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2
Apr 04, 2023

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

2023



Cyber and Information Technology Exchange Program (CITEP) Implementation Guide

DEPARTMENT OF DEFENSE OFFICE OF THE CHIEF
INFORMATION OFFICER, WORKFORCE INNOVATION
DIRECTORATE (DOD CIO WID)

TABLE OF CONTENTS

1. CITEP Authorizations	4
1.1 OVERVIEW	4
1.2 REFERENCES	4
1.3 CITEP PROGRAM OBJECTIVES	4
2. CITEP Guide Highlights	4
3. Applicability	5
4. CITEP Management	5
5. Eligibility and Personnel Requirements	5
5.1 DOD EMPLOYEES	5
5.2 PRIVATE SECTOR EMPLOYEES	6
5.3 SECURITY CLEARANCE REQUIREMENT	6
6. Roles and Resonsibilities	6
6.1 DOD CIO CWMD	7
6.2 THE HEADS OF THE PARTICIPATING DOD COMPONENTS	7
6.3 DOD COMPONENT/PRIVATE SECTOR ORGANIZATION	7
6.4 LENDING SUPERVISOR	8
6.5 RECEIVING SUPERVISOR	8
6.6 CITEP PARTICIPANT	9
6.7 GENERAL COUNSEL/LEGAL DEPARTMENT	9
6.8 HUMAN RESOURCES (HR) DEPARTMENT	9
6.9 DOD COMPONENT SECURITY DEPARTMENT	10
7. Exchange Detail	10
7.1 EXCHANGE PROCESS	10
7.2 SELECTION PROCESS	12
7.3 CONSIDERATIONS	12
7.4 LENGTH OF DETAIL	12
7.5 CONTINUED SERVICE OBLIGATION	13
7.6 CONFLICT OF INTEREST	13
7.7 EXTENSIONS	13
7.8 TERMINATIONS	13
7.9 PROHIBITED ACTIVITIES	13

8. Administrative Actions/Information	14
8.1 SALARY AND BENEFITS.....	14
8.2 TIMEKEEPING AND LEAVE MANAGEMENT	14
8.3 DUTY HOURS	15
8.4 PERFORMANCE EVALUATIONS.....	15
8.5 TRAINING.....	15
9. Funding	15
9.1 PAYMENT OF SALARY AND ALLOWANCES.....	16
9.2 BUSINESS TRAINING AND TRAVEL EXPENSES.....	16
9.3 PROHIBITION.....	16
10. Required Documents and Reporting	16
10.1 THREE-PARTY AGREEMENT	16
10.2 FINANCIAL DISCLOSURE STATEMENT.....	17
11. Appendices	17
10.3 APPENDIX A: DEFINITIONS	17
10.4 APPENDIX B: SAMPLE THREE-PARTY AGREEMENT	19

1. CITEP Authorizations

Section 1110 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2010 authorized the pilot program for the temporary exchange of Information Technology (IT) personnel, referred to as the Information Technology Exchange Program. Section 1123 of the NDAA for FY 2017 amended Section 1106 of the NDAA for FY 2014 by adding the term “Cyber and” before “Information”; therefore, renaming the program to the Cyber and Information Technology Exchange Program (CITEP). Section 1112 of the NDAA for FY 2023 extends the CITEP through December 31, 2026.

1.1 OVERVIEW

The CITEP authorizes the temporary exchange between DoD and private sector employees who work in cyber operations or IT fields. The CITEP provides a unique opportunity for DoD Components and private sector organizations to share best practices, better understand cross-sector IT operations and challenges, and partner to address these challenges. In addition, the CITEP has been leveraged to enhance the IT and cybersecurity competencies and technical skills of employees from both the DoD civilian workforce and the private sector. The CITEP is not a one-for-one exchange of personnel. Instead, it is an opportunity to exchange knowledge, experience, and skills between the DoD and private sector.

1.2 REFERENCES

- Sec 1110 of the NDAA for FY 2010
- Sec 1123 of the NDAA for FY 2017
- Sec 1106 of the NDAA for FY 2014
- Sec 1112 of the NDAA for FY 2023
- Ethics in Government Act of 1978
- Joint Travel Regulations for Uniformed Service Members and DoD Civilian Employees
- DoD Directive 1020.02E - Diversity Management and Equal Opportunity

1.3 CITEP PROGRAM OBJECTIVES

The CITEP is focused on achieving the following objectives:

- Enhance the IT and cybersecurity competencies and technical skills of DoD and private sector employees through defined and meaningful experiences.
- Exchange knowledge, experience, and skills between the DoD and private sector.
- Bridge the culture and priority gaps between the DoD and private sector.

