

Guidelines for Posting and Selection for Non-IC Opportunities on the Joint Duty Application Tool

Intelligence Community Directive (ICD) 660, *Intelligence Community Civilian Joint Duty Program*, allows the detail of Intelligence Community (IC) civilian personnel to positions in other IC elements or other relevant organizations that provide IC civilian Joint Duty (JD) qualifying experience. IC Policy Guidance (ICPG) 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*, describes a “qualifying experience” as such that it is accomplished in conjunction with one or more other IC elements, or organizations external to the IC that provide relevant experience. A qualifying experience should provide the detailee a broader understanding of IC missions and functions or the IC’s mission relations with relevant organizations outside the IC.

The steps, listed below, will ensure consistent application of the criteria to post and select for non-IC opportunities within the IC.

- Follow IC JD Program vacancy requirements: generally reimbursable, 12 to 24 months in duration, open to GS-11 (or equivalent) and above employees who want to apply, vacancies published no less than 15 calendar days.
- Submit vacancy requests, using the Non-IC Position Vacancy Template, to the IC Joint Duty Program Office (JDPO) for consideration and validation of alignment to intelligence mission areas.
- Direct all prospective applicants to consult with their employing IC element JD Program Manager (JDPM) when applying for non-IC rotations. All applications must go through the employing element’s JDPM. IC applicants must apply for non-IC rotations in accordance with their employing element’s JD procedures.
- Allow the IC employing element 10 calendar days, after the vacancy closing date, to endorse all applicant packages to be submitted for consideration.
- The selectee’s name and IC employing element must be provided to the IC JDPO and the applicant’s employing IC element JDPM. (Note: Any DoD IC employee selected, by the gaining agency, for this vacancy will be subject to approval by the DoD Executive Secretary pursuant to DoD Instruction 1000.17, *Detail of DoD Personnel to Duty Outside the Department of Defense*. When a selection is made, the gaining organization must submit a formal by-name request to the DoD Executive Secretary as prescribed by figures 1 and 2 in DoDI 1000.17. The start and release date for DoD IC employee selected will not be negotiated prior to this approval.)
- Collaborate with the IC employing element to complete a Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU). Content should be consistent with the current IC Joint Duty MOU Roles and Responsibilities.
- The non-IC organization gaining supervisor should allow selectee/incumbent to fulfill all employing IC element requirements (e.g. mandatory training, urinalysis, etc.) on an annual basis or when required.

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- The non-IC organization supervisor of selectee/incumbent will coordinate with employing IC element on performance management process procedures to include: annual appraisals, mid-year assessments, end-of-year evaluations, potential pay raises and/or bonus consideration.
- If an IC officer submits his or her application for a JD rotation either outside of the vacancy window or without informing their JDPMs, he or she is automatically disqualified from consideration for that non-IC rotation.
- Only IC employing elements have the authority to grant JD credit for detail rotations outside of the IC.
- Non-IC organizations are prohibited from participating in IC Civilian Joint Duty Opportunity Fairs.