INTELLIGENCE COMMUNITY POLICY GUIDANCE NUMBER 601.1

INTELLIGENCE COMMUNITY CIVILIAN JOINT DUTY PROGRAM IMPLEMENTING INSTRUCTIONS

A. PURPOSE

1. Pursuant to Intelligence Community Directive (ICD) 101, Section G.1.b.(3), Intelligence Community Policy Guidance 601.1 *Intelligence Community Civilian Joint Duty Program Implementing Instructions* is hereby amended.

2. Amendments to this Guidance are issued in conformity with ICD 652 *Occupational Structure for the Intelligence Community Civilian Workforce,* which establishes work levels and work categories for the pay band system of the National Intelligence Civilian Compensation Program (NICCP); and ICD 653 *Pay-Setting and Administration Policies for the Intelligence Community Civilian Workforce,* which addresses conversions from the General Schedule to the pay band system of the NICCP.

3. The amendments are as follows:

a. Section G, replace the phrase: "GS-13 or equivalent" with "GS-13" (deleting "or equivalent");

b. Section G, add phrases: "or in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level" and "or pay band"; and

c. Section H.4, add phrase: "The provisions of this section shall also apply to employees in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level and above, as applicable."

B. EFFECTIVE DATE: This Amendment becomes effective on the date of signature.

David R. Shedd

Deputy Director of National Intelligence
for Policy, Plans, and Requirements

September 4, 2009
Date

INTELLIGENCE COMMUNITY POLICY GUIDANCE NUMBER 601.1

INTELLIGENCE COMMUNITY CIVILIAN JOINT DUTY PROGRAM IMPLEMENTING INSTRUCTIONS (ORIGINALLY ISSUED: 25 JUNE 2007) (AMENDED: 4 SEPTEMBER 2009)

A. AUTHORITY. The National Security Act of 1947, as amended; other applicable provisions of law; and Intelligence Community Directive (ICD) 601, *Human Capital Joint Intelligence Community Duty Assignments*.

B. APPLICABILITY. This Intelligence Community Policy Guidance (ICPG) applies to the Intelligence Community (IC), as defined by the National Security Act of 1947, as amended, and to other departments or agencies that may be designated by the President, or designated jointly by the Director of National Intelligence (DNI) and the head of the executive department or independent agency concerned, as an agency or element of the IC.

C. JOINT DUTY AS A REQUIREMENT FOR SENIOR PROMOTION/RANK. Joint Duty assignments further the interests of each IC element and the Community as a whole, promote the effectiveness of the U.S. Government, and provide future IC leaders with a broader perspective on the issues facing the Community. Accordingly, subject to the provisions of this ICPG, including the timetable set forth in Section M below, a civilian employee will not be promoted or assigned to a senior civilian position in the IC unless that employee has been awarded joint duty certification.

1. Joint duty certification will be treated as a mandatory qualification requirement for promotion or assignment to any civilian position classified above the General Schedule (GS) grade of 15, or equivalent (hereafter referred to as a senior position), as well as a grant of personal rank above GS-15.

2. Such certification requires successful completion of at least one temporary or permanent assignment of at least 12 months duration that meets the criteria for IC joint duty set forth in Section G below.

3. Such certification will also require successful completion of the IC Joint Leadership Development Program (JLDP) established pursuant to Section L below, or an equivalent course of study, approved by the Associate Director of National Intelligence/Human Capital (ADNI/HC). The requirement to complete the JLDP, or equivalent, will be phased in according to an implementation schedule to be determined by the DNI, in consultation with the heads of executive departments and independent agencies with IC employees.

4. The joint duty certification requirement is not effective immediately, but will be phased in according to the implementation schedule set forth in Section M. Individuals appointed to a senior position as of the effective date of this ICPG are not subject to the requirements of joint duty certification as specified herein. However, those requirements may apply to an individual's subsequent promotion or permanent reassignment to a higher-level senior position (see Section M). This requirement may be waived in accordance with Section F.

