

Standard Civilian Joint Duty Application Procedures



INTELLIGENCE COMMUNITY STANDARD

660-02

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, United States Intelligence Activities, as amended; Intelligence Community Directive (ICD) 660, *Intelligence Community Civilian Joint Duty Program*; Intelligence Community Policy Guidance (ICPG) 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*; ICPG 101.2, Intelligence Community Standards, and other applicable provisions of law.

B. PURPOSE:

1. To provide standard application procedures and requirements for Intelligence Community (IC) civilian joint duty rotation opportunities, as defined in ICD 660, which are open to all eligible IC civilian employees. IC civilian joint duty rotation opportunities are subject to an IC-wide competitive process and advertised through the IC Joint Duty Website and Application Tool (JDAT).

2. This Intelligence Community Standard (ICS) rescinds and replaces ICS 601-1, *Standard Civilian Joint Duty Application Procedures*, issued 12 June 2009.

C. APPLICABILITY:

1. This ICS 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 and the head of the department or agency concerned.

2. This ICS applies to IC civilian personnel. This ICS 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 ICS applies to IC civilian joint duty rotations. It does not preclude details and assignments made pursuant to other programs and authorities.

D. REFERENCES: The *Joint Duty Principles Document*, August 12, 2014; Assistant Director of National Intelligence for Human Capital Memorandum CHCO-14-6334, *Intelligence Community Civilian Joint Duty Standard Memorandum of Understanding*, April 30, 2018; Assistant Director of National Intelligence for Human Capital Memorandum CHCO-15-6439, *Exemption Approval for Non-Reimbursable Joint Duty Rotations at Intelligence (IC) Elements*, February 2, 2016.

E. IDENTIFICATION AND SELECTION OF JOINT DUTY APPLICANTS:

1. **IC Joint Duty Vacancy Announcement Requirements:** IC elements shall announce IC civilian joint duty vacancies, in accordance with ICD 660 and ICPG 660.1, and the *Joint Duty Principles Document*, using the JDAT hosted in the Joint Worldwide Intelligence Communications System. Vacancy announcements shall adhere to the following:

a. *Vacancy Announcement Postings*: Vacancy announcements shall be posted on the JDAT for not less than 15 calendar days and not more than 45 calendar days. IC elements shall consult with the IC Joint Duty Program Office (JDPO) to post a vacancy announcement less than the 15 calendar days or more than 45 calendar days.

b. *Reimbursable Vacancies*: Reimbursable vacancy announcements shall be approved and posted on the JDAT using the IC element's internal process.

c. *Non-Reimbursable Vacancies*: Prior to posting, Non-defense IC element requests to post non-reimbursable vacancy announcements shall be submitted to the IC JDPO to facilitate ODNI review and approval. Defense IC element requests to post non-reimbursable vacancy announcements shall be submitted to the Office of the Under Secretary of Defense for Intelligence (OUSD[I]) Human Capital Management Office (HCMO). In accordance with CHCO-15-6439, IC elements shall use the *IC Exemption Approval Template for Non-Reimbursable Joint Duty Rotations* that is available on the JDAT. Consistent with ICD 660 and ICPG 660.1, non-reimbursable vacancies shall be reviewed on a case-by-case basis.

d. *Non-IC Detail Opportunities*: Advertisement of, and application procedures for, non-IC Federal agency, entity, and/or organization detail opportunities posted on the JDAT shall be done in accordance with guidance issued by the ADNI/HC. The guidelines and steps to ensure consistent application of criteria is available on the JDAT.

e. *Advertisements*: IC elements shall advertise the availability of IC civilian joint duty opportunities listed on the JDAT to IC civilian employees within their respective elements to encourage maximum participation. Additionally, IC elements shall publicize links to the JDAT to ensure IC civilian employees have access to information about civilian joint duty opportunities. IC elements shall also, where feasible and in collaboration with IC JDPO, export IC civilian joint duty vacancy information to additional IC civilian joint duty websites at the appropriate classification level, to ensure employees without JDAT access have maximum information on IC civilian joint duty opportunities.

f. *Assistance*: IC elements shall provide procedural assistance and direction on issues that arise regarding applications, endorsements and/or nominations and selection procedures in accordance with internal policy, processes and procedures, consistent with IC policy and guidance.

2. IC Civilian Employee Application:

a. IC civilian employees shall discuss with their supervisor their interest in a joint duty rotation and contact their respective Joint Duty Program Manager (JDPM) for additional guidance on internal processes, consistent with IC policy and guidance. Eligible IC civilian employees shall apply for an advertised IC civilian joint duty rotation through the JDAT by submitting an application package that includes the following:

- (1) A applicant resume (two-page limit) or a biographical summary;
- (2) A short narrative or cover letter describing the applicant's qualifications (general and specific) for the joint duty opportunity; and
- (3) An employing element nomination or endorsement.

