

Intelligence Community Civilian Joint Duty Program Implementation Guidance

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, as amended; other provisions of law; and Intelligence Community Directive (ICD) 660, *Intelligence Community Civilian Joint Duty Program*.

B. PURPOSE

1. To provide guidance for management of the Intelligence Community (IC) Civilian Joint Duty Program.
2. To increase the effectiveness of the IC Civilian Joint Duty Program by streamlining the supporting processes and by removing barriers to participation.
3. This Intelligence Community Policy Guidance (ICPG) rescinds ICPG 601.1, *Intelligence Community Civilian Joint Duty Program Implementing Instructions*.

C. APPLICABILITY

1. This Policy Guidance applies to the IC as defined by the National Security Act of 1947, as amended, and to such elements of any other department or agency as may be designated an element of the IC by the President, or jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned.
2. This Policy Guidance applies to IC civilian personnel. This ICPG does not apply to persons seeking employment in the IC or to members of the uniformed services who are on active duty and assigned to an element of the IC.
3. This Policy Guidance applies to IC civilian joint duty rotations. It does not preclude details and assignments made pursuant to other programs and authorities.

D. IC CIVILIAN JOINT DUTY QUALIFYING EXPERIENCE

1. IC civilian joint duty qualifying experience provides substantive professional, technical, or leadership experience that includes policy, program, managerial, analytical, or operational responsibility for intelligence resources, programs, policies, analysis, or operations in conjunction with one or more other IC elements, or organizations external to the IC that provide relevant experience. A joint duty qualifying experience provides a wider understanding of the missions and functions of the IC or the IC's relationships with relevant organizations outside the IC; develops a broader knowledge of the operation and management of the IC; and helps to build collaborative networks.



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2. An IC civilian joint duty rotation is the detail of IC civilian personnel to a position in another IC element or other relevant organization that provides an IC civilian joint duty qualifying experience. IC civilian joint duty rotation also includes the assignment of IC civilian personnel to an internal position at the individual's employing element designated as providing an IC civilian joint duty qualifying experience.

3. An assignment to a position internal to the employing IC element may be designated as providing an IC civilian joint duty qualifying experience by the head of the IC element in accordance with the following requirements:

a. The designation and management of internal positions shall be within a maximum number of positions for each IC element as established by the DNI or designee or, for IC elements within the Department of Defense, the DNI or designee in coordination with the Under Secretary of Defense for Intelligence (USD(I)) when designated as the Director of Defense Intelligence (DDI).

b. The designation and management of internal positions shall be consistent with ICD 660 and this Policy Guidance. These internal positions must provide an immersive experience, consistent with the intent of the IC Civilian Joint Duty Program.

c. A request to change an IC element's maximum number of internal positions that qualify as a joint duty assignment based on mission need must be submitted in writing by the head of the IC element for approval by the DNI, in coordination with the USD(I) when designated as the DDI, as applicable.

d. Prior designations of internal positions as providing IC civilian joint duty qualifying experience are hereby revoked.

e. IC personnel currently serving in previously designated internal positions on the effective date of this Policy Guidance will be allowed to complete their assignment and earn joint duty qualifying experience for the time served in the position.

f. IC civilian personnel selected and approved for assignment to an internal position previously approved by the DNI or designee or, for IC elements within the Department of Defense, the USD(I) when designated as the DDI, as providing an IC civilian joint duty qualifying experience prior to and including the effective date of this ICPG, will be allowed to complete their assignment and earn joint duty credit for the time served in the position so long as those personnel encumber such positions prior to 30 September 2015.

4. IC civilian joint duty qualifying experience and the resulting credit earned in accordance with ICD 601 prior to the effective date of ICD 660, 11 February 2013, remain valid.

E. IC CIVILIAN JOINT DUTY ROTATIONS

1. IC civilian joint duty rotations are a means by which joint duty qualifying experience is gained and are intended to foster a Community perspective and culture.

2. IC civilian joint duty rotations should generally be for a period of not less than two years to provide benefit to both the individual and the gaining organization. Rotations shall not exceed three years.

3. IC elements shall post their IC civilian joint duty vacancy announcements with all pertinent position descriptions and requirements on the IC Joint Duty website, including those

positions internal to the employing element that have been designated pursuant to Section D.3. The head of an IC element may request an exemption from this requirement for an internal position from the DNI, in coordination with the USD(I) when designated as the DDI, as applicable.

4. IC personnel at or above the General Schedule (GS)-11 grade or equivalent may apply for an IC civilian joint duty rotation through the IC Joint Duty website.

5. The employing IC element shall manage IC civilian joint duty rotation applications in accordance with its internal processes, consistent with IC policy.

6. The gaining IC element shall manage the review of IC civilian joint duty rotation applications and the selection of applicants in accordance with its internal processes, consistent with IC policy.

