

Interagency Fellows Program

Program Description

Background

The CIGIE Interagency Fellows Program is designed to broaden perspectives of GS-13-15 participants and prepare them for future challenges. The program provides each Fellow a temporary senior level interagency assignment (6-months) to help develop or enhance specific leadership competencies identified by both the Fellow and his/her home agency Supervisor. These competencies align with the Executive Core Qualifications (ECQs) and would be outlined in the Fellow's Individual Development Plan (IDP). To complement and facilitate the rotation assignment, an Executive/SES mentorship/sponsorship component by home OIGs is also built into this program; to provide executive review of IDP development and facilitate smooth transitions both, into and from, the host OIG for the Fellow.

Beyond the above, the Fellows program supports the agency's strategic plan and performance objectives; allows for expansion or enhancement of an employee's current job; enables an employee to perform needed or potentially needed duties outside their current job; and meets current/future organizational needs in response to human resources plans.

OIG participation in this program is voluntary. An OIG may host a Fellow, send a Fellow, both, or neither. CIGIE's staff role is to help coordinate and facilitate agency participation and then evaluate the program in meetings its objectives. The initiative relies on maximum flexibility afforded individual OIG agencies to customize the program to advance their own strategic goals in succession planning, workforce development, and to further the individual performance objectives of their own aspiring executive leaders.

Program Objectives

The CIGIE Interagency Fellows Program provides selected IG community employees with opportunities to expand their leadership competencies, broaden their organizational experiences, and foster professional networks. Specifically, the program aims to:

- Deliver a collaborative, cross-OIG temporary (6-month) senior level assignment opportunity that fosters growth and development, especially in the areas related to needed OPM's SES ECQs.
- Expose the Fellows to executive-level mentorship/sponsorship during the rotation assignment.
- Expand the Fellows' experience, either within or outside of their current area of expertise.
- Offer engaging cohort events and activities that allow Fellows to network with peers and executives from other OIGs.
- Expose Fellows to new operational procedures within other OIGs; thereby cultivating the exchange of best practices.

Program Process and Components

- With CIGIE PDC and Executive Council approval, a program announcement will be made to the IG community seeking up to 15 rotation assignment opportunities. These would be full-time temporary positions from OIGs who seek to host one, or more, of the CIGIE Fellows. At the same time, OIGs are solicited to nominate GS13 - GS15 staff who Supervisors believe would benefit from a senior level inter-agency 6-month assignment, complimented by Executive-level mentorship opportunity by the home OIG.

- The target cohort start date is between April and June 2017, with the rotational assignments ending between October and December 2017.
- Home OIGs develop, negotiate, and approve the Fellow's IDP.
- Approved candidates identify their preferred interagency assignments in order of preference but host OIGs, in consultation with the CIGIE IFP Program Manager, make the final decision on which Fellow is selected to which OIG based on the needs of the Host OIG, qualifications of the Fellow and stated preferences of the Fellow.
- Host and Home OIGs collaboratively define the goals, responsibilities, training, travel, and other factors associated with the rotation assignment.
- Host and home OIGs sign a Memorandum of Understanding (MOU) outlining assignment terms.
- Home OIG assigns an executive-level mentor to their Fellow to support the assignment from beginning to end of assignment; to include a smooth transition of Fellow back to home OIG.
- Once an assignment is negotiated and finalized, the Fellow, OIG home and host supervisors, program liaisons, and CIGIE IFP program staff, participate in an orientation seminar designed to improve the rotation assignment outcomes and manage expectations prior to the actual start of the assignment.
- CIGIE Training Institute facilitates a number of developmental activities for the cohort of Fellows to participate in as a group during the program.
- There will be a least two meetings between the CIGIE program staff and OIG Program Liaisons to address emerging issues, share best practices and contribute to program improvement.
- Host OIG supervisors provide feedback to the Fellows and home supervisors on performance.
- Fellows transition back into their home agencies at the end of the fellowship.

Roles & Responsibilities

COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

- Facilitates an interagency fellows program to develop high potential talent and develop stronger relationships across OIGs.
- Oversees, assesses, and provides strategic direction to the program.
- Appoints a volunteer Program Manager to manage day-to-day operations of the program.

PARTICIPANT ("CIGIE Fellow")

- Complete a Statement of Interest Form.
- Ensure work transition and continuity in home office.
- Sign a Memorandum of Understanding.
- Work with home agency supervisor to add fellowship goals to annual performance plan.
- Help create an IDP with home supervisor to identify the leadership competencies the Fellow will develop or enhance during the fellowship.
- Coordinate with the home and host supervisors to set goals for the temporary assignment and actively pursue tasks that lead toward the fulfillment of those goals and contribute to the mission of both home and host OIG.
- Maintain contact with the home supervisor on relevant administrative matters and progress throughout the fellowship.
- Actively work with the executive-level mentor throughout fellowship period; including transition back to home OIG.
- Establish relationships and expand professional networks within the host organization and with others in the cohort/IG community.
- Document experience for professional use and application upon returning to home OIG.

HOME AND HOST OIG AGENCY

- **Appoints an agency POC (Program Liaison)** to coordinate the program within their OIG.
- Internally requests, screens, and competitively nominates candidates to the Fellows program.
- Develops and promulgate appropriate Fellowship assignment opportunities.
- Reviews and signs the Memorandum of Understanding governing the fellowship upon matching a Fellow nominee to an assignment.

HOME OIG EXECUTIVE LEVEL MENTOR

- Provide input for developing the Fellow's IDP in coordination with the home OIG supervisor.
- Facilitate induction into the interagency assignment and transition back to the home OIG upon completion of the assignment.
- Mentor the Fellow during the rotation assignment in a manner deemed useful and appropriate by the home OIG.

