
Coronavirus Disease 2019 (COVID-19) Surge Response Program



Open Opportunities
POWERED BY USAJOBS

1. OVERVIEW

The COVID-19 Surge Response Program provides details, microdetails, and/or temporary assignments so current federal employees, with applicable skills, have the opportunity to assist with the federal response to COVID-19. The program will enable Federal employees to expand their competencies, skills and abilities, broaden their organizational experiences, and foster networks they can leverage in the future.

2. PURPOSE

This Memorandum of Understanding (MOU) outlines the agreement for:

(the "Participant") to complete a non-reimbursable (no-cost) assignment to

(the "Host Agency") from

(the "Home Agency").

3. PERIOD OF AGREEMENT

The terms and conditions described are effective from

4. SCOPE OF WORK/ASSIGNMENT

Position Title:

During this developmental detail (between 9-12 months) the participant will be responsible for:

5. ROLES & RESPONSIBILITIES

The Home Agency will:

- Maintain records for the participant, including official time and attendance, performance evaluations, and related formal discussions; coordinate with Host Agency regarding approvals of leave.
- Remain actively engaged and proactively seek performance input from the host supervisor
- Be clear with the participant about how their performance will be evaluated during detail assignment (performance elements or standards in annual plan)
- Make arrangements to transition the participant's work during the detail assignment
- Stay available to participant and continue to maintain all records
- Support the participant's transition back to their home agency
- Pay for travel related to a participant relocating for detail assignment

The Host Agency will:

- Alert participant to any security requirements/procedures, conflicts of interest, confidentiality issues, etc.
- Provide a work space, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc.
- Agree on work schedule and flexibilities (i.e. AWS, telework)
- Be prepared to support the participant's development throughout the entire detail assignment
- Conduct a helpful onboarding experience to accelerate the participant's ability to perform on the job
- Assist in developing the participant's Individual Development Plan for this detail assignment;
- Craft meaningful developmental assignments, tasks, and duties based on the competencies and skills identified by the participant and the Home supervisor; and evaluate his/her progress throughout the term of the detail assignment
- Give frequent feedback/coaching to participant and supply performance review input to home supervisor and participant upon completion of the detail assignment.

The Participant will:

- Ensure work transition and continuity in home office
- Complete the Detail Assignment Agreement
- Ensure that your annual performance plan includes goals for detail assignment
- Prepare for the detail assignment including research the host organization
- Create an Individual Development Plan specific to this detail assignment, with the host supervisor
- Identify the competencies and skills he/she will develop and/or enhance during the detail assignment; and remain proactive in ensuring the rotational experience is meaningful and meets his/her developmental needs
- Work with host supervisor to develop a plan to maintain contact with the home organization (i.e. keep home supervisor informed of your progress, ensure home agency timekeeper is aware of leave taken, etc.)
- Participate in all activities related to detail assignment
- Alert home agency supervisor if problems/issues occur
- Establish relationships and expand your network
- Remember that you are an ambassador for your Department/Agency
- Be prepared to participate in a comprehensive evaluation of program
- Document experience for individual professional use and as examples for those who follow
- Do your part to make it a great experience!

6. SECURITY CLEARANCE (IF APPLICABLE)

This agreement is contingent upon the participant's successful adjudication and receipt of any security clearances required to conduct work at host agency.

Note: There are processes available may enable individuals to begin working while investigations are being conducted. Reciprocity policies to support the movement of cleared individuals from one job to another are available. See 5 CFR 731 and Executive Order 13764 for exceptions and details.

7. CONTACT INFORMATION

Please provide the contact information for home agency supervisor and host agency supervisor.

Home Agency Supervisor		Host Agency Supervisor	
Name		Name	
Address		Address	
Email		Email	
Phone		Phone	

8. SIGNATURES

The following individuals approve this detail assignment:

Home Agency Supervisor

Date

Host Agency Supervisor

Date

Participant

Date