

MAY 2022

PUBLIC-PRIVATE TALENT EXCHANGE

Starter Kit



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PPTe background, purpose, and operations

- Background & purpose: The Public-Private Talent Exchange (PPTe) as articulated in Section 1599g of title 10, U.S.C., provides a platform for Department of Defense (DoD) and private sector participants to increase communication and better understand comparative business operations and challenges.
- The program allows DoD civilians and defense industry employees to temporarily (up to six months) be assigned to their respective counterparts for a public-private exchange. For example, a DoD civilian may be hosted by a private company, and DoD may host an employee of a private company. During the exchange, participants are expected to learn critical business practices, operations, and processes of their host organization, while being provided the opportunity to share their perspectives and learned knowledge from the parent organization.
- Operation: This is not a job swap. Hosts and participants are not required to exchange with a government or industry counter partner or enter the program. For example, suppose an employee from a Private Company is placed in a DoD program office. In that case, the program office does not have to provide a DoD civilian, nor is the Private Company required to host a DoD civilian. The program intends to exchange participants for six months to provide the best opportunity for participants to integrate with their host organization fully.

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PPTe background, purpose, and operations (continued)

- The components for a successful exchange include the following:
 - Participant (DoD civilian or Industry employee)
 - Host (DoD agency or Industry company)
 - Supervisor approval
 - HR/Legal approval
 - Completion of the required documents
 - Defined start and end date
- Each participant, parent organization supervisor, and hosting organization must complete the appropriate paperwork through the PPTe program office, respective organizations' human resources, and legal departments. The appropriate documents and workflow are listed in the PPTe playbook and found on hci.mil/ppte.
- Participant Profile
 - High performing, mid-career level participants (GS-13-15 or industry equivalent)
 - Between 10 to 15 years of experience
 - Strong leadership potential
 - Must possess the aptitude to benefit from a professional development program
 - Career focus in DoD Acquisition is preferred but not required.

Host Profile

- DoD acquisition, procurement, or contracting agency
- Defense supplier or contractor

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Participant & Hosting Requirements & Rules

All participants (applies to DoD agencies, Industry, and all employees participating)

- U.S. Citizenship is required.
- An active Secret Clearance is preferred.
- The program targets a six-month assignment, but the duration of the assignment is flexible.
- Annual base salary (not including locality pay and other bonuses) to exceed at or above 86.5% of the current basic rate for Executive Schedule Level II.
- The employing organization is generally responsible for all costs of its personnel, including pay and benefits support and travel during the assignment. However, there is flexibility for the host organization to pay for travel. This can be negotiated in the memorandum of agreement (MOA). The program is not centrally funded.
- The participating DoD agency, the private-sector organization, and the employee must execute a written MOA that describes the agreement's rights, responsibilities, and other terms.

Government

- Hosting DoD agencies are not required to have an open billet.
- DoD civilians must complete either a Confidential or Public Financial Disclosure Report, whichever applies; a continued service obligation agreement; DoD ethics training by the Office of Government Ethics regulations; and all other applicable training requirements.
- Upon completion of the PPTe assignment, DoD participants will serve in the DoD for a period equal to twice the length of the assignment or, with the advance written approval by the Heads of the DoD Components, will serve elsewhere in the Federal civil service for a period equal to twice the length of their assignment.

Industry

- Hosting organizations are not required to have an open position.
- Industry cannot charge the Federal Government direct or indirect costs under a federal contract.
- Private-sector participants may not supervise DoD employees.
- On May 3, 2019, Director, Defense Human Resources Activity Memo approved PPTe private-sector participants for a Common Access Card (CAC) issuance as "Non-Federal Agency Civilians Affiliates" authorized the issuance of DoD Contractor CACs.

