



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-8
700 ARMY PENTAGON
WASHINGTON DC 20310-0700

DAPR-FDZ

JAN 23 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Force Development Directorate Voluntary Developmental Assignments
(Pilot) Program Policy

1. PURPOSE. This memorandum establishes policy, procedures and responsibilities for the FD Voluntary Developmental Assignments Program. The purpose of the program is to provide a broadening opportunity for assigned Department of the Army civilian personnel to enhance and develop knowledge, skills and abilities through temporary rotations to a different position and environment. This program is based on the voluntary participation of FD civilians. There shall be no mandatory or command directed reassignment of development assignments under this pilot program.

2. CONCEPT OF OPERATIONS. This program consists of:

a. Voluntary Individual Developmental Assignment - A temporary developmental assignment that gives participants an opportunity to voluntarily perform sets of duties in another functional area, organization, and different physical location (no cost move).

b. Voluntary Developmental Swap Assignment - Two individuals voluntarily swap assignments for the same period of time and are both qualified for the position.

3. PROGRAM OBJECTIVES.

a. To offer training and developmental opportunities for professional growth of the workforce.

b. To provide a valuable developmental tool that presents an excellent opportunity for building broader knowledge of the organization and gaining practical experience in a variety of leadership competencies.

c. To meet current employee and organizational needs, and also to promote long-term workforce capability and agility.

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4. APPLICABILITY.

a. This policy is applicable to GS15 and below Department of the Army civilian personnel assigned to the Force Development Directorate, Army G-8.

b. This policy does not apply to Summer Interns or civilians in any other type capacity besides career status (3 years of continuous creditable service).

5. ELIGIBILITY.

a. Participants must have a minimum of three years of government civilian service with two years assigned to FD.

b. Participant's grade must match the requirements of the position announcement.

c. Participants must have a minimum of all "S" on last three appraisals.

d. Participants cannot be the subject of a pending disciplinary action.

6. DEFINITIONS.

a. Host organization - The organization with the developmental assignment.

b. Parent organization - The participant's organization.

c. Participant - The employee who voluntarily pursues or is selected for a developmental assignment.

d. Developmental Assignment Program Administrator - The person providing program administration and coordination.

e. Pilot Program - The program will be conducted on a test basis for one year. During the year, the program will be closely monitored and evaluated. At the end of the one year pilot, the FD directorate deputies will analyze feedback from the participants, host supervisors, and the parent supervisors to determine the level of interest, the effectiveness of the program, and to decide whether to continue the program. If this program is continued beyond the pilot period, it will be administrated by the Directorate of Resources (DOR).

7. RESPONSIBILITIES. Refer to Enclosure 1.

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8. PROCEDURES. Refer to Enclosure 2.
9. MEMORANDUM OF UNDERSTANDING (MOU). Refer to Enclosure 3.
10. SAMPLE ANNOUNCEMENT. Refer to Enclosure 4.
11. My point of contact and Program Administrator for this policy is Ms. Marjorie McCants, (703) 695-4976 or marjorie.h.mccants.civ@mail.mil. The alternate point of contact is Mr. Edward Bodling, (703) 545-1752 or edward.f.bodling.civ@mail.mil.

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ENCLOSURE 1
RESPONSIBILITIES

1. **Director's Initiative Group** shall:

a. Build and maintain a tab on the FD site of the G-8 homepage for the professional development program. Establish a second level specifically for the voluntary developmental assignment program to enable posting of information and position announcements.

b. Restrict availability and use of the site to only FD personnel throughout the pilot period.

c. Apply Google analytics to the site to enable tracking site usage as one measure of evaluating the program at the end of the pilot.

2. **FD Directorate Deputies (FD, DOR, DJI, DOM)** shall:

a. Oversee the development and implementation of the voluntary developmental assignments program.

b. Obtain the director's decision on applicants whose supervisory chain does not concur with their request to pursue a voluntary developmental assignments position.

c. Evaluate the program at the end of the pilot period to determine whether to continue or terminate the program based on feedback from all stakeholders affiliated with the program. The plan for assessing the program will be developed under separate cover.

3. **Program Administrator** shall:

a. Carry out responsibilities to implement and manage the voluntary developmental assignments program.

b. Ensure the program operates within the FD leadership framework and complies with the requirements of Equal Employment Opportunity principles, statutes, and regulations.

c. Ensure policy and procedural information on the program is disseminated to all FD personnel.

