

**Defense Contract Management Agency (DCMA)  
Commercial Item Group (CIG)  
Rotational Training Opportunity Program (RTOP)**

**Statement of Expectations & Supervisory Concurrence**

This document is a statement of expectations between the Defense Contract Management Agency Commercial Item Group and \_\_\_\_\_ (“Home Organization”) collectively referred to as the “parties”.

1. **BACKGROUND:** The Department of Defense (DoD) is promoting a sense of urgency in acquisition and procurement. This *Need for Speed* is articulated in the current National Defense Strategy along with themes of consistency (*Joint Force*) and the building of a well-trained and dynamic workforce. The CIG’s mission is to *modernize commercial acquisition practices supporting affordability and readiness for the Warfighter*.
2. In order to accomplish this mission, the DCMA CIG must provide consistent commercial item determinations (CIDs), technical evaluations, approaches to price analysis absent certified cost or pricing data, and market research across the DoD.
3. **PURPOSE:** The DCMA CIG and the Home Organization agree to the detail of \_\_\_\_\_ (“candidate”) in support of the DCMA CIG’s mission for a period of 100 calendar days to enhance the capabilities of the rotational employee and further the DoD initiative of building a highly skilled acquisition workforce.
4. **SCOPE OF WORK AND DETAIL:**
  - a. The candidate will provide full-time support to the DCMA CIG throughout the duration of their assignment. Examples of activities include training, price analysis, commerciality evaluations, market research, and other critical CIG mission-related activities.
  - b. The start and end dates of this rotational assignment will be negotiated upon selection of the candidate. The 100 day rotation period may begin any time after 27 April 2025 and must conclude prior to 30 August 2025.
5. **RESPONSIBILITIES OF THE PARTIES:**
  - a. The Home Organization will:
    - i. Retain the candidate on its payroll and remain responsible for all personnel/performance management, time keeping, awards, compensation, employee benefits, promotions, payroll, and other administrative services.
    - ii. Transmit to Host Organization the appropriate security clearance information of the candidate, when necessary. If the candidate is selected, the home organization will transmit a visit request via DISS, using code YP0004, date of the assignment, security manager Point of Contract for

Home Organization, and DCMA CIG Administration POC listed under 6a below.

- iii. Notify the DCMA CIG supervisor of all annual/sick leave requests for the duration of the detail. The candidate may continue to use annual leave as normal during the duration of the detail, with consideration given to mission requirements and program timeline.
- iv. The candidate will handle all non-public information in accordance with their ethical obligation under 5 C.F.R. §2635.703. The candidate is expected to protect Controlled Unclassified Information (CUI) and industry proprietary information.
- v. Continue to provide workspace, resources, supplies, administrative and IT support, to the candidate, as needed. The candidate will continue to use their home organization's IT equipment (e.g., phone, laptop, etc.).
- vi. To the maximum extent possible, avoid "reach back" or tasking the candidate with actions related to their normal workload for the duration of the rotation.
- vii. Encourage the candidate to share the knowledge, experience, and lessons learned during the rotation with their peers.

b. The DCMA CIG will:

- i. Provide onboarding/orientation for the candidate with regard to the DCMA CIG mission and projects, routine meetings, work products, communication, and other organizational procedures.
- ii. Exercise functional control over the candidate's workload and schedule throughout the rotation.
- iii. If requested, provide input regarding the candidate's duties, accomplishments, and performance for the purpose of completing the candidate's annual performance evaluation.
- iv. Support the Home Organization in verifying time/attendance for the candidate as necessary. Any requests for premium time will be coordinated, approved, and funded through the Home Organization's normal process.
- v. Allow detailed employee to take reasonable annual leave during the period of the rotation.

6. PERSONNEL ADMINISTRATION:

- a. Hours of Duty. The workweek and hours of duty will be determined by DCMA CIG in concert with the policies of the Home Organization.
- b. Duty Location. The candidate will work with the CIG virtually from their normal permanent duty location. However, the duty location cannot be resident within a contractor facility.
- c. Time and Attendance. Candidate remains an employee of the Home Organization and will continue to accrue leave, pay, pay adjustments, and benefits in accordance with, and by, their Home Organization.

- d. Leave. Candidate will coordinate planned leave with the DCMA CIG, but leave approval/denial authority, and timecard approval remains with the Home Organization.
- e. Employee Evaluations. The candidate's performance will continue to be assessed by the Home Organization. The DCMA CIG-assigned supervisor will provide input on the rotational employee's contributions to be used in the employee's annual appraisal, if requested.
- f. TDY Expenses. There will be no required travel with this rotational assignment.

7. ADMINISTRATIVE ITEMS:

- a. The DCMA CIG Point of Contact is James Ryals, Deputy Director (Acting), [james.d.ryals4.civ@mail.mil](mailto:james.d.ryals4.civ@mail.mil), (253) 325-1484.
- b. DCMA CIG will rely on email, phone, DoD SAFE, and MS Teams as the primary means of communication and data transfer, as the candidate will be unable to access DCMA SharePoint or internal systems.

8. HOME ORGANIZATION SUPERVISOR & CANDIDATE CONCURRENCE:

- a. By signing below, the candidate and supervisor concur:
  - i. That the candidate is a high-performing individual, well suited and recommended for this program.
  - ii. That the candidate is able to successfully work without direct on-site supervision.
  - iii. To support the expectations outlined above to the maximum extent practicable.

Candidate

Supervisor of Candidate (Home Org)