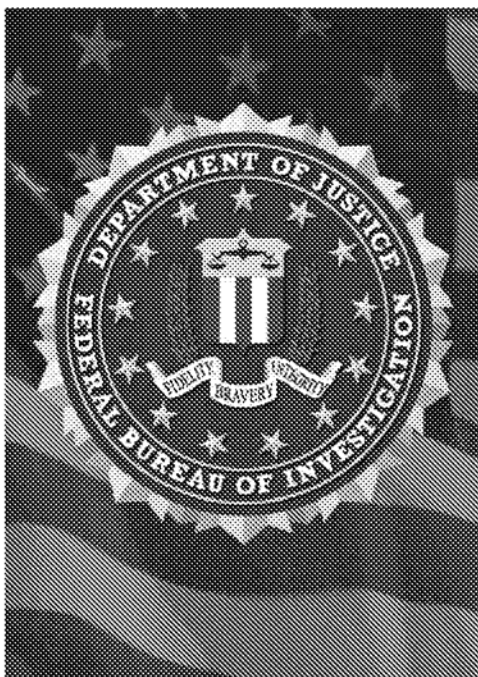


UNCLASSIFIED
Joint Duty Assignment Policy Guide

Joint Duty Assignment Policy Guide



Federal Bureau of Investigation
Human Resources Division
0958PG
July 28, 2017

Revised: 8/4/2017

UNCLASSIFIED

UNCLASSIFIED
Joint Duty Assignment Policy Guide

Approvals

Policy Information	
Date of Last Renewal	2017-08-04
Effective Date	2017-07-28
Review Date	2020-07-28
Approval Information	
Sponsoring Executive Approval	David W. Schlendorf Assistant Director Human Resources Division
Final Approval	David T. Resch Acting Executive Assistant Director Human Resources Branch

UNCLASSIFIED
Joint Duty Assignment Policy Guide

General Information

Questions or comments pertaining to this policy guide can be directed to:
Federal Bureau of Investigation Headquarters, Human Resources Division,
Human Capital Planning Section, Joint Duty Program Office
Division point of contact: unit chief, Joint Duty Program Office

Supersession Information

This document supersedes the *Joint Duty Assignment Policy Guide*, 0851PG.

This document and its contents are the property of the FBI. If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the unit listed in the contact section of this policy guide.

UNCLASSIFIED
 Joint Duty Assignment Policy Guide

(U) Revision Log

(U) The revision log documents substantive changes made to the previous version of this policy, the *Joint Duty Assignment Policy Guide*, 0851PG, published on December 14, 2015.

(U) The numbers and titles in the “Revised” column refer to the subsections as they currently appear in this updated policy. “Deleted” subsection numbers refer to those in the previous published version of the policy.

Revised Section Number and Title	Deleted Section Number and Title
2.1.1. Assistant Director (AD), HRD – 2.1.2. Section Chief (SC), Human Capital Planning Section (HCPS)	2.3.2. Procurement Section (PS)
2.1.4. MLSU, EDSPS	
2.3.1. Accounts Receivable Unit, Accounting Section, Finance Division	
2.4.1. Administrative Staff – 2.4.2. Financial Management Staff	
3. Policy Statement	
4.1. Memorandum of Understanding – 4.3.1. Posting FBI JD Assignments on Office of the Director of National Intelligence Web Sites	
4.5.1. Nonreimbursable JD Assignment - 4.8.2. FBI Employees Assigned to Intelligence Programs	
4.9. Joint Duty Credit - 4.9.2. Applying for Joint Duty Credit	
4.11.1. Bonuses	
4.13. Lapse-in-Appropriations Shutdown	
6. Recordkeeping Requirements	

