

**ACQUISITION WORKFORCE WORKING GROUP ROTATIONAL EXCHANGE
PROGRAM**

MEMORANDUM OF UNDERSTANDING

BETWEEN

OFFICE OF THE SENIOR PROCUREMENT EXECUTIVE

AND

PARTICIPATING OPERATING ADMINISTRATIONS

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the United States Department of Transportation Acquisition Workforce Working Group (AWWG) Rotational Exchange Program. The AWWG Rotational Exchange Program is a 6 month pilot designed to provide an opportunity for acquisition employees (GS-1102) employees to gain specific acquisition experience in a rotational assignment. To support this goal, the Office of the Senior Procurement Executive (OSPE) will provide the necessary administrative support for the program and participating Operating Administrations (OAs) will provide the specific rotational assignments.

II. BACKGROUND

A rotational exchange program is a tool which can be used to improve the retention of acquisition professionals by providing them career development opportunities while also addressing identified competency gaps. Once implemented, a rotational exchange program can provide opportunities for acquisition professionals to learn new technical and interpersonal skills and apply skills learned in training to on-the-job-experiences. These informal learning opportunities are important in creating teams and building intra- and interagency networks to which professionals may turn when seeking advice or best practices.

The Rotational Exchange Program will be open to Contracting Officers and Contract Specialists (GS-1102) in grades 9 to 13. The program will provide an opportunity for individuals to participate in an exchange of positions for up to 6 months. A manager with a staff member participating in the program is eligible to accept a staff member from a different Mode for a corresponding rotation.

III. RESPONSIBILITIES OF THE OSPE UNDER THIS MOU. The OSPE shall undertake the following activities:

- Publicize/Market the Rotational Exchange Program
- Ensure Rotational Exchange Program Descriptions are posted.

- Receive and evaluate resumes. Ensure that all applicants are current 1102s.
- Disseminate eligible resumes to appropriate manager
- Ensure HR notifies candidates of selection and that all eligible candidates are placed.
- Ensure that paper 52 is provided to appropriate Human Resource Office.
- Ensure confidentiality of all files.

IV. **RESPONSIBILITIES OF THE PARTICIPATING OPERATING ADMINISTRATIONS UNDER THIS MOU.** The participating OAs shall undertake the following activities:

- Will provide at least one rotational assignment. Provide written description of assignment indicating length, knowledges needed and duties to be performed (Attachment A).
- Submit description to Program Administrator.
- Receive resumes, conduct interviews, and make selection.
- Provide orientation for selectee.
- Complete rotational assignment agreement (Attachment B).
- Complete evaluation of assignment.
- Ensure completion of paper 52 to document assignment.

V. **IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT**

- Agreement may be modified with the agreement of both OSPE and the participating OAs.
- Initial program will be a 6-month Pilot. The program shall only be terminated by the agreement of both the OSPE and the participating OAs.

VI. **FUNDING**


This MOU does not provide for the reimbursement of funds between the losing and gaining offices. The losing office will continue to pay salary of the employee.

VII. **RECORDS**

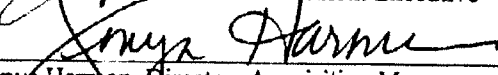
All program records will be maintained in a secure cabinet. Pilot program will be evaluated by both participants and management. Feedback instrument will be designed and used to capture responses.

VIII. EFFECTIVE DATE AND SIGNATURE

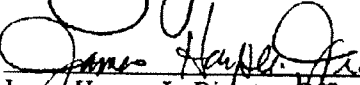
This MOU shall be effective upon the signatures of the Senior Procurement Executive and the Participating Operating Administration authorized officials.




Willie H. Smith, Senior Procurement Executive
Date 11/18/10



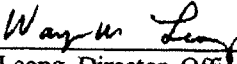
Sonya Harmon, Director, Acquisition Management (FMCSA)
Date 12/3/10



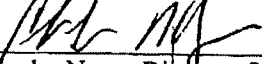
James Harper, Jr. Director, Office of Procurement (FTA)
Date 11/18/2010



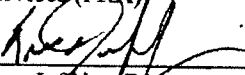
Maria Lefevre, Director, Office of Administrative Services (RITA)
Date 11/18/10




Wayne Leong, Director, Office of Acquisition (MARAD)
Date 11/23/10



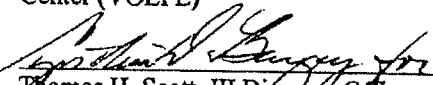
Charles Nurse, Director, Office of Acquisition and Grant Services (FRA)
Date 12/1/2010



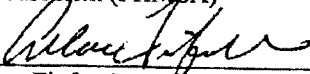
Ross Jeffries, Director, Office of Acquisition Management (NHTSA)
Date 11/18/2010



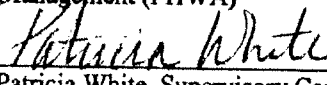
David S. Scali, Chief, Acquisition Division, RITA/VOLPE Center (VOLPE)
Date 11/18/10



Thomas H. Scott, III Director, Office of Contracts and Procurement (PHMSA)
Date 11/18/2010



Arlan Finfrock, Acting Director, Office of Acquisition Management (FHWA)
Date 11/18/2010



Patricia White, Supervisory Contract Specialist (SLSDC)
Date 12/9/10

Cindy Rooney

Cindy Rooney, Director, Acquisition Policy, Workforce
Development, and Evaluation (FAA)

11/18/2010
Date