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d. Establish and maintain FD's voluntary developmental assignments program web page in collaboration with the G-8 DIG for posting of developmental assignments and information to execute the program.

4. **Parent Organization Division Chief or Deputy Division Chief** shall:

a. Comply with the process as outlined at enclosure 2.

b. Provide validation to the Program Administrator that the participant has been assigned to FD for a minimum of two years and he or she is not pending adverse actions.

c. Sign and adhere to the terms of the FD voluntary developmental assignments program memorandum of understanding.

d. Inform the host supervisor of desired developmental goals for the participant.

e. Confirm or negotiate the developmental assignment start and end dates through collaboration with the host supervisor and participant.

f. Submit a request for personnel action (SF 52) to document the participant's assignment to the host organization, if the developmental assignment is expected to last more than 30 calendar days.

g. Coordinate participant's leave request with host supervisor. Approve leave request and time certification as normal through Automated Time, Attendance, and Production System.

h. Evaluate and rate the participant's performance based on written input from the host supervisor.

i. Complete appropriate evaluation of the voluntary developmental assignments program to help determine the effectiveness of the program.

j. Help the participant transition back into their position of record and provide opportunities for the participant to apply their learned knowledge and skills to the fullest extent possible after completion of their developmental assignment.

5. **Host Organization Division Chief or Deputy Division Chief** shall:

a. Comply with the process as outlined at enclosure 2.

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- b. Sign and adhere to the terms of the FD voluntary developmental assignments program memorandum of understanding.
- c. Coordinate participant's leave request with host supervisor.
- d. Establish developmental goals, in collaboration with the participant and the participant's supervisor.
- e. Provide the participant with written expectations of duties to be performed during the developmental assignment.
- f. Help the participant transition into the organization and provide him or her with workspace and any other necessary resources.
- g. Complete a performance review at the end of the participant's developmental assignment and provide a copy to the parent supervisor for use in preparing the participant's annual performance appraisal. The review may be submitted via email. If the rotation crosses evaluation end dates (30 Jun and 31 Oct), provide the parent supervisor with an interim evaluation.
- h. Complete evaluation of the voluntary developmental assignments program to help determine the effectiveness of the program.

6. **Developmental Assignments Program Participants** shall:

- a. Sign and adhere to the terms of the FD voluntary developmental assignments program memorandum of understanding.
- b. Notify the host organization of any previously approved leave that is scheduled to occur during the developmental assignment.
- c. Complete appropriate evaluation of the voluntary developmental assignments program to help determine the effectiveness of the program.
- d. Coordinate leave request via email to the host supervisor. Upon approval, follow normal leave procedures with your parent supervisor.
- e. Adhere to the telework and alternate work schedule as directed by the host supervisor.

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ENCLOSURE 2
PROCEDURES

1. Voluntary Developmental Assignments Program Procedures.

a. The FD developmental assignment program administrator shall identify an FD host organization with an available position. The position may be a vacant Table of Distribution and Allowances (TDA) position, a non-TDA position, or a project.

b. The host supervisor shall provide, at a minimum, information required to announce the position such as duty description, required grade, preferred time period (not to exceed 120 days), and any other information deemed pertinent to the position. (See enclosure 4) (Request for assignments exceeding 120 days is an exception and will be considered on a case-by-case basis)

c. The program administrator shall send a notification email out to FD personnel announcing the opportunity and provide a link to the Army G-8 webpage, FD tab, to view position announcements along with other guidance and criteria.

d. Interested individuals shall submit their resume to the given email address by the suspense date. If more than one resume is received, the host supervisor will make a selection based on the resumes.

e. Eligible and qualified personnel submitting a resume will be given equal consideration for the position. Parent supervisors cannot prohibit or disapprove their personnel voluntarily submitting to participate in the developmental assignments program. Disapprovals can only be given at the directorate level. The process for requesting disapproval of a request follows:

(1) The Division Chief will send an email request to their director via the Deputy Director for disapproval of their personnel to apply for a specific developmental assignment position. The program administrator should be "cc'd" on the email for the purpose of not forwarding resumes to the selecting official until a determination is made on the applicant at question.

(2) The Deputy Director will advise the Division Chief and the program administrator via email of the decision so that the resume may be forwarded to the host supervisor or returned to the participant accordingly.