UNCLASSIFIED
Joint Duty Assignment Policy Guide

Table of Contents

1.	Introduction.....	1
1.1.	Purpose.....	1
1.2.	Scope.....	1
1.3.	Exemptions	1
2.	Roles and Responsibilities	2
2.1.	Human Resources Division (HRD)	2
2.1.1.	Human Resources Officer (HRO)/Assistant Director (AD), HRD.....	2
2.1.2.	Section Chief (SC), Human Capital Planning Section (HCPS).....	2
2.1.3.	Joint Duty Program Office, HCPS.....	2
2.1.4.	Mid-Level Leadership Selection Unit (MLSU), Employee Development and Selection Program Section (EDSPS)	2
2.1.5.	Senior Executive Service Unit (SESU), EDSPS.....	2
2.2.	Resource Analysis Unit (RAU), Business Improvement Section (BIS), Resource Planning Office (RPO).....	2
2.3.	Accounts Receivable Unit, Accounting Section, Finance Division	3
2.4.	FBI Headquarters (FBIHQ) Division and Field Office (FO) Heads	3
2.4.1.	Administrative Staff.....	3
2.4.2.	Financial Management Staff	3
3.	Policy Statement.....	4
4.	Processes and Procedures.....	5
4.1.	Memorandum of Understanding.....	5
4.2.	FBI Employees Going on JD Assignments at Other Agencies	6
4.2.1.	JD Assignment Vacancies Posted on Office of the Director of National Intelligence Web Sites	6
4.2.2.	Internal Vacancy Selection Process	7
4.2.3.	Noncompetitive Selection Process.....	7
4.2.4.	JD Assignments Outside of an Employee’s Local Travel Area (LTA).....	7
4.3.	Intelligence Community Employees Applying for FBI JD Assignments.....	8
4.3.1.	Posting FBI JD Assignments on Office of the Director of National Intelligence Web Sites	8
4.3.2.	System Access for Other Agency Employees on JD Assignments to the FBI	8
4.4.	Security Clearance Passage	9
4.5.	Temporary Funded Staffing Level Enhancements	9
4.5.1.	Nonreimbursable JD Assignments.....	9
4.6.	JD Assignment Extensions	9
4.7.	JD Assignment Early Terminations.....	10
4.8.	Reintegration of FBI Employees	10

UNCLASSIFIED
Joint Duty Assignment Policy Guide

4.8.1. All FBI Employees	10
4.8.2. FBI Employees Assigned to Intelligence Programs	10
4.8.3. FBI Employees Not Assigned to Intelligence Programs	11
4.9. Joint Duty Credit.....	11
4.9.1. Internal FBI Positions	12
4.9.2. Applying for Joint Duty Credit.....	12
4.10. Awards.....	12
4.11. Senior Executive Service and Senior Level Employees.....	13
4.11.1. Bonuses.....	13
4.11.2. Funded Staffing Level Enhancements	13
4.12. Intergovernmental Personnel Act (IPA) Mobility Program.....	13
4.13. Lapse-in-Appropriations Shutdown.....	13
5. Summary of Legal Authorities	14
6. Recordkeeping Requirements.....	15

List of Appendices

Appendix A: Sources of Additional Information.....	A-1
Appendix B: Contact Information	B-1
Appendix C: Definitions and Acronyms	C-1

UNCLASSIFIED
Joint Duty Assignment Policy Guide

1. Introduction

1.1. Purpose

The purpose of this policy guide (PG) is to provide requirements and procedures for processing joint duty (JD) assignments to and from the Federal Bureau of Investigation (FBI) lasting 12 months or longer and to identify the FBI's roles and responsibilities in the Office of the Director of National Intelligence's (ODNI) Intelligence Community (IC) Civilian Joint Duty Program.

1.2. Scope

This PG applies to all FBI employees, particularly the following individuals:

- FBI employees selected for JD assignments at other agencies for 12 months or longer
- FBI managers and supervisors receiving JD employees from other agencies for 12 months or longer
- FBI managers and supervisors who intend to post JD assignment opportunities on the ODNI's IC Civilian Joint Duty Program Web site
- FBI employees requesting JD credit

Task force members do not fall within the definition of JD assignments; therefore, the Joint Duty Program Office (JDPO) will not process task force members for the purposes of this PG.

1.3. Exemptions

There are no exemptions to this policy.

2. Roles and Responsibilities

2.1. Human Resources Division (HRD)

2.1.1. Human Resources Officer (HRO)/Assistant Director (AD), HRD

The AD of HRD, as the HRO, is the final authority on all JD assignment requests from FBI employees, should any problem or question surface. HRO decisions will be made based on the mission need of the FBI.

2.1.2. Section Chief (SC), Human Capital Planning Section (HCPS)

The SC, HCPS must sign all memoranda of understanding (MOU) for JD assignments to and from the FBI for periods of 12 months or longer.