HOME OIG SUPERVISOR

- Assist in developing the Fellow's IDP.
- Coordinate assignment of an SES/equivalent to your Fellow. In consultation with host OIG Supervisor, establishes plan for how performance will be evaluated during the assignment.
- Arrange transition of the Fellow's work during the temporary assignment.
- Continue to actively engage with the Fellow and work closely with host supervisor on performance inputs.
- Support the Fellows' formal transition back to their home OIG.

HOST OIG SUPERVISOR

- Provide a work space, computer, phone, and building access and arranges any necessary training or travel.
- Support the Fellow's development throughout the entire fellowship including access to senior leadership.
- Assign meaningful developmental assignments, tasks, and duties based on the specific leadership competencies identified by the Fellow and the home supervisor in the IDP.
- Evaluate Fellow's progress throughout the entire term of the fellowship and provides frequent feedback/coaching to Fellow.
- At the midpoint of the fellowship, communicate with home supervisor on the Fellow's performance and progress toward goals.
- Submit final performance review inputs to both the Fellow and to the home supervisor near or upon completion of fellowship. However, the home supervisor always retains complete control and final say over the Fellow's formal appraisal.

HOME AND HOST OIG AGENCY PROGRAM LIAISON

- Serves as primary POC for your OIG for participating OIGs, and CIGIE program staff.
- Coordinates administrative requirements for incoming and outgoing Fellows.
- Serves as their agency representative on a Fellows Program Liaison Workgroup.

Frequently Asked Questions (FAQs)

GENERAL INFORMATION

Q. What is the purpose of the CIGIE Interagency Fellows Program?

The CIGIE Interagency Fellows Program enables leaders and potential leaders from member OIGs to broaden their organizational experience, expand their leadership competencies, and foster networks. Specifically, the program aims to:

- Deliver a collaborative, cross-OIG program that fosters growth and development, especially in the areas covered by the ECQs.
- Enhance the Fellows' leadership competencies through a meaningful fellowship assignment outside of their current agencies.
- Expand the Fellows' interagency experience and networks, either within or outside their current area of expertise.
- Offer engaging and insightful interagency cohort events that allow the Fellows to network with others in their cohort and senior executives.
- Expose the Fellows to the operational procedures of other OIGs; thereby, cultivating the exchange of best practices.

Q. What is the target audience for the Fellows program?

Participation is limited to high-potential GS 13-15 employees who would benefit from a challenging assignment outside of their employing OIG.

Q. Which agencies are eligible participate in the program?

All CIGIE member OIGs are eligible and encouraged to participate in the program. Cohort size is limited to no more than 15 Fellows for the 2017 class.

Q. Will Fellows be promoted because of or at the completion of their fellowship?

Participation in the CIGIE Interagency Fellows Program is for developmental and training purposes and does not obligate management to promote the Fellow upon return to the home office.

INFORMATION ABOUT FELLOWSHIPS

Q. How long is the fellowship?

Fellowships are 6-months in duration. If there are compelling needs, the home and host OIGs may tailor the length of the fellowship, but the duration may not exceed 12-months.

Q. What happens to the Fellow's current position while participating in the fellowship?

The Fellow's position of record remains the same during the course of the fellowship; however, the home agency supervisor should assign the Fellow's duties to other personnel during his/her fellowship.

Q. What are the roles and responsibilities for the fellows?

The Fellow is to learn and grow from the experiences guided by an IDP based on the OPM's ECQs. The Fellow should develop the IDP with the home supervisor and discuss it with the host supervisor; complete the work assigned; participate in cohort activities; maintain a relationship with the home OIG, and ensure that his/her annual performance plan includes fellowship goals.

Q. What are the responsibilities of supervisors, executive mentor/sponsor, and program staff?

- The home supervisor will arrange to transition the Fellow's work during the fellowship assignment, assist in developing the Fellow's IDP, proactively seek performance input from the host supervisor, and clearly convey how performance will be evaluated upon return. The home supervisor is responsible for the Fellow's performance reviews, time and attendance, and other human capital needs that may arise.
- The host supervisor will assign meaningful work and developmental activities. They will provide the Fellow with a work space, computer, phone, building access, and the travel and training expenses required to achieve assigned objectives. They should discuss the Fellow's work products and deliverables, as well as provide performance feedback and guidance. They will also provide performance input to the home supervisor upon completion of the fellowship.
- The executive level mentor role is to coordinate with the home OIG supervisor to develop an IDP that addresses appropriate ECQs and facilitate induction and transition back to the home OIG. The method, style, frequency and duration of mentoring activities is solely at the home OIG's discretion.
- The CIGIE program manager, will ensure CIGIE policy, rules, objectives, and procedures established for the program are implemented. The program manager will actively advocate for participation across the CIGIE community and coordinate with participating OIGs throughout the program. The Program Manager will coordinate meaningful cohort learning and networking opportunities.

PERFORMANCE MANAGEMENT

Q. Who will conduct the performance review?

The home OIG supervisor of record will conduct performance reviews. The Fellow should work with the host OIG supervisor to outline the goals of the fellowship and discuss those with the home supervisor at the beginning of the fellowship. Agreement should be reached among the two Supervisors (home and host) before the fellow's assignment commences. The host supervisor will provide feedback to the Fellow and the home supervisor of record periodically, and in writing at the end of the fellowship. The home supervisor, using the inputs as he/she deem fit in the final analysis of a final official performance appraisal.

Q. How will the interagency fellowship be reflected in the year-end performance review?

The host OIG Supervisor provides inputs to the home Supervisor for consideration in the Fellow's annual performance appraisal. However, the home supervisor is accountable and the responsible officer, throughout.