



UNCLASSIFIED

INTELLIGENCE COMMUNITY JOINT DUTY CLAIM FORM

The purpose of this optional form is to claim joint duty credit as described in and authorized by Intelligence Community Directive Number 660 (Intelligence Community Civilian Joint Duty Program) and Intelligence Community Policy Guidance 660.1 (Intelligence Community Civilian Joint Duty Program Implementation Guidance). This form does not preclude other means, to include automated processes, established by employing IC elements for granting joint duty credit to its employees who have met the applicable service requirements for a joint duty qualifying experience. Forms may be submitted to the individual's current employing IC element joint duty program office, using the POC information under the "Contacts" tab on the IC Joint Duty website.

SECTION A: CURRENT EMPLOYEE INFORMATION

- 1. Official Name: [redacted]
- 2. Pay Grade or Equivalent: [redacted]
- 3. Position Title: [redacted]
- 4. Employing IC Element: [redacted]
- 5. Organization/Office/Unit: [redacted]
- 6. Unclassified Commercial Phone #: [redacted]
- 7. Total # of pages submitted: [redacted]
- 8. Return Adjudication decision to me at: [redacted]

SECTION B: JOINT DUTY CLAIM INFORMATION: Select appropriate block(s) to indicate qualifying experience. You must use one form per claim.

- Joint Duty Rotation to another IC element of at least 365 calendar days
- Combat Zone Civilian Deployment of at least 179 calendar days
- NIU Degree Completion (transcript required)
- Other (e.g. qualifying rotation to non-IC element; private sector, academic, military or other qualifying work prior to joining your current IC element as a civilian employee.

- 1. Position Grade or Equivalent: [redacted]
Position Title: [redacted]
Gaining Element: [redacted]
Assignment Dates: [redacted]
Total Assignment Length in Months: [redacted]
- 2. NIU Degree Earned: (choose one)
BSI MSSI MSTI
NIU Degree Completion Date: [redacted]

Attach Documentation for each of the following to support your claim

- Statement of no more than one page briefly describing the joint duty work performed
- Evidence of assignment length (e.g. MoA/MoU, SF50, etc.)
- Evidence that the assignment was at the position level of GS/GG-11 or equivalent or above (e.g. MoA/MoU, SF-50, etc.)
- Evidence of not less than a successful performance rating (appraisal, letter of commendation, NIU transcript, etc.)
- Other supporting documentation (optional; e.g. travel orders, DD-214, position description, etc.)

Have you previously filed a claim for joint duty credit based on the assignment(s) listed herein?
If YES, to which IC Element did you submit the claim and when did you submit it?

I affirm that all statements on this form, and all attachments to it, are true and correct to the best of my belief.

[redacted signature box]

Signature (sign in ink)

[redacted date box]

Date

The National Security Act of 1947, as amended (50 USC § 403), authorizes the collection of this information in furtherance of the IC Civilian Joint Duty Program. Providing the information requested, including the SSN, is voluntary, however claims lacking the SSN or unique identifier may not be processed. Your claim and the adjudicator's decision may be shared with the gaining or employing IC elements and with the Office of the Director of National Intelligence for purposes of workforce administration, and with contractors engaged to conduct statistical analyses. Your IC element's privacy act routine uses may also apply to this information. To ensure consistency in IC element adjudications, your adjudicated claim also may be shared with a committee of human resource officers from across the IC.

Below to be completed by adjudicator at individual's current employing IC element joint duty program office

- Approved
- Denied

Date Received: [redacted]

[redacted name box]

Printed name and title of adjudicator

[redacted signature box]

Signature of adjudicator

[redacted date box]

Date

Additional Adjudicator Comments: [redacted]

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INTELLIGENCE COMMUNITY JOINT DUTY CLAIM FORM INSTRUCTIONS

(Note: Your current employing IC element joint duty program office may have additional instructions. If you have any questions contact your IC element's joint duty program office, which is listed under the "Contacts" tab on the IC Joint Duty website)

Classification—Indicate classification of all pages.

SECTION A: Employee Current Information - Complete this section with current information.

1. Official Name - Last, first, middle initial, suffix.
2. Pay Grade or equivalent
3. Position Title - Write current position title.
4. Current Employing IC element
5. Organization/Office/Unit - Current office information/location.
6. Phone number - (XXX) XXX-XXXX - Current unclassified commercial phone number.
7. Total # of pages submitted - This includes the claim form and all attached documents.

Return adjudicated decision to me at - Tell us how to get the adjudicated decision back to you.

SECTION B: Joint Duty Claim Information - Select appropriate block(s) to claim joint duty experience. Generally, for an assignment to count towards joint duty credit it must have been completed on or after 11 September 2001 for GS-13 and above, or after 30 January 2013 for GS-11 and GS-12.

CREDIT FOR JOINT DUTY:

- Must be a position of GS-11 or equivalent or above.
- Assignment(s) must be at least 365 calendar days (179 days if deployed as a civilian to a combat zone).
- Must have at least a successful performance rating.
- For NIU degree program completion: JDA credit is retroactive to 29 August 2011 for IC civilian personnel at or above the GS-13 grade (or equivalent) and to 30 January 2013 for IC personnel at the GS-11 and GS-12 grades (or equivalent).

Multiple assignments of no less than 90 consecutive days may be cumulatively applied to satisfy the 365 calendar day requirement (179 days if in a combat zone), so long as that minimum requirement is met within a 36-month period.

Experiences, such as full time degree earning study at the National Intelligence University, prior qualifying military experience, work in the private sector or public sector, and/or academia may count for joint duty credit if the claimed work meets the joint duty qualifying experience definition and criteria stipulated in IC Policy Guidance 660.1. In addition, certain internal IC element positions can provide joint duty qualifying experience. For more information, please contact your employing element joint duty program manager.

Brief Description - Briefly describe the joint duty work performed on one page. For NIU degree programs, attach transcript in lieu of description of work performed.

Documentation Requirements - Provide documentation as indicated on the claim form. One document, such as a performance appraisal, may satisfy one or more of the evidentiary requirements. If complete documentation is not provided, your claim may be denied. If you acquire new and material evidence in support of your claim, you may submit it to your joint duty or human resource point of contact according to the internal policies and procedures of your employing IC element.