# Federal Rotational Cyber Workforce Program Guidance

This document provides editable versions of Appendices B through I of the [Federal Rotational Cyber Workforce Program Guidance](https://www.chcoc.gov/content/guidance-implementing-federal-rotational-cyber-workforce-program), issued March 17, 2023.

# Appendix B – Detailee Performance Evaluation Template

Federal Rotational Cyber Workforce Program: Performance Evaluation

Detailee Name:

Detail Position (Title, Pay Plan, Occupational Series, and Grade):

Detail Unit, Organization, Agency:

Host Supervisor/Rating Official Name:

Home Supervisor/Rating Official Name:

Appraisal Period:

During Appraisal Period, Detailee Responsible For (Duties and Responsibilities):

Host Supervisor Assessment of Detailee Contributions:

Host Supervisor Assessment of Degree to Which Detailee is Achieving Higher Skill Level / Attaining Skill Level in Different Area:

Home Supervisor Assessment of Degree to Which Detailee is Achieving Higher Skill Level / Attaining Skill Level in Different Area:

Signatures:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Host Supervisor/Rating Official

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Home Supervisor/Rating Official

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Detailee

# Appendix C – Continued Service Agreement Template

Federal Rotational Cyber Workforce Program: Continued Service Agreement

As required by the Federal Rotational Cyber Workforce Program Act of 2021, Public Law 117-149, the detail of an employee under the Federal Rotational Cyber Workforce Program is contingent upon the employee entering into this written service agreement with the employing agency. Under this agreement, the employee is required to complete a period of employment with the employing agency following the conclusion of the detail that is equal in length to the period of the detail.

This service agreement will not supersede or modify the terms or conditions of any other service agreement entered into by the employee under any other authority or relieve the obligations between the employee and the employing agency under such a service agreement. Nothing in this service agreement prevents an employing agency from terminating a service agreement entered into under any other authority under the terms of such agreement or as required by law or regulation.

I certify that I have read and understand the terms of this service agreement.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Detailee

Witnessed by:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Home Agency Official

# Appendix D – Agency Approval Template

Federal Rotational Cyber Workforce Program: Agency Approval for Employee to Apply for Rotation (Detail)

[Employee Name], an employee of the [Agency/Department], is approved to apply for and serve in a [6-month] [1-year] [6-month to 1-year] cyber rotation detail under the Federal Rotational Cyber Workforce Program.

Signatures:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Employee’s Supervisor/Manager

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[Name]

Home Agency Official

# Appendix E – Template to Request Detail from Excepted Service to Competitive Service

Federal Rotational Cyber Workforce Program: Template to Request a Detail from an Excepted Service Position to a Competitive Service Position *(Case-by-case request for an individual or group of individuals)*

Kimberly A. Holden

Deputy Assistant Director, Talent Acquisition, Classification, and Veteran Programs

U.S. Office of Personnel Management

Washington DC 20415

Dear Ms. Holden:

In accordance with 5 CFR 300.301(c), the {**name of requesting agency**} requests OPM approval for the detail of an excepted service employee, {**insert employee name**}, from the {**insert employing agency of employee**} to a competitive service position at {**name of host agency**}. The following information is provided in support of the request.

**Purpose of the Detail:** To participate in the Federal Rotational Cyber Workforce Program authorized under P.L. 117-149.

**Information on the excepted service position**

* [List the position title, series, and grade of the employee’s position of record]

**Information on the competitive service position**

* [List the position title, series, and grade of the position to be filled during the detail]

**Anticipated length of the detail** [Indicate how long the detail is expected to last.]

The point of contact for this request is {**agency POC**} and he/she may be contacted at (XXX) XXX-XXXX or electronic mail at \_\_\_\_\_\_\_\_\_\_\_\_**.**

Sincerely,

{Name of Requestor} {Title}

Federal Rotational Cyber Workforce Program: Template to Request a Detail from an Excepted Service Position to a Competitive Service Position *(Delegation for agencies with excepted service positions outside of title 5)*

Kimberly A. Holden

Deputy Assistant Director, Talent Acquisition, Classification, and Veteran Programs

U.S. Office of Personnel Management

Washington DC 20415

Dear Ms. Holden:

The {**name of requesting agency}** requests OPM approval for a delegated agreement to detail excepted service employees to competitive service positions under 5 CFR 300.301(c).  The purpose of the delegation is to allow the detail of excepted service employees to the competitive service positions pursuant to the Federal Rotational Cyber Workforce Program (Program) authorized under P.L. 117-149. The Federal Rotational Cyber Workforce Program is designed to provide rotations (details) in cyber workforce positions to gain knowledge, skill, and on-the-job experience in IT, cybersecurity, or other cyber-related functions.

