



**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
INTELLIGENCE COMMUNITY STANDARD 601-1**

SUBJECT: STANDARD CIVILIAN JOINT DUTY APPLICATION PROCEDURES

A. AUTHORITY. Intelligence Community Directive (ICD) 101, "Intelligence Community Policy System;" ICD 601, "Joint Intelligence Community Duty Assignments;" IC Policy Guidance (ICPG) 101.2 "Intelligence Community Standards;" and ICPG 601.01, "Intelligence Community Civilian Joint Duty Program Implementing Instructions."

B. PURPOSE. To provide standard application procedures for those IC civilian joint duty assignment (JDA) opportunities that are "open" to all eligible IC employees. "Open" is defined as those JDA opportunities that are advertised for selection through an IC-wide competitive process. These procedures do not apply to JDAs arranged via a pre-established interagency Joint Duty (JD) staffing agreement.

C. ELEMENT RESPONSIBILITIES. All IC elements will designate a JD Program Office, or an individual JD point of contact (POC), as applicable, to administer or oversee these procedures, and make such designation(s) known to the element's civilian employees.

D. IDENTIFICATION AND SELECTION OF JDA CANDIDATES.

1. Announcements. IC elements will announce all of their open JDA opportunities on the classified IC Joint Duty Web site for no less than 15 calendar days. All JDA announcements are assumed to be unclassified and will also be posted for no less than 15 calendar days on the unclassified IC Joint Duty Web site, unless otherwise specifically indicated. Elements will advertise these opportunities concurrently on their internal vacancy announcement systems to the maximum extent possible. Additionally, all IC elements should publicize links to the IC Joint Duty Web sites to ensure their employees have access to information about JDA opportunities.

2. Application Materials. All elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the JDA, or an Individual Competency Profile generated by the IC Analytic Resource Catalog or the IC Capabilities Catalog once it is operational; and
- c. An employing element nomination or employing element endorsement.

3. Candidate Identification. JDA candidates may be identified and referred for consideration either by element nomination or with element endorsement, as determined by the employing element.

a. Employing element nominations. Employing elements may identify and submit application packages to the gaining element for JDA nominations resulting from any internal

merit-based review process against applicable qualification requirements in accordance with provisions of ICD 601, section 5.B.1.

b. Employee self nomination. Employing elements may allow or encourage employees to identify appropriate JDA opportunities and request endorsement of the application package from the JD Program Office or other authorized official, as determined by the employing element, prior to the closing date of the JDA announcement.

c. Employing element endorsements. All applications must be formally endorsed by a duly authorized official of the employing element or the employee will not be considered. To that end, all open JDA vacancy announcements will include the following statement verbatim: "An IC employee who submits an application directly to the gaining element without the required employing element nomination or endorsement will not be considered."

4. Notification of Interest. Employing elements that identify nominees or receive applications for endorsement will notify the gaining element within two business days of the closing date of the JDA announcement; if no notice is received from a particular element, the gaining element may assume that there will be no candidates from that element.

5. Submission of Applications. Normally, nominations and/or endorsed application packages will be forwarded to the gaining element within 10 business days of the closing date of the announcement; the gaining element may agree to extend the nomination period if an element requests more time to screen nominees. Elements may submit completed application packages by any means appropriate to ensure the proper level of security and protection of the nominee's information.

6. Selection. Gaining elements may conduct interviews as part of their selection process, and will normally make a selection from among nominated/endorsed candidates within 15 business days from the receipt of the application packages. If more time is required to make a selection, the gaining element will inform the JD POCs in the appropriate employing elements. Once a selection has been made, the gaining element JD Program Office will inform the employee's JD Program Office or JD POC, who will notify the selectee. Thereafter, the two organizations will complete the JDA Memorandum of Understanding (MOU) and set an appropriate reporting date for the selected candidate.

E. EFFECTIVE DATE. This IC Standard is effective on the date of signature.



Ronald P. Sanders
Associate Director of National Intelligence and
IC Chief Human Capital Officer



Date