(4) For specific positions, additional documentation may be requested as described in the IC civilian joint duty vacancy announcement; for example, writing sample or transcripts.

b. All IC elements shall accept joint duty application packages that include the materials described above.

c. IC civilian employees who do not have access to the JDAT should follow the procedures outlined in section E.6.

3. Employing Element Endorsement and/or Nomination:

a. An IC civilian employee applicant for a joint duty vacancy must receive an endorsement and/or nomination from their employing element prior to the gaining IC element's consideration of the applicant for selection. The employing element's JDAT administrator shall, in collaboration with the appropriate career development authority, select "nominate" or "not nominate" in the JDAT within 10 calendar days after the vacancy close date.

b. If necessary, the 10-day nomination period may be extended by the gaining element. Only one nomination extension period may be authorized for each vacancy. The employing IC element shall coordinate with the gaining IC element to determine the appropriate number of extension days.

c. Applicants who are not nominated by their employing IC element for a specific joint duty vacancy shall be notified through their respective IC element's internal processes and through JDAT email notification, and shall not be further considered under a nomination extension period.

d. An IC employee who submits an application directly to the gaining element without the required employing element's endorsement and/or nomination shall not be considered.

4. Gaining Element Applicant Screening:

a. Endorsed and/or nominated IC civilian employee joint duty application packages shall be submitted to the gaining element through the JDAT after the nomination period has closed. If all application packages have been either nominated or not nominated in the JDAT before the end of the nomination period, the gaining IC element may proceed with its respective selection process.

b. The gaining IC element shall not consider a joint duty application package without the endorsement and/or nomination of the applicant's employing IC element.

c. Each gaining IC element shall apply its respective internal application review, interview, and selection processes when considering joint duty application packages.

5. Selection and Documentation of IC Civilian Joint Duty Rotations:

a. Gaining IC elements may conduct interviews, as necessary, and make a selection generally within 15 business days after the vacancy announcement closing date. If more time is required to make a selection, the gaining element JDPM shall inform the employing element's JDPM.

b. The gaining element shall indicate in the JDAT whether an applicant has been selected. The selectee shall be notified by the employing IC element in accordance with their respective procedures which may include verbal and/or written notification. Upon confirmation that the selectee has accepted the position, the employing IC element shall indicate in the JDAT that the selectee accepts the position. The gaining IC element shall initiate the standard *IC Civilian Joint Duty Memorandum of Understanding (MOU)* in the JDAT. The MOU shall be completed generally within 30 business days of employing element's acceptance of the selection and the joint duty rotation shall not begin until the gaining element, employing element, and employee have signed the MOU.

c. Applicants who were not selected shall be notified by their respective JDPM and through JDAT email notification. Feedback to applicants can be coordinated with the selecting official, if requested.

6. IC Civilian Employees Without Access to the JDAT:

a. IC civilian employees without access to the JDAT may submit an endorsed application package to their employing element JDPM for nomination to the gaining element point(s) of contact. Application packages must include the materials identified in paragraph E.2.a above.

b. If an IC civilian joint duty opportunity is not advertised in the JDAT, and/or the selectee does not have access, the application procedures and MOU completion may be coordinated outside of the JDAT. In these cases, IC element JDAT administrators shall follow JDAT procedures to upload a signed MOU in the JDAT and sign for the applicant.

F. ROLES AND RESPONSIBILITIES:

1. The head of each IC element shall ensure that the JDPM for the IC element holistically manages the IC Civilian Joint Duty Program within their IC element.

2. The JDPM shall:

a. Serve as their respective IC element's joint duty program point of contact for IC civilian joint duty matters;

b. Promote the IC Civilian Joint Duty Program;

c. Collaborate with their selecting officials to advertise IC civilian joint duty opportunities;

d. Designate JDAT administrators to post vacancy announcements, if different from the JDPM;

e. Validate that IC civilian employees meet minimum eligibility criteria to participate in the IC civilian joint duty program, (i.e., hold a position at or above the General Schedule 11 (GS-11) grade, or equivalent).

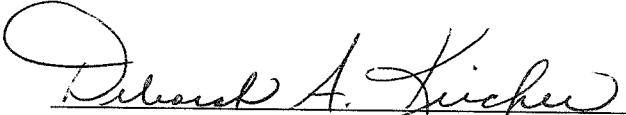
f. Manage incoming and outgoing applications and provide support to the applicant and/or selectee and authorizing officials with respect to application procedures; and

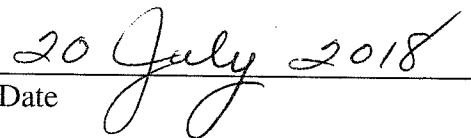
g. Coordinate and collaborate with other IC element JDPMs.