2.1.3. Joint Duty Program Office, HCPS

The JDPO must:

- Promote and manage the Joint Duty Program at the FBI, consistent with the strategic vision and plan of the FBI's and the ODNI's policies.
- Work closely with the ODNI and the United States Intelligence Community (USIC) on all JD assignment matters.
- Coordinate, draft, and maintain the MOUs for all JD assignments.
- Process and track all JD assignments lasting 12 months or longer.
- Adjudicate FBI employee JD credit requests.
- Monitor compliance with this PG.

2.1.4. Mid-Level Leadership Selection Unit (MLSU), Employee Development and Selection Program Section (EDSPS)

MLSU must approve JD extension requests for FBI employees selected through the Special Agent Midlevel Management Selection (SAMMS) Board process for promotions with a not-to-exceed (NTE) date.

2.1.5. Senior Executive Service Unit (SESU), EDSPS

SESU must:

- Adhere to ODNI guidelines when posting vacancies for Senior Executive Service (SES) or senior level (SL) positions that require JD credit.
- Coordinate with the JDPO to obtain JD credit waivers for SES or SL positions.

2.2. Resource Analysis Unit (RAU), Business Improvement Section (BIS), Resource Planning Office (RPO)

RAU must:

- Coordinate with FBI administrative staff to ensure that funded staffing levels (FSL) and National Intelligence Program (NIP) issues relating to JD assignments are resolved.

UNCLASSIFIED
Joint Duty Assignment Policy Guide

- Provide FBI personnel cost estimates (i.e., compensation and benefits) to the JDPO for all reimbursable JD assignments.
- Coordinate with the Accounts Receivable Unit (ARU), Accounting Section (AS), Finance Division (FD) to reclassify personnel expenses from “direct” to “reimbursable” on a quarterly basis for employees on reimbursable JD assignments.

2.3. Accounts Receivable Unit, Accounting Section, Finance Division

ARU must:

- Review and accept reimbursable agreements received from other agencies.
- Liaise with FBI administrative staff and/or other agency finance points of contact (POCs) to obtain missing information and resolve any issues with reimbursable agreements.
- Establish reimbursable agreements in the financial management system for FBI employees on reimbursable JD assignments.
- Bill and collect funds from other agencies for FBI employees on reimbursable JD assignments at other agencies.

2.4. FBI Headquarters (FBIHQ) Division and Field Office (FO) Heads

FBIHQ divisions or FO heads must:

- Provide concurrence or nonconcurrence for employees applying to JD assignments.
- Approve JD vacancy postings.
- Approve incoming and outgoing JD assignment electronic communications (ECs).

2.4.1. Administrative Staff

FBIHQ division and FO administrative staff must:

- Provide administrative support for employee matters relating to JD assignments.
- Serve as POCs for the JDPO staff on all JD assignment matters.
- Track all details of employees on JD assignments to and from the FBI for fewer than 12 months.
- Request reimbursable agreements from other agencies for outgoing detail assignments and provide the information needed to complete the required documentation.

2.4.2. Financial Management Staff

FBIHQ division and FO financial management staff must:

- Execute a reimbursable agreement obligation (RAO) document within the Unified Financial Management System (UFMS), including necessary financial documents or interagency agreement forms for other agency employees on reimbursable JD assignments to the FBI.
- Ensure that payments are processed to other agencies for employees on reimbursable JD assignments at the FBI.

3. Policy Statement

The FBI participates in the ODNI's IC Civilian Joint Duty Program and works closely with the ODNI and the USIC on all matters related to JD assignments that rotate employees to positions in other IC agencies or other relevant organizations that provide an IC civilian JD-qualifying experience. All employees must comply with the policies and procedures contained in this PG, which are consistent with the ODNI's IC Civilian Joint Duty Program.

4. Processes and Procedures

A JD assignment is the temporary rotational detail assignment of an employee to a position in another IC agency or other relevant organization that provides a JD-qualifying experience. JD assignments are generally one to two years in length, with the possibility of an extension. Extensions must be approved by all parties. Generally, JD assignments for FBI employees should not exceed three years.

JD assignments are lateral assignments. Employees are eligible to apply to JD vacancies at a higher grade level, as long as the JD postings clearly state that lower grades are considered for the positions. If an FBI employee is selected for a JD position at a higher or lower grade, he or she will not be temporarily promoted to the higher grade or demoted to the lower grade posted on the vacancy announcement. The FBI employee will be laterally assigned to the gaining agency and is not entitled to the higher grade.

