

NON-IC Position Vacancy Template

Position Title:

Gaining Agency:

Location (State/
Region)

Mission
Category

Position Grade:

Work Level

Additional Grades
Considered:

None

GG/GS-11

GG/GS-12

GG/GS-13

GG/GS-14

GG/GS-15

Defense Intelligence Senior Executive Service (DISES)

Defense Intelligence Senior Level (DISL)

Senior Intelligence Service (SIS)

Senior Executive Service (SES)

Senior Foreign Service

Senior Level

Senior National Intelligence Service (SNIS)

Senior Technical

Senior (OTHER)

Pay Band 3

Pay Band 4

Pay Band 5

Duty
Description :

Minimum
Qualifications:

Foreign
Language
Requirement:

*If foreign
language
required, list all*

*Proficiency
Level (e.g. ILR
Score)*

Conditions:

Other
Comments:

Vacancy Open
Date:

Vacancy Close
Date:

Start Date:

Security
Clearance
Required
(highest level)

Polygraph
Required

Tour Length
(months):

Reimbursable
Position

Travel
Percentage

Primary POC
Name:

Primary POC
Phone Number:

Primary POC IC
E-mail:

Primary POC
Unclassified E-
mail:

Secondary POC
Name:

Secondary POC
Phone Number:

Secondary POC
IC E-mail:

Secondary POC
Unclassified E-
mail:

HOW TO APPLY:

1. IC Employee must apply by the vacancy close date. The IC Employee unclassified application should include the following
 - a. A brief (two-page limit) unclassified candidate resume or biographical summary.
 - b. A short unclassified narrative describing the applicants qualifications (general and specific) for the joint duty rotation assignment.
 - c. A nomination form/letter from employing (home) element. This nomination will have a 10 day grace period for submission. Consistent with ICS 601-1, IC employees must be nominated by their employing (home) element for the Joint Duty Rotation within 10 days of the vacancy close date. Please contact your Joint Duty Program office for nomination procedures. Joint Duty Program Office contact info can be found at <https://jointduty.dni.ic.gov/Contacts.aspx>. Any application that does not contain this nomination will not be considered.
2. Submit your application package to icjointduty@dni.ic.gov and copy your employing element Joint Duty POCs for consideration to this detail opportunity. Submit a follow up e-mail to your Joint Duty POCs to submit the completed nomination form/letter, if it is not already included, within ten calendar days of the vacancy close date.
3. Any application sent directly to the gaining non-IC application will not be considered.