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OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
PRINCIPAL DEPUTY DIRECTOR OF NATIONAL INTELLIGENCE
WASHINGTON, D.C. 20511

E/S 01022

MEMORANDUM FOR: Distribution

SUBJECT: Evaluating and Rewarding Employees on Joint Duty Assignment

The Intelligence Community (IC) Civilian Joint Duty Program, established by IC Directive (ICD) 601 and implemented by IC Policy Guidance 601.01, is one of our most critical initiatives. By making joint duty a prerequisite for promotion to senior ranks, we will lay the foundation for a true "culture of collaboration" in the IC. However, the program is still in its infancy, and for it to succeed, employees who have opted to leave their home agency for an extended period must be confident that we have put policies and procedures in place that fairly and appropriately recognize and reward their commitment.

In this regard, one of the most significant changes made by ICD 601 has to do with the responsibility for evaluating the performance of employees on a joint duty assignment to another agency. Beginning with the fiscal year (FY) 2007 annual appraisal cycle, employees who have completed a minimum of 90 days on a joint duty assignment at the conclusion of the rating period are to be evaluated *not* by their home agency, but by management officials of the "gaining" agency – that is, the agency to which they have been detailed. Officials of the gaining agency are responsible for both reviewing and rating the performance of employees on joint duty to their organization who meet the minimum 90-day requirement.

Further, if officials of the gaining agency believe that the detailee is deserving of a performance bonus, it is the responsibility of the gaining agency to treat and reward the employee as a full fledged member of their agency. Of course, when an employee has served 90 days or more in his or her home agency during the same rating period, the final rating must take the totality of his or her performance into account. In those circumstances, the gaining agency's reviewing official must consult with a designated official in the employee's home agency and provide them with an opportunity to review and provide additional written comments on the employee's evaluation. We expect the same consultation to occur if an employee has returned to his or her home agency from a joint duty assignment prior to the rating period's conclusion.

Circumstances may arise where it makes sense for the home and gaining agencies to share or *pro rate* funding for a performance bonus or award (for example, when an employee has served part of the evaluation period in each organization) to recognize an employee's relative contribution to both organizations, and agencies have the discretion to make such adjustments collaboratively, so long as employees are not disadvantaged. By the same token, employees may not receive a performance bonus or other financial reward from both agencies for the same accomplishments in the same performance rating period.

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Because decisions regarding permanent promotions and base pay remain the responsibility of the employee's home agency (and based on the totality of the employee's contributions to that agency), the gaining agency must first evaluate joint duty detailees using its appraisal form and then "translate" it to the form used by the employee's home agency. This is intended to ensure that the employees on joint duty are evaluated according to the same standards as their immediate co-workers, while also ensuring that their promotion and career prospects at their home agency are not adversely affected by another agency's appraisal form in the employee's permanent record. Beginning with the FY 2009 appraisal cycle, ICDs 651 and 656 will provide for common IC-wide performance evaluation standards and processes and will thus make appraisal forms more interchangeable.

Please ensure that this memorandum is distributed to all supervisors and management officials who have rating and/or reviewing responsibility for employees on a joint duty assignment from another IC agency or element. This memorandum will be posted on the IC's Joint Duty Web site (<http://icjointduty.ic.gov>) and should also be made available to all employees eligible for a joint duty assignment via appropriate agency Web sites and/or other internal communication media. Questions may be directed to Dr. Ronald P. Sanders, Associate Director of National Intelligence/IC Chief Human Capital Officer. He may be reached by unclassified line at (703) 275-2010; by classified line at 917-2010; by ICemail at sandron@dni.ic.gov or unclassified email at ronald.p.sanders@ugov.gov.



Donald M. Kerr



Date

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