

Reciprocity for Mandatory Training

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order (EO) 12333, as amended; and other provisions of law.

B. PURPOSE

1. This Intelligence Community Directive (ICD) establishes Intelligence Community (IC) policy for reciprocity of mandatory training. This policy will increase workforce productivity by eliminating training redundancies while meeting statutory and regulatory training requirements.

2. This ICD rescinds and replaces ES 2017-00772, *Mandatory Training Reciprocity for Intelligence Community Civilian Employees*, 27 November 2017.

C. APPLICABILITY

1. This Directive applies to the IC, as defined by the National Security Act of 1947, as amended; and to such other elements of any department or agency as may be designated by the President, or designated jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned, as an element of the IC.

2. Recognizing that IC elements within departments are subject to departmental policy and military personnel are subject to the training requirements of the Department of Defense (DoD) and their respective Service, this Directive complements, to the greatest extent possible, such policies. Accordingly, such departmental and Service policies relating to training requirements shall have primacy if there are perceived inconsistencies with this Directive.

D. POLICY

1. IC civilian detailees or assignees who have successfully completed those mandatory training requirements listed in the Appendix at their host or employing agency shall receive reciprocal credit at their host and employing agency. For military personnel detailed or assigned to IC elements within DoD, these elements are encouraged to accept parent-Service completion of courses derived from the same DoD training requirement. IC elements shall grant reciprocity for the mandatory training requirements listed in the Appendix (hereinafter, "mandatory training requirements list").

2. IC civilian detailees or assignees shall take responsibility for meeting these mandatory training requirements and shall work with their respective training officers to ensure they receive course credit in their employing and host IC element's learning records systems.



3. To further increase efficiency, the Assistant Director of National Intelligence for Human Capital (ADNI/HC), through the IC Training Council (ICTC), shall develop and deliver an IC-wide course for each of the mandatory training requirements listed in the Appendix. These IC-wide courses shall contain the required core content for each requirement, as recommended by the ICTC. The ADNI/HC, through the ICTC, will make these courses available for download by all IC elements. IC elements are encouraged to use these courses to meet their mandatory training requirements. IC elements that do not use these courses shall ensure the relevant core content, as recommended by the ICTC, is included in their training courses.

4. The ICTC will assist IC elements, if requested, with the development of agency-specific appendices in order to address additional mission-related training requirements. IC elements that have additional training requirements are encouraged to use a modular approach when developing their agency-specific appendices so the core content module and the agency-specific module may either be taken together as one course (satisfying both the core content and the agency-specific training requirements) or, if the core content requirement has been met through another IC element's course, the agency-specific course may be taken separately (satisfying the additional agency-specific training requirement).

5. The mandatory training requirements list shall be reviewed annually for updates and/or changes. Each January, the ADNI/HC will direct the ICTC to review the current mandatory training requirements list, and the ICTC shall provide recommendations by the end of April on whether a requirement should remain, be dropped from the list, or if a new requirement should be added to the list. The ADNI/HC, in coordination with the IC Chief Human Capital Officer (CHCO) Council, shall approve the final list. For those requirements on the approved list, the ICTC shall then determine whether content updates are needed to the applicable IC-wide course, or if the development of additional courses is required to address new additions to the list.

E. ROLES AND RESPONSIBILITIES

1. The ADNI/HC, as the IC CHCO, shall:
 - a. In coordination with the IC CHCO Council, approve changes/updates to the mandatory training requirements list;
 - b. Oversee the development of the IC-wide mandatory training courses for the topics in the mandatory training requirements list;
 - c. Inform each IC element of any changes/updates to the mandatory training requirements list;
 - d. Retain records from the ICTC and development of IC-wide courses according to the IC CHCO Records Control Schedule series and other applicable records guidance; and
 - e. Resolve conflicts between IC elements related to application of training credits for reciprocal courses.
2. The IC Training Council shall:
 - a. Review the mandatory training requirements list annually, as directed by the ADNI/HC, and notify the ADNI/HC of proposed changes to the list;

- b. Develop and deliver an IC-wide course for each of the topics listed in the Appendix;
 - c. Review the core content for each training requirement annually and complete any required updates by the end of July;
 - d. Annually, audit the use of tailored courses by IC elements that are promoted as having incorporated the core content required in order for them to be accepted on a reciprocal basis; and
 - e. Annually, review the degree to which such tailored courses are being accepted on a reciprocal basis.
3. IC civilian assignees and detailees shall:
- a. Ensure their mandatory training requirements are met; and
 - b. Verify that they have received credit for these courses by working with their agency's training officers responsible for tracking mandatory training compliance.
4. IC elements shall:
- a. Appoint a representative to serve on the IC Training Council;
 - b. Through their ICTC representative, provide recommendations on modifications/updates to the mandatory training requirements list and associated IC-wide course content, as needed;
 - c. Consistently inform their civilian workforce of mandatory training requirements; and
 - d. Maintain a process for tracking completion of mandatory training by their civilian workforce.

F. EFFECTIVE DATE: This Directive becomes effective on the date of signature.



Director of National Intelligence

December 23, 2021
Date

APPENDIX

Mandatory Training Requirements List

1. Derivative Classification (Reference: EO 13526, ICD 710)
2. No FEAR Act (Reference: Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (Public Law 107-174))
3. Privacy Act and Personally Identifying Information (Reference: Privacy Act, 5 U.S.C. 552a(e) and OMB Memorandum 07-16)
4. Counterintelligence (Reference: ICD 750)
5. Insider Threat Training (Reference: EO 13587, ICD 750)
6. Whistleblower/Protected Disclosures (Reference: Presidential Policy Directive 19, ICD 120)