naming scheme of "PMF-XO-YYYY-####"; where "PMF" stands for PMF Program, "XO" is the type of opportunity ("AO" for Appointment, "RO" for Rotational, and “TO” for Training), "YYYY" is the fiscal year, and "####" is a sequential number.

NOTE: Your agency/organization may have specific policies and procedures for hosting a rotation; please consult with your Agency PMF Coordinator and HR Office. Interested Fellows are responsible for obtaining supervisor approval and following their agencies policies and procedures. If the PMF Program Office receives any inquiries, we will refer them to the point of contact identified in the opportunity and/or to the Agency PMF Coordinator. Agency PMF Coordinators have the ability to view all rotational opportunities posted by other agencies within the PMF TMS and the number of times their opportunity has been viewed by Fellows.

**ROTATIONAL OPPORTUNITY PRE-CHECKLIST:**

The following is a suggested pre-checklist for the hosting agency and official to follow when offering a rotational opportunity for current Fellows. This checklist is not all-inclusive; you may have other agency requirements.

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| **☑:** | **ACTION:** |
|  | Fill out the basics for the position, including the description of the position, duration, qualifications, closing date, description of the hosting organization, and how to apply. |
|  | *If a security clearance is needed, will the hosting agency fund an interim clearance for those Fellows who do not possess a clearance? What forms are needed?* |
|  | *Does the hosting agency require an MOU (Memorandum of Understanding) between the agencies and the PMF?* A sample MOU can be found under the [Agencies\Resources](http://www.pmf.gov/agencies/resources.aspx) section on the PMF website at [www.pmf.gov](http://www.pmf.gov). |
|  | *Is there any travel required during this rotation as part of the Fellow’s duties?* |
|  | *Will the hosting agency cover any travel/per diem for the Fellow to participate if not located locally?* |
|  | *Is this a reimbursable detail?* |
|  | *Are the qualification and position descriptions easy to understand, well written, exciting?* |
|  | *Could any of the work be done remotely, telework, office setting, or combination of?* If so, please see below. |
|  | *Have you checked with your Agency PMF Coordinator and HR Office for any agency-specific requirements?* |

**INSTRUCTIONS:**

The hosting agency/official should follow the steps below and any other additional instructions from their Agency PMF Coordinator/Agency HR Staff. When completed, please submit to your designated Agency PMF Coordinator or Agency HR Staff for review and posting. Requests should be reviewed for accuracy and written in plain language (e.g., avoid acronyms and government jargon not familiar to most Fellows). Items marked with a red asterisk (\*) are required in order to post a rotational opportunity.

Once a rotational opportunity is approved and submitted in the PMF TMS, the system will send a copy via email to the user when entered the opportunity. The user can either forward a copy to other agency personnel for review/reference, or go to the Manage Opportunities screen, find the opportunity, use the action to **Email**, and follow the prompts for the system to email a copy to one or more recipients. In addition, the PMF TMS will send an automated digest email to all Fellows alerting them of new opportunities the day after posting.

**NOTE:** A sample rotational opportunity posting (as it would appear to Fellows) can be found on the last page of this template. Posted rotational opportunities are only accessible by current Fellows. Text boxes will adjust to fit text.

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| \*AGENCY NAME (do not abbreviate): | | |  | | | | | |
| SUB-AGENCY NAME (if applicable): | | |  | | | | | |
| HOSTING OFFICE (leave blank if not applicable): | | |  | | | | | |
| WEBSITE ADDRESS (to promote the agency): | | |  | | | | | |
| \*POSITION TITLE of Rotational Opportunity: | | |  | | | | | |
| \*JOB SERIES NUMBER (####; or use “0000” to identify a Presidential Management Fellows): | | | | | | |  | |
| \*OPENING DATE (mm/dd/yyyy): | |  | | \*CLOSING DATE (mm/dd/yyyy): | | |  | |
| \*BACKGROUND INVESTIGATION/SECURITY CLEARANCE REQUIRED: For example: Not Applicable, Public Trust, Confidential, Secret, Top Secret, Top Secret/SCI, or Other. | | | | | | |  | |
| \*TOTAL NUMBER OF POSITIONS ACROSS ALL LOCATIONS (enter a total number; ##): | | | | | | |  | |
| DUTY LOCATION(S):  (If the position has a Virtual or Telework option, a Duty Location is still required.) | City: | | | State: | \*ZIP Code: | \*Number of Positions Per Location: | | |
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| City: | | | State: | ZIP Code: | Number of Positions Per Location: | | |
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| \*DURATION OF ROTATION (e.g., 1, 2, 3, 4, 5, 6 months or Other; if Other, identify in the “Description of Position” text box below): | | | | | | | |  |
| \*TRAVEL REQUIRED (e.g., Yes, No, or Occasional; if “Yes” or “Occasional”, identify in the “Description of Position” text box below): | | | | | | | |  |
| \*PAY PLAN AND GRADE LEVEL (OR EQUIVALENT) FOR THIS ROTATIONAL OPPORTUNITY (e.g., GS-09, GS-11, GS-12, and/or GS-13): | | | | | | | |  |
| \*IS THERE A REMOTE OR TELEWORK OPTION FOR THIS POSITION? (e.g., Yes/No; if “Yes”, explain in the text box below. Participants will be able to search for such options when searching opportunities.) | | | | | | | |  |

