



The DoD Cyber Workforce Rotational Program

HR MANAGER Q&A INFO SHEET



Q1. How do DoD Components participate in the DoD CWRP?

- A1.** The DoD CIO Cyber Workforce Management Directorate (DoD CIO) will issue a Call for Rotation Opportunities announcing the next cycle for CWRP Nominations. The DoD Component's designated DoD CWRP Program Manager will disseminate the notice to their workforce that they will have identify and submit opportunities via DoD's Emerging Technologies Talent Marketplace (ETM). Rotation opportunities may be offered on a rolling basis. The full CWRP process is outlined in the implementation guidance and is publicized and made available on the DoD's ETM.



Q2. Who is responsible for the oversight of the DoD CWRP?

- A2.** DoD CIO is responsible for administering and implementing the DoD CWRP in coordination with participating DoD Components via the designated component CWRP Point of Contact (POC). DoD CIO will maintain program oversight throughout the program cycle.

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For Open Publication

Jan 31, 2023

Q3. How will the DoD CWRP be implemented?

- A3.** The identified component POC will develop internal implementation guidance (to include internal quality controls) within 60 days of issuance of the DoD CWRP Implementation Guidance, 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 Rotation Assignment.

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Q4. How are candidates selected?

- A4.** After the application window closes, Host Supervisors will conduct interviews and select a viable candidate via the DoD ETM. Selected candidates will receive an offer letter.



Q5. Can components select multiple candidates?

- A5.** Yes. Host Supervisors may select multiple applicants to participate in rotation assignments throughout the year. For example, Applicant A will participate in the rotation opportunity for months one through three and Applicant B will participate in the same rotation opportunity for months four through seven, and so on up to one calendar year.





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Q6. How is the DoD CWRP funded?

A6. No additional funding is needed to participate in the DoD CWRP; however, the funding responsibilities for the home and host organizations include:

A. Funding responsibilities required of Home Organizations include:

- I. Payment of all salary and TDY allowances to employees participating in rotation opportunities.
- II. Employee's benefits including medical care, according to subscribed plans and worker's compensation for injuries sustained in the line of duty.

B. Funding responsibilities required of Host Organization include:

- I. Payment for any travel and other rotation assignment-related costs incurred during the assignment, in accordance with the Joint Travel Regulations.
- II. **Note:** The employee shall provide vouchers and all supporting receipts to the Host Organization for review and approval. Potential award issuance to DoD CWRP participants from Host Organization's funding, in accordance with their internal policies and procedures.



Q7. What documents are included in the record keeping requirements?

A7. The following documents must be maintained by the participating DoD Component, for a period of 24 months, to ensure record keeping compliance: selection criteria, three-party agreement, continued service agreement (if utilized), financial data supporting rotations out of the commuting area, and final progress review.



Q8. What is the duration of rotation assignments, and can they be extended?

A8. A rotation assignment should be no less than three months and no more than one year. Rotation assignments may be extended in three-month increments for a total of no more than one additional year.



Q9. What is the best contact regarding CWRP-related questions?

A9. To learn more about the DoD CWRP application process, please navigate to <https://www.dodemergingtech.com/cyber-workforce-rotational-program-cwrp/>

For additional questions, please contact the DoD CWRP mailbox at osd.mc-alex.dod-cio.mbx.cyber-excepted-service@mail.mil