D. INVENTORY OF SENIOR AND OTHER JOINT DUTY POSITIONS. 90 days after issuance of this ICPG and annually on 1 July thereafter, the heads of each executive department or independent agency with IC employees, or their senior level designee, will submit to the DNI, through the ADNI/HC, an annual report providing an inventory of all senior IC positions/employees in the executive department or independent agency, to include each position's title, senior position tier level (see Section M), functional area, and duty location, subject to appropriate security requirements. The annual report will also provide the number of employees (including senior employees encumbering senior positions identified in the report) who have successfully earned joint duty certification. The ADNI/HC will provide a standard report format for this inventory under separate cover.

1. As part of that annual inventory, each executive department or independent agency with IC employees will also identify those senior positions that may be exempted from the joint duty requirement, in accordance with Section E, as well as those positions or assignments internal to an agency or element that may provide employees of that agency or element qualifying joint duty experience, in accordance with Section G below.

2. Beginning on or about 1 October 2007 and annually thereafter, the ADNI/HC will publish a coordinated and approved list of those senior positions that require joint duty certification as a prerequisite, and the effective date of that requirement, in accordance with Section M below; those senior positions that have been exempted from the joint duty requirement in accordance with Section E; and those positions or assignments internal to an agency or element that provide employees of that agency or element with qualifying joint duty experience, in accordance with Section G below.

3. When an IC agency or element, or its executive department, where applicable, establishes, cancels, or substantially modifies any of its senior positions, the agency or element,

or its executive department, will notify the ADNI/HC in writing of such changes on a quarterly basis, beginning on 1 October 2007, so that the inventory of senior positions can be updated.

E. EXEMPTIONS. The officials designated in Section P below may exempt a particular senior position from the joint duty certification requirement, where it has been demonstrated that the senior position is unique; requires rare or exceptional technical skills or expertise not found elsewhere in the IC; and/or is part of a narrowly focused, highly specialized scientific, technical, or professional community that exists only within a particular IC agency or element.

1. The head of an IC agency or element, or senior designee, may request that the appropriate official designated in Section P below exempt certain senior positions from the joint duty certification requirement, at any time and/or in conjunction with the annual senior position inventory (see Section D).

2. Such requests must be in writing, signed by the head of the IC agency or element or senior designee, and include a description of the position in question, an organizational chart showing the relationship of that position to other senior positions in the agency or element that are not exempted from the joint duty requirement, documentation regarding the position's rare or exceptional technical or professional qualification requirements, and where applicable, the qualifications and backgrounds of the position's current and previous incumbents.

3. Exemption decisions will be in writing. Where the appropriate official designated in Section P below issues a final written decision on an exemption request, that official will furnish a copy of that decision, including the rationale supporting it, to the other designated official(s), as applicable. Approved exemptions will be so indicated in the agency or element's annual senior position report, in accordance with Section D above, and published as part of the IC-wide list of senior positions published annually by the ADNI/HC.

F. WAIVING JOINT DUTY REQUIREMENTS. The appropriate official designated in Section P below may waive the joint duty certification requirement in the case of the proposed promotion or permanent reassignment of an individual employee to a particular senior position, or equivalent senior rank, where it has been demonstrated that there are no "highly qualified" alternative candidates with joint duty certification, and that the mission of an IC agency or element would be adversely impacted if that particular individual cannot be appointed, promoted, or placed into the senior position in question.

1. Individual waiver requests may be submitted by the head of an IC agency or element to the appropriate official designated in Section P below. Upon receipt of a formal waiver request, each official will provide the other official with an informational copy.

2. Individual waiver requests must be in writing and signed by the head of the agency or element; each request must include a description of the senior position in question, a description of the process used to identify "highly qualified" candidates for the position, and the results of

that process (such as the number of candidates identified for the position in question, including those who have earned joint duty certification).

3. Each waiver request must also include a detailed description of the experience and qualifications of the individual for whom the waiver is being requested, in comparison to those other "highly qualified" candidates for the position who have earned joint duty certification, including justification as to why the individual in question has been unable to satisfy the joint duty requirement, and a detailed description of the adverse mission impact that would result if a waiver is not granted in the particular case.

4. Waiver decisions will be in writing and include supporting rationale. Where the appropriate official designated in Section P below issues a final written decision on a waiver request, that official will provide an informational copy of that decision to the other designated official(s), as applicable. All final waiver decisions will be distributed by the ADNI/HC to members of the IC Chief Human Capital Officers Council for informational purposes, subject to appropriate privacy and confidentiality requirements.

G. Criteria for Joint Duty Credit. Subject to the conditions set forth below, an employee will receive credit for a joint duty assignment by serving at least 12 months in another IC agency or element in a permanent position classified at a pay grade or rank of at least GS-13 or in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level; and/or by successfully completing a temporary, rotational assignment of between 12 and 36 months to a position with a grade or pay band at or above that level (or equivalent) in another IC element, an organization outside the IC, and/or a position within the employee's "home" agency or element that has been specifically designated as providing joint duty credit.

1. For an employee to receive joint duty credit for a temporary rotational assignment to another IC agency or element, or to another organization outside the IC, the proposed assignment must be approved by the employee's first-level supervisor and second-level manager, in coordination with the individual's career service or equivalent (where applicable); have duties and responsibilities that require that employee to acquire and apply substantial practical knowledge and understanding of the organization to which assigned, including its mission, structure, key personnel, and culture; be part of, and consistent with that employee's individual career development plan(s), or equivalent, as discussed with and approved by the employee's first-level supervisor; and be consistent with applicable competency requirements and career path(s) recommended by the individual's professional community.

2. In addition to inter-agency assignments, employees will receive joint duty credit for permanent or temporary assignments to organizations that include (but are not limited to) the Office of the DNI (ODNI) or one of its components, including the National Counterterrorism Center (NCTC), the National Counterproliferation Center (NCPC), the National Counterintelligence Executive (NCIX), designated DNI Mission Managers, and other ODNI organizations; a National Center, Service, or equivalent organizational unit managed by another element of the IC, where that IC element has officially been designated by the DNI as an IC

Executive Agent; the National Security Council; the Homeland Security Council; the Office of the Under Secretary of Defense for Intelligence; the President's Intelligence Advisory Board; and/or other comparable inter-agency, inter-governmental, private sector, non-governmental, academic or educational, foreign national, or international organization (such as the North Atlantic Treaty Organization).

3. Further, the appropriate official designated in Section P below may determine that an internal assignment to certain "liaison" and equivalent positions, or to certain other positions or internal assignments within an IC agency or element (to include full-time, extended service on a multi-agency or "joint" taskforce or project team) may provide employees of that agency or element with sufficient inter-agency experience to qualify as the equivalent of a joint duty assignment outside of that agency or element. Normally, these positions will be identified in the annual inventory described in Section D.

a. To qualify as the equivalent of a joint duty assignment, such an internal assignment must involve significant policy, program, managerial, operational, liaison, tasking, or coordinating responsibility for resources, programs, policies, or operations that are carried out by the employee's agency or element, in conjunction with one or more *other* IC elements, and/or organizations external to the IC, to include combatant commands; other Federal agencies; state, local, or tribal governments; Joint Terrorism Task Forces (JTTF); foreign partners; international organizations, etc., such that the assigned employee is required to acquire and apply extensive, first-hand knowledge and understanding of one or more other IC agencies, elements, or external organizations.

b. To qualify for joint duty credit, an internal assignment to a position within an employee's "home" agency or element must meet all other joint duty criteria. In this regard, the performance expectations, rating, and bonus, if applicable, of an employee on such an internal assignment will remain the responsibility of that employee's employing agency or element; however, the employee's rating official must obtain written input with respect to the employee's performance from one or more designated employees or officials employed by the other agency or agencies, element(s), or external organization(s).

4. Any individual deployed on a Permanent/Temporary Change of Station or Temporary Duty basis for 179 days or more to a designated combat zone will satisfy the 12-month minimum requirement for joint duty credit.

5. Multiple assignments of no less than 90 consecutive days may be cumulatively applied to satisfy the 12-month minimum requirement for joint duty credit, so long as that minimum requirement is met within a 24-month period. Multiple assignments of no less than 90 consecutive days in a designated combat zone may also be cumulatively applied to meet the 179-day minimum requirement for joint duty credit, subject to the same 24-month limitation.

6. An employee who has been officially certified by the DNI or, prior to 22 April 2005, by the Director of Central Intelligence, as successfully fulfilling all of the requirements for designation as an Intelligence Community Officer (ICO) will automatically receive full joint duty certification; see Section N.

7. In accordance with Section 5.B of ICD 601, only individuals ranked as "highly qualified" by an IC agency or element will be eligible to be nominated for a particular joint duty rotational assignment. In addition, the head of an agency or element, or senior designee, must review and endorse all joint duty nominees, as a final quality control check. Gaining agencies or elements reserve the right to decline a joint duty nominee for appropriate reasons (for example, qualifications).

8. Each IC agency or element is responsible for posting all joint duty opportunities available to employees of other IC agencies or elements, both permanent and rotational, on the ODNI Joint Duty Web site. As specified in ICD 601, employees applying for a permanent assignment to another agency or element will follow the procedures outlined in the posting. Employees applying for a joint duty rotational assignment will follow the internal application policies and procedures established and issued by their employing agency or element.

9. IC agencies and elements will automatically provide an employee joint duty credit for a permanent or temporary rotational assignment that meets the above criteria, so long as that employee received performance ratings of "fully successful" (or equivalent) or higher during the period of that assignment. Joint duty credit will be recorded in the employee's official personnel records by his or her employing element, using a standard set of data elements, standards, and/or definitions to be issued by the ADNI/HC.

10. To ensure a sufficient "rotation base" for joint duty assignments, the appropriate official designated in Section P below may determine that a particular position, class of positions, or percentage of positions, in one or more agencies and elements will be reserved for employees on rotational assignments from other IC agencies and elements.

H. Claims for Joint Duty Credit. The head of an IC agency or element, or senior designee, may, in accordance with general guidelines issued by the ADNI/HC, determine that an IC employee's relevant military, professional, technical, managerial, and/or leadership experience outside the IC qualifies as the equivalent of a joint duty assignment to another IC element for the purposes of this ICPG. Claims for joint duty credit may be made as follows:

1. Civilian employees may claim that a previous rotational assignment completed under the IC Assignments Program (ICAP) should be credited as providing joint duty experience. Generally, an employee may receive credit for joint duty experience so long as the ICAP assignment meets the criteria set forth in Section G and was completed on or after 1 January 1997, when the ICAP was established. Claims involving an ICAP assignment will be submitted to the employee's IC agency or element in accordance with that agency or element's internal policies and procedures.

2. Civilian employees may also claim that one or more previous permanent or temporary assignments within the IC, or to an organization external to the IC, should be credited as providing the equivalent of joint duty experience. To qualify for joint duty credit, the assignment must have been completed after 11 September 2001; meet the joint duty criteria set

forth in Section G; and be officially documented by a notice of personnel action, formal memorandum of agreement, or other official documentation.

3. As an exception to the above time limit, a civilian employee may claim that a temporary or permanent assignment to another IC agency or element completed on or before 11 September 2001 but begun on or after 1 January 1997 qualifies as providing joint duty credit where the head of an IC agency or element, or senior designee, determines that such assignment clearly and directly contributed to a "joint" (that is, inter- or multi-agency) function, activity, or operation critical to the overall IC and its national security mission. To be credited, such assignments must meet the joint duty criteria set forth in Section G; be officially recognized by a senior IC official as meeting the above standard; and be officially recorded by a notice of personnel action, formal memorandum of agreement, or other official documentation. Copies of claims approved under this exception will be provided to the ADNI/HC.

