
INTELLIGENCE COMMUNITY DIRECTIVE NUMBER 601



HUMAN CAPITAL JOINT INTELLIGENCE COMMUNITY DUTY ASSIGNMENTS

A. PURPOSE

1. Pursuant to Intelligence Community Directive (ICD) 101, Section G.1.b.(3), ICD 601 *Human Capital Joint Intelligence Community Duty Assignments* is hereby amended.

2. Amendments to this Directive are issued in conformity with ICD 652 *Occupational Structure for the Intelligence Community Civilian Workforce*, which establishes work levels and work categories for the pay band system of the National Intelligence Civilian Compensation Program (NICCP); and ICD 653 *Pay-Setting and Administration Policies for the Intelligence Community Civilian Workforce*, which addresses conversions from the General Schedule to the pay band system of the NICCP.

3. The amendments are as follows:

a. Section 3.A, replace the phrase: "General Schedule (GS) grade 13 and above (or equivalent)" with "General Schedule (GS) grade 13 and above" (deleting "or equivalent"); and

b. Section 3.A, add phrase: "or in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level and above."

B. EFFECTIVE DATE: This Amendment becomes effective on the date of signature.

David R. Shedd
Deputy Director of National Intelligence
for Policy, Plans, and Requirements

September 4, 2009
Date

INTELLIGENCE COMMUNITY DIRECTIVE NUMBER 601



HUMAN CAPITAL JOINT INTELLIGENCE COMMUNITY DUTY ASSIGNMENTS (ORIGINALLY ISSUED: 16 MAY 2006) (AMENDED: 4 SEPTEMBER 2009)

1. AUTHORITY: The National Security Act of 1947, as amended; and Executive Order 12333, as amended.

2. PURPOSE: This Directive establishes policy and procedures for the permanent appointment or temporary detail of Intelligence Community (IC) employees to joint IC duty positions; that is, positions in the Office of the Director of National Intelligence (ODNI), its various components, and other key positions in the IC, as specified by the Director of National Intelligence (Director or DNI), in consultation with the relevant department and IC element, that require and/or provide substantive professional, technical, or leadership experience in more than one IC element. This Directive implements the DNI's responsibilities under the National Security Act of 1947, as amended, to establish, in consultation with elements of the IC, personnel policies that "encourage and facilitate assignments and details to national intelligence centers and between elements of the intelligence community [and to]...make service in more than one element of the intelligence community a condition of promotion to such positions within the intelligence community as the Director shall specify." Section 102A also requires the Director to "ensure effective management of intelligence community personnel who are responsible for intelligence community-wide matters." The National Security Act of 1947, as amended, further provides that the DNI "shall prescribe mechanisms to facilitate the rotation of personnel of the intelligence community through various elements of the intelligence community in the course of their careers in order to facilitate the widest possible understanding by such personnel of the variety of intelligence requirements, methods, users, and capabilities," (Section 102A(l)(3)(A) of the National Security Act of 1947, as amended by IRTPA).

3. APPLICABILITY: This Directive applies to all civilian personnel permanently employed by an element of the IC, as defined in Section 103(c) of the National Security Act, who are permanently appointed or temporarily detailed to a position that provides and/or requires joint IC duty experience, as defined below.

A. Normally, such joint IC duty positions will be limited to those classified at General Schedule (GS) grade 13 and above, or in the National Intelligence Civilian Compensation Program's Professional or Supervisor work categories at the Full Performance Band III work level and above.

B. Such joint IC duty assignments will include those to the ODNI, its components, and certain other positions in an element of the IC, as specified by the Director, in consultation with the relevant Department and IC element.

C. The management of these positions will be in accordance with the National Security Act. In accordance with Department of Defense (DoD) Directive 1000.17 and DoD Directive 1400.36, joint IC duty rotational assignments made under this Directive will be treated in the same manner as details made under the Intelligence Community Assignment Program (ICAP).

D. This Directive does not apply to members of the uniformed services who are assigned to an element of the IC, except as provided by paragraph 5.B.(4).

4. DEFINITIONS

A. **Joint IC Duty Assignment.** A joint IC duty assignment means (a) the permanent assignment of an employee from a position in one IC element to a position in another IC element that requires and/or provides appropriate joint IC duty experience, or (b) the temporary detail of an employee from a position in one IC element to a rotational assignment in another IC element that requires and/or provides appropriate joint IC duty experience for a period of at least 12 months and not more than 36 months.

