

CNET INSTRUCTION 12410.5

Subj: ROTATIONAL ASSIGNMENT OPPORTUNITIES

Ref: (a) CNETINST 12410.4  
(b) DoD Directive 1430.16  
(c) HRO MSP 12335  
(d) OPM Delegation Agreement of 6-13-80

Encl: (1) Rotational Assignment Handbook

1. Purpose. To establish procedures to govern rotational assignments throughout the Naval Education and Training Command (NAVEDTRACOM) in accordance with references (a) through (d). References (a), (b), and (c) provide specific requirements for participation in rotational assignments, and reference (d) allows for movement of personnel across organizational boundaries and provides a flexible approach and mechanism to meet individual training and developmental needs.

2. Discussion. An effective development process attempts to integrate theoretical and experiential learning in a way that provides a comprehensive awareness of all aspects of leadership and management skills. Use of rotational assignments is a valuable developmental tool that provides an excellent opportunity for building knowledge of the organization and "hands on" experience in numerous leadership competencies. The Civilian Leadership Development (CLD) Program and the Defense Leadership and Management Program (DLAMP) rely on rotational assignments for development of program participants. Rotational assignments provide:

- Opportunities for enhancing/broadening leadership, technical, and functional competencies
- Cross training and development
- Increased inter-organizational understanding, communication, and cooperation
- Greater corporate knowledge/perspective
- Development of external awareness

- Advanced managerial and executive experience
- Highly capable staffing for special projects and/or temporary vacancies

3. Rotational Assignment Registers will be established twice yearly and may be updated as needs arise. Although these registers will be open to all employees, priority consideration will be given to CLD participants who have completed the CLD assessment process, developed an Individual Leadership Development Plan (ILDP), identified competencies to be gained through specific rotational assignments, and who have not participated in another rotational assignment during the preceding year. Employees who are currently in a disciplinary status or pending disciplinary action are not eligible for a rotational assignment. However, past disciplinary action will not be a factor in rotational assignment placements.

#### 4. Policy

a. Rotational assignments will be used to provide developmental opportunities that are not otherwise obtainable through normal career progression and will be open to all NAVEDTRACOM personnel at grade levels GS-5 and above. DLAMP rotational opportunities are identified at the GS-14/15 level for 12-month assignments.

b. Rotational assignment opportunities will be established in program areas that embody the mission of the NAVEDTRACOM. Positions that manifest one or more of the core competencies identified on pages 7-10 of enclosure (1) to reference (a) may be identified for CLD rotational assignments. Positions offering a career broadening opportunity to increase one's experience and knowledge of Department of Defense (DoD) through a NAVEDTRACOM assignment are ideal for DLAMP participants.

c. Reference (c) states that competitive procedures are required for details or temporary promotions for more than 120 days per calendar year. As a general rule, CLD rotational assignments will be limited to 120 days. DLAMP rotational assignments are for 1 year. Rotational assignments of more than 120 days will be announced and current competitive rating and selection procedures will be used.

d. All provisions of this instruction apply to Bargaining Unit employees except in cases of conflict. In those circumstances, the negotiated agreement will take precedence.

e. An ILDP is an agreement between the CLD participant, his/her immediate supervisor, mentor, and the CLD Administrator.

Therefore, once an ILDP is approved, maximum effort will be made to ensure that the participant receives rotational assignments within the established time frame.

f. Travel/per diem expenses, unless negotiated and agreed upon by host activity, will be borne by the parent command.

## 5. Action

a. Division Directors/Special Assistants (DD/SA) will:

(1) Identify positions conducive to rotational assignments, notify the CLD Administrator of the availability of these billets, and support employees in their use of this valuable learning resource.

(2) Provide attachment A to enclosure (1) to the CLD Administrator by 30 March and 30 September of each year for inclusion in the NAVEDTRACOM Rotational Assignment Clearinghouse and biannual rotational assignment registers.

b. The CLD Administrator will:

(1) Maintain the NAVEDTRACOM Rotational Assignment Clearinghouse.

(2) Coordinate advertising/marketing of NAVEDTRACOM Rotational Assignment Clearinghouse positions.

