



IC Joint Duty Swap Program

Frequently Asked Questions

Who can participate?

IC and DCIPS employees at the GG-11 through senior level.

How do I find a swap partner?

There are several ways to identify a swap: 1. Using the NSA developed Tapioca tool helps match people's professional profiles with other's in the community. 2. From interagency working groups, you may have a colleague that might be a great swap match. 3. Supervisors may, through their interagency networks, help to identify possible swap matches.

What information is provided to determine if it's a good swap match?

On Tapioca, the user creates a profile that includes information (e.g. resume) that can be reviewed by you or your supervisor to help determine if it is a good swap match. Additional information may be requested, including an interview, by either organization.

How long is the swap?

Swaps can be as short as 12 months or as long as 36 months. If the initial agreement is for a 12 month swap, it can be extended to a maximum of 36 months if all parties agree.

Who approves the swap?

Each component has procedures for approving Joint Duty rotations and swaps. Generally, your supervisor must approve, but check with your Joint Duty Program Manager for specific information.

Will I earn Joint Duty credit after completing the swap?

Most likely you will. The assignment qualifies you for credit, but your annual performance evaluation needs to be at least at the "successful" level.

I'm a manager who would like to support my employees request for a Joint Duty rotation, but I cannot afford to leave a position vacant.

With a Joint Duty swap, there is no vacant position because you give an employee and you receive an employee to fill what would have been a vacancy.

As a supervisor, am I required to agree to the Joint Duty swap?

The expectation is that a valid swap will be supported. Some possible reasons for not supporting may be: 1. The employee has performance issues. 2. The employee is due to rotate out of the area.

What happens if, after a year, I want to extend the swap I am on, but my swap partner does not want to extend?

All parties must agree to the swap extension. If that doesn't occur, you can ask if the gaining element is willing to create a traditional Joint Duty rotation that you can apply to fill. Of course, for a Joint Duty rotation, your management would need to support that as well.

I found a swap possibility but it's in a different location/state. Is that okay?

Generally, Joint Duty swaps should be in the commuting area because it doesn't cost your organization PCS/TCS funding.

What happens if I take a swap but don't like it?

It can take some months before you feel up to speed and ready to contribute. Don't try to decide if you like/dislike an assignment until you give it a fair chance. Generally, we expect that anyone can complete the terms of the swap agreement which should be 12 months.

How are swap agreements documented?

A swap is a type of Joint Duty rotation and the Joint Duty MOU is used to document those assignments.