INTELLIGENCE COMMUNITY DIRECTIVE 660

11 February 2013

Intelligence Community Civilian Joint Duty Program

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, as amended; and other applicable provisions of law.

B. PURPOSE

1. This Intelligence Community Directive (ICD) establishes policy for the conduct and management of the Intelligence Community Civilian Joint Duty Program.

2. This Directive rescinds ICD 601, *Human Capital Joint Intelligence Community Duty Assignments*. IC Policy Guidance (ICPG) 601.1, *Intelligence Community Civilian Joint Duty Program Implementing Instructions*, remains in effect pending the issuance of a successor document.

C. APPLICABILITY

1. This ICD applies to the Intelligence Community (IC), as defined by the National Security Act of 1947, as amended, and to such elements of any other department or agency as may be designated an element of the IC by the President, or jointly by the DNI and the head of the department or agency concerned.

2. This ICD applies to IC civilian personnel. This ICD does not apply to persons seeking employment in the IC, or to members of the uniformed services who are on active duty and assigned to an element of the IC.

3. This ICD applies to IC Civilian Joint Duty rotations. It does not preclude details and assignments made pursuant to other programs and authorities.

D. DEFINITIONS

1. *IC Civilian Joint Duty Qualifying Experience* provides substantive professional, technical, or leadership experience that includes policy, program, managerial, analytical, or operational responsibility for intelligence resources, programs, policies, analysis, or operations in conjunction with one or more other IC elements, or relevant organizations external to the IC. A joint duty qualifying experience provides a wider understanding of the missions and functions of the IC, or the IC's relationships with relevant organizations outside the IC; develops a broader knowledge of the operations and management of the IC; and helps to build collaborative networks.

2. *IC Civilian Joint Duty Rotation* means (a) the detail of IC civilian personnel to a position in another IC element or other relevant

organization that provides an IC civilian joint duty qualifying experience, or (b) the assignment of IC civilian personnel to an approved internal position at the individual's employing element that provides an IC civilian joint duty qualifying experience.

3. *Employing IC Element* is the home or parent element of the IC personnel on joint duty rotation.

4. *Gaining IC Element or Relevant Organization* is the element or organization where the IC joint duty qualifying experience occurs.

5. *IC Civilian Joint Duty Credit* is the formal recognition by the employing IC element that a civilian employee has successfully completed all IC Civilian Joint Duty Program requirements.

6. *Senior IC Civilian Rank* means a personal rank above the General Schedule grade of 15 or equivalent including Senior National Intelligence Service (SNIS); Senior Intelligence Service (SIS); Defense Intelligence Senior Executive Service (DISES); Department of Defense Intelligence Senior Level (DISL); Federal Senior Executive Service (SES) appointments under 5 USC 3393; Senior Level (SL) appointments under 5 USC 3324; Scientific and Professional (ST) appointments under 5 USC 3325; and Federal Bureau of Investigation and Drug Enforcement Administration Senior Executive Service.

E. POLICY

1. The goal of the IC Civilian Joint Duty Program is to foster a Community perspective and culture, by providing IC civilian joint duty qualifying experience(s) to IC civilian personnel in the course of their careers.

2. The effective and efficient performance of the IC depends frequently upon collaboration among IC elements, and increasingly upon the integration of IC capabilities. The immersive experience of joint duty, as an integrated component of the IC Human Capital strategy, will serve to minimize embedded cultural perspectives and enhance IC civilian personnel understanding of the mission, authorities, capabilities, and activities of other IC elements and other relevant organizations external to the IC, thereby improving their ability to conceive of, plan, coordinate, and implement unified approaches to intelligence problems.

3. The IC Civilian Joint Duty Program also is intended to serve as a means for addressing the changing dynamics of the IC workforce, by providing opportunities to cross-train and to develop new skills to address emergent missions and disciplines through experiential and learning opportunities.

4. IC leaders who value integration and collaboration are critical to an effective intelligence enterprise; therefore, IC civilian personnel will not be promoted to a senior IC civilian rank without having earned joint duty credit, or having been granted a waiver.

5. Joint duty credit is earned through satisfactory completion of IC Civilian Joint Duty Program requirements:

a. Serving the minimum amount of time required in a joint duty qualifying experience in accordance with ICPG 601.1 or successor document; and

b. Earning not less than a successful performance rating in the joint duty qualifying experience.

6. IC civilian joint duty qualifying experience and the resulting credit earned in accordance with ICD 601 prior to the effective date of this Directive remain valid.

7. Opportunity to participate in the IC Civilian Joint Duty Program will be available to IC personnel classified at or above the General Schedule 11 (GS-11) grade, or equivalent, including individuals in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at full performance work level II and above. For employees at the grades of GS-11 and GS-12, joint duty credit may only be received for rotations starting after 30 January 2013.

8. IC elements may make IC Civilian Joint Duty rotations available to non-IC civilian employees filling positions classified as Office of Personnel Management Occupational Series 0132, Intelligence Series, or designated as intelligence positions by the parent department or agency. However, administrative support to and processing of these rotations shall be the responsibility of the employing organization; exceptions to this will be reviewed on a case-by-case basis and require the approval of the Assistant Director of National Intelligence for Human Capital (ADNI/HC).