The JDPO will process and track all temporary detail assignments of employees to and from the FBI that are 12 months or longer. FBIHQ divisions and FOs will process and track all temporary details of employees on JD assignments to and from the FBI for fewer than 12 months.

A JD assignment is not a permanent reassignment or a short-term temporary duty (TDY) assignment. In most circumstances, there will be no transfer orders, no cost transfers, no changes of duty station, no paid travel expenses, no relocation expenses, and no personnel action requests.

4.1. Memorandum of Understanding

An MOU is a noncontractual document listing the responsibilities, functions, and understandings of two agencies regarding a matter of mutual interest. An MOU does not create legal rights enforceable in any court or administrative forum. There are two types of MOUs:

- Individual MOU: an agreement between two agencies regarding a single employee on a JD assignment to do specific tasks with specified start and end dates.
- Corporate MOU: an agreement, within the IC community, between two agencies regarding a particular mission or issue that covers all potential employees without specified start and end dates.

Generally, the gaining agency will initiate the coordination of an individual MOU for a JD assignment. The employing agency and gaining agency must document the JD assignment as reimbursable or nonreimbursable within the MOU. Also covered in the MOU will be responsibility for performance evaluations, awards, time and attendance, travel, training, lodging, security, and reintegration.

The JDPO will facilitate and manage the MOU process from start to finish for the FBI, including Office of the General Counsel (OGC) review and approval. Authorized officials from the employing agency and the gaining agency, as well as the employee embarking on the JD assignment, must sign the MOU before the JD assignment commences. The MOU should be completed no later than 30 calendar days after each candidate selection is made and filed in HR Source for FBI employees.

UNCLASSIFIED
Joint Duty Assignment Policy Guide

4.2. FBI Employees Going on JD Assignments at Other Agencies

An employee who is interested in a JD assignment opportunity must have his or her supervisor's approval and be selected by one of three methods:

1. JD assignment vacancy posted on the ODNI's JD Web site
2. Internal vacancy selection (IVS)
3. Noncompetitive selection (NCS)

Note: FBI employees selected for JD assignments are still FBI employees and must adhere to all FBI administrative rules, regulations, standards of conduct, and performance and training requirements. FBI employees must receive a yearly performance appraisal via an FD-728, "Performance Appraisal Report" (PAR), which is based on the critical elements (CEs) on their FD-727, "Performance Plan," with evaluation input issued by the gaining agency.

The FBI employee will receive a JD Out-Briefing Guide that covers his or her responsibilities before, during, and after the JD assignment.

4.2.1. JD Assignment Vacancies Posted on Office of the Director of National Intelligence Web Sites

Employees can search for JD assignment opportunities on the ODNI's IC Civilian Joint Duty Program's classified Web site or the unclassified Web site (<http://www.icjointduty.gov>). Most JD assignments are posted on the classified Web site, which is located on the Joint Worldwide Intelligence Communications System (JWICS) and can be accessed via an FBI Sensitive Compartmented Information Network (SCINet) terminal.

b7E

Note: The ODNI prohibits employees from applying to JD assignments at their home agencies; therefore, FBI employees cannot apply for FBI JD assignments.

FBI employees must have Sensitive Compartmented Information (SCI) clearance and SCINet access to apply for JD assignments through the ODNI's Joint Duty Application Tool (JDAT). An FBI employee interested in applying must create a profile on the JDAT. The profile must include the names and SCINet e-mail addresses of the FBI employee's first-line supervisor (i.e., rating official) and second-line supervisor (i.e., reviewing official). FBI supervisors may receive automated e-mails via SCINet informing them of JD assignment applicants.

The JDPO will receive automated e-mails via SCINet when FBI employees apply for JD assignments. Upon receipt of a notification, the JDPO will coordinate the FBI internal approval process (i.e., first- and second-line FBI supervisor approval). The JDPO will contact the FBIHQ division or FO head via e-mail for concurrence.

FBIHQ division or FO head concurrence is required for FBI employee applicants prior to the commencement of the JD assignment. The FBI employee's first-line supervisor and second-line supervisor will be copied on the e-mail. Nonconcurrence must be received within three business days of contact, or the candidate will be considered as recommended. The JDPO will ensure that all parties are notified if an FBI employee is selected for a JD assignment. The JDPO and the gaining agency's JD program manager will use the JDAT tool to process and finalize the MOU.

FBI managers and supervisors are encouraged to support FBI employees who are interested in JD assignments. Generally, a JD assignment can be career enhancing; therefore, FBI

UNCLASSIFIED
Joint Duty Assignment Policy Guide

management should, when possible, make every attempt to approve FBI applicants. FBI management may deny FBI applicants who:

- Do not have “Successful” or higher performance appraisal ratings.
- Lack the background or basic skills required in the JD posting.
- Fill an FBI mission-critical need that cannot be replaced or temporarily filled by another employee within the home FBIHQ division or FO.

Note: FBI employees may not apply to JD assignments while currently serving on a JD assignment.

4.2.2. Internal Vacancy Selection Process

IVS is when an employee is selected for a JD assignment at another agency through a competitive internal process (i.e., a canvass or a vacancy announcement). The JDPO will facilitate the MOU process upon receipt of a completed EC from the employee’s home division or FO. A template EC containing required data entry fields is available in Sentinel [redacted] [redacted]. The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDPO.

b7E

4.2.3. Noncompetitive Selection Process

NCS is when an employee is noncompetitively selected for a JD assignment at another agency based on experience and skill sets that match the other agency’s mission-critical needs. An NCS should only be used after competitive efforts have failed to identify a qualified employee.

The JDPO will facilitate the MOU process upon receipt of a completed EC from the employee’s home division or FO. A template EC containing required data entry fields is available in Sentinel [redacted]. The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDPO. The NCS EC must document that competitive efforts failed to identify a qualified employee or that the gaining agency specifically requested the identified FBI employee because of a mission-critical need. Note: NCS ECs will receive additional HRD management scrutiny and may be denied.

b7E

4.2.4. JD Assignments Outside of an Employee’s Local Travel Area (LTA)

FBI employees who are interested in JD assignments should search and apply to JD assignment vacancies within their LTAs. FBI employees who embark on JD assignments outside of their LTAs will be personally responsible for any and all expenses related to travel, lodging, per diem, or change of official duty station, unless otherwise stated in the MOU by the gaining agency. Unless otherwise specified, JD assignments or details are considered temporary assignments and selectees are not eligible for reimbursement of travel, per diem, relocation, or similar costs. FBI employees who accept JD assignments outside of their LTAs must sign the LTA Temporary Movement Agreement available from the JDPO. The agreement indicates the FBI employee’s and the FBIHQ division or FO head’s responsibilities. The agreement must be signed by the FBI employee prior to the commencement of a JD assignment and is filed in the employee’s JDPO drop file.

Note: JD assignments that are outside of FBI employees’ LTAs will be scrutinized by HRD and may be denied based on the length of the assignment.

UNCLASSIFIED

Joint Duty Assignment Policy Guide

4.3. Intelligence Community Employees Applying for FBI JD Assignments

4.3.1. Posting FBI JD Assignments on Office of the Director of National Intelligence Web Sites

FBIHQ divisions and FOs can post JD assignment opportunities for other IC employees on the ODNI's IC Civilian Joint Duty Program Web site. In 2013, the ODNI mandated that the FBI only post reimbursable JD assignment opportunities on this Web site. In a reimbursable assignment, the gaining agency financially reimburses the employing agency for compensation and benefits at the employee's grade and step for the duration of the assignment. RAU, BIS, RPO will provide to the JDPO cost estimates for FBI personnel on reimbursable JD assignments.

Note: The FBI does not set aside funded positions for reimbursable JD assignments. IC employees who are detailed to the FBI do not encumber FSLs, and they do not count as onboard employees. Typically, FBIHQ divisions and FOs use nonpersonnel funds to pay agencies for reimbursable assignments. Nonpersonnel funds are limited to FBI mission needs, and personnel funds are used in rare circumstances to pay for reimbursable JD assignments.

The JDPO will manage and facilitate the process for posting all reimbursable JD assignment opportunities at the FBI on the ODNI's IC Civilian Joint Duty Program Web site via JWICS and will notify the requesting FBI division or FO of any issues that arise. FBI management requesting a JD assignment posting must submit an EC to the JDPO with the applicable information required. A template EC containing required information is available in Sentinel [redacted]. The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDPO. The JDPO will use the information submitted in the EC to upload and post the JD assignment vacancy via JWICS on the ODNI's JD Web site and will provide the JD assignment vacancy announcement number to the requesting FBIHQ division or FO for reference.

b7E

Interested IC applicants must apply to the FBI JD assignment vacancy using ODNI's JDAT. The JDPO will send all applications for consideration to the FBIHQ division or FO POC via SCINet e-mail. The FBIHQ division or FO must coordinate interviews with IC employees and must notify the JDPO when a candidate is selected.