2. CITEP Guide Highlights

This implementation guide establishes and implements policy and outlines the responsibilities and procedures for the development and operation of a formal

CITEP within the DoD and private sector when such programs enhance career progressions and improve mission effectiveness.

Personnel requirements define the criteria for the target audience for the CITEP and the required documentation for participation. Descriptions of required documents (e.g., Three-Party Agreement) and website resources are also included.

3. Applicability

This implementation guide applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (herein referred to collectively as the “DoD Components”).

This implementation guide also applies to for-profit and nonprofit organizations that are owned, controlled, and managed by private individuals or enterprises within the United States (herein referred to collectively as the “private sector”).

4. CITEP Management

The Department of Defense Office of the Chief Information Officer, Cyber Workforce Management Directorate (DoD CIO CWMD) is responsible for administering, coordinating, and implementing the CITEP in coordination with DoD Components and private sector organizations via their designated CITEP point-of-contact (POC).

5. Eligibility and Personnel Requirements

Participation in the CITEP is open to DoD and private sector employees who meet the criteria outlined within this section.

5.1 DOD EMPLOYEES

The CITEP is open to DoD civilian employees who meet the following criteria:

- Eligible Employees: DoD civilian employees at the General Schedule grade 11 level and above (or equivalent) working in the cybersecurity or IT field.
- Performance Level: Participants must be currently performing at the “Fully Successful” performance level.
- Supervisory Endorsement: Participants must have the endorsement of their immediate supervisor. Supervisor endorsements:
 - Verify the availability of funding for the exchange that will be reviewed and approved by the Lending Organization when making participant selection decisions.
 - Confirm the Lending Organization’s interest in participating in the CITEP.

5.2 PRIVATE SECTOR EMPLOYEES

The CITEP is open to private sector employees who meet the following criteria:

- Security Clearance: Participants must successfully obtain and maintain the same type, level, and adjudication of the security clearance required to perform the duties of the exchange assignment through the duration of their participation in the CITEP.
- Experience Level: Participants must possess the experience, knowledge, and skills required for the exchange opportunity and be working in the cybersecurity or IT field.
- Performance Level: Participants must meet the definition of a high-performing employee in accordance with their organization's performance standards.
- Supervisory Endorsement: Participants must have the endorsement of their immediate supervisor. Supervisor endorsements:
 - Verify the availability of funding for the exchange that will be reviewed and approved by the Lending Organization when making participant selection decisions.
 - Confirm the Lending Organization's interest in participating in the CITEP.

5.3 SECURITY CLEARANCE REQUIREMENT

DoD Components must consider minimum security clearance requirements for exchange participants. Some qualified personnel with appropriate clearances may exist in the private sector. For CITEP to be successful, the Component must either be able to select a participant with an existing clearance at the appropriate level or provide for the granting of an interim clearance prior to final approval.

Note: While detailed to DoD, a private sector employee is deemed to be an employee of the DoD for certain purposes (as cited in the NDAA for FY 2010) and is bound by applicable federal and DoD regulations regarding personal conduct, security requirements, and ethical behavior. The private sector employee may not have access to any trade secrets or to any other non-public information which is of commercial value to the private sector organization from which such employee originates.

6. Roles and Responsibilities

- The DoD CIO CWMD is responsible for providing information, guidance, and support to DoD Components and private sector organizations participating in the CITEP.
- The DoD CIO CWMD will coordinate the implementation of the CITEP with DoD Components and private sector organizations via their designated CITEP POC.

6.1 DOD CIO CWMD

The designated DoD CITEP Program Manager shall:

- Serve as the DoD Administrator for the CITEP and provide implementation guidance to DoD Components.
- Manage the allocation of participants in the CITEP via the online application tool such that, in accordance with the NDAA for FY 2023 requirement, the total number of employees enrolled may not exceed 50 at any given time.
- Manage the allocation of participants in the CITEP via the online application tool such that, in accordance with the NDAA for FY 2023 requirement, at least 20% of the CITEP participants are from small businesses within the online application tool.
- Assist DoD Component and private sector CITEP POCs with the implementation of CITEP within their organization.

6.2 THE HEADS OF THE PARTICIPATING DOD COMPONENTS

The Heads of the participating DoD Components, consistent with the procedures prescribed in this policy, shall:

- Establish CITEPs specific to their respective component.
- Ensure adequate provisions have been made for funding planned exchanges out of the commuting area of DoD personnel, if applicable.
- Ensure employee costs associated with exchanges (if applicable) under this policy are reimbursed in accordance with the Joint Travel Regulations.

