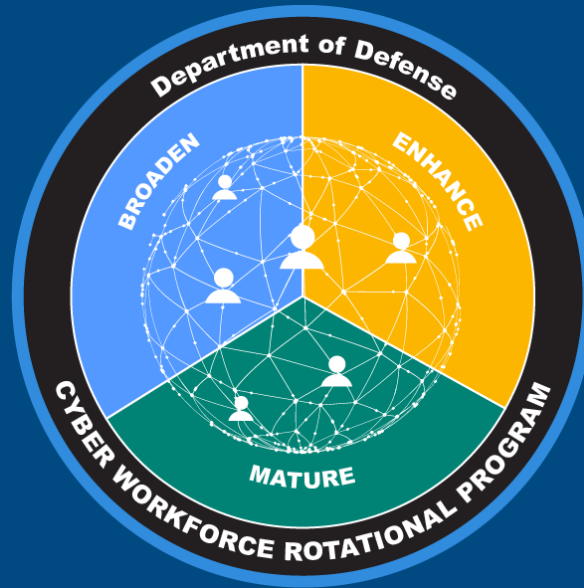


CLEARED
For Open Publication

Apr 05, 2023

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

2023



Cyber Workforce Rotational Program (CWRP) Pilot Implementation Guidance

DEPARTMENT OF DEFENSE CHIEF
INFORMATION OFFICER (CIO) CYBER
WORKFORCE MANAGEMENT
DIRECTORATE

FOREWORD



CHIEF INFORMATION OFFICER

DEPARTMENT OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-6000

DEC - 2 2021

MEMORANDUM FOR DEPARTMENT OF DEFENSE,
DEPARTMENT OF THE NAVY, U.S. FLEET CYBER COMMAND
U.S. MARINE CORPS FORCES CYBERSPACE COMMAND
DEPARTMENT OF THE AIR FORCE, AIR FORCES CYBER
OFFICE OF THE UNDER SECRETARY OF DEFENSE (POLICY &
READINESS) PRINCIPAL CYBER ADVISOR
JOINT ARTIFICIAL INTELLIGENCE CENTER
JOINT FORCE HEADQUARTERS-DEPARTMENT OF DEFENSE
INFORMATION NETWORKS
DEFENSE INFORMATION SYSTEMS AGENCY

SUBJECT: DoD Cyber Workforce Rotational Program (CWRP) Pilot

The Office of the DoD Chief Information Officer (DoD CIO) is pleased to announce the DoD Cyber Workforce Rotational Program (CWRP) Pilot. This program is designed exclusively for Cyber Excepted Service (CES) employees aligned to DoD Cyber Workforce Framework (DCWF) work roles. CES employees participating in the program will be able to broaden and enhance their cyber skills through structured cross-agency rotational opportunity experiences. The CWRP is the first dedicated enterprise-level DoD cyber rotation program invested in the development of CES personnel through structured rotational experiences.

The program is designed to address the cyber talent gap by providing the existing workforce skill-building functional and cross-functional opportunities; and maturing the capabilities of cyber talent and leaders through structured experiences. The program will also serve as a recruitment mechanism by attracting new talent to the cyber field, and retain existing talent within the Department. CES Components with eligible employees may apply to the program through the DoD Emerging Technologies Talent Marketplace (<https://www.dodemergingtech.com/dod-cyber-rotational-programs/>) during January-March 2022. Ideal rotations are cyber-focused and provide motivated participants with an opportunity to increase their cyber knowledge through meaningful assignments.

To aid in the successful launch of the CWRP pilot, DoD CIO Cyber Workforce Directorate requests that all CES Components identify and submit their Component Point of Contact (POC) using the attached CWRP POC Template. The Component POC will serve as the CWRP Program Manager throughout the application process and maintain relevant records throughout the assignment.

In preparation for the CWRP launch, DoD CIO will host information sessions with key stakeholders to provide program guidance on eligibility requirements, roles and responsibilities, and application procedures. A detailed listing of upcoming activities is attached for reference.

For additional information about the program, please contact Mrs. Chimia Carr-Nelson at chimia.carnelson.civ@mail.mil.

Dr. Kelly E. Fletcher
Performing the Duties of the Chief Information
Officer of the Department of Defense

Attachments:
as Stated

TABLE OF CONTENTS

Foreword	2
Table of Contents	3
1. CWRP Overview	5
1.1. References.....	5
1.2. CWRP Program Objectives	5
2. Purpose	6
3. Applicability	6
4. CWRP Management	6
5. Eligibility and Personnel Requirements	6
6. Roles and Responsibilities	7
6.1. DoD CIO	7
6.2. Component CWRP Program Manager.....	7
6.3. Participating DoD Components	8
6.4. The Heads of the Participating DoD Components.....	8
6.5. Home Supervisors	8
6.6. Host Supervisors	9
6.7. Rotation Buddy	9
6.8. CWRP Participants.....	10
6.9. General Counsel	10
6.10. Human Resources (HR) Organizations	10
6.11. Security Department	11
7. Rotational Assignment	11
7.1. Rotation Process	11
7.2. Rotation Alignment	12
7.3. Nominations and Selection Process	12
7.4. Assignment Completion	12
7.5. Extensions>Returns	12
7.6. Terminations	13
7.7. Orientation	13
8. CWRP Procedures	13
9. Administrative Actions/Information	13
9.1. Salary and Benefits.....	13
9.2. Timekeeping and Leave Management	14