4. For IC employees in permanent positions at or above GS grade 15 or equivalent, all claims for previous joint duty credit (including those involving ICAP assignments) will be filed during the period of 1 September through 1 November 2007 for assignments or details completed on or before the latter date. Employees at GS grade 14 or equivalent will be able to file claims during the period of 1 December 2007 through 1 February 2008 for assignments or details completed on or before the latter date. Employees at GS grade 13 or equivalent will be able to file claims during the period of 1 March through 1 May 2008 for assignments or details completed on or before the latter date. The provisions of this section shall also apply to employees in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level and above, as applicable.

a. Each such claim will be submitted on a standard form issued by the ADNI/HC (to be made available on the ODNI Joint Duty Web site in downloadable form); paper copies of the form will also be made available. Employees will submit completed forms to their employing IC agency or element, in accordance with the internal policies and procedures of that IC agency or element. In completing the form, an employee must provide official documentation of the claimed assignment.

b. Filing deadlines may be extended in individual cases by the IC agency or element for good and sufficient cause. Thereafter, each agency or element will review and adjudicate each claim, in accordance with general guidelines issued by the ADNI/HC, and issue a written decision to the employee in each case accepting or rejecting it in whole or in part.

c. An agency or element may, in coordination with the ADNI/HC and consistent with the above time frames, establish an alternative or supplementary process for identifying and determining whether an employee's previous permanent or rotational assignment(s) may qualify for joint duty credit (for example, by searching assignment records in its human resource management information system), so long as all employees of that agency or element have the opportunity, within the time frames set forth above, to make a claim for joint duty credit.

5. For assignments completed any time on or after the end of the applicable claim-filing period specified in Section H.4, a claim for joint duty credit must be filed within 60 calendar

days of completion of that assignment, and in accordance with the internal policies and procedures of the employee's employing agency or element. Such assignments must be recorded by an official notice of personnel action, formal memorandum of agreement, or other official documentation.

a. The employing element will review, verify, and validate the claim for joint duty credit and, in accordance with general guidelines issued by the ADNI/HC, issue a written decision to the employee accepting or rejecting it in whole or in part.

b. However, if after the employing element has issued its decision the employee discovers new and material evidence in support of his or her claim, he or she may request reconsideration with the IC agency or element according to the internal policies and procedures of that agency or element.

I. CONSIDERATION OF EXTERNAL CANDIDATES FOR SENIOR POSITIONS. In evaluating external candidates for appointment or promotion to a senior IC position requiring joint duty certification, the head of an IC agency or element, or senior designee may, in accordance with general guidelines issued by the ADNI/HC, determine that a particular candidate's relevant military, professional, technical, managerial, and/or leadership experience outside the IC (for example, in another Federal agency, the private sector, or an academic institution) is equivalent to, and thus satisfies the requirement for, a joint duty assignment for the purposes of this ICPG. To qualify as the equivalent of joint IC duty, such assignment must also be creditable towards the general, technical, professional, managerial, or executive qualification requirements for the position in question. Determinations in this regard, favorable and otherwise, will be documented in writing and retained by the agency or element.

J. PERMANENT PROMOTIONS. The employing IC agency or element, as defined in ICD 601, will remain responsible for the permanent promotion of those of its employees who are on a joint IC duty rotational assignment, or who have successfully completed such an assignment and return to a position in the employing agency or element.

1. To the extent consistent with this ICPG, eligibility, consideration, and selection for such permanent promotions will be in accordance with policies and procedures established by the employing agency or element for the promotion of its employees generally, except that an employing agency or element's final decision regarding the promotion of an individual on a joint IC duty assignment will be subject to consultation with the designated joint IC duty senior point of contact or designee in the individual's gaining element prior to selection. However, the employing element retains final authority over permanent promotion decisions.