6.3 DOD COMPONENT/PRIVATE SECTOR ORGANIZATION

The designated DoD Component/private sector CITEP POC shall:

- Announce the program to their workforce.
- Solicit available exchange opportunities and submit via the online application tool inclusion as an opportunity in the CITEP.
- Oversee the publication of exchange opportunities and overall program management within the online application tool for respective opportunities.
- Notify the DoD CITEP Program Manager if interested in participating in the CITEP to ensure participant slots¹ are available.
- Review, sign, and submit a Three-Party Agreement within the online application tool. The required Three-Party Agreement is an agreement among the DoD Component, private sector organization, and CITEP Participant regarding the terms and conditions of the exchange. (See sample template in Appendix B)
- Maintain records of relevant documentation (e.g., Three-Party Agreement) within the online application tool.

¹ Only 50 participants can participate at any given time.

- Coordinate travel, training, and per diem costs with respective POCs if these activities are in support of or required by the receiving organization.
- Submit, no later than five days after the end of each fiscal year, information required to meet annual reporting requirements, including a description of the tasks performed by each CITEP Participant and an overview of the success of the exchange(s) via the online application tool.
- Complete an annual survey confirming the organization's interest to continue participating in the CITEP via the online application tool.

6.4 LENDING SUPERVISOR

The Lending Supervisor of the CITEP Participant shall:

- Coordinate with the DoD CITEP Program Manager and the DoD Component/private sector CITEP POC to complete the necessary procedures to accommodate the CITEP Participant on an exchange assignment.
- Ensure the CITEP Participant's current job duties are covered for the duration of the exchange assignment.
- Assist the CITEP Participant with their transition back into their position of record and provide opportunities for them to fully apply their learned knowledge and skills after completion of their exchange assignment.
- Upon the CITEP Participant's return to their position of record, ensure that they respond to any supplemental surveys regarding the use of the skills and experiences acquired through the exchange process as well as periodic assessments of the value of the exchange assignment.

6.5 RECEIVING SUPERVISOR

The Receiving Supervisor of the CITEP Participant shall:

- Evaluate the performance of the CITEP Participant while detailed and notify the DoD Component/private sector CITEP POC and the DoD CITEP Program Manager if performance is unacceptable.
- Provide required information, via the online application tool, to the DoD Component/private sector CITEP POC about the CITEP Participant (upon request) to meet annual reporting requirements.
- Identify available exchange opportunities and submit via the online application tool for inclusion as an opportunity in the CITEP.
- Coordinate with the DoD CITEP Program Manager and the DoD Component/private sector CITEP POC to complete the necessary procedures to accommodate an employee on an exchange assignment.
- Assist the CITEP Participant's transition into the organization and provide them with the necessary resources (e.g., plan meaningful assignments/projects).
- Regularly meet with the CITEP Participant to discuss expectations, their performance, and provide constructive feedback.

6.6 CITEP PARTICIPANT

The CITEP Participant shall:

- Notify and obtain approval from their supervisor to participate in the CITEP.
- Apply to exchange opportunities within the online application tool and complete all required online documentation to engage in an exchange (before, during, and after).
- Identify, with coordination from the Receiving Supervisor, the cyber/IT competencies they will develop and/or enhance during the exchange assignment.
- Review and sign a Three-Party Agreement in the online application tool.
- Remain proactive to align day-to-day activities/tasks of the rotational experience to create meaningful experiences that directly support achievement of their developmental needs.
- Facilitate communications with Receiving Supervisor during the exchange assignment to include monthly supervisor telephone calls and end of project report/presentation.
- Maintain a high level of performance to complete the exchange assignment.
- Maintain regular, punctual attendance for arranged duty hours for the duration of the CITEP exchange. Leave requests should be coordinated with both the Lending and Receiving Supervisors.
- Alert Receiving Supervisor if problems/issues occur.
- Provide input to support the comprehensive evaluation of the CITEP.
- Upon return to their position of record, respond to any supplemental surveys regarding the use of the skills and experiences acquired through the exchange process as well as periodic assessments of the value of the exchange assignment.

6.7 GENERAL COUNSEL/LEGAL DEPARTMENT

The General Counsel/Legal Department of participating DoD Components and private sector organizations shall:

- Review and provide feedback (as required) and approve of all agreements (e.g., Three-Party Agreement) made between the lending organization, receiving organization, and CITEP Participant via the online application tool prior to the start of the exchange.