B. **Gaining Element.** The IC element *to* which an employee is detailed while on a joint IC duty rotational assignment.

C. **Employing Element.** The IC element *from* which an employee on a joint IC duty rotational assignment is detailed; the detailed employee's permanent position of record remains with the employing element, and the detailed employee remains on the permanent rolls of that employing element during the joint IC duty rotational assignment, unless other administrative arrangements are agreed to by the employing and gaining element.

5. RESPONSIBILITIES AND FUNCTIONS

A. **Designation.** The Director or his designee, in consultation with the relevant department and/or IC element, will designate those positions, both permanent and rotational, that require or provide joint IC duty experience by title, organization, and duty location(s) and distribute a listing of those positions annually to the heads of IC elements and other appropriate offices. IC elements will be given an opportunity to recommend specific positions or assignments to the DNI for joint IC duty credit.

(1) Generally, positions on the ODNI staff, as well as positions assigned to the various organizational components within the ODNI will be designated as providing and/or requiring joint IC duty experience.

(2) Certain other positions in various IC elements outside of the ODNI will also be designated, in consultation with the relevant department or IC element, as providing and/or requiring joint IC duty experience according to criteria and procedures to be developed and published by the Director in implementing guidance.

(3) Further, to ensure a sufficient "rotation base" for joint IC duty rotational assignments, the DNI may, as part of this designation, determine that a particular joint IC duty position will be reserved for employees on rotational assignment.

(4) In addition, the IC Chief Human Capital Officer (CHCO) may provide, generally or with respect to specific positions or assignments, that appropriate military experience within the IC, or professional, technical, and/or leadership experience outside the IC (for example, in another Federal agency or the private sector) may qualify as joint IC duty for purposes of this Directive.

(5) A detail under ICAP may qualify as a joint IC duty assignment if the particular detail meets the requirements of this Directive and otherwise satisfies the criteria for joint IC duty designation. Procedures for such exceptions will be published by the IC CHCO in implementing guidance.

B. **Identification and Selection of Candidates.** The number of positions that provide and/or require joint IC duty experience will be relatively small compared to the pool of IC officers who may be eligible for such joint duty at any given time. Accordingly, to the extent practicable, the process for identifying individuals for permanent appointment or rotational assignment to a joint IC duty position shall provide for the competitive consideration of all eligible candidates, unless an exception is granted in accordance with this subparagraph.

(1) **Joint IC Duty Rotational Assignments.** When an IC element has a joint IC duty position to fill on a rotational basis, that gaining element will, unless granted an exception by the IC CHCO, provide an appropriate vacancy announcement to other IC elements identifying the position and other pertinent information such as qualification requirements, duty location, timeframe of the detail, security clearance requirements, etc. The DNI will also establish a

central website where the ODNI and any other organization with joint IC duty opportunities, both permanent and rotational, may directly post those announcements. Normally, such announcements will be open for a period of not less than 15 calendar days.

(a) Unless granted an exemption by the IC CHCO, IC elements in receipt of such announcements will identify and submit one or more highly qualified nominees to the gaining element within 30 calendar days of the closing date of the announcement. Nominees for joint IC duty rotational assignments must be identified through a competitive process established by the particular IC element and published as an internal operating instruction of that element.

(b) Such process must ensure that all otherwise eligible candidates are considered and evaluated against applicable general and specific qualifications requirements. Where applicable, the deliberations and/or determinations of an annual or periodic promotion board may be used by an IC element to identify nominees for a joint IC duty rotational assignment.

(c) Joint IC duty rotational assignments will be documented via a standard form to be developed and distributed by the IC CHCO.

(d) It is the responsibility of the employing IC element to permanently place an employee returning from a joint IC duty rotational assignment in their former or equivalent position and duty location upon completion of said assignment, unless other provisions are made in advance by the employing element and agreed to by the employee.

(2) Permanent Appointments to Joint IC Positions. If a particular joint IC duty position is not otherwise reserved for joint IC duty rotational assignment, the gaining IC element may, at its discretion, decide to fill the position on a permanent basis.

(a) In such cases, open competition among all otherwise eligible IC candidates, as provided by this subparagraph, will be required, unless an exception is granted in accordance with subparagraph 5.B.(2)(c).

