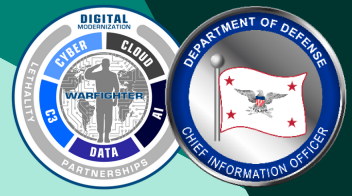


# CYBER WORKFORCE ROTATION PROGRAM CYBER HR MANAGER Q&A INFO SHEET



**NOTE: All DoD organizational identities that employ individuals under Cyber Excepted Service (CES) are eligible to participate in the Cyber Workforce Rotation Program (CWRP).**

## 1. How do CES Organizations participate in the CWRP??

DoD CIO Cyber Workforce Management Directorate (DoD CIO) will issue a Call for Rotation Opportunities announcing the next cycle for CWRP Nominations. The CES Organizations designated CWRP Program Manager will disseminate notice to the workforce that they will have 10 business days from the formal Call for Rotation Opportunities to submit opportunities via DoD's Emerging Technologies Talent Marketplace (DoD ETM). The full CWRP process is outlined in the implementation guidance and will be publicized and made available on DoD's ETM.



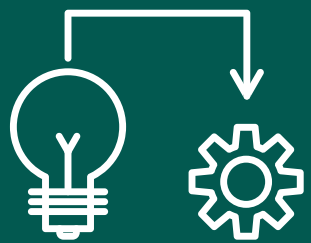
## 2. Who is responsible for the oversight of CWRP?

DoD CIO is responsible for administering and implementing the CWRP in coordination with participating CES Organizations. DoD CIO works with the designated Component or Command CWRP Point of Contact (POC) for the initial pilot of the program. DoD CIO will maintain program oversight for the initial launch of the program.

Following the piloting of the program, CWRP will be managed by the individual CES Organizations in accordance with the implementation guidance. During this time DoD CIO will continue to maintain program oversight.

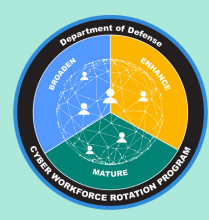
## 3. How will the CWRP be implemented?

The identified Component or Command CWRP POC will develop internal implementation guidance (to include internal quality controls) within 60 days of issuance of this policy, 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. Copies of the implementation guidance must be provided to the DoD CIO, within 14 days of publishing, and as updated.

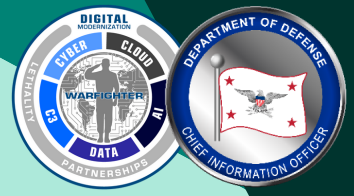


## 4. How are candidates selected?

After the application window closes, Host Supervisors will have two weeks to conduct interviews and select a viable candidate via the DoD ETM. DoD CIO will extend offers to the candidates that have been selected by the participating CES Organizations. Nomination templates and application procedures will be publicized and made available on the DoD ETM.



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## 5. How is the CWRP funded?

Funding responsibilities required of Home Organizations include:

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

Funding responsibilities required of Host Organization include:

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



## 6. Can CES Organizations select multiple candidates?

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.

## 7. What documents are included in the record keeping requirements?

The following documents must be maintained, 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.



## 8. What is the duration of CES Organization rotation assignments, and can they be extended?

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 by CES Organizations.