INTELLIGENCE COMMUNITY DIRECTIVE 610

Competency Library for the Intelligence Community Workforce

A. PURPOSE

1. Pursuant to Intelligence Community Directive (ICD) 101, *IC Policy System*, Section G.1.b(3), ICD 610, *Competency Directories for the Intelligence Community Workforce*, is amended.

2. ICD 610 was previously amended to conform to ICD 101 by enabling the production of future IC Standards to promulgate Competency Resource Guides. The current amendment removes Appendices A and B as superfluous, and incorporates edits to Sections C, D, E, F, G, and H to reflect current terminology and delegations of authority.

B. EFFECTIVE DATE: This technical amendment to ICD 610 becomes effective on the date of signature.

Dawn R Eilenberger 17 April 2015

Assistant Director of National Intelligence for Policy and Strategy — Date

17 April 2015

INTELLIGENCE COMMUNITY DIRECTIVE 610

Competency Library for the Intelligence Community Workforce

A. PURPOSE

1. Pursuant to Intelligence Community Directive (ICD) 101, Section G.1.b(3), and Intelligence Community Policy Guidance 101.2, ICD 610, *Competency Directories for the Intelligence Community Workforce*, is hereby amended.

2. To conform to ICD 101, the technical amendment to ICD 610 enables the production of future IC Standards to promulgate competency directories. Annexes originally approved as part of ICD 610 are hereby converted to IC Standards and renumbered accordingly.

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

//Signed//Richard Fravel
Assistant Director of National Intelligence for Policy and Strategy

4 October 2010
Date

4 October 2010

INTELLIGENCE COMMUNITY DIRECTIVE 610

Competency Library for the Intelligence Community Workforce

A. AUTHORITY: The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004; and other applicable provisions of law.

B. IMPLEMENTATION AND ADMINISTRATION: The Director of National Intelligence (DNI) and the heads of the executive departments and independent agencies with Intelligence Community (IC) employees have agreed upon and approve this IC Directive (ICD or "Directive"). The Office of the Director of National Intelligence (ODNI) and these executive departments and independent agencies will exercise their respective authorities to implement and administer this ICD consistent with its provisions. This ICD does not waive the respective statutory authorities of the DNI or the heads of the executive departments and independent agencies to carry out their respective missions and functions.[1]

C. PURPOSE: This Directive establishes IC-wide policy for identifying, defining, validating, using, cataloging, and disseminating, as applicable, IC-wide, departmental, independent agency, and element-specific competencies; provides a uniform competency nomenclature, including standard labels and definitions for describing IC workforce capabilities; promulgates an initial library of IC competencies; and requires that qualification, training, career development, performance, promotion, and other standards for managing IC civilian personnel be derived from these competencies and nomenclature.

D. APPLICABILITY

1. This ICD 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 Directive also applies to employees appointed on a time-limited basis or certain other employees of an executive department, as designated by the head of that department, to the extent permitted by law. This ICD may be extended to Federal Wage System employees at an IC element's discretion. Further, to the extent permitted by governing law,

[1] A legal determination as to whether the language in this paragraph is necessary under the IRTPA, in order for the DNI to execute this ICD, has not been made. However, in order to advance the policies established and agreed upon herein, and in accordance with the spirit and intent of the IRTPA, this language has been included in this ICD.

1 September 2008

regulation, and policy, and at the discretion of the Departments of State and Defense, this ICD may also apply to uniformed military and Foreign Service personnel.

E. DEFINITIONS

1. **Competencies.** The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a type of work or function.

2. **Competency Resource Guide.** A listing of those IC-wide, departmental, independent agency, and element-specific competencies, including established labels and definitions, typically defined for mission categories, occupational groups, and specialty areas.

3. **Core Competencies.** Competencies that apply universally to all IC employees regardless of agency or element, mission category, occupational group, or work category. Clusters of competencies provide the foundation for the performance elements as established in ICDs 651, *Performance Management System Requirements for the Intelligence Community Civilian Workforce* and 656, *Performance Management System Requirements for Intelligence Community Senior Civilian Officers*.

4. **IC Competency Library.** The comprehensive set of all IC competencies, including established labels and definitions, which is comprised of values-based, core, leadership (i.e. supervisory/managerial and senior officer), and technical competencies.

5. **IC Senior Program Executive (SPE).** A senior ODNI or IC official vested by the DNI with IC-wide policy and/or program responsibility for a particular professional community (e.g., intelligence analysis or science and technology), professional discipline (e.g., financial management or acquisition), or mission function (e.g., counterterrorism or clandestine operations).

6. **Mission Categories**. The highest classification in the IC occupational structure comprising broad sets of related occupations representing a particular function. For purposes of job classification, a position is characterized in a particular mission category based on its duties and responsibilities; however, for purposes of financial accountability, the position may be funded by a different National Intelligence Program (NIP) budget category. For example, scientists and engineers funded by the Collection and Operations budget category may be classified under the Research and Technology Mission Category.