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| REMOTE/TELEWORK OPTION: Use this space to identify if the position has a remote or telework option. |
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| \*DESCRIPTION OF ORGANIZATION: Use this space to describe your agency, sub-agency, and/or hosting organization. |
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| \*DESCRIPTION OF OPPORTUNITY: Use this space to describe the position and identify any travel and background investigation requirements. Identify if a Memorandum of Understanding (MOU) is needed for hosting a Fellow from another agency is required and include instructions if such an MOU is required. If the position requires a security clearance would the hosting organization fund an interim clearance; not all Fellows possess security clearances. |
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| \*QUALIFICATIONS FOR THE POSITION: Use this space to describe the qualifications for the opportunity. For example, what knowledge, abilities, or skills are you seeking? You should be as specific as possible. |
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| \*HOW TO APPLY INSTRUCTIONS: Use this space to describe the How to Apply instructions (e.g., who the Fellow contacts, do you require a current resume, where and how the Fellow expresses an interest, etc.). Most agencies request interested Fellows to send their current resume via email to the contact identified and insert the announcement number in the subject line.  ***FOR EXAMPLE:*** *If you are interested in this opportunity and meet the qualifications for the position, please email the contact listed by referencing the announcement number in the subject line and attaching your current resume.* |
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Identify the point of contact here for the hosting agency/official; this should be the contact identified for any questions and submissions from Fellows and/or the “rotation supervisor”.

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| \*POINT OF CONTACT: First and last name. |  |
| \*CONTACT’S EMAIL ADDRESS: Enter work email address. |  |
| CONTACT’S PHONE NUMBER (###-###-####): |  |
| CONTACT’S FAX NUMBER (###-###-####), if applicable: |  |

This concludes the steps needed to submit a rotational opportunity for posting. Upon approving and submitting the opportunity, the PMF TMS will automatically send a copy to the Opportunity Creator and to the Agency PMF Coordinator, if applicable. Either party can forward a copy to the hosting official for their information or reference, or use the “Actions\Email” feature to prompt the system to email a copy at any stage.

The PMF TMS tracks the opportunity history to include who and when drafted, edited, approved, posted live, etc. The Agency PMF Coordinator and Agency HR Staff users associated to the agency can view this history and see the number of times a Fellow has viewed the opportunity on the PMF TMS.

***SAMPLE* ROTATIONAL OPPORTUNITY (AS IT APPEARS TO FELLOWS):**

When a Fellow logs into the PMF TMS to search for rotational opportunities and clicks on the announcement number, a screen appears showing the opportunity in the following format.

**Rotational Opportunity**

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| Announcement Details | | | |
| **Announcement Number** | PMF-RO-2023-#### | **Type of Opportunity** | Rotational Opportunity |
| **Position Title** | Management and Program Analyst | **Agency/Sub-Agency** | **Office of Personnel Management** |
| **Opening Date** | 09/01/2023 | **Hosting Office (if applicable)** | PMF Program Office |
| **Closing Date** | 09/15/2023 | **Website** | <https://www.pmf.gov> |
| **Grade Level for this Rotational Opportunity** | GS-09, GS-11, GS-12 | **Number of Positions and Location(s)** | 2 in Washington, DC |
| **Job Series and Occupational Group** | 0000 – Presidential Management Fellow | **Agency Contact** | Name: [first and last name]  Phone: ###-###-####  Email: first.last@agency.gov |
| **Background Investigation/Security Clearance Required** | Public Trust | **Duration of Rotation** | 6 Months |
| **Travel Required** | No | **Remote/Telework Option** | Yes |
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| **Description of Organization** | | | |
| Here the hosting agency/sub-agency/office would describe the organization. | | | |
| **Description of Position** | | | |
| Describe the rotation’s duties, objectives, etc. This is also where the hosting organization would identify any travel requirements, what security clearance (if any) is needed, whether the organization would fund an interim clearance, whether a Memorandum of Understanding (MOU) is needed, etc. | | | |
| **Qualifications for the Position** | | | |
| Describe the desired knowledge, skills, and abilities for the rotation. | | | |
| **Virtual/Telework Option** | | | |
| Describe if this position has a remote or telework option. Text box only appears if answering “Yes” to the question above. | | | |
| **How to Apply Instructions** | | | |
| Describe who and how the Fellow contacts the organization to express an interest in the rotation. For example: “If you are interested and meet our requirements, please send your resume via email to the Agency Contact identified and insert the announcement number in the subject line.” | | | |
| **NOTE:** Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier. | | | |