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(3) The completed action will be maintained for record with all other affiliated documents pertaining to the specific announcement.

f. The program administrator shall review the applicant's information to ensure compliance with the eligibility requirements as follows:

(1) Contact parent supervisor to validate the applicant has a minimum of two years assigned to FD and the applicant is not pending adverse actions.

(2) The program administrator shall provide the executive assistant, directorate of resources a by-name list of the applicants to validate they received a minimum of "S" on last three appraisals.

(3) Applicants not meeting eligibility criteria shall be notified with justification for return of their resume. After validating the eligibility of the applicants, the program administrator shall forward the resume(s) to the host supervisor for selection. Depending on the number of resumes received, this process may take a week or more. If the host supervisor deems the position to be a recurring opportunity, he or she may also select the second and third rotation (further coordination required).

g. Upon selection, the program administrator shall notify the selectee and coordinate a meeting with the host supervisor, parent supervisor, and the participant to sign the memorandum of understanding (MOU). All parties will receive a copy of the signed MOU and a copy will be electronically filed for record. The applicants not selected will also be notified of their status.

h. Voluntary Swap Assignment - This type of assignment will be handled on a case-by-case basis. The interested individual may assist the program administrator with identifying an individual to swap assignments. The program administrator will identify a process and assist with staffing the action for chain of command concurrence. If interested individual is assigned to organization outside of G-8, approval is required by the Deputy G-8.

i. At the conclusion of the developmental assignment, the host supervisor shall provide the parent supervisor email documentation of accomplishments for inclusion in the participant's appraisal.

j. The program administrator shall monitor the assignment and forward a post assignment evaluation sheet for completion by all signatories of the MOU.

2. Restrictions and Limitations.

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a. Rotations shall typically be three to four months long. Requests for extensions shall be addressed on a case-by-case basis.

b. Back-to-back rotations are prohibited under the voluntary developmental assignments program. At the end of the developmental assignment, there will be a hiatus of at least twelve months before starting another rotation.

c. There shall be no unauthorized rotations. While employees are encouraged to pursue their career objectives and broaden their knowledge, skills and abilities accordingly, they may not pursue or activate a rotation by circumventing the FD voluntary developmental assignments program process.

d. Participants shall not physically remain in their parent work area during the developmental assignment. The host organization shall provide workspace.

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ENCLOSURE 3

MEMORANDUM OF UNDERSTANDING (MOU) / FD# _____

Participant: _____ **Date:** _____

Position: (To be completed by the participant)

Rotation Title: _____

Rotation Directorate, Division, Room #: _____

Rotation Supervisor: _____

Time Period of Rotation: From _____ To _____

Hours of Duty: From _____ To _____

Do you understand the responsibilities of the position? Yes / No (circle)

Other information pertinent to the rotation understanding:

- Any request for early termination of a developmental assignment will be reviewed and approved at the directorate level.
- The participant will work within the workspace of the host organization.
- Leave authority and submission will not transfer to the host organization; however, the participant will coordinate leave requests with host supervisor.
- The participant will work within the telework and work schedule framework of the host organization.

Participant Acknowledgement and Understanding of the Information on this MOU

I agree to participate in this voluntary developmental assignments program with the understanding that this is not a permanent position and that I will be returned to my position of record upon completion of the assignment or upon the early termination of the assignment based on an approval at the directorate level. Additionally I understand that participation in this program conveys no entitlement to any other position or a promotion.

Sign _____ **Date** _____

HOST SUPERVISOR

Print _____ **Sign** _____ **Date** _____

PARENT SUPERVISOR

Print _____ **Sign** _____ **Date** _____

PROGRAM ADMINISTRATOR

Print _____ **Sign** _____ **Date** _____

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ENCLOSURE 4
SAMPLE TEMPLATE FOR ASSIGNMENT ANNOUNCEMENT

Rotation Number: FD001

SUSPENSE: Date _____. Send resume to marjorie.h.mccants.civ@mail.mil and edward.f.bodling.civ@mail.mil

Developmental Position Title: Synchronization Staff Officer

Developmental Time Period: February 3, 2015 to June 3, 2015

Duty Location: FDB, Force Protection Branch, Room # 3D449

Grade Required: GS13 / GS14

Position Description:

Major Duties and Responsibilities: