



Intelligence Community (IC) Exemption Approval Template for Non-Reimbursable Joint Duty Rotations

This template facilitates review and approval by the Office of the Director of National Intelligence (ODNI) for non-reimbursable joint duty rotations at IC elements, consistent with IC Policy Guidance, IC Civilian Joint Duty Program Implementation Guidance, Section E.8.c. (24 July 2015).

Requests for exemptions for non-reimbursable rotations at IC elements within the Department of Defense may be made to the Under Secretary of Defense for Intelligence, when designated as the Director of Defense Intelligence, for approval in consultation with ODNI.

Section A. Joint Duty Rotation Information

Gaining Element

Position Title

Location(s)

Proposed Grade

Proposed Rotation Start Date

Number of Reimbursable Positions Currently Filled (Current FY)

Number of Non-Reimbursable Positions Currently Filled (Current FY)

Workforce Strength Percentage Filled NIP Billets (Current FY)

Was Small Element Reimbursable Program (SERP) funding requested?

Yes

No

If yes, what is the status of the funding request?



Section B. Gaining Element Justification

Please provide a short description of the workcenter missions.

Describe the requirement. What services will the detailed employee provide?

Describe the expected mission impact, if not approved?

Section C. Gaining Element Financial Analysis

Provide a short justification explaining the "budgetary constraints" which preclude this from being listed as a reimbursable position? How will future Joint Duty rotations be budgeted/funded?

Section D. Gaining Element Official

Certification of Authorizing Official
Principal or CHCO

Section E. ODNI/OUUSD(I) Coordination

Approval/Disapproval Recommendation

ODNI or OUUSD(I) Signature Authority

Recommend Approval

Recommend Disapproval

See Comments

Comments

Section F. ODNI/OUUSD(I) Approving Official

Action Taken

ODNI or OUUSD(I) Signature Authority

Approved

Disapproved

See Comments

Comments

Submit completed templates to the appropriate office.
(DEA, DHS & USCG, DOE, STATE, and TREAS) - Assistant Director of National Intelligence/Human Capital
(DoD Elements) - Office of the Under Secretary of Defense for Intelligence, Chief Human Capital