9.3.	Security Clearances	14
9.4.	Duty Hours	14
9.5.	Performance Evaluations	15
9.6.	Training	15
10.	Funding.....	15
10.1.	Home Organization Funding Responsibilities:	15
10.2.	Host Organization Funding Responsibilities:.....	15
10.3.	Awards	16
11.	Required recordkeeping.....	16
11.1.	Three-Party Agreement	16
11.2.	Continued Service Agreement	17
11.3.	Recordkeeping	17
12.	Rotational assignment Communication.....	17
13.	CWRP Timeline.....	17
14.	Accountability, Oversight, and Internal Controls	17
15.	Appendices	18
15.1.	Appendix A: Definitions.....	18
15.2.	Appendix B: CWRP Process	19

1. CWRP OVERVIEW

The Department of Defense (DoD) cyber workforce is vital to current and long-term success in effectively supporting the joint warfighter. To directly support collective success, the Department needs to invest in the development of our cyber workforce. Because DoD is committed to the workforce's development, the Department created the Cyber Workforce Rotational Program (CWRP), a program solely dedicated to rotational assignments across DoD Components. The CWRP will be launched in March 2022, as a pilot program for Cyber Excepted Service (CES) Components. For the 2023 cycle of the pilot, the scope will expand beyond CES to include the entire DoD cyber workforce. The pilot will be evaluated by DoD CIO Cyber Workforce Division on program efficiency, productivity, and feasibility until conclusion in 2024.

DoD recognizes that these rotational assignments are essential in obtaining depth and breadth of knowledge, fostering greater information sharing and understanding of the organization's mission, collaboration, networking, as well as professional enhancement.

The purpose of the CWRP is to broaden and enhance the DoD cyber workforce's cyber skills through structured rotational experiences within the larger cyber community. Rotational assignments will focus on experiential development designed to expand an individual's functional, cross-functional, and leadership abilities through on-the-job learning.

1.1. REFERENCES

- Sec1599f of Title 10 U.S. Code
- DoD Cyber Workforce Framework (DCWF)
- Federal Rotational Cyber Workforce Program Act of 2021
- DoDD 8140.01
- United States Office of Personnel Management, Guidance for Federal Cybersecurity Rotational Assignment
- Federal Cyber Workforce Assessment Act (FCWAA) of 2015
- DoDI 1400.25-V3005, August 15, 2017 – (Para 3.17. Internal Placement)
- Joint Travel Regulations for Uniformed Service Members and DoD Civilian Employees

1.2. CWRP PROGRAM OBJECTIVES

It is DoD policy, pursuant to DoDI 1400.25-V3005 (Para 3.17. Internal Placement), DoDD 8140.01, and Sec1599f of Title 10 U.S. Code, that the procedures in this document be used when establishing CWRP as part of a DoD Component's cyber workforce development strategy. The CWRP is focused on achieving the following objectives:

- Improve retention within existing workforce.
 - Reduce competency gaps, enhance readiness, and provide more opportunities for cyber DoD employee growth.
- Address the cyber talent gap by upskilling the existing workforce through functional and cross-functional opportunities.

- Improve the capability of the DoD cyber workforce by increasing external awareness and expanding perspectives to improve the capability of the DoD’s cyber workforce.
- Mature the capabilities of cyber talent and leaders through structured experiences (e.g., rotations, mentoring, training).
 - Broaden knowledge of other DoD Components and/or external organizations’ mission and functions.
- Serve as a recruitment mechanism to attract new talent to DoD and the cyber field.
 - Ensure workforce capabilities match present and future mission requirements.

2. PURPOSE

- Establishes and implements policy and assigns responsibilities and procedures for the development and operation of a formal CWRP within the DoD pursuant to DoDI 1400.25-V3005 (Para 3.17. Internal Placement) and DoDD 8140.01, when such programs enhance career progressions and improve mission effectiveness.
- Broadens and enhances the DoD cyber workforce’s cyber skills through structured rotational experiences within the larger cyber community, with an emphasis on experiential development designed to expand functional, cross-functional, and leadership abilities through on-the-job learning.

3. APPLICABILITY

- This policy applies to DoD personnel within the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (hereafter referred to collectively as the “DoD Components”).