6.8 HUMAN RESOURCES (HR) DEPARTMENT

The participating organization's HR Department shall:

- Coordinate with their respective CITEP POC to obtain and maintain records of relevant documentation (e.g., Three-Party Agreement).
- Coordinate onboarding and offboarding activities for the CITEP Participant.

- Process administrative actions to include but not limited to, timekeeping and attendance, personnel actions, and performance evaluations in coordination with the Receiving Supervisor.

6.9 DOD COMPONENT SECURITY DEPARTMENT

The participating DoD Component's security department shall:

- Ensure the CITEP Participant meets the security clearance requirements for the exchange assignment.
- Conduct in-processing and out-processing for the CITEP Participant in coordination with the CITEP DoD and private sector POCs.
- Administer security training and relevant security briefing to the CITEP Participant.
- Maintain security clearances for DoD personnel enrolled in the CITEP.

7. Exchange Detail

As the CITEP Administrator, the DoD CIO CWMD will assist DoD Components and private sector organizations with implementing CITEP exchanges within their organizations. If an organization is interested in participating in the CITEP, they should adhere to the following exchange process details:

7.1 EXCHANGE PROCESS

For DoD employees participating in an exchange to the private sector:

1. DoD employees must review the qualifications and eligibility for CITEP participation.
2. Eligible DoD employees must obtain approval from their supervisor to participate.
3. Eligible DoD employees must review and apply to private sector exchange opportunities they are interested in and qualified for via the online application tool during the designated application timeframe.
 - a. Eligible DoD employees may apply to multiple exchange opportunities but only participate in one exchange assignment per calendar year.
4. Once the application window closes, the Receiving Supervisor from the private sector organization will review candidate applications, conduct interviews, and make candidate selections via the online application tool.
 - a. Receiving Supervisors may select an alternative candidate if their primary candidate selection declines the offer.
 - b. Receiving Supervisors may select multiple applicants to participate in the exchange assignment throughout the year.
 - i. For example, Applicant A will participate in the exchange assignment for months 1-3 and Applicant B will participate in the same exchange assignment for months 4-7 and so on up to one calendar year.

5. The DoD CIO CWMD will extend offers to the DoD candidates that have been selected by the Receiving Supervisor from the private sector organization.
6. Selected DoD candidates will have one week to either accept or decline the proposed offer.
 - a. Receiving Supervisors may interview alternative candidates should their selected candidate decline their offer.
7. Upon offer acceptance, The DoD Component CITEP POC, the private sector CITEP POC, and the DoD employee must review, sign, and submit a Three-Party Agreement via the online application tool.
8. Prior to the completion of the Three-Party Agreement by participating parties, the agreement must be reviewed and approved by the General Counsel/Legal Department of the DoD Component and private sector organization via the online application tool. The appropriate legal office and requirements may differ across DoD Components.
9. The designated DoD CIO CWMD POC must review and approve the final Three-Party Agreement via the online application tool before the CITEP detail begins.
10. Begin the CITEP detail.

For private sector employees participating in an exchange to the DoD:

DoD Components must consider minimum clearance requirements for exchange participants. Some qualified personnel with appropriate clearances may exist in the private sector. For CITEP to be successful, the component must either be able to select a participant with an existing appropriate clearance or provide for the granting of an interim clearance prior to final approval.

1. Private sector employees must review the qualifications and eligibility for CITEP participation.
2. Eligible private sector employees must obtain approval from their supervisor and organization to participate.
3. Eligible private sector employees must review and apply to DoD exchange opportunities that they are interested in and qualified for via the online application tool during the designated application timeframe.
 - a. Eligible private sector employees may apply to multiple exchange opportunities but only participate in one exchange assignment per calendar year.
4. Once the application window closes, the Receiving Supervisor from the DoD Component will review candidate applications, conduct interviews, and make candidate selections via the online application tool.
 - a. Receiving Supervisors may select an alternative candidate if their primary candidate selection declines the offer.
 - b. Receiving Supervisors may select multiple applicants to participate in the exchange assignment throughout the year.
 - i. For example, Applicant A will participate in the exchange assignment for months 1-3 and Applicant B will participate in the

same exchange assignment for months 4-7 and so on up to one calendar year.