**Identification of the occupations/positions that might be filled by detail under this delegated authority*.*** [Provide the types of competitive service positions for which the agency’s excepted service employees will be detailed.]

**Expected duration of details.** [Provide the expected duration of the details under this Program OR the following general statement based on the statutory authority: *Detail assignments will be for a period of not less than 180 days and not more than 1 year.*]

We are requesting this delegation agreement for the duration of the Federal Rotational Cyber Workforce Program which will expire at the end of June 2027, unless extended.

The point of contact for this delegation request is {**agency POC**} and he/she may be contacted at (XXX) XXX-XXXX or electronic mail at \_\_\_\_\_\_\_\_\_\_\_\_**.**

Sincerely,

{Name of Requestor} {Title}

# Appendix F – Sample Memorandum of Understanding

Sample Memorandum of Understanding for Federal Rotational Cyber Workforce Details

**1. Overview**

The Federal Rotational Cyber Workforce Program provides interagency detail assignments (rotations) for a period of not less than 180 days and not more than 1 year that enable Federal cyber employees to expand and gain cyber competencies, knowledge, skills, and abilities; broaden their organizational experiences; and foster networks they can leverage in the future. The Program operates in accordance with [Federal Rotational Cyber Workforce Program Act of 2021](https://www.congress.gov/117/plaws/publ149/PLAW-117publ149.pdf), Public Law 117-149.

**2. Purpose**

This Memorandum of Understanding (MOU) outlines the agreement for:

|  |  |
| --- | --- |
|  | (the “Participant”) to complete a non-reimbursable assignment to |

|  |  |
| --- | --- |
|  | (the “Host Agency”) from |

|  |  |
| --- | --- |
|  | (the “Home Agency”). |

**3. Period of Agreement**

The terms and conditions described are effective from [insert beginning date of the detail] to [insert end date of the detail].

**4. Scope of Work/Assignment**

Position Title:

During this detail the Participant will be responsible for:

**5. Goals of the Detail Assignment**

**6. Controls Over Work**

The Participant will report to [insert name of Host Supervisor] for the duration of this assignment. Participant [will/will not] supervise employees employed by the Host Agency.

**7. Duration, Extension, and Termination of Assignment**

1. This assignment is for full-time, 80 hours per pay period beginning [insert date] and ending [insert date], subject to the availability of appropriations.
2. This agreement may be amended, extended, or terminated by mutual consent of the parties, with reasonable notice to the Participant. The desire for such activity by any party should be declared in writing at least one month in advance of the effective date for such action, unless good cause exists for immediate termination. The Host Agency Chief Human Capital Officer (or designee) may extend the period of a detail for a period of 60 days unless the Home Agency Chief Human Capital Officer (or designee) objects to that extension. An extension must be documented as an amendment and personnel action, as appropriate.
3. A detail under the Federal Rotational Cyber Workforce Program does not constitute a change in the conditions of employment of the Participant.
4. At the conclusion of the detail, the Participant will return to the position of record, or an equivalent position, with the Home Agency, without loss of pay, seniority, or other rights or benefits to which the Participant would have been entitled had the employee not been detailed.

