

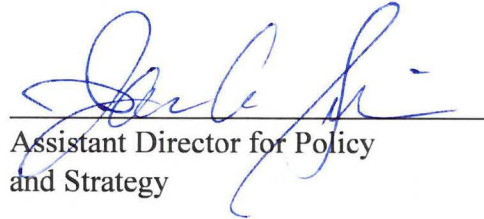
## Intelligence Community Civilian Joint Duty Program Implementation Guidance

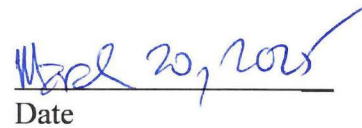
### A. PURPOSE:

1. Pursuant to Intelligence Community Directive (ICD) 101, Section G.1.b.(3), technical amendments are hereby made to Intelligence Community Policy Guidance 660.1, *Intelligence Community Civilian Joint Duty Program Implementation*, signed 16 January 2025.

2. This Directive, as amended, reflects the signature of Executive Order (EO) 14148, *Initial Recissions of Harmful Executive Orders and Action*, and EO 14151, *Ending Radical and Wasteful Government DEI Programs and Preferencing*, both issued 20 January 2025. EO 14148 repeals EO 14035, *Diversity, Equity, Inclusion and Accessibility in the Federal Workforce*. This technical amendment also reflects Presidential Memorandum, *Return to In-Person Work*, issued 20 January 2025.

**B. EFFECTIVE DATE:** This technical amendment becomes effective on the date of signature.

  
Assistant Director for Policy  
and Strategy

  
Date

## INTELLIGENCE COMMUNITY POLICY GUIDANCE

660.1

## TECHNICAL AMENDMENT



## INTELLIGENCE COMMUNITY POLICY GUIDANCE

660.1

### Intelligence Community Civilian Joint Duty Program Implementation Guidance

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

#### **B. PURPOSE**

1. To provide guidance for the 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):
  - a. Supersedes ICPG 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*, dated July 24, 2015; and
  - b. Incorporates provisions of Director of National Intelligence (DNI) memorandum ES 2023-01599, *Guidance for the Intelligence Community Joint Duty Program*, dated July 4, 2024.

#### **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 by the President, or jointly by the DNI and the head of the department or agency concerned, as an element of the IC.
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. POLICY**

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.

2. IC Civilian Joint Duty rotations generally should be for a period of not less than 24 months, and shall not exceed 36 months unless extended in accordance with Section E.2. Positions eligible to receive IC Civilian Joint Duty credit shall further the goals and objectives of the joint duty program in accordance with ICD 660 and this Policy Guidance. IC employees must complete at least 12 months of IC Civilian Joint Duty within a 36-month period to receive IC Civilian Joint Duty credit. For details about positions eligible to receive IC Civilian Joint Duty credit, including short-term rotations, see Section F and Appendix A.

3. To promote better decision-making and internal processes, IC element heads shall designate a Joint Duty Program Manager (JDPM) who will coordinate and/or oversee IC Civilian Joint Duty rotations within their respective element. The JDPM shall be the primary point of contact (POC) for all joint duty issues at their IC elements. IC element heads shall also identify, as appropriate, alternate POCs to include officers involved in strategic workforce planning, career development, finance, performance management, and other roles involved in facilitating the joint duty program.

a. Every two months, hereinafter "bimonthly," the JDPM shall bring together a collaborative network within their IC element for a joint duty discussion that includes, as appropriate, the alternate POCs.

b. The JDPM, or designee(s), also work with the IC Civilian Joint Duty Community of Practice, which provides advice and recommendations to the IC Chief Human Capital Officers (CHCO) Council in an effort to strengthen the IC Civilian Joint Duty Program.

4. Within 180 days of the signature of this Policy Guidance, each IC element shall provide the IC Human Capital Office (IC HC) a plan for their element's internal implementation of the IC Civilian Joint Duty Program. The plan shall be aligned with ICD 660 and this Policy Guidance, approved by their IC element leadership, and integrated into their element's broader strategic workforce planning. The plan shall include ways to ensure timely and effective processes, from candidate application through reintegration.

5. To ensure the IC is meeting its joint duty program goals equitably and appropriately, minimum threshold participation rates are established in Appendix B.

6. IC element heads, or designee(s), shall submit IC Civilian Joint Duty Program implementation information, including metrics, on an annual basis to IC HC that will inform an annual report to the DNI and the Principal Deputy Director of National Intelligence (PDDNI) that includes key findings and recommendations. IC HC shall develop metric and other information requirements in coordination with the IC CHCO Council and seek opportunities to automate the collection of information to increase the accuracy of program data. At a minimum, the information provided by IC elements shall include:

a. List of validated joint duty officer reintegration positions that have been entered into the Joint Duty Application Tool (JDAT), or successor tool;

- b. Number of officers promoted during an IC Civilian Joint Duty rotation or within one promotion cycle of completing a rotation;
- c. Number of IC Civilian Joint Duty credits issued;
- d. List of position types and work roles and estimated number of positions in each work role that could potentially be posted as IC Civilian Joint Duty rotations;
- e. List of workspaces and positions identified for United States Government (USG) workplace flexibilities;
- f. Number of promoted or direct-hired seniors who received IC Civilian Joint Duty credit (with year and grade of joint duty qualifying experience), or approved exemptions; and
- g. Median duration between selection and onboarding of joint duty detailees.

## **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 generally should be for a period of not less than 24 months in order to provide benefit to the individual, the employing IC element, and the gaining organization. IC Civilian Joint Duty rotations shall not exceed 36 months except as provided below. IC element heads, or their designee(s), are required to notify IC HC of rotations that will exceed 36 months and annually thereafter.
  - a. Reimbursable IC Civilian Joint Duty rotations can be extended beyond 36 months due to limited availability of qualified candidates with the specialized skillsets required for the rotation or to avoid interruption to a critical mission project/program.
  - b. Non-reimbursable IC Civilian Joint Duty rotations can be extended beyond 36 months for up to 12 months when the heads of the employing IC elements and the gaining organizations determine that such extension is in the public interest.
3. IC elements shall post their IC Civilian Joint Duty vacancy announcements with all pertinent position descriptions and requirements on the IC Civilian Joint Duty Program website.
  - a. On-site IC Civilian Joint Duty rotation participation generally offers a more immersive experience for IC officers. However, the IC is unlikely to achieve joint duty participation rates in Appendix B without increasing flexibility. To maximize workplace flexibility, employing IC elements may utilize alternative USG workplace locations, to the extent practicable, consistent with mission needs and in accordance with law and policy.
  - b. Vacancies posted in the JDAT, or successor tool, shall include the maximum flexibilities permissible to achieve the rotation's objectives. Joint duty rotations should incorporate ways for detailees to understand the organizational culture of the gaining organization (e.g., through regular tours of duty or frequent video communications) so they offer an immersive experience to the extent possible.
4. IC personnel at or above the General Schedule (GS) 11 grade or equivalent may apply for an IC Civilian Joint Duty rotation.

5. The employing IC element shall manage IC Civilian Joint Duty rotation applications in accordance with IC policy and consistent with the element's internal processes.

6. The gaining IC element shall review IC Civilian Joint Duty rotation applications and select applicants in accordance with IC policy and consistent with the element's internal processes.

7. The gaining IC element's JDPM, or designee, shall notify the applicant's employing IC element JDPM, or designee, of the outcome of the review and selection process.

8. The IC Civilian Joint Duty Rotation Memorandum of Understanding (MOU) template shall be used by employing IC elements and gaining organizations to document the parameters of each IC Civilian Joint Duty rotation. IC HC shall maintain the MOU template and make it available to IC elements. Any MOU associated with IC Civilian Joint Duty rotations shall be created or uploaded in the JDAT or successor tool.

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

b. Authorized officials for the employing IC element and the gaining organization and the IC employee embarking on the IC Civilian Joint Duty rotation shall complete and sign the MOU prior to the commencement of the rotation.

c. Responsibility for any associated travel, training, change of station, and per diem costs shall be addressed in the 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 IC element and gaining organization shall agree on the party responsible for change of station costs.

d. MOUs shall include the advertised position grade(s), duty description and work level, information on the reintegration process, and performance management deadlines.

e. MOUs shall stipulate employees complete the Joint Duty Assignment Feedback Assessment before completion of an IC Civilian Joint Duty rotation.

f. MOUs shall include a provision requiring the employing IC element to bear the cost of any reasonable accommodation, as defined in 42 U.S.C. Sec. 12103(1), required in order for the detailee to perform in a detail position if the reasonable accommodation cannot be provided by the gaining organization.

g. MOUs shall include a provision identifying whether the IC Civilian Joint Duty rotation is a designated covered intelligence position in accordance with 50 U.S.C. Sec 3073a and ICD 712, *Requirements for Certain Employment Activities by Former Intelligence Community Employees*.