7. The gaining IC element's Joint Duty Program Manager shall notify the applicant's employing IC element's Joint Duty Program Manager of the outcome of the review and selection process.

8. The IC Civilian Joint Duty Standard Memorandum of Understanding (MOU) shall be used by the employing and gaining IC elements to document the parameters of the IC civilian joint duty rotation. The Assistant Director of National Intelligence for Human Capital (ADNI/HC) shall maintain and make available to the IC elements the template for the MOU.

a. The gaining IC element shall initiate coordination of the Joint Duty Rotation MOU.

b. Authorized officials for the employing and gaining IC elements, and the IC employee embarking on the IC civilian joint duty rotation, must complete and sign the MOU prior to the commencement of the rotation.

c. Consistent with ICD 660, IC civilian joint duty rotations will generally be on a reimbursable basis.

(1) Requests for exemptions may be made to the ADNI/HC for review and Principal Deputy DNI (PDDNI) approval on a case-by-case basis. Such approval is not required for IC civilian joint duty rotations already filled on a non-reimbursable basis prior to the effective date of this ICPG.

(2) Requests for exemptions for IC elements within the Department of Defense may be made to the USD(I) when designated as the DDI, for approval in consultation with the PDDNI.

(3) The ADNI/HC will maintain and administer any National Intelligence Program funds that may be made available to reimburse IC civilian joint duty rotations consistent with ICD 660, Section F.2.e.

d. Responsibility for any associated travel, training, change of station, and per diem costs shall be addressed in the IC Civilian Joint Duty Standard MOU.

(1) The employing IC element shall be responsible for travel, training, and per diem costs if these activities are in support of or required by the employing IC element.

(2) The gaining IC element shall be responsible for travel, training, and per diem costs if these activities are in support of or required by the gaining IC element.

(3) The employing and gaining IC element shall agree on the party responsible for change of station costs.

9. Performance management of an IC employee on a joint duty rotation shall be conducted pursuant to ICD 660, sections E.11 and E.12. For the evaluation of an IC employee serving in a designated internal position, input from officials outside the employing element with knowledge of the joint duty experience is encouraged. The evaluation of an IC employee should note that the employee is serving in a position that provides IC civilian joint duty qualifying experience.

10. Reintegration

a. The employing IC element shall establish a reintegration process and inform its employee of the element's reintegration process prior to the commencement of the employee's IC civilian joint duty rotation outside their employing IC element.

b. The employing IC element shall contact its employee on an IC joint duty rotation not less than 90 days prior to the conclusion of the rotation to facilitate the employee's reintegration into the employing element.

F. IC CIVILIAN JOINT DUTY CREDIT

1. IC Civilian Joint Duty Credit is the formal recognition by the employing IC element that an employee has successfully completed all IC Civilian Joint Duty Program requirements.

2. IC personnel at or above the GS-11 grade or equivalent may earn joint duty credit through:

a. Completing at least 365 calendar days in a position that meets the definition of an IC joint duty qualifying experience, or in an internal position designated by the head of the IC element as providing an IC civilian joint duty qualifying experience, and earning not less than a successful performance rating in the position. Short-term rotations over a 36-month period may be counted toward this requirement, provided that each assignment is not less than 90 consecutive days; or

b. Deployment as an IC civilian employee for at least 179 days to a designated combat zone, and earning not less than a successful performance rating in the deployment. Short-term deployments over a 36-month period may be counted toward this requirement, provided that each deployment is not less than 90 consecutive days; or

c. Earning an undergraduate or graduate degree from the National Intelligence University (NIU) through established full-time resident courses of study.

(1) This eligibility is retroactive to 29 August 2011, when the National Defense Intelligence College transitioned to the NIU, for all IC personnel at or above the GS-13 grade or equivalent.

(2) This eligibility is retroactive to 30 January 2013 for all IC personnel at the GS-11 and GS-12 grades or equivalent.

3. IC personnel are responsible for applying for IC Civilian Joint Duty Credit.

a. The IC employee shall submit a Joint Duty claim to the employing IC element's Joint Duty Program Manager indicating that all requirements for receiving IC Civilian Joint Duty Credit approval have been satisfied.

- b. The employing IC element Joint Duty Program Manager shall review the documentation and determine whether all requirements have been met.
 - c. If all requirements have been met, the employing IC element shall grant IC Civilian Joint Duty Credit to the employee.
 - d. The employing IC element shall provide documentation of IC Civilian Joint Duty Credit as a permanent record in the official human resources file of the employee who has been approved for this credit.
4. IC civilian personnel may submit an IC Civilian Joint Duty Claim based on experience at or above the GS-13 grade or equivalent acquired after 11 September 2001 and prior to their joining the IC that satisfies IC Civilian Joint Duty Program requirements identified in ICD 660 and this Policy Guidance.
5. IC civilian personnel may submit an IC Civilian Joint Duty Claim based on experience at the GS-11 and GS-12 grades or equivalent acquired after 30 January 2013 and prior to their joining the IC that satisfies the IC Civilian Joint Duty Program requirements identified in ICD 660 and this Policy Guidance.
6. IC Civilian Joint Duty Credit shall be a requirement for assignment to any IC civilian position classified above the GS-15 grade or equivalent. IC employees currently serving in a position above the GS-15 grade or equivalent, who do not have IC Civilian Joint Duty Credit, must receive IC Civilian Joint Duty Credit prior to subsequent promotion or assignment to a higher-level senior position.