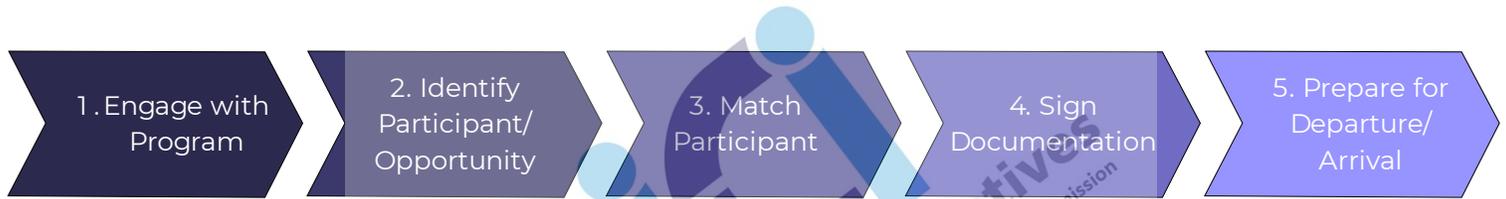
OUSD(A&S) Public Private Talent Exchange How to Get Involved

High-level program overview of the application and preparation process

Getting involved as a participant or a host organization is a thorough but rewarding process that spans several months. The extensive work to prepare for participation in the PPTe Program ensures that all parties have a valuable and rewarding experience.

The following graphic gives a high-level overview of the Program preparation process and timeline:

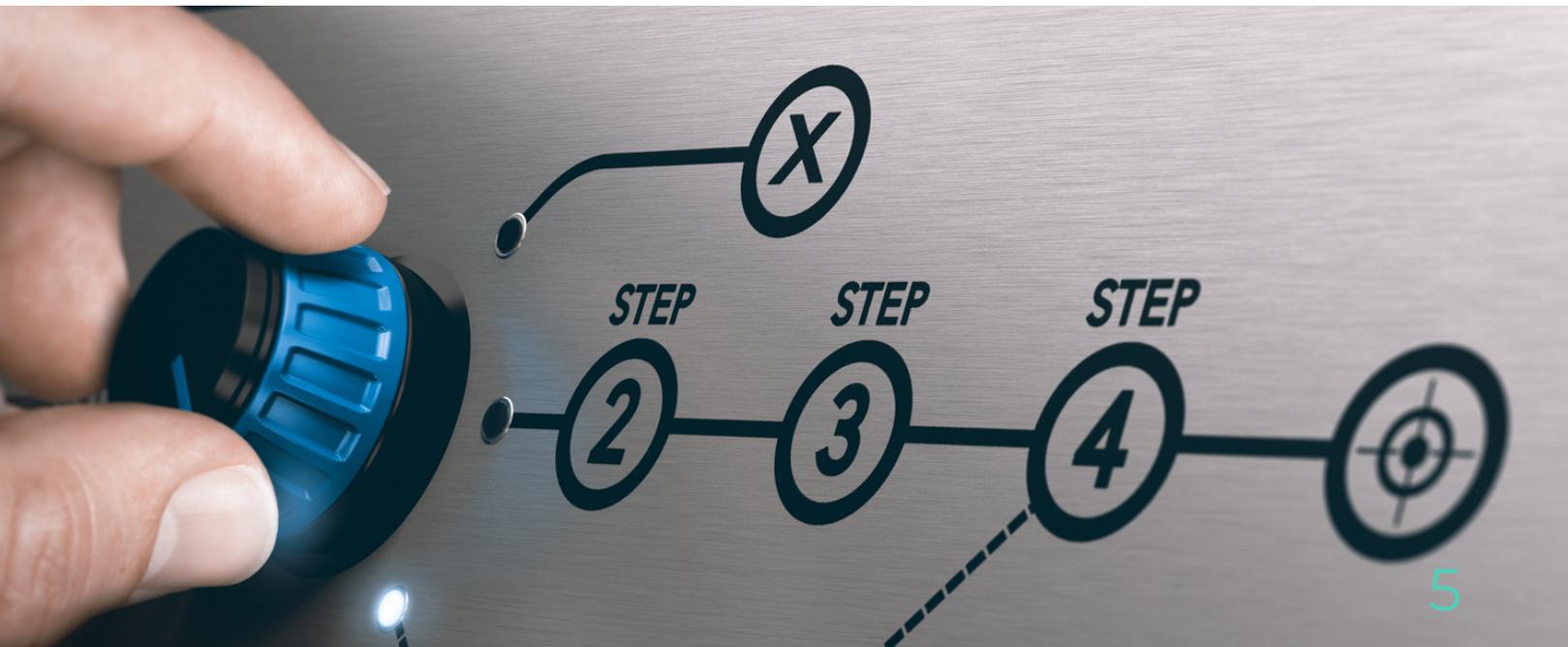
PPTe Program Exchange Phases



What to do once you and your organization decide to participate in the program

Steps:

1. Engage with your organization's leadership and Human Resources representatives to determine the best party to contact the coordinating organization, OUSD(A&S) Human Capital Initiatives (HCI).
2. Reach out to HCI at PPTE@dau.edu to express your interest in the program. Please note whether your organization would like to host a PPTe participant or if your organization would like to nominate an employee for Program participation.
3. Begin considering your organization's approach to choosing a Program participant to nominate or identifying a host opportunity.
4. Start gathering the appropriate documents needed to participate.
 - Checklist
 - Exchange Plan Template
 - Acknowledgment Form
 - MOA
 - Continued Service Agreement (government only)
 - Disqualification Statement (industry only)
5. For questions, please reach out to HCI at PPTE@dau.edu. We look forward to hearing from you and beginning your preparation process!



BEST PRACTICES FOR SELECTING PARTICIPANT OR IDENTIFYING HOSTING OPPORTUNITY

When identifying and validating a high-performing potential participant within your organization for nomination to the PPTe Program, please consider the following requirements and best practices:

Applicants must:

- Be at the GS-13 through 15 level (or equivalent) and working in an acquisition or technology-focused domain with an annual salary not to exceed.
- Annual base salary (not including locality pay and other bonuses) to not exceed at or above 86.5% of the current basic rate for Executive Schedule Level II.
- Have the knowledge, skills, and abilities to be considered subject matter experts in their career fields.
- Currently meet all established performance standards at or above the entire successful level.
- Be U.S. Citizens and hold an active Secret Clearance (preferred).
- Be serving on permanent appointments and have completed initial probationary or trial periods for appointments.
- Be placed in the respective positions immediately before the assignment or in similar positions upon completion of the exchange.

Organizations Must:

- Circulate a call for applications or nominations internally to identify interested potential participants. Program participation should be voluntary, not assigned.
- Focus on selecting participants with high integrity and leadership potential.
- Ensure potential applicants are educated on the Program's requirements and opportunities before selecting.
- Communicate early and often with the supervisors, leadership, and relevant human resources contact of potential applicants to ensure they are eligible and available for the Program.
- Develop a straightforward methodology to select your organization's applicant(s) and ensure that methodology is adhered to avoid any perceptions of bias or unfair preferences towards some candidates over others.
- Communicate the selection timeline and any required documents, statements, etc., that you may require in your selection process to potential applicants to maximize the size and quality of your selection pool.

HOW TO DEVELOP YOUR ORGANIZATIONAL METHODOLOGY FOR IDENTIFYING A HOST OPPORTUNITY

A selected experience should provide the participant with access to one or multiple projects, teams, and mission sets within your organization and provide a well-rounded experience.

- Craft an experience opportunity that is comprehensive and unique. Components of an experience could include, but are not limited to:
- Onboarding and training programs
- Introductory meetings and briefs
- Organized networking opportunities
- Opportunities for industry or competency area-specific training and experiences
- Major assignments, projects, and deliverables

Other best practices for refining an experience could include:

- Identifying experiences that will treat the assigned participant like one of your own from day one and integrate them into the organizational culture and environment.
- Consider developing a rotational experience where the participant does brief tours on each of several projects and teams within your organization. Ensure any rotations within an organization are not too complex for the timeframe.
- Planning to provide broad exposure to host organizations rather than single job experience.
- Experiences should be further tailored once an individual is selected, based on their interests and professional goals.
- Briefing senior leadership before an experience or rotation on the importance of the program and how best to utilize participants.