Note: The JD assignment vacancy must close prior to an official selection being made. The JDPO will contact the employing agency's JD program manager to inform the other agency of the selection and use the JDAT to finalize the selection. The JDPO and the employing agency's JD program manager will use the JDAT to process and finalize the MOU.

If the ODNI lifts the mandate and allows the FBI to post nonreimbursable JD assignment vacancies on the ODNI JD Web site, interested FBI divisions and FOs must follow the same process they would for reimbursable assignments and submit an EC [redacted] to the JDPO with the applicable information needed.

b7E

4.3.2. System Access for Other Agency Employees on JD Assignments to the FBI

The gaining FBIHQ division or FO is responsible for requesting and terminating FBI systems access for other agency employees on JD assignments to the FBI. Note: There are certain FBI systems that only FBI employees can access and that may not be accessible to other agency employees.

UNCLASSIFIED
Joint Duty Assignment Policy Guide

Other agency employees on JD assignments to the FBI who have access to FBI systems must comply with Policy Directive (PD) 0922D, Information Systems Use. The employee's FBIHQ division or FO supervisor and chief security officer (CSO) are responsible for ensuring that other agency employees comply with PD 0922D, Information Systems Use, and that access to all FBI systems is terminated consistent with the Account Management for FBI Information Systems Policy Guide, 0655PG-7.

4.4. Security Clearance Passage

The employee's CSO and the FBI Security Division (SecD), Internal Security Section (ISS), Clearance Passage and Sub-Program Unit (CPSU) are responsible for coordinating and ensuring that all security clearances are passed between agencies before a JD assignment begins. This applies to both FBI employees and other agency employees going on JD assignments. For more details, see the Clearance Passage and Verification Policy Directive and Policy Guide, 0473DPG.

4.5. Temporary Funded Staffing Level Enhancements

FBIHQ divisions or FOs can contact RAU, RPO and request temporary FSL enhancements to allow for temporary backfills while FBI employees are on reimbursable JD assignments. FBIHQ divisions and FOs are not guaranteed temporary FSL enhancements since the FBI is bound by its Congressionally approved staffing levels and availability of FSL.

In most circumstances, FBIHQ divisions and FOs may not permanently backfill FBI employee positions while the FBI employees are on JD assignments. An FBI employee will encumber his or her FSL for the duration of the JD assignment. When the JD assignment ends, if the employee finds a new FBI position or returns to his or her FBIHQ division or FO, RAU will withdraw the temporary FSL enhancement.

If a senior SES or SL FBI employee goes on a JD assignment, a temporary FSL enhancement may not be granted unless it is granted by RAU at the General Schedule (GS) 15 or lower grade.

4.5.1. Nonreimbursable JD Assignments

In a nonreimbursable JD assignment, the employing agency receives no financial reimbursement for the employee while the employee is on a JD assignment. FBIHQ divisions and FOs cannot request temporary FSL enhancements for FBI employees on nonreimbursable assignments. The FBI employee will encumber his or her FSL for the duration of the JD assignment.

Except where authorized by statute, nonreimbursable detail assignments may only be approved by the Department of Justice (DOJ) if the detail involves a matter that is similar or related to those ordinarily handled by the home agency and will aid the agency in accomplishing its mission. DOJ permits nonreimbursable details of employees to elements of the IC that are funded through the NIP.

4.6. JD Assignment Extensions

A JD assignment may be extended beyond the agreed-upon end date, as long as all parties agree to the extension. The JDPO will confirm concurrence and process a one-page MOU extension upon receipt of a JD assignment extension request e-mail from the detailed employee to . The e-mail must include the name of the home and gaining agencies and the new assignment end date. The employee's first- and second-line FBI supervisors must be copied

b7E

UNCLASSIFIED
Joint Duty Assignment Policy Guide

on the extension e-mail. The e-mail must be sent to the JDPO within 180 calendar days of the original assignment end date.

An FBI special agent (SA) selected through the SAMMS Board for a promotion with an NTE date requires additional approval from MLSU for an extension. The SA must coordinate with MLSU for approval before sending the JD assignment extension request e-mail to the JDPO.