9. Consistent with ICD 660, IC Civilian Joint Duty rotations shall be on a reimbursable basis except as provided below.

a. The Assistant Director of National Intelligence (ADNI)/HC is authorized to approve requests for exemptions for non-Department of Defense (DoD) IC elements for non-

reimbursable joint duty positions. Requests for exemptions for IC elements within DoD shall be submitted to the Office of the Under Secretary of Defense for Intelligence and Security (USD(I&S)) for approval in consultation with IC HC. 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. Approval is not required for joint duty rotations that are less than a year in duration.

b. IC HC shall maintain and administer any National Intelligence Program funds that may be made available to facilitate IC Civilian Joint Duty rotations in accordance with ICD 660.

10. Performance management of an IC employee on an IC Civilian Joint Duty rotation shall be conducted pursuant to ICD 660.

a. Gaining IC element supervisors are required to provide written objectives and evaluations in a format that is consistent with the employing IC element's performance evaluation system. These should be completed prior to the employing IC element's performance management deadlines.

b. Candidates applying for senior promotion should explain how their IC Civilian Joint Duty credit qualifying experience helped prepare them to be an IC leader.

#### 11. Reintegration

a. The employing IC element shall establish an internal reintegration process for employees returning from IC Civilian Joint Duty rotations. The IC element shall inform its employee of this process prior to commencement of the employee's IC Civilian Joint Duty rotation and include information about the reintegration process in the MOU. The reintegration process must confer a job of equal to or higher grade than the employee holds upon rotation completion.

b. The employing IC element shall engage with its employee on an IC Civilian Joint Duty rotation not less than 180 days prior to the conclusion of the rotation to facilitate the employee's reintegration into the employing IC element.

c. If an IC element does not provide the returning employee with a reintegration opportunity of equal to or higher grade at least 90 days prior to the end of their rotation, the employee may contact IC HC for support with the reintegration process.

d. IC HC, in consultation with the IC elements, shall develop a process for reintegration opportunities and accountability for detailees who have no position of equal or higher grade available at their employing IC element within 90 days prior to the end of their rotation.

e. IC HC shall periodically provide updates on the reintegration process, including obstacles, to the Deputies Executives Committee.

#### **F. IC CIVILIAN JOINT DUTY CREDIT**

1. IC Civilian Joint Duty credit is the formal recognition by the employing IC element that a civilian employee has successfully completed all IC Civilian Joint Duty Program requirements in ICD 660 and this Policy Guidance.

2. IC personnel at or above the GS-11 grade or equivalent may earn IC Civilian Joint Duty credit by earning not less than a successful performance rating in any position while:

a. Completing at least 365 calendar days in a position that meets the definition of an IC joint duty qualifying experience. Short-term rotations of at least 90 consecutive days within a 36-month period may be counted toward this 365-day requirement; or

b. Completing an immersive experience, during which the majority of the individual's time involves adapting to other another IC element's culture, business processes, and/or governing authorities; or

c. Deploying as an IC civilian employee for at least 179 days to a designated combat zone; or

d. Earning an undergraduate or graduate degree from the National Intelligence University (NIU) through established part-time or full-time resident course of study; or

e. Serving at a Joint Intelligence Operations Center of a DoD Combatant Command or Subunified Command.

3. More details on the positions described in Section F.2. and select internal IC element and non-IC positions that may qualify for IC Civilian Joint Duty credit can be found in Appendix A.

4. IC personnel are responsible for applying for their own IC Civilian Joint Duty credit.

a. The IC employee shall submit an IC Civilian Joint Duty claim to the employing IC element's JDPM, or designee, indicating that all requirements for receiving IC Civilian Joint Duty credit approval have been satisfied.

b. The employing IC element JDPM, or designee, 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, and in JDAT or successor tool.

e. Employing IC elements shall consider all applications for IC Civilian Joint Duty credit. In cases where an applicant completes multiple joint duty qualifying experiences, the employing IC element shall record all instances of IC Civilian Joint Duty credit qualifying experiences.

f. If an employing IC element declines an officer's request for IC Civilian Joint Duty credit, the officer may appeal the decision to their element JDPM, or designee. The JDPM, or designee, with the written approval of the IC element CHCO, can refer the request for credit to IC HC for adjudication. ADNI/HC shall make a final determination as to whether the experience qualifies for IC Civilian Joint Duty credit. IC HC shall return the ADNI/HC's decision to the element's JDPM, or designee, for transmittal to the officer. Final adjudication will generally be made at least 30 days after submission to the ADNI/HC to ensure applicants are not rushing for credit in advance of the promotion process.