2. Joint duty credit and/or certification will be considered a quality ranking factor in the merit promotion process and accorded additional weight in the consideration of candidates for promotion to a rank or a position of GS-14 or above (or equivalent), including senior officer positions. However, candidates with joint duty certification or credit are not guaranteed promotion.

a. In evaluating candidates for permanent promotion to GS-14 and above (and equivalent), selecting officials of the employing agency or element will take into account, and provide appropriate additional weight to, the number and quality of a particular candidate's joint duty assignments, especially to positions of increasing scope and responsibility, including joint/inter-agency program management, supervisory and/or managerial responsibility, as appropriate; the level of a candidate's performance in those various joint duty assignments, particularly if rated above "fully successful" or equivalent, will also be given additional due weight in the promotion process.

b. In those cases where a "highly qualified" candidate with current or prior joint duty credit is not selected for a particular permanent promotion, the agency or element will document the reasons for such non-selection in writing and retain such documentation in its official files.

K. Review of Promotion Rates. Generally, in accordance with Section 102A (l)(2)(A) of the National Security Act of 1947, as amended, and Section 5.H of ICD 601, employees who are on joint IC duty rotational assignments, or who have completed such assignments, will be appointed or promoted at an overall rate comparable to the aggregate population of their peers in the employing element. Pursuant to Section 5.I of ICD 601, this requirement also applies to permanent base pay increases for senior executives or senior professionals who are on joint IC duty rotational assignments or who have completed such assignments. To effectuate these provisions, each IC agency or element will provide the ADNI/HC, through its executive department, where applicable, with the following information at the times indicated.

1. Each IC agency or element will submit a by-position listing of all employees appointed or promoted above GS-15 (or equivalent); the list will identify those who were on or who had completed a joint duty assignment at the time of the board or selecting official's selection(s); and, where applicable, whether an exemption or waiver was applied in any particular case. For those IC agencies and elements that convene boards or panels to promote employees to senior positions (or equivalent personal rank), this list must be submitted to the ADNI/HC through the agency or element's department, where applicable, within 30 days of final board selection(s). For those IC agencies and elements that consider employees for promotion to senior positions (or equivalent personal rank) on an *ad hoc* or position-by-position basis, this list must be submitted on a quarterly basis, beginning on 1 October 2007 for the calendar quarter beginning 1 July 2007.

2. Each IC element will also submit a by-position listing of all senior employees receiving an annual permanent, performance-based salary increase over and above any increase that maintains a senior employee's relative position in the salary range; the list will identify those employees who were on, or who had completed, a joint duty assignment at the time of the agency or element's Performance Review Board's deliberations; and, where applicable, whether an exemption or waiver was applied in any particular case. This list must be submitted within 30 days of the Performance Review Board's final recommendations to the head of the agency or element, or executive department, as applicable. This requirement applies to covered senior employee performance-based salary adjustments made on or after 1 October 2007.

3. Where an agency or element periodically convenes boards or panels to concurrently consider groups of GS-13 and/or GS-14 (and equivalent) employees for permanent promotion, that element will furnish a summary of the results of each such board to the ADNI/HC, through the IC agency or element's executive department, where applicable, within 30 days of final selections. This requirement is effective for promotion boards convened on or after 1 July 2007. Each summary will include the number of such employees considered by the board (by occupational category, where applicable); the number who were on or who had completed a joint IC duty assignment at the time of the board's deliberations; and the number of those employees who had been recommended and selected for promotion.

4. Where an agency or element considers GS-13 or GS-14 (and equivalent) employees for permanent promotion on an *ad hoc* or position-by-position basis, that agency or element will provide the ADNI/HC, through its executive department, where applicable, with a quarterly report summarizing the aggregate results of those separate personnel actions. This requirement is effective for promotion actions effected on or after 1 July 2007, with the first quarterly report due on 1 October 2007. Each quarterly report will include the number of such employees considered for promotion during the period (by occupational category, where applicable); the number who were on or who had completed a joint IC duty assignment during the quarter; and the number of those employees who had been recommended and selected for promotion.