If an FBI employee is extending beyond 24 months and the assignment location is more than 50 miles from his or her designated home duty station or LTA, the employee will be personally responsible for any and all expenses related to travel, lodging, per diem, or change of official duty station, unless otherwise stated in the MOU by the gaining agency. The HRO has final authority on all extension requests, if any questions arise. Decisions will be based on the needs of the FBI.

4.7. JD Assignment Early Terminations

A JD assignment may be terminated prior to the completion of the specified tour length when the employing and/or gaining agencies agree that termination is in the best interest of the employee, the agencies involved, or both. The employee must be given at least 30-days' notice, [REDACTED]

b7E

[REDACTED]
[REDACTED] The e-mail must come from the gaining FBIHQ division or FO and state the reason for termination and the date on which the employee will return to his or her home agency. Early termination notifications for FBI employees must be handled by the FBI employee's manager, supervisor, FBIHQ division or FO head, or any combination thereof. For tracking purposes, the JDPO must be copied on the early termination e-mail.

4.8. Reintegration of FBI Employees

The FBI is committed to ensuring that employees who embark on JD assignments are reintegrated back into the FBI. While employees may return to their encumbered positions, employees are encouraged to be proactive and seek new opportunities at the FBI that are in line with their new skills and career goals.

4.8.1. All FBI Employees

FBHQ divisions and FOs should contact their employees who are participating in JD assignments 180 calendar days before their anticipated return dates to ascertain the employees' reintegration plans and expectations.

Employees are highly encouraged to seek and apply for new FBI opportunities prior to returning to their FBIHQ divisions or FOs. If an FBI employee is selected for a position at the FBI while still on detail assignment, the employee may end the detail assignment early to start the position if all parties agree. Employees must notify the FBIHQ division or FO administrative staff if they are selected for new FBI positions or promotions while they are still on JD assignments.

4.8.2. FBI Employees Assigned to Intelligence Programs

The Intelligence Branch's (IB) reintegration board determines reintegration placement for any FBI Intelligence Program employee returning from a reimbursable JD assignment in which his or her position was permanently backfilled. The SC of the Administrative Section, Directorate of Intelligence (DI), IB serves as the chair for the reintegration board and, together with members from the FBIHQ operational divisions, vets the returning employee and recommends placement

UNCLASSIFIED
Joint Duty Assignment Policy Guide

based on mission need, employee skill set, and employee preference. The reintegration board voting members will attempt to place employees in positions that benefit the corporate needs of the FBI and leverage the employees' newly acquired skill sets. Reintegration placement will be dictated by the home FBIHQ division's or FO's vacancies and mission needs, as well as the employee's confirmed qualifications.

Reintegration of Intelligence Program employees will be cross-divisional, and Intelligence Program employees are not guaranteed placement in their home FBIHQ divisions or FOs, or on specific units or squads, during the reintegration board process. If the reintegration board is unable to identify an equitable placement for a returning Intelligence Program employee, that employee will be placed within his or her original FBIHQ division or FO.

4.8.3. FBI Employees Not Assigned to Intelligence Programs

Employees who are not assigned to the FBI Intelligence Program and are unable to find new FBI positions prior to their return must be placed by default within the home FBIHQ divisions or FOs from which they departed. Employees are not guaranteed placement in specific units or squads within their home FBIHQ divisions or FOs. FBI management will attempt to place these employees in positions that benefit both the corporate needs of the FBI and the employees' newly acquired skill sets. Reintegration placement will be dictated by home FBIHQ division or FO vacancies and mission needs, as well as the confirmed qualifications of employees.

4.9. Joint Duty Credit

JD credit (also referred to as a certification) is the formal recognition by the FBI and the ODNI that an employee has successfully completed all JD program requirements established by the ODNI's IC Civilian Joint Duty Program.

JD credit is a requirement for senior progression (SES or SL ranks) within the USIC, the FBI's National Security Branch (NSB), the FBI's IB, and for domestic ODNI FO representatives.

JD credit may be taken into consideration as preferred criteria for NSB or IB positions at the GS-14 and GS-15 grade levels, as these positions may involve frequent and substantive IC coordination. Consideration for these positions is at the discretion of IB and NSB.

