OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
ASSISTANT DIRECTOR OF NATIONAL INTELLIGENCE FOR HUMAN CAPITAL
WASHINGTON, DC 20511

CHCO-12-6084

MEMORANDUM FOR: Intelligence Community Chief Human Capital Officers

SUBJECT: Intelligence Community Joint Duty Assignment Memorandum of Understanding Process

Since the inception of the Intelligence Community (IC) Civilian Joint Duty Program, there has not been a standardized process for the signing of a Memorandum of Understanding (MOU) for an IC Joint Duty Assignment (JDA) rotation between the gaining and employing elements.

In order to standardize and expedite the rotation process the gaining element will initiate and draft the MOU. Upon completion and signature, the gaining element will send the MOU to the employing element who will then also sign the MOU, followed by the signature of the employee fulfilling the JDA. This will be done in accordance with Intelligence Community Directive 601 and the Intelligence Community Standard 601-1.

If you have any comments or questions, please contact Ms. Amanda Schoch, Chief, IC Civilian Joint Duty Program. Ms. Schoch can be reached at (703) 874-8210 (U) or 932-3549 (S) or by IC email at schocha@dni.ic.gov.

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17 April 2012

Date

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