



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, January 29, 2016

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: BETH F. COBERT, ACTING DIRECTOR

Subject: Executive Order Guidance – Strengthening the Senior Executive Service:
Implementing the Executive Rotations Requirement

The U.S. Office of Personnel Management (OPM) is issuing this guidance as required in the December 15, 2015, Executive Order (EO) –“Strengthening the Senior Executive Service” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>). The EO mandates a number of senior executive reform actions over the next three years. These actions include evaluation of the SES Qualification Review Board (QRB) process, review and simplification of the SES application process, and several improvements to SES development as they relate to executive onboarding, Executive Development Plans (EDPs), talent management and succession planning, and rotations. This guidance specifically addresses the rotations requirement of an annual Government-wide goal, beginning in FY 2017, that 15% of Federal executives will participate in rotations.

This guidance, in accordance with section 3(a)(v) of the EO, gives instruction for agencies with 20 or more SES members to “develop and submit to OPM (by May 31, 2016) a 2-year plan to increase the number of SES members who are rotating to improve talent development, mission delivery and collaboration.” This guidance outlines the scope of the various requirements for rotations that will result in an agency being deemed “compliant” with section 3(a)(v) of the EO. It is intended to allow agencies the latitude to customize the program that is most appropriate for their mission and the executive’s developmental needs.

In addition to this guidance, OPM will provide support through forums, development of technology to support the agency talent and succession management requirement, and other tools and resources. If you have questions about this guidance, please contact Steve Shih (Stephen.Shih@opm.gov), Julie Brill (Julie.Brill@opm.gov) or Cheryl Abram (Cheryl.Abram@opm.gov).

cc: Chief Human Capital Officers, Deputy Chief Human Capital Officers, Chief Learning Officers, Offices of Diversity of Inclusion, and the Council of the Inspectors General on Integrity and Efficiency

Attachment: Guidance for Implementing Executive Rotations (see PDF below)