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Sample Internal Rotation Memorandum for Presidential Management Fellows

Additional Help for ADS Chapter 460

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Presidential Management Fellows (PMF) Internal Rotation Memorandum

SAMPLE

TO: EGAT/PDMS [Name of Responsible Officer in Home Office]
FROM: DCHA/FFP/DP [Name of Requesting Officer]
SUBJECT: January 29 to May 30, 2008, Rotation for PMF [Name]
DATE: December 15, 2007

The Office of Food for Peace requests that PMF [Name] rotate to DCHA/FFP for the period January 29 to May 30, 2008. I have discussed this proposed rotation with [name] to identify [his or her] current work objectives and to identify tasks to be performed which are relevant to both her learning needs and the needs of my division.

During this rotation, [name] will gain exposure to a variety of issues related to achieving food security through:

1. Economic growth, generally through agriculture-based strategies focusing on competitiveness as well as linkages between small and micro-enterprise development, land tenure, and privatization; and
2. Enhanced nutrition through improved food and nutrition knowledge and strategies such as those achieved through the efforts of FANTA.

[He or she] will gain more understanding of USAID operations and implementation as [he or she] contributes to the review and award of Multi-Year Programs to cooperating sponsors of PL 480 food aid programs. [He or she] will act as the liaison with EGAT, GH, and Mission staff on the review of the technical and other merits of the cooperating sponsors proposed programs. This review will consider USAID's agriculture and economic growth strategies as well as the strategy of relevant USAID country programs. [He or she] will communicate with mission economic growth officers about problems and remedies and consider how budgets and other constraints can be reconciled with the cooperating sponsors' proposed programs. Hopefully, [he or she] will enhance her interpersonal/communications skills by working with overseas Missions and others in clarifying issues and justifying recommendations.

[Name]'s specific responsibilities will include:

- In consultation with relevant technical and geographic bureau staff, completing a preliminary review of the relevant cooperating sponsors proposals including the preparation of the preliminary issues paper identifying issues for discussion and

- Participating in the review committee to finalize USAID issues and to reach a score ranking the relevant proposal/s against others that are received by DCHA/FFP;
- Following up with the relevant cooperating sponsor/s to assure that identified issues are addressed and that proposal/s are revised as needed;
- As proposed programs meet review requirements, completing the documentation needed for the execution of Transfer Authorization (grants) including the Statement of Work, USG Cost Estimate, approval memorandum, etc.
- As time allows, completing other tasks that relate to the work of EGAT and DCHA/FFP proposed program and working with the Contracting Officer in the negotiation of this agreement;
- Completing the financial management actions needed for this agreement;
- Negotiating the needed approvals of these documents.

I will assure that all logistical support needed for the successful implementation of the rotation is completed in a timely manner. I will also complete an Appraisal Input Form at the completion of this rotation.

Approval of the PMF Supervisor _____

Date _____

cc. Agency PMF Coordinator

Clearances as required.