3. Authorized officials for the employing and gaining IC elements, typically the supervisor or manager, in collaboration with their JDPM, shall approve and/or endorse joint duty application packages, as appropriate.

4. The IC JDPO, with concurrence from the IC CHCO Council, shall have the authority to make changes to the joint duty website and application tool as necessary to meet the IC Civilian Joint Duty Program strategic intent. Changes shall be coordinated through the IC Joint Duty Community of Practice, ODNI offices and components as appropriate and shall be implemented upon approval.

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


Deborah A. Kircher
Assistant Director of National Intelligence
for Human Capital


Date

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
ASSISTANT DIRECTOR OF NATIONAL INTELLIGENCE FOR HUMAN CAPITAL
WASHINGTON, DC 20511

CHCO 17-6190

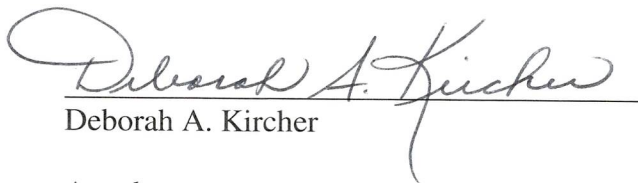
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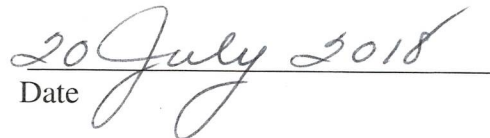
SUBJECT: Intelligence Community Standard (ICS) 660-02, Standard Civilian Joint Duty (JD) Application Procedures

REFERENCES: A. Intelligence Community Directive 660, *Intelligence Community Civilian Joint Duty Program*, 11 February 2013
B. Intelligence Community Policy Guidance (ICPG) 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*, 24 July 2015

ICS 601-1, *Standard Civilian Joint Duty Application Procedures* was issued on 12 June 2009 to standardize application procedures for JD assignment opportunities that are open to all eligible Intelligence Community (IC) employees. To ensure the ICS supports the requirements of the 17 IC elements and aligns with ICD 660 and ICPG 660.1, ICS 601-1 has been revised and issued as ICS 660-02, *Standard Civilian Joint Duty Application Procedures*. The updated standard reflects the evolution of the IC JD program, the role and use of the IC Joint Duty Application Tool and input from each of the IC elements.

Thank you for your continued support for the IC Civilian Joint Duty Program and its implementation. If you have any questions please contact Yolanda Watson, Chief, IC Civilian Joint Duty Program at (301) 243-0889 or watsony@dni.ic.gov.


Deborah A. Kircher


Date

Attachment:

1. ICS 660-02, Standard Civilian Joint Duty Application Procedures

SUBJECT: Intelligence Community Standard (ICS) 660-02, Standard Civilian Joint Duty (JD)
Application Procedures

Distribution: IC Chief Human Capital Officers

IC CHCO Council

Chief Talent Management Officer, Central Intelligence Agency
Deputy of Human Resources, Defense Intelligence Agency
Director, Human Development, National Geospatial-Intelligence Agency
Director, Office of Strategic Human Capital, National Reconnaissance Office
Associate Director for Human Resources, National Security Agency
Assistant Director, Human Resources Division, Federal Bureau of Investigation
Executive Director, Bureau of Intelligence and Research, Department of State
Deputy Chief Human Capital Officer, Department of the Treasury
Director, Human Resources Division, Intelligence and Counterintelligence,
Department of Energy
Director Human Capital, Intelligence and Analysis, Department of Homeland Security
Assistant Administrator for Human Resources, Drug Enforcement Administration
Chief, Intelligence Workforce Management, Intelligence & Criminal Investigations (CG-2),
United States Coast Guard
Director, Human Capital Management Office, OUSD(I), Department of Defense
Chief, Intelligence Personnel Management Office, United States Army
Naval Intelligence Chief Human Capital Officer (OPNAV N2.N61H), United States Navy
Deputy ISR Forces HQ USAF/A2DF, United States Air Force
Deputy Assistant Director of Intelligence for Workforce Development,
United States Marine Corps
Director of Human Resources, Mission Support Division, ODNI



**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
INTELLIGENCE COMMUNITY STANDARD 601-1**

SUBJECT: STANDARD CIVILIAN JOINT DUTY APPLICATION PROCEDURES

A. AUTHORITY. Intelligence Community Directive (ICD) 101, "Intelligence Community Policy System;" ICD 601, "Joint Intelligence Community Duty Assignments;" IC Policy Guidance (ICPG) 101.2 "Intelligence Community Standards;" and ICPG 601.01, "Intelligence Community Civilian Joint Duty Program Implementing Instructions."