(3) Coordinate establishment of biannual Rotational Assignment Registers with the servicing Human Resources Office (HRO).

c. Servicing HROs will announce rotational assignments in excess of 120 days and will assist with the selection process using existing competitive procedures.

6. Reports. Annual reports are due on 1 October of every year. Section I, paragraph 10 of enclosure (1) refers. Report control symbol CNET 12410-3 is assigned and is approved for 3 years from the date of this instruction.

7. Forms. CNET forms 12410/10, 12410/11, 12713/12, and 12713/14 may be obtained from the CLD Administrator (CNET LEAD 125).

Distribution (CNETINST 5218.2C):  
Lists I through V

# ROTATIONAL ASSIGNMENT HANDBOOK

## INDEX

<u>SECTION</u>	<u>TOPIC</u>
I . . .	.GENERAL PROVISIONS
II. . .	.RESPONSIBILITIES
	CLD ADMINISTRATOR
	CLD WORKING GROUP
	CLD/DLAMP MENTORS
	SUPERVISORS OF RECORD
	ROTATIONAL SUPERVISORS OF CLD/DLAMP PARTICIPANTS
	CLD/DLAMP PARTICIPANTS
	COMPETENCY DEFINITIONS
III . . .	.RESPONSIBILITIES
<u>ATTACHMENTS</u>	
A	Rotational Assignment Opportunity Identification Form
B	Rotational Assignment Screen-out/ Pre-qualification Factors
C	CNET CLD Program Progress Review for Rotational Assignments Form

## I. GENERAL PROVISIONS

1. Rotational assignments may range from 1 week to 1 year and may include cross training, job exchanges, shadow assignments, details, or temporary promotions. For assignments of 121 or more days, appropriate competitive processes will be used to select participants. Assignments of 120 and less days may be filled without formal recruitment competition.

2. The gaining supervisor identifies the type, duration, and relevant competencies of a rotational assignment when he/she submits the Rotational Assignment Opportunity Identification Form (attachment A to enclosure (1)). Careful thought is to be given to the objectives and outcomes desired to ensure that the assignment provides a meaningful experience for participants and addresses the needs identified in their ILDP/IDP.

3. A dynamic clearinghouse of positions identified for NAVEDTRACOM rotational assignments will be a permanent feature of the CNET Homepage at <http://www.cnet.navy.mil/>. Rotational assignment opportunities may be added to the clearinghouse at any time during the year.

4. A NAVEDTRACOM Rotational Assignment Register will be established twice annually for all positions contained in the Clearinghouse in accordance with references (a) through (d). These biannual registers will establish pools of applicants for multiple rotational assignments at various levels, series, and time frames. This will enable a domino effect when back-filling rotations, enable job-swap considerations, and maximize the time expended in selecting/placing participants.

5. Priority consideration for rotational assignments will be given to CLD participants who have signed ILDPs that identify competencies to be gained by a specific rotational assignment. Equal opportunities for rotational assignments are extended to all program participants without regard to race, color, sex, religion, national origin, age, and mental or physical disabilities.

6. To the maximum extent possible, rotational assignments will not result in temporary promotions. Rather, they will be offered as details to a set of duties or a specific position description at the participant's current grade level. In instances where a temporary promotion is required, it must meet existing regulatory requirements and is subject to formal competitive processes.

7. When there is only one applicant for a rotational assignment or time slot, a competitive selection process is not required. Placement will be accomplished by approval of the gaining and losing supervisors. When a single applicant has a current ILDP, properly signed by his/her supervisor for the competencies offered by the rotational assignment in question, the only approval required is that of the gaining supervisor. When there are two or more applicants for a rotational assignment, selection procedures adhering to merit principles must be followed.

8. All assignments will be officially recorded using SF52s that have been coordinated through the gaining and losing supervisors. The authority for rotational assignments is "OPM Delegation Agreement of 6-13-80," and is to be annotated on SF52s.

9. All participants will retain their official position of record and will return to it upon completion of the rotational assignment.

10. Activity reports are due to the CLD Administrator by 1 October of every year. Data requirements are:

a. Number of internal rotational assignments:

\*Identified (on Activity listing or CNET's Clearinghouse)

\*Completed: Number by series/grade/length/location/race/sex/ethnicity/disabling condition.