(b) Where open competition is required, the gaining IC element will provide an appropriate vacancy announcement to all other IC elements, and all such elements, including the gaining element, will post the announcement in such a manner as to ensure the widest possible dissemination among all eligible employees within their element.

(c) Each such announcement will include specific information about the joint IC position, as well as qualification requirements and application procedures; applications will be submitted to, screened, and considered by the gaining element according to those procedures and requirements.

(d) In accordance with this Directive, an individual permanently selected for and appointed to a designated joint IC duty position in any IC element will become an employee of the gaining element and receive appropriate joint IC duty credit for that appointment.

(e) In considering candidates for permanent appointment to a joint IC duty position, the gaining IC element retains the discretion to solicit, consider, and/or select employees for permanent promotion to the position (if the employee otherwise meets applicable qualification and eligibility requirements) or permanent reassignment to the position at the employee's current grade. The IC element may also solicit and consider candidates from outside the IC.

(f) To facilitate the initial staffing of the ODNI and its various Centers, the DNI may, for the six-month period beginning on the effective date of this Directive, permanently appoint individuals to positions in the ODNI for up to 25 percent of its authorized staffing level (excluding those positions filled by employees functionally transferred to the ODNI from the former Community Management Staff and the National Intelligence Council) without regard to the requirement for competition; individuals non-competitively appointed under this authority will become employees of the ODNI.

(3) **Exceptions.** An exception to the procedures in paragraph 5.B. may be granted to permit the appointment of a particular individual with exceptional and/or unique qualifications and expertise, and/or to meet a critical mission exigency. Such exceptions must be requested in writing and approved by the IC CHCO.

(4) **Commissioned Military Officers.** The assignment of a commissioned officer of the US Armed Forces to a position in the ODNI, or to a position in another element of the IC designated as providing military joint duty experience, shall be considered a joint military duty assignment for purposes of the joint officer management policies prescribed by Chapter 38 of Title 10, United States Code (USC), and other applicable provisions of that title.

C. Duration. Joint IC duty rotational assignments to the ODNI, as well as to other designated joint IC duty positions elsewhere in the IC, will normally be no less than 12 months and not more than 36 months in duration. Exceptions to this policy must be requested in writing and approved by the IC CHCO.

D. Performance Expectations. Performance expectations for individuals on a joint IC duty rotational assignment will be established by a management official in the gaining element who has been designated as the individual's immediate supervisor/performance rating official, in accordance with the appropriate performance management system of the individual's employing element and using any standard form(s) applicable thereto.

E. Performance Evaluations and Bonuses. GS grade 15 and below (or equivalent). Annual performance evaluations for employees on a joint IC duty rotational assignment to a position classified at or below the GS-15 or equivalent will be conducted by a management official in the gaining element who has been designated as the individual's immediate supervisor/performance rating official, in accordance with the appropriate performance management system of the individual's employing element and using any standard form(s) applicable thereto.

(1) Such evaluations will be reviewed and approved by a management official in the gaining element that is at least one organizational level above the designated rating official. The reviewing official will consult with a designated point of contact from the individual's employing element and provide that official with an opportunity to review and provide additional written comments on the employee's performance, which will be included in the evaluation form before a final performance evaluation is provided to the employee.

(2) The gaining element will also determine whether an employee on joint IC duty rotational assignment will receive a performance bonus. Funding for performance bonuses awarded to an employee on a joint IC duty rotational assignment will be the responsibility of the gaining element.

(3) As soon as possible after the conclusion of its annual performance evaluation process, the gaining element is responsible for providing employing elements with the final performance ratings and bonuses accorded employees of those employing elements who are on a joint IC duty rotational assignment.

(4) The employing element is responsible for providing ongoing career development guidance and feedback to those of its employees who are on joint IC duty rotational assignments, during the period of such assignments. The gaining element will facilitate such dialogue.

F. Performance Evaluations and Bonuses: Senior Executives/Senior Professionals. The performance ratings and bonuses for all senior executives and senior professionals (e.g., employees in Senior National Intelligence Service, Defense Intelligence Senior Executive Service, Senior Intelligence Service, Senior Executive Service, Senior Level, senior Scientific and Technical, and/or equivalent positions that are classified above GS-15, or employees with comparable rank), on joint IC duty rotational assignments shall be reviewed and approved by the gaining element's senior executive/professional Performance Review Board (PRB) or equivalent.