4. CWRP MANAGEMENT

DoD CIO Cyber Workforce Management Directorate (DoD CIO) is responsible for administering and implementing the CWRP in coordination with participating DoD Components via the designated component CWRP Point of Contact (POC) for the initial pilot of the program. DoD CIO will maintain program oversight throughout the program cycle.

Following the piloting of the program, CWRP will be managed by the individual DoD Components in accordance with the guidance outlined in this guide. During this time DoD CIO will continue to maintain program oversight.

5. ELIGIBILITY AND PERSONNEL REQUIREMENTS

The CWRP is open to DoD civilian employees who meet the following criteria:

- Grade Coverage: The program covers all permanent GS-11 to GS-15 (or equivalent), DoD Civilians who are working within the cyberspace domain in support of CYBERCOM's mission.

- Certification: Participants must be certified at the level required for the rotational assignment, within the Host Organization.
- Experience: Participants must have at least 1 year of service in their current position and must be performing at an “Fully Successful” or “Outstanding” expectations level.
- Supervisory Endorsement: Participants must have the endorsement of their immediate supervisor. Endorsements, which also verify the availability of funding for the rotation, will be reviewed by the Host Organization when making the participant selection decision.
- Individual Development Plan (IDP): Participants must complete an IDP which reflects a need for the type of experience offered by the rotational assignment.
- Motivation: Ideal participants are highly motivated to succeed and is willing to challenge themselves to do so.

Note: Rotational opportunities must be coded accurately per the FCWAA of 2015 and aligned to a DCWF work role code.

6. ROLES AND RESPONSIBILITIES

The DoD CIO is responsible for providing information, guidance, and support to DoD Components participating in the CWRP. DoD Components are authorized to participate in the CWRP and implement rotational opportunities in accordance with this policy. The DoD CIO will coordinate the implementation of the CWRP with participating DoD Components through the designated component CWRP POC.

6.1. DOD CIO

The DoD CIO shall:

- Serve as DoD Administrator of the CWRP, providing information, guidance, and support to Components participating in the program.
- Monitor for program compliance.
- Establish implementation guidance and policies.
- Coordinate changes to conflicting policies and ensure consistency across CWRP Components.
- Provide template training materials and train-the-trainer sessions as well as post training materials for CWRP components and rotational program participants online using CWRP’s online platform.

6.2. COMPONENT CWRP PROGRAM MANAGER

The Component CWRP Program Manager shall:

- Serve as the main point of contact for the CWRP, acting as liaison between DoD CIO and participating components to help coordinate rotations in accordance with program standards.
- Oversee the publication of rotational opportunities and overall program management within CWRP’s online platform.

6.3. PARTICIPATING DOD COMPONENTS

The designated POC of participating DoD Components shall:

- Announce the program to the component workforce.
- Solicit available rotational opportunities and submit for approval to DoD CIO using the required CWRP documents available in the online platform and electronically submit such opportunities, for review and approval by the CWRP and DoD CIO Program managers, electronically.
- Manage rotational opportunities (announcements, completion of required forms, evaluations) within the online platform.
- Coordinate travel, training, and per diem costs with respective POCs if these activities are in support of or required by the Host Organization.
- Review, approve, and submit via the online platform, to DoD CIO, a Three-Party Agreement signed and approved internally.
- Endorse/encourage employee participation in the CWRP.
- Maintain records of relevant documentation (e.g., Three-Party Agreement) within the online platform.
- Provide to the DoD CIO, two weeks after the rotational assignment, a final report, a description of the actual tasks performed by each rotation participant (employee), and an overview of the success of the rotations.
- Ensure all post-rotation surveys are completed within two weeks after each rotational period (this includes all rotational extensions). Survey data must be reported to DoD CIO upon the completion of each rotation, via the online platform.

6.4. THE HEADS OF THE PARTICIPATING DOD COMPONENTS

The Heads of the DoD Components, consistent with the procedures prescribed in this policy, shall:

- Establish CWRPs.
- Ensure adequate provisions have been made for funding planned rotations out of the commuting area of DoD personnel, if applicable.
- Ensure employee costs associated with rotations (if applicable) under this policy are reimbursed in accordance with the Joint Travel Regulations.

6.5. HOME SUPERVISORS

Home Supervisors of the CWRP participant (employee) shall:

- Coordinate with the CWRP Program Manager and the component's designated CWRP POC to complete the necessary procedures to accommodate an employee on a rotational assignment.
- Coordinate details with the component HR organizations and rotational assignment CWRP Program Managers.

- Ensure the employee’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.
- Review (written narrative from Host Supervisor) the employee’s performance during the rotational assignment.
- Work with the CWRP Program Manager to complete appropriate evaluations of the rotation program, within the online platform.
- Assist the employee transition back into their position of record and provide opportunities for the employee to fully apply their learned knowledge and skills after completion of their rotational assignment.
- Upon return to their position of record, ensure the employee responds to any supplemental surveys regarding the use of the skills and experiences acquired through the rotational process as well as periodic assessments of the value of the rotational assignment.
- Initiate contact with the Host Supervisor to verify the employee’s time and leave; Then, certify the employee’s time and leave using the Home Organization’s time management system.
- Approve participant’s time and attendance record in coordination with Host Supervisor.
- Provide a pathway for employees to leverage their newly acquired skills upon completion of the rotational assignment by developing customizable guidance¹.