**8. Rights and Benefits**

1. The workweek and hours of duty will be determined by the Host Agency, subject to applicable Federal regulations. This detail assignment will allow for maximum flexibility, including telework and flextime, to the extent such an arrangement meets the needs of the Host Agency.
2. The Participant will continue to accrue annual and sick leave in accordance with the Home Agency’s provisions for Attendance and Leave. Use of leave will be approved by the Host Agency Supervisor designated for the period of assignment. The Host Agency will advise the Home Agency of any leave taken by submitting to the Home Agency approved time and attendance records on a bi-weekly basis. The Home Agency will continue to maintain the Participant’s official time and attendance record. The Participant’s supervisor at the Home Agency, or designee, must sign all time and attendance records submitted.
3. The Participant’s coverage under Federal retirement, group health benefits, life insurance, and Thrift Savings Plan (if applicable) will continue during the period of assignment. The Participant’s share of costs for such coverage will continue to be withheld from his or her salary.
4. The Host Agency Supervisor, in coordination with the Home Agency Supervisor, will provide a written performance evaluation of the Participant’s work during the detail at the Host Agency every 6 months, including a final performance evaluation at the end of the detail.
5. The Participant will complete a performance self-assessment and an evaluation of the rotation after the detail has ended and the employee is back at the Home Agency.

**9. Legal Authority**

The legal authority for details under the Federal Rotational Cyber Workforce Program is the Federal Rotational Cyber Workforce Program Act of 2021, Public Law 117-149.

**10. Non-Reimbursable Detail**

1. In accordance with the Federal Rotational Cyber Workforce Program Act of 2021, the detail of an employee under the Federal Rotational Cyber Workforce Program is on a non-reimbursable basis. Therefore, the Home Agency will continue to pay the Participant’s annual salary and benefits.
2. The Host Agency Supervisor must not order and approve and/or suffer or permit the Participant to work overtime or any other hours of work that would entitle the employee to premium pay (e.g., Sunday premium pay). Should the Host Agency need the Participant to work compensatory time or credit hours, the Host Agency Supervisor will consult the Home Agency as to the Home Agency’s procedures for granting such compensation.

**11. Rules, Regulations, and Policies**

1. The Participant is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. §§ 203, 205, 208 and 209 and 5 CFR parts 2635); and to any applicable state and local government statutory and regulatory provisions.
2. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Participant.
3. The rules and policies that govern the internal operation and management of the Host Agency are applicable to the Participant.
4. Records retention. The Participant agrees to preserve information worked on for the Host Agency in accordance with the Federal Records Act, Host Agency Records Management Policy, and any applicable preservation/litigation holds. Additionally, the Participant agrees to only use the assigned official Host Agency email account to complete work for the Host Agency. The Participant will not conduct Host Agency business using the email account assigned by the Home Agency.
5. Unauthorized disclosure of Host Agency information. The Participant will not disclose non-public Host Agency information to outside parties, including the Participant’s employing agency, without prior approval from the Host Agency Supervisor. If the Participant improperly discloses the Host Agency’s non-public information, the Home Agency agrees to pursue appropriate steps.
6. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.
7. Travel, transportation, and related allowances may be authorized only in accordance with the Federal Travel Regulations when such expenses will be funded (or reimbursed) by [the Home Agency OR the Host Agency]. The Participant will use [travel system name] travel system for approval and reimbursement of all authorized travel expenses for travel undertaken on behalf of the Host Agency.

**12. Roles and Responsibilities**

The Home Agency will:

* Maintain records for the Participant, including official time and attendance, performance evaluations, and related formal discussions; coordinate with Host Agency regarding approvals of leave;
* Remain actively engaged and proactively seek performance input from the Host Agency Supervisor;
* Be clear with the Participant about how their performance will be evaluated during detail assignment (performance elements or standards in annual plan);
* Make arrangements to transition the Participant’s work during the detail assignment;
* Stay available to Participant and continue to maintain all records related to this detail assignment; and
* Support the Participant’s transition back to their Home Agency.

The Host Agency will:

* Alert Participant to any security requirements/procedures, conflicts of interest, confidentiality issues, etc.;
* Provide a workspace, computer, phone, building access, etc.;
* Agree on work schedule and flexibilities (i.e., AWS, telework);
* Be prepared to support the Participant’s development throughout the entire detail assignment;
* Conduct a helpful orientation to accelerate the Participant’s ability to perform on the job;
* Craft meaningful developmental assignments, tasks, and duties; and evaluate his/her progress throughout the term of the detail assignment; and
* Give frequent feedback/coaching to Participant and supply performance review input to Home Agency Supervisor and Participant.