(1) Where possible, such evaluations will be reviewed and approved by a management official in the gaining element that is at least one organizational level above the designated rating official. The reviewing official will consult with a designated point of contact from the individual's employing element and provide that official with an opportunity to review and provide additional written comments on the employee's performance, which will be included in the evaluation form before a final performance evaluation is provided to the employee.

(2) The gaining element's PRB or equivalent will also determine whether a senior executive/senior professional on joint IC duty rotational assignment will receive a performance bonus. Funding for performance bonuses awarded to a senior executive/senior professional on a joint IC duty rotational assignment will be the responsibility of the gaining element.

(3) The Chairperson of the gaining element's PRB (or designee) will consult with his or her counterpart(s) in the applicable employing element(s) to ensure general consistency between the gaining and employing element(s) in the application and administration of the employing IC element's performance management system.

(4) The DNI will establish a PRB to review and approve the performance ratings and bonuses for all senior executives/senior professionals assigned to the ODNI, including those who are members of the ODNI's permanent cadre and those on a joint IC duty assignment.

(5) As soon as possible after the conclusion of its annual performance evaluation process, the gaining element is responsible for providing employing elements with the final performance ratings and bonuses accorded senior executives/professionals of those employing elements who are on a joint IC duty rotational assignment.

(6) The employing element is responsible for providing ongoing career development guidance and feedback to those of its employees who are on joint IC duty rotational assignments, during the period of such assignments. The gaining element will facilitate such dialogue.

G. Temporary Promotions. On a case-by-case basis, the DNI or the Principal Deputy Director of National Intelligence may approve temporary promotions, including promotions above GS-15 or equivalent, for individuals serving on a joint IC duty rotational assignment, when the assignment involves responsibilities that are significantly greater than the individual's permanent grade/rank (for example, where the individual is performing duties two or more GS or equivalent pay grades above his or her permanent grade or rank) and the individual meets or exceeds the performance expectations associated with that higher grade/rank. Such temporary promotions are effective only for the period of the rotational assignment, may be terminated at any time during the assignment, and will be terminated upon the conclusion of the assignment, without any right to review or appeal. In considering requests for temporary promotions for individuals serving a joint IC duty assignment, the DNI will take into account the grade/rank of comparable positions or employees across the IC.

H. Permanent Promotions. The employing IC element will remain responsible for the permanent promotion of those of its employees who are on a joint IC duty rotational assignment.

(1) Eligibility, consideration, and selection for such permanent promotions will generally be in accordance with policies and procedures established by the employing element for the promotion of its employees, except that an employing element's final decision regarding the promotion of an individual on a joint IC duty assignment will be subject to consultation with the designated joint IC duty senior point of contact in the individual's gaining element prior to finalization. However, the employing element retains final authority over permanent promotion decisions.

(2) Generally, in accordance with Section 102A(1)(2)(A) of the National Security Act of 1947, as amended, employees who are on joint IC duty rotational assignments or who have completed joint IC duty assignments will be promoted at an overall rate comparable to the aggregate population of their peers in the employing element. This requirement does not entitle any individual employee to a particular promotion. The ODNI will review and compare those overall promotion rates in accordance with procedures to be issued as part of implementing guidance, and, may require an element to take appropriate corrective action; however, except in

extraordinary cases, such corrective action will not involve an individual employee or individual personnel action unless there is a specific finding of substantive policy violation or misconduct with respect to such employee in the promotion process.

I. Base Pay Increases for Senior Executives/Senior Professionals. The employing IC element will remain responsible for making permanent, performance-based adjustments to the base pay of senior executives and senior professionals (e.g., employees in Senior National Intelligence Service, Defense Intelligence Senior Executive Service, Senior Intelligence Service, Senior Executive Service, Senior Level, senior Scientific and Technical, and/or equivalent positions that are classified above GS-15, or employees with comparable rank) who are on a joint IC duty rotational assignment.

(1) Eligibility, consideration and determinations regarding such permanent base pay adjustments will be in accordance with policies and procedures established by the employing element for the performance-based adjustment of the pay of its senior employees generally, except that an employing element's final decision regarding adjustments to the base pay of a senior employee on a joint IC duty assignment will be subject to consultation with the designated joint IC duty senior point of contact in the individual's gaining element prior to finalization. However, the employing element retains final authority over permanent, performance-based base pay adjustment decisions.