\*Planned in ILDPs

\*With more than one participant in last year:  
Number by series/grade/length/location

b. Number of external rotational assignments:

\*Planned in ILDPs

\*Completed: Number by series/grade/length/location/race sex/ethnicity/disabling condition.

## II. RESPONSIBILITIES

1. The CLD Administrator (CLDA) has primary responsibility for implementing and monitoring the rotational assignment process and will provide guidance and assistance to all participants as needed. Specific duties are to:

a. Publish NAVEDTRACOM rotational assignment opportunities through a clearinghouse.

b. Notify appropriate participants, supervisors of record, and rotational supervisors of selections for rotational assignments. Provide reasonable/maximum advance notice to all parties.

c. Document participant assignment locations, dates, and successful completion of the assignment.

d. Monitor participant and program evaluations to certify/document success of the program and of each participant's completion.

e. Approve/disapprove requests for early conclusion or termination of rotational assignments. See Section III below for specific information.

2. The CLD Working Group is comprised of a cross section of the CNET Headquarters staff, and reflects the military/civilian, majority/minority, and male/female mix of the NAVEDTRACOM workforce to the maximum extent possible and will:

a. Review all Rotational Assignment Opportunity Identification Forms (attachment A to this handbook) to ensure minimum qualifications are met. Applications that do not meet minimum qualifications will be returned to the applicant with an explanation.

b. Coordinate establishment of biannual NAVEDTRACOM Rotational Assignment registers (no later than 30 March and 30 September) with HRO and the CLD Administrator.

c. Assist with scheduling multiple assignments simultaneously, thereby maximizing backfill opportunities.

d. Schedule rotational assignments to accommodate the needs of participants, supervisor of record, and rotational supervisor to the greatest extent possible.

e. Evaluate the rotational assignment process on an annual basis and provide feedback to the CLD Administrator. This should include whether rotation assignments are meeting needs/expectations of participants, supervisors of record, and rotational supervisors, and whether CLD competencies are increasing.

3. CLD/DLAMP Mentors will:

a. Assist participants in identifying rotational assignment needs and opportunities and applying for rotational assignments.

b. Meet with participant and rotational supervisors at the beginning of the assignment to ensure all personnel understand the expectations of the assignment.

c. Meet with the mentored employee to discuss their progress during the assignment and how well developmental needs are being met.

d. Participate in the evaluation process at mid-point and at the end of the rotational assignment.

4. Supervisors of Record will:

a. Identify potential rotational assignments and inherent leadership competencies within own organization.

b. Assist employees with identifying rotational assignment needs and opportunities.

c. Provide employees an opportunity to accomplish appropriate rotational assignments.

d. Detail participants to the set of duties or position description of the rotational assignment. Personnel actions shall be prepared in accordance with the HRO Pensacola Merit Staffing Plan (reference (c)).

5. Rotational Supervisors of CLD/DLAMP Participants will:

a. Select participants for specific rotational assignments based on requirements documented in participants' ILDPs/IDPs, Rotational Assignment Selection Criteria (attachment B to this handbook) and, when applicable, the Register of Eligibles for a specific rotational assignment.

b. Ensure rotational assignments meet the developmental objectives identified in the rotational opportunity clearinghouse.

c. Challenge participants in day-to-day assignments and provide immediate and constructive performance feedback.

d. Assist in setting realistic professional and personal development goals.

e. Help the participant transit into the organization by familiarizing him/her with the organizational and cultural values therein.

f. Meet with participants and their mentors at the beginning of the assignment to ensure all personnel understand the expectations of the assignment.

g. Evaluate the participant, as a minimum, at mid-point, and at the end of the assignment (attachment C to this handbook).

6. CLD/DLAMP Participants will:

a. Work with the supervisor of record, mentor, and CLD Administrator to identify appropriate developmental needs and rotational assignments that meet those needs.

b. Apply for rotational assignments as specified in the biannual clearinghouse announcements.

c. Meet with mentor and rotational supervisor at the beginning of the assignment to ensure all parties understand the expectations of the assignment.

d. Keep mentor apprised of progress.

e. Evaluate how well rotational assignments meet specific developmental needs.

f. Provide a copy of the final (not mid-year) evaluation to the supervisor of record and to the CLD administrator. The rotational assignment evaluation may be used as input to the rating of record for the rating year during which the participant was detailed.