6.6. HOST SUPERVISORS

Host Supervisors of the CWRP participant (employee) shall:

- Identify available rotational opportunities and submit to DoD Component POC for inclusion as an opportunity in the CWRP.
- Work with the CWRP Program Manager and the component’s designated CWRP POC to complete the necessary procedures to accommodate an employee on a rotational assignment.
- Assist the participant’s transition into the organization and provide them with the necessary resources (e.g., Rotation Buddy, plan meaningful assignments/projects).
- Regularly meet with participant(s) to discuss expectations, their performance, and provide constructive feedback.
- Evaluate the participant’s performance, using the online platform’s assessments, during the rotational assignment and notify the component’s designated CWRP POC and the CWRP Program Manager if performance is unacceptable.
- Provide performance review input (written narrative), via the online platform, to the Home Supervisor in order to complete mid-year or annual performance evaluation and reporting requirements (e.g., final progress review).
- Verify the employee’s time and leave with the Home Supervisor.

6.7. ROTATION BUDDY

¹ DoD CIO will provide sample guidance (i.e., Post-program: CWRP Employee Journey Map) for components to customize

The Rotation Buddy is an additional POC for the CWRP participant outside of the Host Organization Supervisor. The Rotation Buddy shall:

- Answer key questions for the CWRP Participant directly related to duties/activities during the rotational assignment.

6.8. CWRP PARTICIPANTS

CWRP participants shall:

- Initiate rotation request within the online platform and complete all required online documentation to engage in rotation (before, during, and after).
- Identify the cyber/IT competencies they will develop and/or enhance during the rotational assignment
- Remain proactive to align day-to-day activities/tasks of the rotational experience to create meaningful experiences that directly support achievement of their developmental needs.
- Participate and maintain a high level of performance in all activities related to rotational assignment.
- Alert Home Supervisor/Rotation Buddy if problems/issues occur.
- Provide input to support the comprehensive evaluation of CWRP.
- Upon return to their position of record, respond to any supplemental surveys regarding the use of the skills and experiences acquired through the rotational process as well as periodic assessments of the value of the rotational assignment.
- Provide information to complete the written Three-Party Agreement and sign the agreement.
- Facilitate communications with Home Supervisor during the rotational assignment to include monthly supervisor telephone calls and end of project report/presentation.

6.9. GENERAL COUNSEL

The General Counsel of the participating DoD Components shall:

- Review and provide feedback (as required) and approve of all agreements (e.g., Three-Party Agreement) made between the Host Organization, Home Organizations, and CWRP Participant prior to the start of the rotational assignment.

6.10. HUMAN RESOURCES (HR) ORGANIZATIONS

The participating DoD Component's HR Organization shall:

- In accordance with DoDI 1400.25-V3005, determine whether the detail attributes require competitive provisions or is an exception to competition.
- Maintain records of relevant documentation (e.g., Three-Party Agreement) in the online platform.
- Coordinate onboarding and offboarding activities for CWRP Participant, within the online platform.

- Process administrative actions to include but not limited to, timekeeping and attendance, personnel actions, and performance evaluations in coordination with the Host Supervisor.

6.11. SECURITY DEPARTMENT

The participating DoD Component's Security Department shall:

- Ensure CWRP participants meet the security clearance requirements for the rotational assignment.
- Conduct in-processing and out-processing for CWRP participants in coordination with HR and Host Organization's POC.
- Administer security training and relevant security briefing to CWRP participants.

7. ROTATIONAL ASSIGNMENT

Rotational assignments provide participants an opportunity to perform sets of duties in another functional area, organization, and/or geographic location. Participants interested in rotational assignments will rotate to positions outside of their Home Organizations. Participants are selected by the Host Organization.

A rotational assignment should be no less than three months and no more than one year. Rotational assignments may be extended in three-month increments for a total of no more than one additional year by CWRP DoD Component POCs. This extension may be granted in three-month increments not to exceed one year.

7.1. ROTATION PROCESS

DoD Component's CWRP Program Manager's shall notify Supervisors that they will have 10 business days from the formal Call for Rotational Opportunities to submit rotational opportunities via the online platform.

- Organizations must submit a rotational assignment description, via the online platform, with the following information:
 - Brief description of the assignment duties and the supporting Cyberspace Workforce Element (Cyberspace IT Workforce, Cybersecurity Workforce, Cyberspace Effects Workforce, Intelligence Workforce (Cyberspace), or Cyberspace Enablers).
 - Key qualifications, required grade, and tentative rotation start date.
 - Other requirements necessary to accomplish specialized work during the assignment such as, security clearances.
 - Development and learning opportunities.
 - Relevant component stakeholders contact information for the rotational assignment (e.g., HR, Security, and Program POC) for DoD CIO to review internally.
- Rotational opportunities must be coded accurately per the FCWAA of 2015 and aligned to a DCWF work role code.