The Participant will:

* Ensure work transition and continuity in home office;
* Ensure that his/her annual performance plan includes goals for detail assignment;
* Prepare for the detail assignment, including researching the Host Agency’s history and programs;
* Be proactive in ensuring the rotational experience is meaningful and meets his/her developmental needs;
* Work with Host Agency Supervisor to develop a plan to maintain contact with the home organization (i.e., keep Home Agency Supervisor informed of progress, ensure Home Agency Timekeeper is aware of leave taken, etc.);
* Participate in all activities related to the detail assignment;
* Alert Home Agency Supervisor if problems/issues occur;
* Establish relationships and expand his/her network;
* Be prepared to evaluate the rotation experience;
* Document experience for individual professional use and as examples for those who follow; and
* Do his/her part to make it a great experience!

**13. Personnel Vetting**

This agreement is contingent upon the Participant having already undergone the necessary level of personnel vetting appropriate for the detail assignment in the Host Agency. Generally, the Host Agency will exercise reciprocity in accepting background investigations, adjudicative decisions, and security clearances, as applicable. Reciprocity guidance can be found in 5 CFR 731, [Security Executive Agent Directive-7](https://www.odni.gov/files/NCSC/documents/Regulations/SEAD-7_BI_ReciprocityU.pdf), and other personnel vetting policy directives issued by the OPM and Office of Director of National Intelligence Directors, in their capacity as the Suitability, Credentialing, and Security Executive Agents.

**14. Contact Information**

Provide contact information for the Home Agency Supervisor and Host Agency Supervisor.

**Home Agency Supervisor**

Name:

Work Address:

Work Email:

Work Phone:

**Host Agency Supervisor**

Name:

Work Address:

Work Email:

Work Phone:

**15. Signatures**

The following individuals approve this detail assignment.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[insert name]

Home Agency Supervisor

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[insert name]

Host Agency Supervisor

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

[insert name]

Participant

# Appendix G – Detailee’s After-Detail Performance Self-Assessment and Evaluation of Rotation Template

Federal Rotational Cyber Workforce Program: Performance Self-Assessment and Evaluation of Rotation After End of Detail

Your Name:

Home Agency:

Host Agency:

Official Position (Title, Pay Plan, Occupational Series, and Grade):

Detail Position (Title, Pay Plan, Occupational Series, and Grade):

|  |  |  |  |
| --- | --- | --- | --- |
| Length of Detail: Began on |  | Ended on |  |

1. Was your rotation a worthwhile experience?

Yes or No:

Elaborate on your answer:

1. During your rotation, did you achieve a higher skill level, or attain a skill level in a different area, than what you had before the rotation?

Yes or No:

If yes, describe (or given examples of) the areas in which you enhanced your skills:

If yes, can you apply these in your official job or in the future?

1. During your rotation, were you exposed to new ideas, practices, or contact networks?

Yes or No:

If yes, can you apply/use these in your official job or in the future?

1. What could be improved to make the rotation experience better, the process smoother, etc.?
2. Are you satisfied with the level of support you received before, during, and after your detail from your **home** supervisor and **home** agency officials?  (Mark the appropriate box on this 5-point scale.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unsatisfied | Unsatisfied | Neutral | Satisfied | Very Satisfied |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

Elaborate on the reasons for your satisfaction score:

1. Are you satisfied with the level of support you received before, during, and after your detail from your **host** supervisor and **host** agency officials? (Mark the appropriate box on this 5-point scale.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unsatisfied | Unsatisfied | Neutral | Satisfied | Very Satisfied |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

Elaborate on the reasons for your satisfaction score:

1. Are you satisfied with the level of coordination between your home and host agencies (e.g., on human resource or administrative questions/issues)? (Mark the appropriate box on this 5-point scale.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unsatisfied | Unsatisfied | Neutral | Satisfied | Very Satisfied |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

Elaborate on the reasons for your satisfaction score:

# Appendix H – Program Due Dates, Deliverables, Timelines

Federal Rotational Cyber Workforce Program Timeline for 2023-2024   
(as of March 2023)

| **Phase** | **Timelines, Dates** | **Deliverables, Activities** | | **Comments** |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Program Rollout** | March 2023 | * OPM issues Government-wide (GW) Program Guidance | |  |
| April 2023 | * Agencies provide Program Liaison names to OPM | | Email to [CyberHRStrategy@opm.gov](mailto:CyberHRStrategy@opm.gov) |
| May 2023 | * Agencies identify Internal Coordinators throughout components | | Optional |
|  |  |  | |  |
| **Training, Socializing, Marketing** | May-July 2023 | * OPM/Agency Liaison meetings, information sharing * Open Opportunities training * Agencies socialize program internally to HR, CIO, CISO offices; managers, supervisors; etc.; generate interest in creating rotation assignments * OPM encourages agencies to create rotation assignments through briefings/ coordination with CHCO, CIO, Chief Learning Officers Councils; Office of the National Cyber Director (ONCD); Office of the Federal Chief Information Officer | |  |
| August-September 2023 | * Agencies solicit rotation opportunities and submit list to OPM | |  |
| September-October 2023 | * Agencies socialize program to cyber employees; encourage cyber employees to participate in applying for rotations * OPM socializes program to cyber employees via GW cyber networks (e.g., NICE, ONCD); encourages cyber employees to participate in applying for rotations * OPM provides list of GW rotation opportunities to agencies | | * Also socialize program via October Cybersecurity Awareness Month activities * The law requires OPM to share the list at least once a year |
|  |  |  | |  |
| **Prepare for Open Opportunities Launch** | October 2023 | * Agencies upload rotation announcements to Open Opportunities (will open announcements on November 1) | |  |
|  |  |  | |  |
| **1st Annual Cyber Rotation Open Period** | November 1, 2023 | * Rotation opportunities announced/launched on Open Opportunities | |  |
| November 2023-January 2024 | * Agencies interview and select detailees; otherwise manage their postings, applications, etc. on Open Opportunities * OPM/Agency Liaisons meet regularly to share information, resolve problems | |  |
|  |  |  | |  |
| **Program Evaluation** | February-March 2024 | * OPM/Agency Liaisons conduct after-action analysis, determine lessons learned | |  |
| June 2024 | * Agencies provide annual report to OPM | | Email to [CyberHRStrategy@opm.gov](mailto:CyberHRStrategy@opm.gov)  Report covers number of: rotations posted, outside-agency employees serving in rotations, agency employees serving in other agency rotations. If 6-month rotations were completed, report covers extent to which skills were developed and interagency integration occurred. |
|  |  |  | |  |
| **Optional Rotation Postings Throughout Year** | May 2023-December 2024 | * Agencies may post rotation announcements at any time throughout the year, regardless of annual open period | |  |
|  |  |  |  | | |

# Appendix I – Program Communications Package

Communications Plan for Rollout of Federal Rotational Cyber Workforce Program in 2023-2024

