

# ***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](mailto: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.