G. EXEMPTION AND WAIVERS

1. The DNI, or as appropriate the USD(I) when designated as the DDI, may exempt a senior-level position from the IC Civilian Joint Duty Program requirements when it has been demonstrated that the senior-level position is unique; requires rare or exceptional technical skills or expertise not found elsewhere in the IC; or is part of a narrowly focused, highly specialized scientific, technical, or professional community that exists only within a particular IC element.
- a. A request for an exemption must be signed by the IC element head and submitted in writing to the DNI, or as appropriate to the USD(I) when designated as the DDI. Exemption requests shall include:
 - (1) A description of the senior-level position for which the exemption is requested;
 - (2) An organization chart showing the relationship of the senior-level position to other senior-level positions within the IC element;
 - (3) A description of the unique requirements specific to the senior-level position for which the exemption is requested; and
 - (4) A description of the technical and professional qualifications of the current and prior incumbents.
 - b. Responses to requests for exemptions will be issued in writing by the DNI, or as appropriate by the USD(I) when designated as the DDI, and include the basis for the decision.
 - c. A copy of the exemption request and decision will be provided in writing to the ADNI/HC and to the head of the IC element who requested the exemption.

d. A senior-level position exempted from the IC Civilian Joint Duty Program requirements shall be reviewed annually by the ADNI/HC for revalidation by the DNI, or as appropriate, by the USD(I) when designated as the DDI.

2. The DNI, or the USD(I) when designated as the DDI, may waive the IC Civilian Joint Duty Program requirements for the assignment of an employee to a senior-level position when it is demonstrated that there are no other qualified candidates for the senior-level position who possess IC Civilian Joint Duty Credit and that the mission of the IC element would be adversely impacted if the employee for whom the waiver is requested was not assigned to the senior-level position.

a. A request for a waiver must be submitted in writing to the DNI, or as appropriate the USD(I) when designated as the DDI, and signed by the head of the IC element. Waiver requests shall include:

- (1) A description of the senior-level position;
- (2) A description of the process used to identify qualified candidates for the position and the results of that process;
- (3) A detailed description of the unique experience and qualifications of the IC employee for whom the waiver is requested;
- (4) A justification as to why the individual for whom the waiver is requested has not satisfied the IC Civilian Joint Duty Program requirements; and
- (5) A detailed description of the adverse mission impact that would result if the waiver were not granted.

b. Waiver decisions will be issued in writing by the DNI, or as appropriate the USD(I) when designated as the DDI, and include the basis for the decision.

c. A copy of the waiver request and decision will be provided to the ADNI/HC and to the head of the IC element who requested the waiver.

d. IC civilian joint duty credit is not earned when an IC employee is assigned to a senior-level position pursuant to a waiver. To receive IC civilian joint duty credit, the employee must satisfy the IC Civilian Joint Duty Program requirements, outlined in section F, above, and be approved for credit.

H. ADMINISTRATION

1. The heads of IC elements shall:

a. Designate in writing to the DNI the IC Civilian Joint Duty Program Manager who will coordinate IC civilian joint duty rotations within their respective elements.

b. Ensure Equal Opportunity for every eligible IC employee considering a joint duty rotation by providing reasonable accommodations as requested.

c. Support IC Civilian Joint Duty outreach activities to encourage maximum participation in the IC Civilian Joint Duty Program.

d. Provide annually to the DNI a descriptive list of the element's internal positions designated as providing an IC civilian joint duty qualifying experience including for each position, at a minimum, the position title, position grade/pay band, position location, and a

summary of position duties. For IC elements within the Department of Defense, a copy of the listing will be provided to the USD(I) when designated as the DDI.

e. Provide IC Civilian Joint Duty Program information necessary to gauge program success to the DNI, through the ADNI/HC, upon request.

2. IC Civilian Joint Duty Program Managers of employing IC elements shall ask their employees to complete the Joint Duty Assignment Feedback Assessment upon completion of an IC civilian joint duty rotation. ADNI/HC shall maintain and make available to the IC elements the Joint Duty Assignment Feedback Assessment.

3. Disputes related to the implementation of this Policy Guidance shall be resolved in a manner consistent with the authorities in Executive Order 12333, as amended.

I. EFFECTIVE DATE: This Policy Guidance becomes effective on the date of signature.



Director of National Intelligence

24 JUL 2015

Date