

## **What is the Intelligence Community (IC) Joint Duty Program?**

The IC Joint Duty Program offers civilian intelligence professionals (GG-11 thru senior executive level) opportunities to broaden and enhance their skills by experiencing the Intelligence Community beyond their home element. The IC Joint Duty Program helps to develop intelligence professional's understanding of how the other element operates, work to meet that organization's mission mandate, and promote integration at all levels. During the Joint Duty rotation, you are immersed into the gaining elements work and culture. You bring back to your parent organization all the new skills and contacts you've acquired during your assignment.

## **How is a Joint Duty Swap different from a regular Joint Duty rotation?**

The only major difference is that no office is left with a vacant position. For many supervisors, it can be challenging to let an employee leave for a rotation because the mission still needs to be completed. Supervisors must weigh work requirements against employee and organization development needs. A Joint Duty Swap resolves this challenge because while you lose one employee, you gain a new one as a backfill. Not only do you get a replacement, but the employee brings a wealth of experience, knowledge, and network from his/her home organization.

## **Can my organization afford a Joint Duty Swap?**

The traditional Joint Duty rotation requires the host organization to reimburse the parent organization for the employee's salary. However, for all DoD elements, reimbursement is not required for Joint Duty Swaps. If a Swap potential is identified with a non-DoD element, a nonreimbursement exemption may be requested.

## **How flexible is the Joint Duty Swap Program?**

The Swap program is designed to be flexible. While Swaps are generally between like skilled positions (analyst to analyst), swapped personnel may be of different occupations for career broadening purposes or different grades, consistent with each Element's policy or workforce needs. Additionally, while a traditional Joint Duty rotation is generally two years with an extension option, a Joint Duty Swap can be as short as one year with an option to extend.

## **Will a Joint Duty Swap require relocation?**

Generally, a Swap should not involve a geographical move. Employees normally stay in the same general location where they are currently working.

## **It's a Win-Win-Win Proposition**

### Employees

- Increase knowledge and appreciation for a different intelligence element
- Cultivate networks and professional contacts
- Experience different methodologies, capabilities, and approaches to intelligence problem solving

### Supervisors

- Acquire access to an expanded network of professional contacts
- Foster interagency communication
- Gain a more knowledgeable employee

### Organizations

- Strengthen interagency collaboration
- Build IC integration
- Meet Congressional and Departmental requirements for IC Joint Duty participation



## How do I get started?

*Tapioca* is an inter-agency collaboration application that allows users within the DoD Intelligence Enterprise and across the Intelligence Community to communicate with one another on professional topics and is available on all three security networks. The application is a forum for both employees and managers to explore potential IC Joint Duty Swap assignments and establish communication links for future Swap opportunities.

*Tapioca* usage for Joint Duty Swaps should be used only on NIPR through an Intelink Passport account. Users can access Passport by going to the link below and logging in with their CAC card credentials. For additional information or contact your IC Joint Duty Program Manager.

See the ***Tapioca Quick Start User's Guide*** or contact your IC Joint Duty Program Manager additional information. The User's Guide can be accessed at this unclassified website:

<http://dcips.dtic.mil/ICJointDuty.html>

## Who should I contact?

Each IC element has a dedicated IC Joint Duty Program Manager to answer Joint Duty-related questions and provide component specific procedures and guidance about the IC Joint Duty Program. Your local human resource representative should be able to provide contact information. Additionally, a full listing of IC Joint Duty Program Manager contact information can be found on JWICS:

<https://jointduty.dni.ic.gov/Contacts.aspx>



As of: June 2016



## Intelligence Community Joint Duty Program

### DoD Swap Pilot

Many  
Perspectives  
One  
Community

*You belong to 1 of 17 Intelligence Community elements. Increase your knowledge by taking an IC Joint Duty Swap Rotation to another element.*