7.2. ROTATION ALIGNMENT

DoD Components acting as the Host Organization should:

- Align rotational assignment with the participant's IDP and primarily support professional development in accordance with the DCWF work role that the employee is performing.
- Coordinate with DoD CIO to verify capacity to support rotational assignments.

7.3. NOMINATIONS AND SELECTION PROCESS

- Nomination templates and application procedures will be publicized and made available on CWRP's online platform.
- Selecting participants for rotational assignments.
 - The Host Organization will review nomination packages and make the final participant selection decision.
 - Selection criteria should include, but is not limited to:
 - Produce tangible results: assures that team/organizational goals and objectives are achieved in a timely and effective manner.
 - Be open to feedback and new ideas: manages self in a manner that fosters learning and high performance. Is willing to be coached throughout the rotational experience and has the ability to be self-critical.
 - Take risks: applies critical and appropriate judgment to decision making and thinking strategies to interpersonal, organizational and complex issues.
 - Understand component, DoD and national cybersecurity mission and goals: has a broad understanding of the component's role in meeting DoD's overall cybersecurity strategy
 - Work well with others: works to build and maintain trust and supportive relationships. Understands and knows how to leverage the impact of the informal organization to accomplish goals.
 - Possess respected technical competency: maintains a high level of competency in their functional discipline.

7.4. ASSIGNMENT COMPLETION

- Participants will return to assigned duties within their Host Organization.
- Participants will complete End of Rotation/Follow-on Program Evaluations.

7.5. EXTENSIONS/RETURNS

- Participants will return to assigned duties within their Home Organization when rotation period has concluded.²
 - The Home Organization is responsible for defining structured opportunities for those who completed the program to apply their new skills upon completion by providing customizable guidance based on the specific rotation.

² Lateral transfers may be available for CWRP participants to have the opportunity to gain exposure to differing mission goals or other DCWF work roles as a part of their rotational assignment.

7.6. TERMINATIONS

- Rotational assignments may, at any time and for any reason by any participating party (e.g., CWRP participant, Host Supervisor, Home Supervisor, etc.), be terminated with notice to the other parties.
- Participants must maintain a fully successful performance level or above to participate in the CWRP.
 - The Host Organization or Host Supervisor may recommend withdrawal of a participant whose progress or conduct proves unsatisfactory.

7.7. ORIENTATION

- DoD CIO will provide participants, Host Supervisors, and Home Supervisors with the information needed to benefit from and smoothly transition in and out of rotational assignments.

8. CWRP PROCEDURES

CWRP participants rotate to assignments in another DoD Component.

- CWRP participants will be selected by the Host Organization. Travel and per diem expenses are the responsibility of the Home Organization and must be allotted in accordance with the Joint Travel Regulation.
- Participants rotate to assignments within or outside of their work role.
- DoD Components have flexibility to define and administer their own rotation program within the parameters outlined in this policy.
- DoD Components must submit a copy of their implementing guidance to OSD CIO within 14 days of rotational announcements.

9. ADMINISTRATIVE ACTIONS/INFORMATION

The Home Supervisor, Security Department, and HR Organization is responsible for administrative actions for the participant (employee) to include but not limited to, timekeeping and attendance, personnel actions, and performance evaluations. All rotations will be effective at the beginning of a pay period.

9.1. SALARY AND BENEFITS

This section outlines administrative actions for the Home Organization and Supervisor for the employee's salary and benefits:

- The employee's salary and benefits will continue to be paid by the Home Organization.
- The employee will be compensated at the same grade as the position of record for the duration of the rotational assignment.
- The employee will return to their original position upon completion of the rotational assignment.

- The Home Organization in coordination with its HR Organization will ensure that the normal duties and functions of the employee on rotational assignment can be reasonably performed by other employees within the component without the transfer or reassignment of additional personnel.

9.2. TIMEKEEPING AND LEAVE MANAGEMENT

This section outlines administrative actions for the Home Supervisor, Host Supervisor, and the employee for the employee's timekeeping and leave management:

- The employee will continue to record their time using their Home Organization's time management system and the Home Supervisor will continue to certify the employee's time.
- The Home Supervisor will initiate contact with the Host Supervisor to discuss leave management. Time and attendance issues should be discussed and resolved immediately between the Host and Home Supervisors.
- Leave requests should be coordinated with both the Host and Home Supervisors.
 - Once concurrence from both supervisors is received, the employee will submit the leave request in their Home Organization's personnel management system and the Home Supervisor approves.
 - The employee is responsible for contacting both the Home and Host Supervisors when requesting unscheduled leave.