5. The ADNI/HC will review and compare those overall promotion and/or senior employee base pay adjustment rates to ensure that the above requirements are being met, and may require an agency or element to take appropriate corrective action where it determines that employees who are on or who have completed a joint IC duty assignment have been improperly disadvantaged in the promotion or senior employee pay adjustment process. However, except in extraordinary cases, such corrective action will not involve an individual employee or individual personnel action unless there is a specific finding of substantive policy violation or misconduct with respect to such employee in the promotion or senior employee pay adjustment process.

L. JOINT LEADERSHIP DEVELOPMENT PROGRAM. Until such time as the DNI, in consultation with the heads of IC agencies and elements, and their respective executive departments, establishes and implements a Joint Leadership Development Program (JLDP) to provide professional training and education to employees who are on, or who have completed one or more joint duty assignments, an employee may be appointed or promoted to a senior IC civilian position upon successful completion of a joint duty assignment only, as applicable.

M. PHASED IMPLEMENTATION. To achieve the objectives of the IRTPA as expeditiously as possible, while minimizing any adverse impact upon IC agencies and elements and/or individual IC employees, the requirements of ICD 601 and this ICPG will be implemented in phases, beginning with the most senior leadership positions in the IC and incrementally expanding coverage according to the following guidelines, until all non-exempt senior positions require successful completion of a joint IC duty assignment (or certification, when applicable) as a condition precedent to promotion or reassignment.

1. The officials designated in Section P below will apply these guidelines in conjunction with the annual listing of IC senior positions, beginning with the inaugural 2007 listing, and annually thereafter, indicating by date when each such position will require successful completion of a joint duty assignment (or certification, when applicable) as a prerequisite. However, the DNI may, in consultation with the heads of executive departments and independent agencies with IC employees, accelerate, extend or revise this implementation schedule in the interest of ensuring an effective IC Civilian Joint Duty Program.

2. On or after 1 October 2007, absent a waiver or exemption approved by the appropriate official designated in Section P below, only those individuals who have successfully completed a joint duty assignment, or certification, when applicable, will be eligible for promotion to any senior position that has a direct reporting relationship to the head of an IC agency or element. These positions will be designated as Tier 4 senior positions.

3. On or after 1 October 2008, absent a waiver or exemption approved by the appropriate official designated in Section P below, only those individuals who have successfully completed a joint duty assignment, or certification, when applicable, will be eligible for promotion to a senior position that has a direct reporting relationship to a position covered by Section M.2 above, including any position whose incumbent is authorized to act for an incumbent of a Tier 4 senior position, such as a deputy or equivalent. This phase also covers any position that heads a major organizational unit of an IC agency or element immediately below the direct-report level (or provides comparable technical leadership), where the incumbent is responsible for setting the unit's strategic goals and objectives, aligning those goals and objectives with those of other agency or element units, and the IC generally; and representing the agency or element head and/or an official directly reporting thereto, in dealings with senior leaders from across the IC, other Federal agencies, Congress, and influential private, non-profit, foreign, non-governmental or academic entities. These positions will be designated as Tier 3 senior positions.

4. On or after 1 October 2009, absent a waiver or exemption approved by the appropriate official designated in Section P below, only those individuals who have successfully completed a joint duty assignment, or certification, when applicable, will be eligible for promotion to a senior position with a base salary above level III of the Executive Schedule that head a major organizational sub-element, such as a major geographic office, station, program, or center (or provides comparable technical leadership), where the incumbent participates in and contributes to the agency or element's strategic decision-making processes; establishes sub-element goals and objectives; manages and monitors performance and mission results that are aligned with the agency or element's strategic focus; and represents the sub-element to senior element and/or IC officials. These positions will be designated as Tier 2 senior positions.

5. All remaining senior civilian positions will be designated as Tier 1 senior positions. On or after 1 October 2010, absent a waiver or exemption approved by the appropriate official designated in Section P below, only those individuals who have successfully completed a joint duty assignment, or certification, when applicable, will be eligible for promotion to any senior position in the IC.