7. **Occupational Groups**. One or more functionally-related occupations that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns. Occupations are mapped to appropriate mission categories and are defined in ICD 652, *Occupational Structure for the Intelligence Community Civilian Workforce*.

8. **Performance Elements**. The IC-common and element-specific behaviors that describe the manner in which work is to be performed. Performance elements are derived from competencies developed in accordance with accepted legal, professional, and technical guidelines. ICDs 651 and 656 describe the performance elements common across the IC.

9. **Proficiency**. The level of expertise required of an employee at a particular work level within a work category and occupation.

10. **Proficiency Scale**. The labels used to describe competency proficiency levels ranging from basic/developmental to expert.

11. **Senior Civilian Officers (Senior Officers).** All personnel in positions above the General Schedule grade 15 (GS-15) or equivalent; this includes members of the Senior National Intelligence Service (SNIS), the Senior Intelligence Service (SIS), the Department of Defense Intelligence Senior Executive Service (DISES), and Department of Defense Intelligence Senior Level (DISL) employees; members of the Federal Senior Executive Service (SES) appointed under title 5 United States Code (USC) §3393, Senior Level (SL) employees appointed under 5 USC §3324, and Scientific and Professional (ST) employees appointed under 5 USC §3325; and members of the Federal Bureau of Investigation and Drug Enforcement Administration SES.

12. **Specialty Area.** A concentration or field of work that spans multiple occupations and requires similar knowledge or capabilities regardless of the occupation, including domains such as intelligence disciplines (e.g., GEOINT, HUMINT, SIGINT), countries or regions, or intelligence topics.

13. **Technical Competencies.** Competencies required for employees in one or more occupations within a particular mission category or required based on a particular assignment or specialty area.

14. **Work Categories**. Common types of work (i.e., Technician/Administrative Support, Professional, and Supervision/Management). ICD 652 describes work categories for the IC.

15. **Work Levels**. General standards that define work in terms of increasing complexity, span of authority/responsibility, level of supervision (received or exercised), scope and impact of decisions, and work relationships associated with a particular work category. ICD 652 describes work levels for the IC.

F. POLICY

1. Competencies used for qualification, training, career development, performance evaluation, promotion, and other human resources management requirements will be described using the labels and definitions provided in the Competency Resource Guides, established as IC Standards (ICSs) by the Assistant Director of National Intelligence for Human Capital (ADNI/HC). Additional IC-wide, departmental, independent agency, and element-specific competencies will be added to the Competency Resource Guides subject to applicable IC-wide labeling and definitional conventions, provided they have been validated and are distinct from the established competencies. Further, those departmental, independent agency, and element-specific competencies will be provided to the ADNI/HC and the applicable IC SPE for review prior to use.

2. IC-wide, departmental, independent agency, and element-specific competencies applicable to IC employees will be incorporated into an integrated set of core and technical IC-wide Competency Resource Guides, organized according to each major IC mission category and subject to labeling, definitional, methodological, and other conventions established by the ADNI/HC. The ICSs issued pursuant to this Directive present the IC-wide Competency Resource Guides:

a. **ICS 610-2 – IC Competency Taxonomy (the taxonomy).** Framework and nomenclature used to organize the IC Competency Library.

b. **ICS 610-3 – Core Competencies for NonSupervisory IC Employees at GS-15 and Below.** The core competencies applicable to all non-supervisory IC employees at GS-15 and below or equivalent, regardless of IC element, mission category, occupational group, or work

category. These competencies are organized by the six performance elements for non-supervisory IC employees at GS-15 and below or equivalent, as established in ICD 651.

c. **ICS 610-4 – Core Competencies for Supervisory and Managerial IC Employees at GS-15 and Below.** The core competencies applicable to all supervisory and managerial IC employees at GS-15 and below or equivalent, regardless of IC element, mission category, occupational group, or work category. These competencies are organized by the six performance elements for supervisory and managerial IC employees at GS-15 and below or equivalent, as established in ICD 651.

d. **ICS 610-5 – Core Competencies for IC Senior Officers.** The core competencies applicable to all senior officers assigned to elements of the IC, regardless of IC element, mission category, occupational group, or work category. These competencies are organized by the six performance elements for senior officers as established in ICD 656.

e. **ICS 610-6 through ICS 610-13 – Competency Resource Guides.** The competencies applicable to employees by mission category or occupational group. These competencies are organized by professional tradecraft and subject matter expertise/specialty.

3. IC-wide, departmental, independent agency, and element-specific standards for qualification, training, career development, performance evaluation, promotion, and other human resources management requirements will be derived from the established competencies and developed in accordance with applicable legal, professional, and technical guidelines [e.g., Principles for the Validation and Use of Employee Selection Procedures,[2] Standards for Educational and Psychological Testing,[3] and Uniform Guidelines on Employee Selection Procedures (1978)[4]]. These standards will be provided to the ADNI/HC to ensure cross-community availability and consistency.