9.3. SECURITY CLEARANCES

This section outlines administrative actions regarding security clearances for rotational assignments:

- CWRP participants may be required to maintain a security clearance, depending on the nature of the rotational assignment.
- The Host Organization in coordination with the HR Organization is responsible for determining the appropriate level of clearance.
- The Host Organization's Security Department in coordination with the HR Organization is responsible for ensuring that CWRP participants meet the security clearance requirements for the rotational assignment.

9.4. DUTY HOURS

This section outlines administrative information regarding rotational assignment work schedules for the employee:

- Each DoD Component has different time requirements and schedules. While supervisors are encouraged to exercise as much flexibility as possible, work schedules are at the discretion of the Host Supervisor.
- Applicants are encouraged to discuss this with the Host Supervisor prior to accepting the rotational assignment.

9.5. PERFORMANCE EVALUATIONS

In order for DoD CIO to monitor the overall effectiveness of the CWRP, participants, Home Supervisors, and Host Supervisors will be asked to complete standard program evaluations upon completion of rotational assignments.

- The participant will be issued a performance evaluation for the rotational assignment.
- The Host Supervisor provides the participant with written expectations of duties to be performed during the detail and regularly meet with participant to discuss expectations, review performance, and provide constructive feedback.
- The Host Supervisor will complete a performance review at the end of the participant's detail and provide input to the Home Supervisor within 30 days of the employee returning to their Home position, for use in preparing the participant's annual performance appraisal.

9.6. TRAINING

This section outlines administrative information regarding training for the participant during rotational assignments:

- The Host Organization shall be responsible for providing any training for the CWRP participant if these activities are in support of or required by the Host Organization.
- The Host Organization shall provide the CWRP participant with certificates of training completion for record keeping.

Note: The Host Organization may pay for any business training expenses incurred by the CWRP participant while participating in the program.

10. FUNDING

The following sections provide an outline of the funding responsibilities for the Home and Host Organizations:

10.1. HOME ORGANIZATION FUNDING RESPONSIBILITIES:

Home Organizations are responsible for:

- Payment of all salary and TDY allowances to employees participating in a rotational opportunity.
- Employee's benefits including medical care, according to subscribed plans and Worker's Compensation for injuries sustained in the line of duty.

10.2. HOST ORGANIZATION FUNDING RESPONSIBILITIES:

Host Organizations are responsible for:

- Funding any travel and other rotational assignment-related costs incurred during the assignment, in accordance with the Joint Travel Regulations.

- **Note:** The employee shall provide vouchers and all supporting receipts to the Host Organization for review and approval.

10.3. AWARDS

Host Organization may:

- Provide awards to CWRP participants from their funding in accordance with their internal policies and procedures.

11. REQUIRED RECORDKEEPING

Before a CWRP rotation begins, the Host Organization and employee must complete a written Three-Party Agreement describing the rights, responsibilities and other terms of the agreement. Additionally, DoD employees participating in the CWRP must sign an addendum to the Three-Party Agreement agreeing to specific terms and conditions.

Continued Service Agreements (CSA) are not required documentation and will be left to the discretion of the participating component if they are used.

11.1. THREE-PARTY AGREEMENT

Mandatory items to include in the written agreement:

- CWRP participant contact information.
- Contact information for Home Organization, Host Organization, and employee who are parties to the agreement.
- Detailed description, duration and justification for extensions.
- Name and title of supervisor while on CWRP rotation and a description of the supervision exercised over the position.
- A continued service obligation clause (if chosen to utilize).
- Employee performance clause.
- Re-entry rights.
- Procedures for termination of the agreement.
- Obligations and responsibilities of all parties to the agreement.
- Details of the rotational assignment.

Three-Party Agreement process and procedures:

- The mandatory items for inclusion in the Three-Party Agreement are pre-populated using the rotational assignment information submitted by participating DoD Components via the online platform.
- Participant reviews and signs Three-Party Agreement.
- Home Supervisor reviews and signs Three-Party Agreement.
- Host Supervisor reviews and signs Three-Party Agreement.
- DoD CIO POC signs Three-Party Agreement.

Note: This process and procedure will be automated using CWRP’s online platform.

11.2. CONTINUED SERVICE AGREEMENT

Continued Service Agreements are not required documentation to participate in the CWRP.

- The development and utilization of a CSA will be left to the discretion of the participating component.

11.3. RECORDKEEPING

The following documents must be maintained, for a period of 24 months:

- Selection Criteria
- Three-Party Agreement
- Continued Service Agreement (if utilized)
- Financial data supporting rotations out of the commuting area
- Final Progress Review

12. ROTATIONAL ASSIGNMENT COMMUNICATION

Consistent communication amongst CWRP stakeholders is critical for a successful rotation. Consistent communication will help ensure the CWRP pilot implementation plan is still on track and logistics are in place for a streamlined integration in and out of the organizations.