N. INTELLIGENCE COMMUNITY OFFICER PROGRAM (ICOP) TRANSITION. On the effective date of these implementing instructions, certain components of the Intelligence Community Officer Program (ICOP) will be transitioned to the IC Civilian Joint Duty Program, in accordance with the following:

1. Within 90 days of the issuance of this ICPG, all current, pending, and/or proposed details under the IC Assignments Program (ICAP) will be reviewed to determine if they meet the criteria for joint duty, as set forth in Section G.

2. Such review will be accomplished in accordance with internal policies and procedures to be established by each IC agency or element, or their department, as applicable. ICAP assignments that do not meet such criteria may continue at the discretion of the employee's employing IC agency or element; however, they will not be subject to the requirements of ICD 601 and this ICPG, nor will they provide joint duty credit to the employee completing such an assignment.

3. Employees who are enrolled in the ICOP's IC Officer Training (ICOT) program are encouraged to continue and complete its required course of study. Those employees who do so will be given credit towards completion of the IC Joint Leadership Development Program (JLDP; see Section L), as determined by the ADNI/HC in consultation with the IC Leadership Development Executive Council, at such time as the JLDP is established and implemented.

4. All other applicable administrative agreements pertaining to the ICOP will continue until otherwise specifically revised or terminated by mutual agreement between the DNI and the relevant organizational party or parties concerned.

O. REIMBURSEMENT. Reimbursement for joint duty assignments must comply with all applicable laws. Consistent with this requirement, joint duty rotational assignments from one IC agency or element to another that are funded by the National Intelligence Program (NIP) may or may not be subject to reimbursement on an assignment-by-assignment basis by the gaining agency or element. Reimbursement for a joint duty rotational assignment from an IC agency or element to an organization external to the IC will be determined on an assignment-by-assignment basis by the organizations involved.

1. The Central Intelligence Agency (CIA), the National Security Agency (NSA), the National Geospatial Intelligence Agency (NGA), the National Reconnaissance Office (NRO), the Defense Intelligence Agency (DIA), and the Federal Bureau of Investigation (FBI) will be responsible for budgeting sufficient NIP funds to initially support the joint duty assignments of their employees to other IC agencies and elements, as well as to organizations external to the IC. Beginning in the third quarter of fiscal year (FY) 2008 and annually thereafter, at a time to be determined by the ADNI/HC in conjunction with the ADNI and Chief Financial Officer (ADNI/CFO), each of the above agencies and elements will report the number of NIP-funded joint duty assignments to and from that agency or element to the ADNI/HC, so that any necessary adjustments in NIP funding and/or authorized end strength may be made.

2. For all other IC agencies and elements, the ODNI will establish and manage a central reserve of NIP-funded positions to be used to support joint duty rotational assignments of NIP-funded employees from those agencies and elements to other IC agencies and elements and/or organizations external to the IC. Prior to the beginning of each fiscal year, at a time to be determined by the ADNI/HC in conjunction with the ADNI/CFO, eligible IC agencies and elements (that is, those agencies and elements not listed in Section O.1 above) will be asked to provide the ADNI/HC with an estimate of such funding and/or positions they expect to require during the next fiscal year. The ADNI/HC, in coordination with the ADNI/CFO, will issue separate instructions for allocating additional funding and/or positions from the central reserve to those agencies and elements, as necessary to support the joint duty assignments of their IC employees in any given fiscal year.

P. ADMINISTRATION. The various administrative authorities set forth in ICD 601 and this ICPG, such as the authority to grant joint duty waivers and exemptions, may be exercised only at the discretion of the Director of National Intelligence (DNI), and for Department of Defense (DoD) IC agencies and elements, the Under Secretary of Defense for Intelligence, when designated as the Director of Defense Intelligence (DDI).

Q. EFFECTIVE DATE. This ICPG is effective upon the date of signature. All DNI authorities delegated herein are not further delegable, unless otherwise expressly stated.

//SIGNED// J.M. McConnell	6/25/07
Director of National Intelligence	Date