### III. ENDING ROTATIONAL ASSIGNMENTS

1. Normally rotational assignments are terminated at the time specified in the participant's ILDP/IDP and as stated in the SF52 detailing him/her to the developmental position. Successful completion is documented when the rotational supervisor completes the evaluation and provides the CLD Administrator an official copy.

2. Rotational assignments may be concluded early when the participant and the rotational supervisor believe the objectives of the assignment were met earlier than expected and request early conclusion in writing to the CLD Administrator. The CLD Administrator will review the request with the mentor, participant, and supervisor; will approve or disapprove it; and will notify the participant, rotational supervisor, and supervisor of record of the decision. The participant will be credited with accomplishment of the competency and the assignment will end. However, only the actual time the participant is detailed may be claimed as experience on future merit promotion applications.

Rotational Assignment Evaluations (attachment C to this handbook) will reflect the terms of any early conclusion.

3. It is understood that situations may arise that will necessitate termination of a rotational assignment. Terminations are different from early conclusion because they do not result in successful completion of the assignment or the competency. Therefore, they should be rare. To request termination, the participant, the rotational assignment supervisor, or the supervisor of record may submit a written request to the CLD Administrator with a copy to each of the other principles. The CLD Administrator will present the request to the Civilian Leadership Board, which will issue a decision as to whether termination can be granted. Rotational Assignment Evaluations (attachment C to this handbook) will reflect the terms of the termination.

Attachments:

A-Rotational Assignment Opportunity Identification Form

B-Rotational Assignment Screen-out/Pre-qualification  
Factors

C-CNET CLD Program Progress Review for Rotational  
Assignments Form

**ROTATIONAL ASSIGNMENT OPPORTUNITY IDENTIFICATION FORM**

---

\*Job title, series, and grade of position

---

\*Title and address of sponsoring division/code

---

\*Name, phone and e-mail address of supervisor

\*One-time\_\_\_\_\_ or standing\_\_\_\_\_ rotation?

\*Number of opportunities available at one time\_\_\_\_\_

---

\*Dates/length of each assignment for the year

\*Level of required security clearance\_\_\_\_\_

\*Brief description of duties (Include scope, nature and complexity of work. If a Position Description is used, identify duties to be assigned to the participant. It is unlikely a short-term employee will accomplish every duty in the PD.)

\*CLD competencies to be attained/enhanced. (If assignments are for various lengths of time, specify competencies to be gained for each assignment (longer assignments may allow the participant to obtain additional competencies.)

\*Qualifications, education, and physical requirements.

**ROTATIONAL ASSIGNMENT SCREEN-OUT AND  
PRE-QUALIFICATION FACTORS**

1. Applicants must meet the following criteria to be eligible to participate in a rotational assignment:

a. Received fully satisfactory or higher rating on last performance evaluation.

b. Meets, or can obtain, required security clearance by rotational assignment date.

c. No current or pending disciplinary action.

Note: he/she may reapply after successful conclusion of the disciplinary action.

2. Additional consideration will be given as follows:

Current CLD participant . . . . . 5 points

360 degree assessment completed. . . . . 5 points

ILDP completed . . . . . 5 points

ILDP competencies are specific to  
this rotational assignment. . . . . 5 points

Applicant has not had the opportunity  
to participate in a rotational assignment  
during the past year . . . . . 10 points

CHIEF OF NAVAL EDUCATION AND TRAINING  
 CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM  
 PROGRESS REVIEW FOR ROTATIONAL ASSIGNMENTS

NAME		GRADE	
MENTOR NAME/ORG	CODE	TELEPHONE	
COMPETENCIES	SERIES	WORKING	PROBLEMS ENCOUNTERED
PARTICIPANT'S COMMENTS			
MENTOR'S COMMENTS/RECOMMENDATIONS			
CLDA RECOMMENDATIONS			
SUPERVISOR'S COMMENTS/RECOMMENDATIONS			
PARTICIPANT SIGNATURE DATE		SUPERVISOR SIGNATURE DATE	
MENTOR SIGNATURE DATE		CLDA SIGNATURE DATE	