5. The DoD CIO CWMD will extend offers to the private sector candidates that have been selected by the Receiving Supervisor from the DoD Component.
6. Selected private sector candidates will have one week to either accept or decline the proposed offer.
 - a. Receiving Supervisors may interview alternative candidates should their selected candidate decline their offer.
7. Upon offer acceptance, private sector CITEP POC, the DoD Component CITEP POC, and the private sector employee must review, sign, and submit a Three-Party Agreement via the online application tool.
8. Determine if private sector organization currently does business with the DoD.
 - a. If Yes: The private sector employee must complete an ethics briefing and financial disclosure process, in addition to reviews required by the DoD Office of the General Counsel. (See the Financial Disclosure Statement section below)
 - b. If No: The private sector employee must complete an ethics briefing and financial disclosure process. (See the Financial Disclosure Statement section below)
9. Prior to the completion of the Three-Party Agreement by participating parties, the agreement must be reviewed and approved by the General Counsel/Legal Department of the private sector organization and DoD Component via the online application tool. The appropriate legal office and requirements may differ across DoD Components.
10. The designated DoD CIO CWMD POC must review and approve the final Three-Party Agreement via the online application tool before the CITEP detail begins.
11. Begin the CITEP detail.

7.2 SELECTION PROCESS

Employees selected to participate in the CITEP will be chosen based on merit factors. The CITEP will be administered in accordance with DoD Directive 1020.02E - Diversity Management and Equal opportunity in the DoD.

7.3 CONSIDERATIONS

At least 20% of the CITEP participants must be from small businesses².

7.4 LENGTH OF DETAIL

An exchange should be no less than three months and no more than one year. An exchange may be extended in three-month increments for a total of no more than one additional year by CITEP DoD Component and private sector POCs.

² To be considered a small business, organizations must adhere to the North American Industry Classification System Codes codes size standards developed by the U.S. Small Business Administration.

7.5 CONTINUED SERVICE OBLIGATION

DoD employees are required to return to their employing DoD Component upon completion of their exchange detail for a period equal to the length of the detail, plus any extensions executed during the exchange. Private sector organizations will determine the continued service requirements for their employees who participate in the CITEP.

7.6 CONFLICT OF INTEREST

The CITEP employs a two-prong approach to manage conflicts of interests within the program after identifying and mitigating the possible conflict. The first approach is through embedding protective or exact language within the CITEP Three-Party Agreement (see Appendix B). The second approach is to take measures to match the CITEP Participant to exchange opportunities that will negate any possible conflicts during the exchange in-take process when a conflict is identified.

7.7 EXTENSIONS

When the exchange detail ends, the online application tool will provide the DoD Component/private sector CITEP POC the option to extend the exchange detail, if desired. If the DoD Component/private sector CITEP POC decides to extend the exchange detail, all parties must review, sign, and submit an adjustment to the original Three-Party Agreement documenting this extension before the extension can be implemented.

7.8 TERMINATIONS

An exchange assignment may, at any time and for any reason, be terminated by the DoD Component or the private-sector organization. Where possible, the party terminating the assignment prior to the agreed upon end date should provide 30 days advance notice within the online application tool to the other party along with a justification for the termination.

7.9 PROHIBITED ACTIVITIES

The following activities are prohibited for DoD and private sector participant. DoD and private sector participants may not:

- Participate in business development or sales activities on behalf of the Receiving Organization.
- Work on the Receiving Organization's creation of or response to any procurement action including Request for Information, Request for Proposal, Statement of Work, or Performance Work Statement.
- Participate in discussions regarding the Receiving Organization's future procurement plans or strategies.

8. Administrative Actions/Information

The Lending Supervisor, DoD Component Security Department, and DoD and private sector HR Departments are responsible for administrative actions for the CITEP Participant (employee) to include but not limited to, timekeeping and attendance, personnel actions, and performance evaluations. All exchanges will be effective at the beginning of a pay period.

8.1 SALARY AND BENEFITS

This section outlines administrative actions for the Lending Organization and Lending Supervisor for the employee's salary and benefits:

- The employee's salary and benefits will continue to be paid by the Lending Organization.
- The employee will be compensated at the same grade as the position of record for the duration of the exchange assignment.
- The employee will return to their original position upon completion of the exchange assignment.
- The Lending Organization, in coordination with its HR Department, will ensure that the normal duties and functions of the employee on an exchange assignment can be reasonably performed by other employees within the organization without the transfer or reassignment of additional personnel.