HOW TO DEVELOP YOUR ORGANIZATIONAL METHODOLOGY FOR IDENTIFYING A HOST OPPORTUNITY

The responsibilities for the identified opportunity should be codified in an Experience Description and provided to HCI. The Experience Description will require information on the following areas:

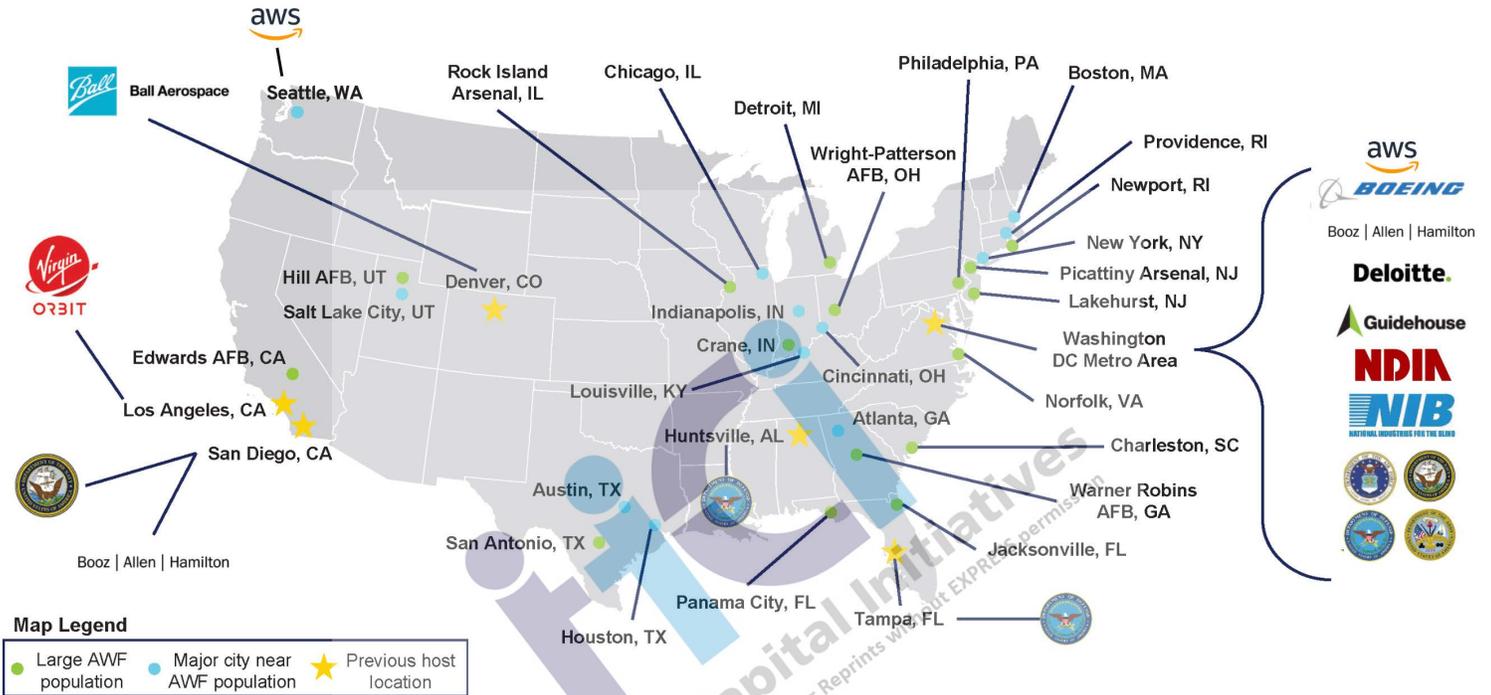
- Assignment Title
- Start Date
- Assignment Length
- Assignment Location
- Host Organization
- Host Organization Mission
- Assignment Description
- Desired Participant Competencies
- Special Requirements and Information
- Identify experiences that will treat the assigned participant like one of your own from day one and integrate them into the organizational culture and environment.
- Consider developing a rotational experience where the participant does brief tours on each of several projects and teams within your organization. Ensure any rotations within an organization are not too complex for the timeframe.
- Plan to provide broad exposure to host organizations rather than single job experience.
- Experience should be tailored once an individual is selected, based on their interests and professional goals.
- Brief senior leadership before an experience or rotation on the importance of the program and how best to utilize participants.

For questions, please reach out to HCI at PPTE@dau.edu. We look forward to hearing from you and beginning your preparation process!



PPTE PROGRAM ROAD MAP

A visual overview of the spread of the acquisition workforce and previous PPTE host organizations across the country



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