9. Generally, joint duty rotations will be reimbursable. A reimbursable IC civilian joint duty rotation is one that the gaining IC element funds. In certain circumstances, joint duty rotations may be non-reimbursable (i.e., funded by the employing IC element). When estimating staffing requirements for joint duty rotations, the Full-Time Equivalent counts and pay budgets shall be consistent with Office of Management and Budget guidance.

10. Security clearance and facility access reciprocity for IC personnel on joint duty rotations shall be in accordance with ICD 709, *Reciprocity for Intelligence Community Employee Mobility*.

11. IC personnel in a joint duty rotation shall be:

a. Subject to the day-to-day supervision of the gaining IC element or relevant organization for the duration of the rotation; and

b. Evaluated by the gaining IC element or relevant organization consistent with the employing element's performance evaluation system and shall include a written evaluation of the IC employee's performance to the employing IC element for the IC employee's personnel file.

12. The gaining IC element or relevant organization shall determine whether a civilian employee on joint duty rotation will receive a performance bonus or other appropriate award in accordance with the internal policies and procedures of the gaining IC element or relevant organization.

13. Consistent with Section 102A(l)(2)(A) of the National Security Act of 1947, as amended, and in accordance with internal IC element personnel promotion policies, IC personnel successfully earning joint duty credit shall be considered for promotion at rates equivalent to or better than personnel of the employing IC element who have not earned such credit.

14. Payroll and other administrative services associated with each IC joint duty rotation shall continue to be provided by the employing IC element, according to the terms of the Joint Duty Rotation Memorandum of Understanding (MOU) between the employing IC element and the gaining IC element or relevant organization outside the IC.

15. Prior to the commencement of the joint duty rotation, the parameters of each joint duty rotation shall be documented in the Joint Duty Rotation MOU between the employing IC element and the gaining IC element or relevant organization outside the IC.

16. The authority to grant IC civilian joint duty waivers and exemptions and to approve internal positions may be exercised only at the discretion of the DNI; and for IC elements within the Department of Defense, the Under Secretary of Defense for Intelligence, when designated as the Director of Defense Intelligence.

F. RESPONSIBILITIES AND FUNCTIONS

1. The Director of National Intelligence will:

a. In consultation with the relevant departments or IC elements:

(1) Establish policies and guidance for the development and management of the IC Civilian Joint Duty Program;

(2) Provide management, oversight, and direction to the IC Civilian Joint Duty Program and activities that support the IC; and

(3) Provide guidance for National Intelligence Program (NIP) resources associated with the IC Civilian Joint Duty Program and activities, and for the transfer or reprogramming of such resources as may be required.

b. Within 120 days of the effective date of this Directive, issue IC policy guidance further implementing this Directive. ICPG 601.1, *Intelligence Community Civilian Joint Duty Program Implementing Instructions*, will remain in effect pending the issuance of a successor document.

2. The ADNI/HC is the DNI's designee and principal advisor for matters pertaining to the IC Civilian Joint Duty Program and shall, in coordination with the IC Chief Human Capital Office (CHCO) Council:

a. Oversee implementation of this Directive;

b. Assess IC Civilian Joint Duty Program implementation;

c. Coordinate and periodically issue standards relating to the conduct of the Program;

d. Collect relevant Program information from IC elements and maintain records on the conduct of the Program; and

e. Maintain and administer any NIP funds made available to facilitate participation in the Program of the IC elements within the:

(1) Department of State;

(2) Department of Treasury;

(3) Department of Energy;

(4) Department of Homeland Security;

(5) U.S. Coast Guard;

(6) U.S. Army;

(7) U.S. Navy;

(8) U.S. Marine Corps;

(9) U.S. Air Force; and

(10) U.S. Drug Enforcement Administration.

3. IC Element heads shall:

a. Ensure the participation of their personnel in the IC Civilian Joint Duty Program;

b. Develop IC element-specific policies, standards, procedures, or processes consistent with this Directive;

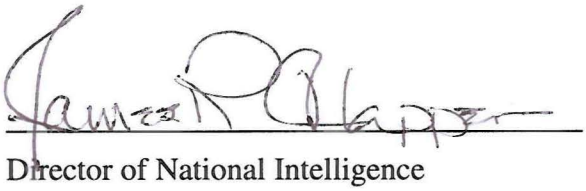
c. Designate a point of contact to coordinate their respective element's participation in the Program and provide notification of such to the DNI's designee;

d. Post their element's joint duty vacancy announcements on the IC Civilian Joint Duty website; and

e. Establish a re-integration process supporting their personnel returning from IC civilian joint duty rotations.

G. DISPUTE RESOLUTION: Disputes related to the implementation of this Directive shall be resolved in a manner consistent with the authorities in Executive Order 12333, as amended.

H. EFFECTIVE DATE: This Directive becomes effective on the date of signature.



Director of National Intelligence

11 Feb 2013

Date