

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
DIRECTOR OF THE INTELLIGENCE STAFF  
WASHINGTON, DC 20511

E/S 00638

MEMORANDUM FOR: Distribution

SUBJECT: Timely Disbursement of Performance Awards and Bonuses  
for Employees on Joint Duty Rotational Assignments

The Intelligence Community (IC) Civilian Joint Duty Program, established by IC Directive 601 and implemented by IC Policy Guidance 601.01, is one of our highest priority human capital initiatives and forms a "culture of collaboration" in the IC. Our ability to appropriately recognize and reward deserving employees with awards and bonuses in a timely fashion is vital to the program's success and to the IC's mission. Unfortunately, there have been instances where employees were approved for monetary awards or performance bonuses while on a joint duty assignment, but were not paid these awards until many months later. In certain cases, they were paid over one year later.

It is incumbent upon all agency heads, senior officers, and managers to ensure that IC employees on rotational assignments are treated as full-fledged members of their agency's team. This includes ensuring that all monetary awards and performance bonuses earned while on rotation are processed and paid in a timely manner. Senior management in the employee's home and rotational agencies must consult and coordinate with each other to ensure that the employee is paid as soon as practicable after an award or bonus decision has been made. The goal should be to pay an award or bonus within two pay periods of the official notification by the agency to which the employee is detailed.

This memorandum should be distributed to all supervisors and management officials, as well as those responsible for the interagency transfer of funds. Questions may be directed to Dr. Ronald P. Sanders, Associate Director of National Intelligence for Human Capital/IC Chief Human Capital Officer; he may be reached by unclassified line at (703) 275-2010, by classified line at 917-2010, by IC email at [sandron@dni.ic.gov](mailto:sandron@dni.ic.gov), or unclassified email at [ronald.p.sanders@ugov.gov](mailto:ronald.p.sanders@ugov.gov). His staff point of contact, Mr. Bob Kellas, may be reached by unclassified line at (703) 275-3346, classified line at 917-3346, or by IC email at [kellars@dni.ic.gov](mailto:kellars@dni.ic.gov), or unclassified email at [robert.b.kellas@ugov.gov](mailto:robert.b.kellas@ugov.gov).



John F. Kimmons  
Lieutenant General, USA

3 Aug 09  
Date

— Ask for your help to follow up on this.  
Thanks!! R/JFA