5. 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.

6. 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.

7. 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.

8. IC personnel serving in internal positions previously designated as IC Civilian Joint Duty rotations on the effective date of this Policy Guidance will be allowed to complete their rotation and earn joint duty qualifying experience for the time served in the position. Regular or routine engagement with IC partners, participating in interagency communities, supervising teams with employees from multiple IC elements, and supporting or influencing another IC element are insufficient justification for an internal position to merit IC Civilian Joint Duty credit.

9. IC Civilian Joint Duty credit shall be a requirement for promotion to any IC civilian position classified above the GS-15 grade or equivalent.

a. Generally, the joint duty qualifying experience should be at or above the GS-14 or equivalent level to qualify for promotion to senior service. Enforcement of this provision shall begin two years after signature of this policy.

b. IC employees currently serving in a position above the GS-15 grade or equivalent, and 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. SENIOR-LEVEL EXEMPTION AND WAIVERS**

1. The DNI or, as appropriate, the Office of the USD(I&S) when designated as the Director of Defense Intelligence (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 shall be signed by the IC element head and submitted in writing to the DNI or, as appropriate, to the USD(I&S) 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 shall be issued in writing by the DNI or, as appropriate, by the USD(I&S) when designated as the DDI, and include the basis for the decision.



c. A copy of the exemption request and decision shall be provided in writing to IC 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 IC HC for revalidation by the DNI, or as appropriate, by the USD(I&S) when designated as the DDI.

2. The DNI or, as appropriate, the USD(I&S) when designated as the DDI, may waive 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 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 shall be submitted in writing to the DNI, or as appropriate the USD(I&S) 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 shall be issued in writing by the DNI or, as appropriate, the USD(I&S) when designated as the DDI, and include the basis for the decision.

c. A copy of the waiver request and decision shall be provided to IC 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. ROLES AND RESPONSIBILITIES**

### **1. IC HC shall:**

- a. Serve as the accountable official for the implementation of this Guidance;
- b. Develop IC Standards, in accordance with ICD 101, *Intelligence Community Policy System*, and aligned with this Policy Guidance;
- c. Improve metrics requirements, as appropriate, in coordination with the CHCO Council, and identify opportunities to automate collection of information;

- d. Produce an annual report for the DNI and PDDNI on the state of the IC Civilian Joint Duty Program, including key findings and recommendations;
  - e. Maintain and make available to the IC elements the template for IC Civilian Joint Duty Rotation MOUs;
  - f. Maintain and make available to the IC elements the Joint Duty Assignment Feedback Assessment;
  - g. Review and approve, as appropriate, requests for exemptions for non-DoD IC elements for non-reimbursable joint duty positions;
  - h. Review and approve, as appropriate, all non-IC positions submitted for joint duty qualification;
  - i. Consult with Office of the USD(I&S) for approval of requests for exemptions for IC elements within DoD;
  - j. Maintain and administer any National Intelligence Program funds that may be made available to reimburse IC Civilian Joint Duty rotations, in accordance with ICD 660;
  - k. Develop a process for reintegration opportunities and accountability, in coordination with IC elements, for detailees who have no position available at their employing IC element within 90 days prior to the end of their rotation;
  - l. Periodically provide updates on the reintegration process to the Deputies Executives Committee; and
  - m. Maintain and administer the JDAT, or successor tool.
2. IC elements heads shall:
- a. Designate in writing to the DNI the element's JDPM who will coordinate IC Civilian Joint Duty rotations within their respective elements;
  - b. Establish internal mechanisms to generate feedback for bimonthly meetings held by the element JDPM and alternate POCs, as appropriate;
  - c. Support the IC Civilian Joint Duty Program by encouraging maximum participation in the program;
  - d. Comply with minimum IC Civilian Joint Duty rotation participation rates in Appendix B;
  - e. Provide metrics to IC HC, as required in Section D.6; and
  - f. Notify IC HC of IC Civilian Joint Duty rotations that will exceed 36 months.
3. IC Civilian JDPMs, or designees, shall:
- a. Coordinate and/or oversee IC Civilian Joint Duty rotations within their respective element;
  - b. Participate in the IC Civilian Joint Duty Community of Practice and internal IC element meetings on joint duty;