8.2 TIMEKEEPING AND LEAVE MANAGEMENT

This section outlines administrative actions for the Lending Supervisor, Receiving Supervisor, and the employee for the employee's timekeeping and leave management:

- The employee will continue to record their time using the Lending Organization's time management system and the Lending Supervisor will continue to certify the employee's time. Should the Lending Supervisor have questions about the Participant's time charging, they should contact the Receiving Supervisor to confirm time charging.
- The Lending Supervisor will initiate contact with the Receiving Supervisor to discuss leave management. Time and attendance issues should be discussed and resolved immediately between the Lending and Receiving Supervisors.
- Leave requests should be coordinated with both the Lending and Receiving Supervisors.
 - Once concurrence from both supervisors is received, the employee will submit the leave request in Lending Organization's personnel management system and the Lending Supervisor approves.
 - The employee is responsible for contacting both the Lending and Receiving Supervisors when requesting unscheduled leave.

8.3 DUTY HOURS

This section outlines administrative information regarding rotational assignment work schedules for the employee:

- Each organization has different time requirements and schedules. While supervisors are encouraged to exercise as much flexibility as possible, work schedules are at the discretion of the Receiving Supervisor.
- Applicants are encouraged to discuss this with the Receiving Supervisor prior to accepting the exchange assignment.

8.4 PERFORMANCE EVALUATIONS

For the DoD CIO CWMD to monitor the overall effectiveness of the CITEP, participants, Lending Supervisors, and Receiving Supervisors will be asked to complete standard program evaluations upon completion of exchange assignments.

- The CITEP Participant will be issued a performance evaluation for the exchange assignment.
- The Receiving Supervisor will provide the CITEP Participant with written expectations of duties to be performed during the detail and regularly meet with participant to discuss expectations, review performance, and provide constructive feedback.
- The Receiving Supervisor will complete a performance review at the end of the participant's detail and provide input to the Lending Supervisor within 30 days of the employee returning to their home position, for use in preparing the participant's annual performance appraisal.

8.5 TRAINING

This section outlines administrative information regarding training for the participant during rotational assignments:

- The Lending Organization is responsible for providing any training for the CITEP Participant if these activities are in support of or required by the Receiving Organization.
- The Receiving Organization must provide the CITEP Participant with certificates of training completion for record keeping.

Note: The Receiving Organization may pay for any business training expenses incurred by the CITEP Participant while participating in the program.

9. Funding

The following sections outline the funding responsibilities to participate in the CITEP.

9.1 PAYMENT OF SALARY AND ALLOWANCES

The Lending Organization has full responsibility for payment of all salary and allowances to their employees participating in the CITEP. Both DoD and private sector employees participating in the CITEP are entitled to all benefits afforded to similar employees of their respective lending organizations, including medical care, according to subscribed plans and Worker's Compensation for injuries sustained in the line of duty.

9.2 BUSINESS TRAINING AND TRAVEL EXPENSES

The Receiving Organization (recipient of the CITEP participant) may pay for any business training and travel expenses incurred by the employee while participating in the CITEP. The employee shall provide vouchers and all supporting receipts to the Receiving Organization for review and approval.

9.3 PROHIBITION

A private sector organization may not charge the DoD or any agency of the federal government, as direct or indirect costs under a federal contract, for the costs of pay or benefits paid by that organization to an employee assigned to a DoD Component for the period of the detail.

10. Required Documents and Reporting

- Before a CITEP detail begins, all parties must review, sign, and submit, via the online application tool, a Three-Party Agreement which describes the rights, responsibilities, and other terms of the agreement.
- Both DoD Component and private sector CITEP POCs must submit, no later than five days after the end of each fiscal year, information required to meet annual reporting requirements, including a description of the tasks performed by each CITEP Participant and an overview of the success of the exchange(s) via the online application tool.

10.1 THREE-PARTY AGREEMENT

Mandatory items for inclusion in the written agreement include:

- The CITEP Participant's contact information (i.e., full name, work e-mail, and phone number)
- Contact information (i.e., full name, work e-mail, and phone number) for DoD Component and private sector organization employees who are parties to the agreement
- Detailed description, duration, and justification for extensions
- Name and title of supervisor while on the CITEP detail and a description of the supervision exercised over the position
- A continued service obligation clause
- Employee performance clause
- Re-entry rights

- Procedures for termination of the agreement
- Obligations and responsibilities of all parties to the agreement
- Details of an assignment

Three-Party Agreement process and procedures:

1. The mandatory items for inclusion in the Three-Party Agreement are pre-populated using the exchange information submitted by participating DoD Component and private sector organization via the online application tool.
2. The CITEP Participant reviews and signs the Three-Party Agreement.
3. The Lending and Receiving Supervisors reviews and signs the Three-party Agreement.
4. The Lending and Receiving Organization’s General Counsel/Legal Department reviews and approves the Three-Party Agreement. The appropriate legal office and requirements may differ across DoD Components.
5. The DoD CIO CWMD POC signs Three-Party Agreement.