(2) Generally, in accordance with Section 102A(1)(2)(A) of the National Security Act of 1947, as amended, senior employees who are on joint IC duty rotational assignments or who have completed joint IC duty assignments will have their base pay adjusted at overall levels and rates comparable to the aggregate population of their peers in the employing element. This requirement does not entitle any individual senior employee to a permanent base pay adjustment. The ODNI will review and compare those overall pay adjustment levels and rates in accordance with procedures to be issued as part of implementing guidance, and, may require an element to take appropriate corrective action; however, except in extraordinary cases, such corrective action will not involve an individual employee or individual personnel action unless there is a specific finding of substantive policy violation or misconduct with respect to such employee in the promotion process.

6. ADMINISTRATION

A. Implementation. IC elements may issue internal operating instructions implementing this Directive. Memoranda of understanding (MOUs) between and among IC elements that include provisions dealing with rotational assignments of covered individuals shall conform to this Directive. A standard MOU format will be established for use by all IC components. Each IC element will designate a senior joint IC duty point of contact to coordinate individual joint IC duty rotational assignments and provide such designation in writing to the IC CHCO within 30 days of the date of this Directive.

B. Accountability and Reporting. To ensure that IC elements and their respective departments are fully cognizant of joint IC duty assignments made under this Directive, the ODNI will:

(1) Coordinate, periodically issue, and maintain an official listing of those civilian positions and other assignments that have been designated by the DNI as providing and/or requiring joint duty experience, as required by Section 5.A.

(2) Include, as part of that listing and based on information provided by the relevant IC element(s), a listing of those civilian personnel on a joint IC duty rotational assignment at any given time, as well as the gaining and employing elements, the beginning and ending dates of the assignments, and such other information as the DNI deems appropriate.

C. Miscellaneous. An employee on a joint IC duty rotational assignment from his or her permanent position in another IC element will remain on the rolls of that employing element for the duration of the assignment, unless other administrative arrangements are agreed to by the employing and gaining element.

(1) To the extent otherwise permitted by law, an employee on a joint IC duty rotational assignment will not be counted against any end strength or full-time equivalent ceiling applicable to the employing element.

(2) The employing IC element will normally be reimbursed by the gaining IC element for the costs associated with the joint IC duty rotational assignment, unless other financial arrangements are agreed to by the employing and gaining elements. To the extent otherwise permitted by statutory, fiscal, and other constraints, the DNI will provide appropriate funding and/or full-time equivalent/end strength ceiling to support designated joint IC duty positions in the ODNI and other IC elements.

(3) Payroll and other administrative services associated with the joint IC duty rotational assignment will continue to be provided by the employing element, according to the terms of the applicable MOU between the employing and the gaining elements.

(4) An employee who is on a joint IC duty rotational assignment to a particular IC element and who is permanently reassigned or promoted to a permanent position in that element during the period of the rotational assignment will continue to receive joint IC duty credit for the duration of the appointment if the employee's new permanent position qualifies for such credit.

(5) Nothing in this Directive is intended to affect the eligibility or entitlement of a Federal Law Enforcement Officer (LEO) to receive appropriate Law Enforcement Availability Pay (LEAP), in accordance with 5 USC chapter 55, while on a permanent or temporary joint IC duty assignment, to the extent such pay is otherwise authorized by law.

D. Interpretation and Application. Determinations regarding the interpretation and application of this IC Directive are the responsibility of the IC CHCO, in consultation with the IC CHCO Council.

E. Reciprocity of Security Clearance and Access Determinations. To ensure the mobility and facilitate the rotation of personnel performing joint IC duty assignments, all security clearance background investigations and access determinations completed by one IC element shall be accepted by all IC elements. Further, all such security clearance investigations initiated by one IC element shall be transferable to any IC element. No IC element may conduct an investigation to determine whether to grant a security clearance to an individual where a current investigation or clearance of equal level already exists or has been granted by another IC element.

7. EFFECTIVE DATE: This Directive is effective on the date of signature. Officers selected for a joint IC duty rotational assignment to the ODNI on or after 21 April 2005, and officers assigned to the Community Management Staff, the National Counterintelligence Executive, the Center for Security Evaluation, the Special Security Center, the IC Chief Information Officer, and the National Intelligence Council who functionally transferred into the ODNI on or after 21 April 2005, on a permanent or rotational basis, will receive appropriate joint IC duty credit for such assignments retroactive to the date of their assignment to these components.

//SIGNED// John D. Negroponte
Director of National Intelligence

5/16/06
Date