



**DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO

JAN 30 2012

**MEMORANDUM FOR DLA EXECUTIVE BOARD**

**SUBJECT: Defense Logistics Agency (DLA) Rotation Program Policy**

The purpose of this memorandum is to establish and promote a policy for using rotational assignments as a developmental tool in support of DLA's Talent Management initiative.

Continuous learning has been a long-standing strategy to ensure the DLA workforce has the skills needed to meet our ever-changing requirements. One best practice method for developing staff is the rotational assignment.

Rotations give participants an opportunity to perform varied, practical, and career-enhancing experiences within or outside of their current functional area. Organizations benefit from rotational assignments when participants are engaged and bring fresh perspectives and skills to help meet organizational needs.

Each Primary Level Field Activity and J code may establish and manage their own Organization Rotation Program that allows employees to gain experience through different assignments within their organization to address training, developmental, and succession needs. Business rules and tools to assist organizations with establishing their rotation programs are available on DLA's Human Resources web site at <http://www.hr.dla.mil/resources/workforce/rotation/>.

DLA Human Resources Services, DLA Training, will manage the Enterprise Rotation Program. Based on organizational need and funding, the program offers rotational assignment opportunities at the GS-11 to GS-15 level. Opportunities include assignments outside of an individual's organization – internal and external to DLA.

Point of contact for this action is Ms. Amy Briggs, J12, (703) 767-3501, DSN 427-3501 or email: [amy.briggs@dla.mil](mailto:amy.briggs@dla.mil).

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