

### **Rotation with Industry**

The Office of Management has established agreements with public organizations and private enterprises to assign DOE federal project directors to rotational professional and managerial positions for greater scope and depth of work experience and better understanding of business culture, changes in business practices, and skills required to implement change. Such real-world experience encourages him or her to institute innovative changes and sound business practices once back at DOE.

1. The PMCDP participant must request a rotation through a supervisor/first line manager according to his or her program office policy.

---

2. *Rotation with Industry* assignments are available to project managers certified at Level 1 or higher as career-broadening experiences. Whether for certification or for CE credit, a *Rotation with Industry* assignment must be included as an IDP activity.

---

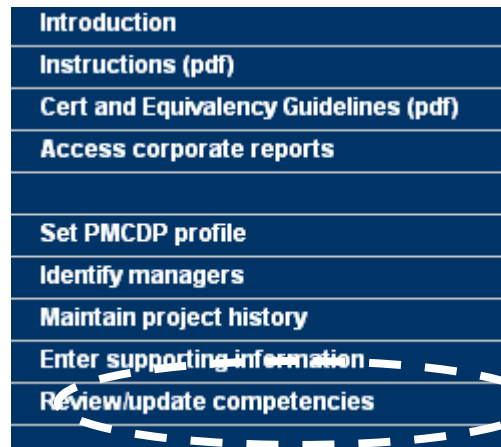
3. The PSO, Field Element Manager, Office Manager or other program official must nominate candidates for *Rotation with Industry* assignments. The Certification Review Board then approves certified federal project directors for rotational assignments according to his or her developmental needs and qualifications.  
  
To be eligible for the *Rotation with Industry* program under the PMCDP, a candidate must
  - Be a full-time DOE employee,
  - Possess at least a Level 1 certification, and
  - Maintain a satisfactory record of performance confirmed by reference checks.

---

4. To request a rotational assignment, you must enter it as a “Developmental Need,” enter pertinent financial and logistical data, select your approving officials, and fill out a rotational assignment request form.

---

5. Click on the PMCDP Menu, select “Review/Update Competencies.”



6. Choose a competency to update and click on “Update This Item” or to review a description of the competency, click on the competency number.

	Competency ID (click for description)	Competency Status					Justification or Comment
		Developmental Need			Equivalency/ Requirements Met	Waiver	
		Activity Type	Targeted Completion Date	Actual Completion Date			
<a href="#">Update this item</a>	1.1.1	College Course					
<a href="#">Update this item</a>	1.1.2				PMCDP Training		<a href="#">View comments</a>
<a href="#">Update this item</a>	1.1.3				Education & Experience		<a href="#">View comments</a>
<a href="#">Update this item</a>							

- PMCDP FOR*

Competency designation selection = **Developmental Need**


<b>Competency Status</b>			<b>Justification or Comments (2000 character limit)</b>
<b>Developmental need</b>	<b>Target Completion Date (mm/yyyy)</b>	<b>Actual Completion Date (mm/dd/yyyy)</b>	
<div style="border: 1px solid black; padding: 5px;">           - Select a developmental need -            Certification/License            College Course            Equivalent Training Course            Mentoring            On-the-job Training            Oral Board Review            Other            PMCDP Course            Rotational Assignment            Self Study            Written Examination         </div>	<input type="text"/>	<input type="text"/>	

- You will update this information with the actual completion date once you have completed the developmental need.

<b>Competency Status</b>			<b>Justification or Comments (2000 character limit)</b>
<i>Developmental need</i>	<i>Target Completion Date (mm/yyyy)</i>	<i>Actual Completion Date (mm/dd/yyyy)</i>	
<div> <div>- Select a developmental need -</div> <div>- Select a developmental need -</div> </div>	<input type="text"/>	<input type="text"/>	

SUBMIT

9. You may choose to enter justification or comments to assist your approval official. Enter applicable information in column titled “Justification or Comments.”

Competency Status *			Justification or Comments (2000 character limit)
Developmental need	Target Completion Date (mm/yyyy)	Actual Completion Date (mm/dd/yyyy)	
<div style="border: 1px solid black; padding: 2px;">           – Select a developmental need –         </div> <div style="border: 1px solid black; padding: 2px;">           – Select a developmental need –         </div>	<input type="text"/>	<input type="text"/>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             SUBMIT           </div>			

Click on “SUBMIT.”

10. A summary page with the header “PMCDP FOR [Your Name],” the number of the competency, the chosen developmental need, the target date, completion date, and any comments will appear. You can accept these inputs and submit this developmental need for approval, edit the information, or update another competency. Click on one option.

### *PMCDP FOR*

**This activity has been added to your IDP. Click on 'Update current IDP' in the IDP menu above to process your IDP.**

Competency ID:

Developmental need:

Target date:

Completion date:

Comments:

[\[Submit approval for rotational assignment\]](#) |  
[\[Update another competency\]](#) | [\[Re-edit this competency\]](#)

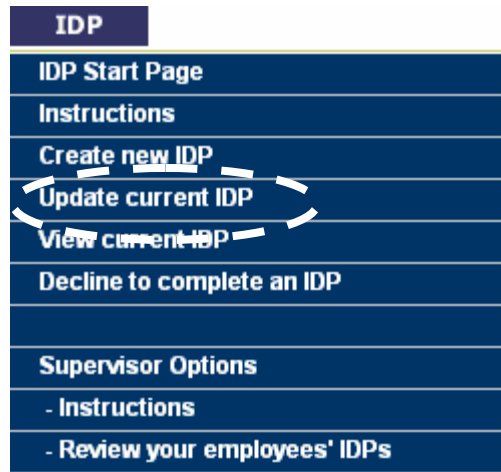
#### **Options:**

**Submit for approval:** This will generate an electronic message to the approving official you select requesting approval for this competency.

