Office of Personnel Management

§ 370.109 Agency plans.

Before detailing agency employees or receiving private sector employees under this part, an agency must establish an Information Technology Exchange Program Plan. The plan must include, but is not limited to, the following elements:

(a) Designation of the agency officials with authority to review and approve details;
(b) Estimated number of candidates needed, both private sector and Federal employees, to address IT workforce needs within the agency;
(c) Criteria for the selection of agency employees for a detail under this part. At a minimum, each agency must:
(1) Announce the detail, including eligibility requirements, to all eligible employees;
(2) Provide for employee nomination by their organization or self-nomination, to include endorsement by their respective supervisor;
(3) Forward nominations to designated agency reviewing and approving official for final selection.
(4) Consider:
(i) The extent to which the employee’s current competencies and skills are being utilized in the agency;
(ii) The respective positions to and from which the individual was detailed;
(iii) The duration and objectives of the individual’s detail; and
(3) Such other information as OPM considers appropriate.