Once the employee is on rotation, communication should be maintained, at a minimum by:

- Monthly check-in meetings (e.g., conference calls, in-person) between the Home and Host Supervisors to discuss progress and the participant’s professional development.

13. CWRP TIMELINE

The DoD CIO CWRP Call for Rotational Opportunities will be issued annually. The timeline and process are outlined in Appendix B. DoD Components are encouraged to solicit interest in CWRP ahead of the Call for Rotational Opportunities to maximize the vetting and selection of the best suited candidates for the rotational assignment(s).

14. ACCOUNTABILITY, OVERSIGHT, AND INTERNAL CONTROLS

DoD Component CWRP Points of Contact (POCs) will develop internal implementing guidance (to include internal quality controls) within 60 days of issuance of this policy, to ensure adherence to these provisions as well as the Federal Rotational Cyber Workforce Program Act of 2021 and OPM’s Guidance for Federal Cybersecurity Rotational Assignment.

- Copies of the implementing guidance must be provided to the DoD CIO, within 14 days of publishing, and as updated.

- On a cyclical basis and/or as necessary, the DoD CIO will conduct audits of program activities. The audits will be conducted to ensure compliance with this policy and that the program is being executed fairly, and consistent with merit principles.
- Components must ensure required documentation is properly maintained and available for any subsequent audits from within or outside of DoD.

15. APPENDICES

15.1. APPENDIX A: DEFINITIONS

Term	Definition
Emerging Technologies Marketplace	DoD’s online registration portal where candidates are considered for rotational opportunities (and career opportunities) that match unique preferences and skills. https://www.dodemergingtech.com/
Home Organization	The component where the participant’s permanent position is located on record.
Home Supervisor	The participant’s first-line supervisor on record.
Host Organization	The component where the participant is partaking in the rotational assignment.
Host Supervisor	The designated individual in the Host Organization who provides oversight and guidance through rotation duration and communicate participant performance to Home Supervisor.
Lateral Transfer	Employees noncompetitively moving from one component to another within the same or equivalent work category, work level, pay band, or grade. Qualification requirements associated with the new position must be met.
Participant	The individual who is undertaking a rotational assignment opportunity with an external organization.
Program	Refers to the Cyber Workforce Rotational Program.

Rotation	A temporary developmental assignment (“detail”) between DoD Components.
Rotation Buddy	The Rotation Buddy is an additional POC for the CWRP participant outside of the Host Organization Supervisor.

15.2. APPENDIX B: CWRP PROCESS

As the CWRP Administrator, DoD CIO will assist the DoD Component with implementing CWRP within their organization. If a component is interested in participating in the CWRP, they should adhere to the following process steps upon component head identifying a POC within the component. Additional details on each action item are listed below the following table.

Cyber Workforce Rotational Program Process			
Step	Action Item	Office of Primary Responsibility	Estimated Time (in Business Days)
1	Create account for CWRP’s online platform	Host Organization POC/CWRP PM	1
2	Issue Call for Rotational Opportunities. Create rotational opportunities within the online platform.	DoD CIO/Host Supervisor/Component CWRP PM	Continuous
3	Complete online review of rotational assignment opportunities for accuracy and completeness.	DoD CIO/ Component CWRP PM	3
4	Apply for rotational opportunities within the online platform.	Employee	20
5	Conduct candidate interview(s)	Host Organization POC/ Component CWRP PM	10

6	Extend rotation offer to the selected candidate(s)	Host Supervisor/DoD CIO	10
7	Accept/Decline rotation offer*	Employee	5
8	Complete Three-Party Agreement	Employee/Host Organization POC/ Component CWRP PM	5
9	Complete IDP	Employee/ Home Supervisor	5
10	Employee handoff discussion	CWRP's online platform /Host Organization/Supervisor	5
11	Report for rotational assignment	CWRP's online platform	-
12	Monthly discussion	Employee/Home Supervisor/Host Supervisor	Recurring
13	Participant Evaluation	Employee	5
14	Host Evaluation	Host Supervisor	7
15	End of rotational assignment	CWRP's online platform	120
16	Written report	Employee	20
17	Complete recording keeping requirements.	Host Organization	14

*DoD Component may repeat process from Step 4 should an applicant decline their rotation offer

CWRP Application Process Step Descriptions:

1. Create account for CWRP's online platform:

- a. Following training and orientation, users will be provided, via email, account and log-in instructions.

2. Issue a Call for Rotational Opportunities. Create rotational opportunities within CWRP's online platform:

2.1. DoD CIO issues a Call for Rotational Opportunities announcing the next cycle for CWRP Nominations.

2.2. The DoD Component's CWRP Program Manager shall notify its Supervisors to submit rotational opportunities within their component via CWRP's online platform.

2.2.1. The rotational opportunity should include information on, but not limited to: Position title, aligned DCWF work role, position description, key qualifications, required grade, tentative rotation start date, duration (no less than three months and no more than one year), and security clearance level.

