

Purpose of the Program

The DFAS Indianapolis Operations Lateral Program exists to help current employees explore potential opportunities for reassignments *to the same grade* within Indianapolis Operations. While there are several other ways to discover opportunities for reassignments, the Lateral Program is unique in that it provides employees with a facilitated, monitored, transparent means to explore potential new roles at the same grade.

The program launched in June of 2023 and is managed by the Organizational Management Team in the Site Support Office. Contact the program administrators at dfas.indianapolis-in.jba.mbx.organizational-management@mail.mil with any questions.

Lateral Request Process

There are five broad steps involved in the lateral request process:

1. Application
2. Interview
3. Job Shadow
4. Approval
5. Transition to the New Role

Application

Any current GS or WG employee in Indianapolis Operations can apply to the program by submitting their information and resume via the form linked at the bottom of this guide. All grades and series may apply. However, applicants must meet and agree to the requirements outlined in the Employee Agreement to be considered eligible for a lateral through this program:

1. Applicants must be in their current role (i.e. assigned to a particular Position Description) for at least 12 months in order to be considered eligible for a lateral request.
2. Applicants must have met performance standards in the 90 days prior to the date of submitting a lateral request.
3. Applicants must not have received formal disciplinary action within the 12 months prior to the date of submitting a lateral request.
4. Reassignments are neither a guarantee nor an entitlement. Placement and timing depend on position availability and may take weeks or months to occur, if at all.

Employees that meet these criteria and submit their information via the SharePoint form will then be placed into a database of applicants. Supervisors that find themselves in need of a new employee can then search the database and review the resume and information of any applicant that they believe to be a good fit for the role.

Interview

Applicants should expect to interview for a lateral just the same as if they were applying for a new job via USA Jobs. Once a prospective new supervisor has coordinated with an applicant's current supervisor, they will reach out to set up an interview time where the duties, the customer, and other relevant aspects of the role will be discussed. Applicants are encouraged to utilize the various interview tips and approaches found on the DFAS Portal (such as the following guide) to prepare for the discussion:

<https://dfasportal.dfas.mil/docs/Documents/Locations/Rome/Infrastructure/Interview%20Preparation%202022.pptx>

Job Shadow

If the interview goes well and both the prospective supervisor and the applicant would like to move forward with further exploring the lateral opportunity, the next step in the process is to schedule a job shadow. The purpose of the job shadow is to give the applicant a chance to gain some first-hand exposure to the work, the other members of the team, the customer, the team culture, and anything else that is difficult to ascertain from a mere interview. The length and timing of the job shadow is situation dependent and should be agreed upon by the prospective supervisor, the current supervisor, and the applicant. While the job shadow is not a formal requirement, DFAS-IN Operations senior leadership **strongly** recommends that the applicant utilize this opportunity to learn more about the role before moving forward in the process.



Approval

All employee requested reassignments require formal approval from the gaining and losing leadership per the current Delegation of Authority memo. If all parties want to move forward with the lateral, the gaining supervisor will initiate the formal request for approval. The reassignment may be considered official once all signatures are obtained and the gaining supervisor submits a Request for Personnel Action to HR via the usual channels.

Transition to the New Role

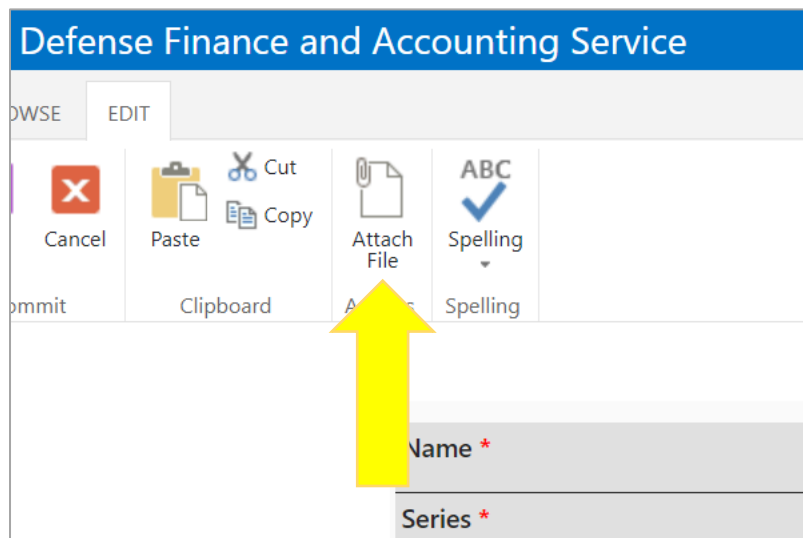
The timeline and details of an employee's transition from their old role to their new role should be thoughtfully handled and agreed upon by all parties. Since the losing supervisor's (and the losing team's) workload will likely be impacted by the employee's move, sincere efforts should be made to ensure that the employee's duties are carefully and comprehensively handed off. The departing employee should work with their team leads and/or supervisor to ensure that desktop manuals are available and up to date in order to prevent loss of knowledge on the losing team. Similarly, the gaining supervisor should put genuine effort into ensuring that a comprehensive onboarding plan is in place for their new team member. All parties should work together to gracefully hand off old responsibilities while also getting gradually introduced to new responsibilities. This will help prevent any negative impact to both teams' customers, their operational health, and the overall mission of DFAS.

Ready to Apply?

Log on to the DFAS Portal and paste the below link into your browser to get to the application form. You will receive a confirmation email once you have submitted your information.

https://dfasportal.dfas.mil/sites/C51/DFAS_Indy_Tools/Lists/Lateral%20Program/NewForm.aspx

Remember to click the **Attach File** button on the form to upload your resume.



Best of luck with planning your next career move and don't forget to polish up your resume and interview skills!