Note: This process and procedure will be automated using the online application tool.

Appendix B provides a sample Three-Party Agreement for DoD employees assigned to a private sector organization and for private sector employees assigned to a DoD Component, which can be tailored for each specific detail.

10.2 FINANCIAL DISCLOSURE STATEMENT

In accordance with the Ethics in Government Act of 1978, private sector employees may be required to complete a financial disclosure statement prior to commencing their CITEP detail dependent on the duties and responsibilities of their detail position within DoD.

11. Appendices

10.3 APPENDIX A: DEFINITIONS

Term	
CITEP Participant	The individual who is undertaking an exchange opportunity with a private sector/DoD organization.
Cybersecurity Workforce	Personnel who secure, defend, and preserve data, networks, net-centric capabilities, and other designated systems by ensuring appropriate security controls and measures are in place, and taking internal defense actions. This

	includes access to system controls, monitoring, administration, and integration of cybersecurity into all aspects of engineering and acquisition of cyberspace capabilities.
DoD Emerging Technologies Marketplace (DoD ETM)	The Indigo by Avue (“Indigo”) platform is the authoritative source for the DoD Emerging Technologies Marketplace (ETM). In addition to real time Cyber and STEM talent Smart Match placements via DoD’s ETM, Indigo, an official DoD Defense Digital Workforce site, provides all DoD components with a comprehensive automated digital outreach feature (this includes “one click” outreach to over 1,600 .org, .edu. and .gov sites). Indigo’s digital outreach capability enables Components to hit an extremely broad market. Indigo’s technology is supported by experienced federal recruiters as well as candidate and clearance liaisons.
Exchange	A temporary developmental assignment (“detail”) between DoD Components and private sector employees.
Information Technology (IT) Workforce	Personnel who design, build, configure, operate, and maintain IT, networks, and capabilities. This includes actions to prioritize implement, evaluate, and dispose of IT as well as information resource management; and the management, storage, transmission, and display of data and information.
Lending Organization	The organization where the participant’s permanent position of record is located.
Lending Supervisor	The participant’s first-line supervisor on record.
Receiving Organization	The organization where the participant is participating in the exchange assignment.
Receiving Supervisor	The designated individual in the Receiving Organization who provides oversight and guidance throughout the exchange assignment and communicate participant performance to the Lending Supervisor.

10.4 APPENDIX B: SAMPLE THREE-PARTY AGREEMENT

Three-Party Agreement

CYBER INFORMATION TECHNOLOGY EXCHANGE PROGRAM (CITEP)
AGREEMENT

Department of Defense
Chief Information Officer (DoD CIO)

AND

COMPANY: e.g., Microsoft Corporation

AND

NAME:
SERVICE:
PHONE:

DoD Component Name/Address:

Private Sector Organization Name/Address:

Name and Title of DoD Component Authorized Approving Official:

e-mail:

Phone:

Name and Title of Private Sector Authorized Approving Official:

e-mail:

Phone:

Detailed Position:

Overview of the Organization:

Duties to be Performed:

Name and Title of Supervisor While on CITEP Detail:

Length of Detail:

From: DD/MM/YYYY

To: DD/MM/YYYY

Terms and conditions:

Payment of Salary and Allowances:

1. The lending organization has full responsibility for payment of all salary and allowances to their employees participating in CITEP.
2. Both DoD and private sector employees participating in CITEP are entitled to all benefits afforded to similar employees of their respective lending organizations,

including medical care, according to subscribed plans and Worker's Compensation for injuries sustained in the line of duty.

Business Training and Travel Expenses:

1. The receiving organization (recipient of the CITEP participant) may pay for any business training and travel expenses incurred by the employee while participating in CITEP.
2. The employee shall provide vouchers and all supporting receipts to the receiving organization for review and approval.

Travel to the Assignment:

1. The lending organization is responsible for travel cost incurred to the receiving organization, if outside of local area.

