

ITA HQ Pilot Rotation Program

ITA is committed to growing and developing its employees. One component of ITA's Career Development Strategy is the Headquarters Rotation Program. This employee development program is a competitive, headquarters wide program that provides headquarters employees with short-term developmental opportunities in a different ITA business unit at Headquarters. The purpose of the program is to enhance employees' skill sets, broaden their knowledge and perspectives on ITA's mission, and expose business units to a talented pool of employees who have not experienced particular types of work.

The rotation opportunities are located in ITA Headquarters and will last between 90 – 120 days. This program is open to headquarters employees at all grade levels and in all occupational series. To learn more about this program and specific eligibility requirements, please review the [rotation program requirements](#).

This human capital improvement initiative was recommended by the Career Development Go-Team and approved by Deputy Under Secretary Michelle O'Neill, as a direct result of employee feedback requesting increased opportunities to grow and develop.

Below are the current ITA HQ rotation opportunities. Please submit your approved rotation application to the ITA Office of Strategic Resources at: ITARotation@mail.doc.gov by **Friday, November 21, 2008**. Prior to submitting your application, please speak to and ensure your supervisor approves your participation. In addition, please ensure the appropriate approving official approves your application (based on each business unit) prior to submitting the application. You will be contacted after the deadline to notify you of the next steps (if any).

ITA HQ Pilot Rotation Opportunities:

[CFO-Admin Internal Control Review Bank Card Project](#)

[CFO-Admin Internal Control Review Process Handbook](#)

[CS Advocacy Center – India and South Asia Portfolio Analysis](#)

[CS Advocacy Center – Regional Assignment](#)

[CS ANESA Program Assistant](#)

[CS Western Europe](#)

[CS CEE Russia and Eurasia Country Manager](#)

[CS OSPRM Program Assistant](#)

[Antidumping or Countervailing Duty Investigation or Review](#)

[IA Subsidies Enforcement Office](#)

[MAC Invest in America](#)

[MAS OEEI Energy Analysis and Proposal](#)

[MAS OTTI Tourism Analysis](#)

[OCIO Customer Relationship Manager](#)

[DUS Transition Assistance](#)

Informational Sessions

Two **informational sessions** have been scheduled to provide all employees with more information on this program and the opportunity to ask questions:

- Thursday, November 6, 10:00-11:00am in Room 4064
- Wednesday, November 12, 2:00-3:00pm in Room 4064

*Depending on interest more informational sessions may be scheduled.

Additional Information

[Frequently Asked Questions](#)

[Rotation Program Requirements](#)



Employee Information

[Rotation Application Form](#)



Host Rotation Supervisor Information

[Proposal Form](#)

For additional information, you may submit inquiries to the ITA Office of Strategic Resources at:

ITARotation@mail.doc.gov or call Daniel Shaw on 202-482-1751.

To host a rotation assignment in your office, please contact your Business Unit Resource Coordinator.



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**ROTATION
PROGRAM**