- c. Use the JDAT, or successor tool, to record their element's participation in the Joint Duty Program;
- d. Encourage their employees complete the Joint Duty Assignment Feedback Assessment before completing an IC Civilian Joint Duty rotation; and
- e. Process IC Civilian Joint Duty credit claims in alignment with this Program Guidance.

**I. DISPUTE RESOLUTION:** 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.

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

//SIGNED//Avril D. Haines  
Director of National Intelligence

16 January, 2025  
Date

**APPENDIX A****Additional Details Regarding IC Civilian Joint Duty Credit**

1. This appendix sets forth certain eligibility requirements for IC Civilian Joint Duty Program credit described in Section F.2. of this ICPG. The following opportunities are eligible for IC Civilian Joint Duty credit when all necessary conditions in ICD 660 and this Policy Guidance are met:
  - a. Deployment as an IC civilian employee for at least 179 days to a designated combat zone. Short-term deployments over a 36-month period may be counted toward this 179-day requirement, provided that each deployment is not less than 90 consecutive days.
  - b. Students who earned an undergraduate or graduate degree from NIU.
    - i. 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.
    - ii. This eligibility is retroactive to 30 January 2013 for all IC personnel at the GS-11 and GS-12 grades or equivalent.
  - c. Service at Joint Intelligence Operations Center of a DoD Combatant Command or Subunified Command. Credit may be earned in accordance with ES 2018-00643, *Guidance to Grant Intelligence Community Civilian Joint Duty Credit to Intelligence Officers serving in a Joint Intelligence Operations Center of a Department of Defense Combatant Command or Subunified Command*.
2. Additionally, select internal IC element and non-IC positions may qualify for IC Civilian Joint Duty credit. All internal IC element and non-IC positions nominated for joint duty qualification shall be approved through the ADNI/HC, generally on an annual basis. When determining if an experience qualifies for IC Civilian Joint Duty credit, the ADNI/HC shall take into consideration whether the position requires that the majority of the individual's work consists of substantive professional, technical, or leadership experience; and include program, managerial, analytical, or operational responsibility for intelligence resources, programs, policies, analysis, and/or operations. The following (non-exhaustive) list of positions may qualify for IC Civilian Joint Duty credit:
  - a. Working in an officially-designated joint or interagency office (including the National Security Council);
  - b. Overseeing operations of a joint or interagency compound;
  - c. Completing an opportunity at a war college, including as a student or visiting faculty.
3. An IC element's JDPM may petition IC HC to consider granting IC Civilian Joint Duty credit for a select group of positions or experiences.
  - a. Justification should include how the nominated position(s) qualify for IC Civilian Joint Duty credit and how they help achieve IC Civilian Joint Duty Program objectives.
  - b. Petitions shall be made to IC HC's IC Civilian Joint Duty Program Office.

- c. ADNI/HC shall review the petitions and determine if nominated positions qualify for IC Civilian Joint Duty credit. IC HC shall disseminate an annual list of positions that qualify for IC Civilian Joint Duty credit on the Joint Duty Program website.



**APPENDIX B****Minimum IC Civilian Joint Duty Rotation Threshold Participation Rate**

1. IC elements shall maintain a joint duty outgoing rotation participation rate of at least 3 percent of the element's eligible workforce population. The outgoing rotation participation rate should be at least 1 percent higher than the incoming rotation rate of joint duty personnel.
  - a. The above participation rates shall be calculated based on each IC element's eligible personnel who have not yet earned IC Civilian Joint Duty credit.
  - b. Outgoing rotation participation rate shall include officers nominated for positions in the JDAT, or successor tool, regardless of final selection.
  - c. The incoming participation rate is based on the number of active positions posted in JDAT, or successor tool, in addition to those filled.
2. ODNI, which depends significantly on joint duty officers, should maintain an incoming IC Civilian Joint Duty rotation rate of 32 percent, and an outgoing rotation rate of 11 percent.