| **Stakeholders/ Audience** | **Communications / Actions** | **Materials** | | | **Timeframe** | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | |  | |  |
| **Agency Program Liaison and Internal Coordinators; OPM Program Manager** | 1. Agency provides Program Liaison name to OPM | Email to OPM | | | Due April 30, 2023 | | Email [CyberHRStrategy@opm.gov](mailto:CyberHRStrategy@opm.gov)  Program Liaison is main contact to 1) receive program information and requests from OPM, and 2) provide updates and reports to OPM |
| 2. Agency solicits and identifies Internal Coordinators at component levels | Internal emails | | | May 2023 | | Coordinators assist Program Liaison by: socializing program; providing guidance, answering questions; managing internal, external rotation participants; maintaining program data; helping supervisors identify, post, select for rotational opportunities |
| 2. OPM meets regularly with Agency Liaisons | Virtual meetings | | | May-July 2023 | | Discuss requirements, questions, next steps |
| 3. OPM provides Open Opportunities (Opps) training | Virtual training | | | May-July 2023 | |  |
| 4. Agency Liaison submits list of rotation assignments to OPM | Email to OPM | | | Due September 2023 | | Email  [CyberHRStrategy@opm.gov](mailto:CyberHRStrategy@opm.gov) |
| 5. OPM provides list of Government-wide (GW) rotation assignments to agencies | TBD | | | September 2023 | |  |
| 6. Agency uploads rotation advertisements to Open Opps | Open Opps advertisements | | | October 2023 | | Rotation advertisements will open on Nov 1 |
| 7. Agency launches rotation open period; rotation advertisements go live | Emails, Open Opps | | | Due November 1, 2023 | | Notify stakeholders of open period |
| 8. Agency manages postings and applications; interviews and selects detailees | Open Opps | | | November 2023-January 2024 | |  |
| 9. OPM meets regularly with Agency Liaisons | Virtual meetings | | | November 2023-January 2024 | | Share information, resolve problems |
|  |  |  | | |  | |  |
| **Agency CHCO, HR, CIO, CISO Staff; Cyber Managers/ Supervisors** | 1. Agency Liaison & Coordinators socialize program with internal agency stakeholders | Briefings, emails, presentations, “Quick Facts” material from OPM Program Guidance | | | May-July 2023 | |  |
| 2. Agency Liaison & Coordinators encourage participation and solicit rotation assignments from internal organizations | Briefings, emails, presentations | | | August-September 2023 | |  |
| 3. OPM socializes program and encourages agency participation through CXO Council briefings | Briefing material: PPT | | | May-July 2023 | | Brief at monthly meetings of CHCOC, CIOC, CISOC, CLOC, ONCD |
|  |  |  | | |  | |  |
| **Agency Cyber Employees** | 1. Agency Liaison & Coordinators socialize program with their cyber employees | Briefings, emails, GW list of rotations, “Quick Facts” material from OPM Program Guidance | | | September-October 2023 | | Also socialize program via October Cybersecurity Awareness Month activities |
| 2. OPM socializes program to cyber employees via Government-wide cyber workforce networks | Briefings, emails, GW list of rotations, “Quick Facts” material from OPM Program Guidance | | | September-October 2023 | | Also socialize program via October Cybersecurity Awareness Month activities |
|  |  | |  |  | |  | | |

Quick Facts About the Federal Rotational Cyber Workforce Program

What is the Federal Rotational Cyber Workforce Program?

* This Government-wide program provides opportunities for employees performing IT, cybersecurity, and cyber-related functions to apply for and serve in rotational assignments (or details) at agencies outside of their home agency.
* These non-reimbursable details last from 6 months to 1 year.
* Rotational assignments will be advertised at least once a year in November, starting in 2023.

What positions/employees are eligible for rotations?

* This program focuses on cyber employees and cyber rotational assignments.
  + - To be eligible to apply for a rotation, an employee must be in a “cyber-coded” position, which means the employee’s official position is assigned a [cyber code](https://dw.opm.gov/datastandards/referenceData/2273/current?index=C) indicating it has IT, cybersecurity, or other cyber-related functions.
      * How do you know? Look at your Position Description for the cyber position code(s) or contact your supervisor or HR Office to find out.
    - The rotational assignments offered under this program are in “cyber-coded” positions, meaning the positions are assigned a cyber code indicating they have IT, cybersecurity, or other cyber-related functions.
  + To be eligible to apply for a rotation, a cyber employee also must have the supervisor’s approval.

What is the purpose of the program?

* Cyber employees serving in rotations (details) gain on-the-job experience and achieve higher or different skill levels in IT, cybersecurity, or other cyber-related functions.
* Rotations promote intra-agency and interagency integration and coordination of cyber practices, functions, and personnel management.

I’m interested! How do I find and apply for rotations?

* The advertisements for rotations under the Federal Rotational Cyber Workforce Program will be posted on [Open Opportunities](https://openopps.usajobs.gov/) on the [Cyber Professionals Community Page](https://openopps.usajobs.gov/search?state=open&page=1&community=5).
* You may search for rotations and apply directly from the Open Opportunities site.

I’m a manager interested in hosting a rotation. How do I post a rotation?

* Work with your agency coordinator (listed below) to develop and post a rotation on Open Opportunities.
* You will be able to see and manage the applications from the Open Opportunities site.

Who to contact in my agency for more information?

|  |
| --- |
| [Insert Agency Contact Information] |

Quick Facts About the Federal Rotational Cyber Workforce Program  
How Does It Work?

Figure 1. Flow Chart Showing How Program Works from Employee Perspective

Figure 2. Flow Chart Showing How Program Works from Rotation Supervisor Perspective