Private Sector Employees Only:*

1. Any party to this agreement, may, at any time and for any reason terminate the agreement with notice to the other parties;
2. All private sector employees shall return to their employer of record (lending organization);
3. If a private sector employee fails to carry out the agreement, such employee shall be liable to the United States for payment of all expenses of the assignment, unless that failure was for good and sufficient reason, as determined by the Secretary of Defense;
4. May continue to receive traditional pay and benefits from the private sector organization from which such employee is assigned, so long as they do not constitute illegal supplementation of salary under 18 U.S.C. § 209, an illegal gratuity pursuant to 18 U.S.C § 201, or otherwise violate applicable law;
5. Is deemed to be an employee of the DoD for the purposes of—
 - a. chapter 73 of title 5, United States Code;
 - b. sections 201, 203, 205, 207, 208, 209, 603, 606, 607, 643, 654, 1905, and 1913 of title 18, United States Code;
 - c. sections 1343, 1344, and 1349(b) of title 31, United States Code;
 - d. the Federal Tort Claims Act and any other Federal Tort liability statute;
 - e. the Ethics in Government Act of 1978;
 - f. section 1043 of the Internal Revenue Code of 1986; and
 - g. section 27 of the Office of Federal Procurement Policy Act.
6. Pursuant to 5(E) above, must comply the criminal conflict of interest statutes, the Government-wide Standards of Conduct regulations, the DoD supplemental ethics requirements, and the requirements detailed in DoD 5500.7-R, the Joint Ethics Regulation, as well as comply with all ethics program requirements, including:
 - a. completing initial ethics orientation immediately upon arrival, to include discussion of the likely post-government employment restrictions which will apply upon termination of the detail;
 - b. completing financial disclosure documentation);

- c. completing a disqualification statement recusing the employee from any official duties which will financially impact the private sector organization from which such employee is assigned;
 - d. completing annual ethics training ; and
 - e. obtaining and/or seeking post-government employment advice at the end of the detail;
7. May not have access to (or disclose to his lending organization) trade secrets or to any other nonpublic information which is of commercial value to the private sector organization from which such employee is assigned;
8. May not charge the DoD or any other agency of the Federal Government, as direct or indirect costs under a Federal contract, the costs of pay or benefits paid by the organization to an employee assigned to a DoD organization under this section for the period of the assignment;
9. Does not have any right or expectation for DoD employment solely on the basis of his or her assignment;
10. Private sector employees must also be U.S. citizens and may be required to obtain and retain a security clearance, depending on the nature of the detail. The sponsoring DoD Component is responsible for determining the appropriate level of clearance.

DoD Employee Only:

1. Any party to this agreement, may, at any time and for any reason terminate the agreement with notice to the other parties;
2. All DoD employees shall return to their employer of record;
3. If a DoD employees fails to carry out the agreement, such employee shall be liable to the United States for payment of all expenses of the assignment, unless that failure was for good and sufficient reason, as determined by the Secretary of Defense;
4. All DoD employees shall retain employee rights and benefits associated with his/her status, e.g., leave accrual; promotion consideration; retirement benefits; health, life and long-term care insurance benefits; and pay increases;
5. All DoD employees shall retain coverage for purposes of the Federal Tort Claims Act and any other Federal tort liability statute;
6. All DoD employees must adhere to the Ethics and Government Act of 1978 while on detail;
7. All DoD employees are subject to any action that may impact the employee's position while he/she is assigned; and
8. All DoD employees must, upon completion of the CITEP detail, serve in the civil service for a period equal to the length of the assignment period (i.e., original assignment plus all extensions) with the DoD Component.
9. All DoD employees will treat materials or information of the receiving organization marked as "Confidential" as trade secrets of the receiving organization and protect such trade secrets from public disclosure in accordance with the Trade Secrets Act, 18 U.S.C. 1905.

I have read and understand the above statement and agree to abide by the defined terms and conditions while participating in CITEP.

Signature
EMPLOYEE

Date

Details of Assignment:

CITEP Pilot Detail Goals and Objectives (Component Complete):
Description of Duties/Project/Work (Private Sector Complete):
Required Level of Security Clearance for Duties Prescribed (Private Sector Complete):
Desired Skills/Competencies (Private Sector Complete):
Benefits of the CITEP Pilot Detail (Component Complete):

Signature
DOD COMPONENT AUTHORIZED APPROVING OFFICIAL

Date

Signature
PRIVATE SECTOR AUTHORIZED APPROVING OFFICIAL

Date

Signature
CITEP – Designated Employee Participant

Date

Reviewed and Approved:

Signature

Date

LEGAL REVIEWER
DOD COMPONENT OFFICE of GENERAL COUNSEL

Reviewed:

Signature

Date

DoD CITEP POC
OFFICE OF THE DOD CIO

PRIVACY STATEMENT: The information contained in this three-party agreement will be used to document the CITEP pilot detail to or from DoD Component and private sector organization. This information may also be used to address reporting requirements to congressional committees.