4. Where appropriate, competencies and associated standards will be further defined and anchored with respect to the applicable work category, work level, and proficiency level, using the following scale:

a. **Basic/Developmental Proficiency Level (Proficiency Level 1).** Typically required for competencies associated with work performed at the Entry/Developmental Work Level as defined in ICD 652 (or GS/GG equivalent) and the pre-supervisory equivalent.

b. **Full Performance Proficiency Level (Proficiency Level 2).** Typically required for competencies associated with work performed at the Full Performance Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

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[2] *Principles for the Validation and Use of Personnel Selection Procedures,* 4th Edition (2003), Society for Industrial and Organizational Psychology, Bowling Green, OH.

[3] *Standards for Educational and Psychological Testing* (1999), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, Washington, DC.

[4] *Uniform Guidelines on Employee Selection Procedures* (1978), Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice, Federal Register, 43(166), 38290-38215.

c. **Advanced Proficiency Level (Proficiency Level 3).** Typically required for competencies associated with work performed at the Senior Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

d. **Expert Proficiency Level (Proficiency Level 4).** Typically required for competencies associated with work performed at the Expert Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

Specific work levels may require varying levels of proficiency in given competencies. For example, a position at the Expert Work Level may require a combination of competencies at the Full Performance, Advanced, and Expert Proficiency Levels. These proficiency levels do not apply where (1) an officially recognized credentialing body has established alternative proficiency levels (or their equivalents) governing qualification, certification, and/or licensing requirements for a particular occupation or set of occupations and where (2) credentials have been officially adopted by the IC and incorporated into the appropriate Resource Guide, as part of IC-wide, departmental, independent agency, and element-specific qualification, promotion, or retention standards established for those occupations. Credentialed occupations include, but are not limited to, those subject to Federal Acquisition Institute (FAI) and Defense Acquisition Workforce Improvement Act (DAWIA) certifications.

5. The IC Competency Library will serve as the organizing structure and taxonomy for the collection of employee capability data.

G. RESPONSIBILITIES

1. **Director of National Intelligence.** The DNI, in coordination with the heads of the executive departments and independent agencies with IC employees, is responsible for establishing policy that defines an IC-wide Competency Library using common labels and definitions as the basis for cataloging workforce capabilities and setting qualification, training, career development, performance, promotion, and other standards for IC civilian employees.

2. **Heads of the Executive Departments and Independent Agencies with IC Employees.** These individuals and the heads of their subordinate IC elements are responsible for identifying, validating, and adopting IC-wide competencies as the basis for cataloging workforce capabilities and setting qualification, training, career development, performance, promotion, and other standards for departmental, independent agency, and/or element employees (using the methodological, labeling, and definitional conventions established by this ICD). These individuals and the heads of their subordinate IC elements are also responsible for providing departmental, independent agency, and element-specific competencies and standards to the ODNI.

3. **Assistant Director of National Intelligence for Human Capital (ADNI/HC).** The ADNI/HC, in coordination with the chief human capital officers in the executive departments and independent agencies with IC employees, is responsible for identifying, defining, validating, disseminating, cataloging, and maintaining, as applicable, a comprehensive library of IC-wide, departmental, independent agency, and element-specific competencies, and establishing the labeling and definitional taxonomy to support that library. As the DNI's designee, the ADNI/HC provides oversight and evaluation of the provisions of this ICD. The ADNI/HC also will establish, implement, and maintain a competency-based inventory of IC workforce capabilities and serve as the IC SPE for core and leadership competencies.

4. **IC Senior Program Executives (SPEs).** Designated IC SPEs, in coordination with the ADNI/HC, are responsible for identifying, defining, reviewing, approving, disseminating, and/or ensuring adoption and use of, as applicable, the IC-wide, departmental, independent agency, and element-specific competencies within their particular program area of responsibility, as well as any IC-wide, departmental, independent agency, and element-specific standards derived from those competencies.

H. DNI OVERSIGHT: The DNI or designee will conduct periodic oversight of departmental, independent agency, and element IC human capital implementation policies, procedures, and processes to ensure compliance with this Directive.

I. REVIEW AND REVISIONS

1. **Periodic Review.** The DNI, in consultation with the heads of the executive departments and independent agencies with IC employees, will periodically review this ICD to determine whether its requirements should be retained or revised.

2. **Revisions.** The DNI and/or the head of an executive department or independent agency with IC employees may request revisions or exceptions to this ICD at any time to address significant issues.

J. EFFECTIVE DATE: This ICD is effective upon signature.

//Signed// J.M. McConnell	1 September 2008
Director of National Intelligence	Date