

EMPLOYEE DEVELOPMENTAL ROTATIONS POLICY

I. Purpose

This Directive establishes the Department of Homeland Security's (DHS) policy for the developmental rotational assignment of civilian employees, including those offered under the Department's Homeland Security Rotation Program (HSRP).

II. Scope

- A. This Directive covers developmental Rotational Assignments (RA) for DHS civilian employees, including Senior Executive Service (SES), performing RAs within DHS as well as RAs to other federal agencies, congressional committees, and the White House. The RAs covered in this Directive are for temporary assignments intended primarily for the employee's development.
- B. This Directive also covers excepted service employees, except when Public Law 107-71, Aviation and Transportation Security Act, requires otherwise. Components with excepted service employees comply with requirements in Title 5, Code of Federal Regulations (CFR), Part 213, Excepted Service.
- C. This Directive does not cover details or detailees. Management Directive 3130.2, Employee Details, applies to details and detailees. A RA is not a detail.
- D. This Directive conforms to the Executive Order Strengthening the Senior Executive Service.

III. Authorities

- A. Public Law 109-295, Section 622, Establishment of Homeland Security Rotation Program at the Department of Homeland Security
- B. Title 5, United States Code (U.S.C.) § 4103, Establishment of Training Programs
- C. Title 5, U.S.C. § 4118, Training regulations
- D. Title 6, U.S.C. § 414, Homeland Security Rotation Program

- E. Title 5, CFR Part 213, Excepted Service
- F. Title 5, CFR, Part 410, Training
- G. Executive Order, Strengthening the Senior Executive Service, issued December 15, 2015
- H. U.S. Department of Homeland Security Workforce Strategy, Goal 3.2

IV. Responsibilities

A. **DHS Chief Human Capital Officer.**

1. Develops Department-wide instructions (using the Directive 112-01, DHS Directives System process) pertaining to RAs, consistent with applicable Federal laws and regulations.
2. Ensures that DHS Components develop Component-level standard operating procedures in compliance with DHS Directives and Instructions.
3. Promotes RA opportunities.

B. **DHS Office of Legislative Affairs** reviews and concurs on requests for RAs to the U.S. Congress.

C. **DHS Office of White House Liaison** reviews and concurs on requests for RAs to the White House.

D. **DHS Office of Policy** reviews and concurs on requests for RAs to DHS locations in foreign areas.

E. The **Component's Employee Relations Office** reviews and ensures there are no disciplinary actions pending review and disposition on any participating individual, prior to placement in a rotation.

F. **Component Heads:**

1. Support the development of their employees. Components that already have or desire to establish a developmental rotation program, ensure their program incorporates this DHS policy and procedures.
2. Promote RA opportunities for all employees to include Senior Executives.

3. Designate a Component Developmental Rotations Program Coordinator.
4. Approve requests for RAs to DHS locations in foreign areas with concurrence of the Office of Policy.

G. **Executive Director, Headquarters Human Resources Management and Services** assumes the responsibilities listed under section IV.F. for all Support Components, with the exception of the National Protection and Programs Directorate (NPPD), the Office of Inspector General (OIG), and the Federal Law Enforcement Training Center (FLETC).

H. **Heads of NPPD, OIG and FLETC** assumes the responsibilities listed under section IV.F. for their respective Support Component.

I. **DHS Chief Learning and Engagement Officer:**

1. Advocates for RA opportunities within Components.
2. For cross-Component RAs within DHS, provides overall oversight, administration, and support for the HSRP, in compliance with Public Law 109-295, Section 622, Establishment of Homeland Security Rotation Program at the Department of Homeland Security, and in compliance with Executive Order, Strengthening the Senior Executive Service.
3. Maintains the DHS Developmental Rotations website on DHS Connect, which includes additional guidance, artifacts, and other helpful information for participants, managers, and Component Developmental Rotations Program Coordinators.

J. **DHS Office of the Chief Human Capital Officer (OCHCO) Executive Services Office** provides guidance and procedures for the SES rotations program.

V. Policy and Requirements

A. **Developmental Rotation of Employees:**

1. SES rotation assignments provide an opportunity to cultivate seasoned leaders with broad and diverse experiences who can lead a variety of organizations.
2. RAs may occur between excepted and competitive service positions as prescribed in 5 CFR § 213. Supervisors and coordinators ensure excepted service employees do not exceed service limitations.

3. The duration of a RA is up to 180 days or six months and may be extended an additional 180 days up to a maximum of one year except when subject to other limitations as prescribed in any of the above cited references. Request for extensions are submitted by the hosting office to the office of record for approval, including employee agreement to extension.

B. **Reimbursement Requirements:**

1. RAs are non-reimbursable, unless otherwise agreed upon by both offices through an interoffice memorandum of agreement. Pay and timekeeping responsibilities belong to the office of record.
2. Any requirements for training or travel during the RA and related to the duties of the RA are at the expense of the host office.

VI. Questions

Address questions or concerns regarding this Directive to OCHCO.



Russell C. Deyo
Under Secretary for Management



Date