2.2.2. Each rotational assignment should capture the relevant component stakeholders contact information for the rotational assignment (e.g., HR, Security, and Program POC) for DoD CIO to review internally.

2.2.3. Rotational opportunities must be coded accurately per the FCWAA of 2015 and aligned to a DCWF work role code.

3. Complete online review of rotational assignment opportunities for accuracy and completeness:

3.1. The DoD Component's CWRP Program Manager will review all posted rotational assignment opportunities for their component for accuracy and completeness.

3.2. DoD CIO will review all posted rotational assignment opportunities for accuracy and completeness prior to making the opportunities available for review and application via CWRP's online platform.

4. Apply for rotational opportunities within CWRP's online platform:

4.1. The DoD Component's CWRP Program Manager shall notify their workforce that the rotational opportunities are posted on the online platform.

4.2. Eligible DoD employees can review and apply for rotational opportunities that they are interested in and qualified for during the designated application timeframe.

4.2.1. Eligible DoD employees may apply to positions of their current grade level.

4.3. Eligible DoD employees may apply to multiple rotational opportunities but only participate in one rotation per calendar year.

5. Conduct candidate interview(s):

5.1. The Host Supervisor will conduct interviews and select a viable candidate via CWRP's online platform.

5.1.1. Host Supervisors may select an alternative candidate in the event that their primary candidate selection declines the offer.

5.1.2. Host Supervisors may select multiple applicants to participate in the rotational assignment throughout the year.

5.1.2.1. For example, Applicant A will participate in the rotational opportunity for months 1-3 and Applicant B will participate in the same rotational opportunity for months 4-7 and so on up to one calendar year.

6. Extend rotation offer to the selected candidate(s):

6.1. DoD CIO will extend offers to the candidates that have been selected by the DoD Components.

6.2. Eligible DoD employees who were not selected for a rotational opportunity may contact their component POC and determine other possible developmental opportunities.

7. Accept/Decline rotation offer:

7.1. The employee will have one week to either accept or decline the proposed offer.

7.2. DoD Components may interview alternative candidates should their selected candidate decline their offer.

8. Complete Three-Party Agreement:

8.1. Before a CWRP rotation begins, the Host Organization and employee must complete a written Three-Party Agreement describing the rights, responsibilities and other terms of the agreement.

8.2. DoD employees participating in the CWRP must sign an addendum to the Three-Party Agreement agreeing to specific terms and conditions.

9. Complete Individual Development Plan (IDP):

9.1. Upon offer acceptance, the employee must provide an approved IDP reflecting a need for the type of experience offered by the rotational assignment.

10. Employee handoff coordination:

10.1. CWRP's online platform will notify the Host Organization's Program office to confirm a start date and confirm all logistics are in place and expectations aligned for a smooth transition.

10.2. CWRP's online platform will notify DoD CIO prior to the candidate start date.

11. Report for rotational assignment:

11.1. CWRP's online platform will notify the Home Supervisor, Home Organization POC, and CWRP Program Manager that the rotational assignment has begun.

12. Monthly discussion:

12.1. Once a month, the Host Supervisor and the employee's Home Supervisor shall schedule a meeting to discuss the employee's rotational assignment, professional development, and ensure expectations are still in alignment with goals and objectives identified in IDP.

13. Participant evaluation:

13.1. CWRP participants will be asked to complete a survey to evaluate the CWRP to monitor progress and to report and communicate program efficiency, productivity, and feasibility to stakeholders.

14. Host evaluation:

14.1. Host Supervisors will be asked to complete a survey to evaluate the CWRP to monitor progress and to report and communicate program efficiency, productivity, and feasibility to stakeholders.

15. End of rotational assignment:

15.1. Two weeks prior to the end of the rotational assignment, CWRP's online platform will notify the Home Supervisor, Home Organization POC, and CWRP Program Manager should any off-boarding process and procedures take place.

15.2. Upon the completion of a rotational assignment, it is expected that employees return to their permanent position at their Home Organization.

15.2.1. This expectation does not prohibit employees from participating in rotational assignments with lateral mobility.

15.3. The Home Organization is responsible for defining structured opportunities for those who completed the program to apply their new skills upon completion by providing customizable guidance.

16. Written report:

16.1. Within two weeks of returning to the employee's Home Organization, the employee shall provide a written report to be submitted to their leadership with copy to DoD CIO and Host Organization.

16.1.1. The report should contain, at a minimum, the positions held while assigned; a description of the tasks performed while assigned; and a discussion of any actions that might be taken to improve the effectiveness of the program, including any proposed changes in law.

17. Complete record keeping requirements:

17.1. The following documents must be maintained, for a period of 24 months: selection criteria, Three-Party Agreement, Continued Service Agreement (if utilized), financial data supporting rotations out of the commuting area, and final progress review.