**Re-edit this competency:** This will bring you back to the original input screen for your update.

**Update another competency:** This will bring you back to the “Review/Update Competency” screen where you can select another competency to update.

11. This activity is automatically added to your IDP. Click on “IDP” on the top menu; choose “Update current IDP” to process your IDP.



12. If you choose “Submit approval for rotational assignment,” a screen with the header “PMCDP INDUSTRY ROTATION REQUEST FORM,” Step 1: Provide rotation assignment details” will appear.

***PMCDP INDUSTRY ROTATION REQUEST FORM***

**Step 1: Provide rotational assignment details**

Instructions: Complete as much of the form as possible. Click on the "Save and continue" button to select your managers.

\* - Required field

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

PMCDP competency: [1.1.2](#)

Target date: \_\_\_\_\_

Estimated travel costs: \$

Other costs (i.e. per diem, registration, etc.): \$

Rotation Dates: (mm/dd/yyyy) From: \*  To:

Location (city, state):

Justification: \*

13. Enter the estimated travel costs (in whole numbers only: do not enter “\$” sign).

**Step 1: Provide rotational assignment details**

Instructions: Complete as much of the form as possible. Click on the "Save and continue" button to select your managers.

\* - Required field

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

PMCDP competency: [1.1.2](#)

Target date: \_\_\_\_\_

Estimated travel costs: \$

14. Enter other costs (i.e. per diem, registration, etc.) (in whole numbers only: do not enter “\$” sign).

\* - Required field

Name:

Title:

Organization:

PMCDP competency:

1.1.2

Target date:

Estimated travel costs:

\$

Other costs (i.e. per diem, registration, etc.):

\$

15. Enter Rotational Dates (mm/dd/yyyy) for both “From” and “To” (required).

Other costs (i.e. per diem, registration, etc.):

\$

Rotation Dates: (mm/dd/yyyy)

From: \*

To:

16. Enter Location (city, state).

Estimated travel costs:

\$

Other costs (i.e. per diem, registration, etc.):

\$

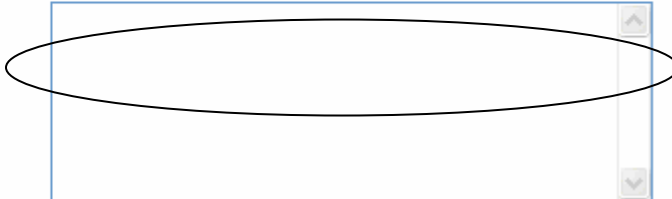
Rotation Dates: (mm/dd/yyyy)

From: \*

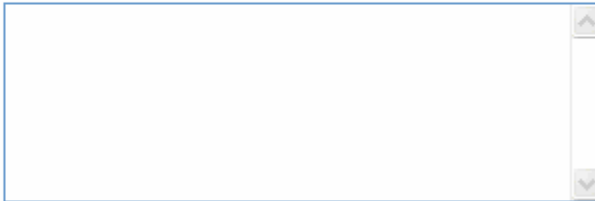
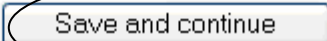

To:

Location (city, state):

17. Enter Justification (required).

Estimated travel costs:	\$	<input type="text"/>
Other costs (i.e. per diem, registration, etc.):	\$	<input type="text"/>
Rotation Dates: (mm/dd/yyyy)	From: *	<input type="text"/> To: <input type="text"/>
Location (city, state):	<input type="text"/>	
Justification: *	<div></div>	

- 
18. Click on “Save and continue.”

Estimated travel costs:	\$	<input type="text"/>
Other costs (i.e. per diem, registration, etc.):	\$	<input type="text"/>
Rotation Dates: (mm/dd/yyyy)	From: *	<input type="text"/> To: <input type="text"/>
Location (city, state):	<input type="text"/>	
Justification: *	<div></div>	
<div><div> Save and continue</div><div> Cancel request</div></div>		

---

19. The screen “PMCDP INDUSTRY ROTATION REQUEST FORM, Step 2: Identify managers” will appear. You must choose your approving officials. Choose up to four approving officials, in accordance with program office direction. At least one of these four individuals must be the site/office manager (required).  
If none is shown or you wish update your selection, click on “Change.” If the approving official is correct, click on “Submit Request.”

**PMCDP INDUSTRY ROTATION REQUEST FORM**

**Step 2: Identify managers**

**Instructions:** Identify the managers that will approve this rotational assignment request below. The site manager that you selected in your PMCDP profile has already been filled in below.

\* - Required field

First line manager (optional): *None selected*  
Second line manager (optional): *None selected*  
Third line manager (optional): *None selected*  
Site manager: \*

Name of Approving Official here

Submit Request

Cancel Request

[Change](#)  
[Change](#)  
[Change](#)  
[Change](#)

20. If you chose “Submit Request,” a screen with the header “PMCDP FOR [Your Name]” and the number of the competency will appear. This is notifying you that an automatic email has been sent to the name/email address you have selected.  
You may update another competency or re-edit this competency. Choose one.

**PMCDP INDUSTRY ROTATION REQUEST FOR**

Your request for approval on your rotational assignment has been emailed to the first manager listed on this confirmation page. If they approve it, the next level manager listed below will then be notified. If approved, your site manager will then be notified, approve or disapprove the request, then submit your request for final approval to OECM.

Name:

Competency ID:

Target date:

Estimated travel cost:

Other costs:

Rotation dates:

From:

To:

Location:

Justification:

Your first level manager:

Your second level manager:

Your third level manager:

Your field/site manager:

[\[Update another competency\]](#) | [\[Re-edit this competency\]](#)