B. PURPOSE. To provide standard application procedures for those IC civilian joint duty assignment (JDA) opportunities that are "open" to all eligible IC employees. "Open" is defined as those JDA opportunities that are advertised for selection through an IC-wide competitive process. These procedures do not apply to JDAs arranged via a pre-established interagency Joint Duty (JD) staffing agreement.

C. ELEMENT RESPONSIBILITIES. All IC elements will designate a JD Program Office, or an individual JD point of contact (POC), as applicable, to administer or oversee these procedures, and make such designation(s) known to the element's civilian employees.

D. IDENTIFICATION AND SELECTION OF JDA CANDIDATES.

1. Announcements. IC elements will announce all of their open JDA opportunities on the classified IC Joint Duty Web site for no less than 15 calendar days. All JDA announcements are assumed to be unclassified and will also be posted for no less than 15 calendar days on the unclassified IC Joint Duty Web site, unless otherwise specifically indicated. Elements will advertise these opportunities concurrently on their internal vacancy announcement systems to the maximum extent possible. Additionally, all IC elements should publicize links to the IC Joint Duty Web sites to ensure their employees have access to information about JDA opportunities.

2. Application Materials. All elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the JDA, or an Individual Competency Profile generated by the IC Analytic Resource Catalog or the IC Capabilities Catalog once it is operational; and
- c. An employing element nomination or employing element endorsement.

3. Candidate Identification. JDA candidates may be identified and referred for consideration either by element nomination or with element endorsement, as determined by the employing element.

a. Employing element nominations. Employing elements may identify and submit application packages to the gaining element for JDA nominations resulting from any internal

merit-based review process against applicable qualification requirements in accordance with provisions of ICD 601, section 5.B.1.

b. Employee self nomination. Employing elements may allow or encourage employees to identify appropriate JDA opportunities and request endorsement of the application package from the JD Program Office or other authorized official, as determined by the employing element, prior to the closing date of the JDA announcement.

c. Employing element endorsements. All applications must be formally endorsed by a duly authorized official of the employing element or the employee will not be considered. To that end, all open JDA vacancy announcements will include the following statement verbatim: "An IC employee who submits an application directly to the gaining element without the required employing element nomination or endorsement will not be considered."

4. Notification of Interest. Employing elements that identify nominees or receive applications for endorsement will notify the gaining element within two business days of the closing date of the JDA announcement; if no notice is received from a particular element, the gaining element may assume that there will be no candidates from that element.

5. Submission of Applications. Normally, nominations and/or endorsed application packages will be forwarded to the gaining element within 10 business days of the closing date of the announcement; the gaining element may agree to extend the nomination period if an element requests more time to screen nominees. Elements may submit completed application packages by any means appropriate to ensure the proper level of security and protection of the nominee's information.

6. Selection. Gaining elements may conduct interviews as part of their selection process, and will normally make a selection from among nominated/endorsed candidates within 15 business days from the receipt of the application packages. If more time is required to make a selection, the gaining element will inform the JD POCs in the appropriate employing elements. Once a selection has been made, the gaining element JD Program Office will inform the employee's JD Program Office or JD POC, who will notify the selectee. Thereafter, the two organizations will complete the JDA Memorandum of Understanding (MOU) and set an appropriate reporting date for the selected candidate.

E. EFFECTIVE DATE. This IC Standard is effective on the date of signature.



Ronald P. Sanders
Associate Director of National Intelligence and
IC Chief Human Capital Officer

12 JUNE 2009

Date

Summary of Changes for ICS 601-1, Standard Civilian Joint Duty Application Procedures

This ICS provides standard application procedures and requirements for JD opportunities that are open through an IC-wide competitive process.

This ICS specifically:

- Changes number from ICS 601-1 to ICS 660-02.
- Updates *Authority* references for Joint Duty from 601 series to 660 series.
- Adds an *Applicability* section.
- Adds a *References* section.
- Identifies the JDAT as the system to announce opportunities and manage the JD MOU workflow.
- Adds a no more than 45 calendar days for announcements.
- Adds language requiring IC elements to export, where feasible, JD vacancy information to additional IC JD websites to ensure viewing by IC employees without JDAT access.
- Removes from *Application Materials*, reference to an *Individual Competency Profile* generated by the IC Analytic Resource Catalog or IC Capabilities Catalog and adds for specific positions additional documentation may be requested for example, a writing sample or transcripts.
- Streamlines language for JD endorsement and nomination procedures and includes use of JD MOU in the JDAT.
- Adds language for IC personnel without access to JDAT.
- Updates role and responsibilities for IC Joint Duty Program Managers; IC JDPO, and adds role of supervisor and managers.