FBI employees must meet all of the following criteria in order to receive JD credit:

- Be at or above the GS-11 grade level while on assignment
- Earn no less than a "Successful" performance appraisal rating while on assignment
- Complete one of the following JD assignments:
 - At least 12 months in a position at another IC agency or relevant organization
 - At least 12 months in an internal FBI position approved by the Director of National Intelligence (DNI) as providing sufficient interagency experience to qualify as the equivalent of an external JD assignment
 - A combat zone deployment of at least 179 calendar days
 - A 12-month graduate program at the National Intelligence University (NIU)

UNCLASSIFIED

Joint Duty Assignment Policy Guide

- Multiple assignments of no fewer than 90 consecutive calendar days cumulatively applied to satisfy the 12-month requirement, so long as that minimum requirement is met within a 36-month period

4.9.1. Internal FBI Positions

Some internal positions at the FBI may be designated as providing a JD-qualifying experience by the ODNI. According to the ODNI's Intelligence Community Directive (ICD) 660, *Intelligence Community Civilian Joint Duty Program*, a JD-qualifying experience provides substantive professional, technical, or leadership experience that includes policy, program, managerial, analytical, or operational responsibility for intelligence resources, programs, policies, analysis, or operations in conjunction with one or more other IC elements or relevant organizations external to the IC.

A JD-qualifying experience provides a wider understanding of the missions and functions of the IC or the IC's relationships with relevant organizations outside the IC, develops a broader knowledge of the operations and management of the IC, and helps to build collaborative networks.

A list of DNI-approved internal FBI positions is posted on the [JDPO Intranet site](#). These internal FBI positions are reviewed and approved by the DNI on an annual basis and are subject to change.

FBI personnel may submit a JD credit request based on either their prior military experience or their prior work experience at the GS-13 grade level or above that (1) was acquired after September 11, 2001 and prior to joining the FBI and (2) fully satisfies the ODNI IC Civilian Joint Duty Program requirements identified in ICD 660.

4.9.2. Applying for Joint Duty Credit

FBI employees must apply for JD credit using [HR Source](#). The JDPO will review and adjudicate all FBI employee JD credit requests in accordance with ODNI IC Civilian Joint Duty Program criteria. The HRO has final authority on all FBI JD credit requests. The ODNI does not provide an appeal process for denied JD credit claims.

If approved, a JD credit record will be stored in the employee's Current Profile in HR Source for career and tracking purposes, and the employee will receive an ODNI IC Civilian Joint Duty Program pin from the JDPO at the end of the fiscal year (FY). Also, the employee can print an unofficial JD credit certificate by selecting the FBI Career tab and Approved Experiences. FBI employees are encouraged to document skills gained on JD assignments in their employee profiles in HR Source.

Note: The ODNI requires only one JD credit experience.

4.10. Awards

The gaining agency will determine whether an employee on a JD assignment will receive an award (e.g., monetary or time off) in accordance with that agency's internal policies and procedures. The gaining agency is responsible for reimbursing the home agency for the award.

An FBI employee on a JD assignment is eligible to receive awards from the gaining agency while on the assignment. The gaining agency must establish a reimbursable agreement with FD's [ARU](#) to initiate the award process. Once the agreement is in place, HRD's Benefits Unit (BU)

UNCLASSIFIED

Joint Duty Assignment Policy Guide

will process the award payment for the employee. The ARU will later bill the gaining agency for reimbursement of the award costs. This awards process also involves coordination with RPO.

FBI awards recommended for individuals employed by other agencies on JD assignment at the FBI will be deducted from the nominating FBIHQ division's or FO's awards budget. Nonfederal employees are not eligible for monetary incentive awards.

4.11. Senior Executive Service and Senior Level Employees

4.11.1. Bonuses

The FBI may not pay performance bonuses to other agencies' senior executive, senior intelligence, or senior level employees who are detailed to the FBI. The FBI pay-for-performance program falls under DOJ, Deputy Attorney General (DAG) authority. All senior employees detailed to the FBI from other agencies must be covered by their home agencies' year-end performance bonus pools.

4.11.2. Funded Staffing Level Enhancements

If an FBI SES or SL employee goes on a JD assignment and a temporary FSL enhancement backfill is granted by RAU, RPO, the backfill must be a grade GS-15 or lower.

4.12. Intergovernmental Personnel Act (IPA) Mobility Program

The IPA Mobility Program authority provides for the temporary assignment of employees between the federal government and state and local governments, universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The JDPO will coordinate and manage all IPA assignments to and from the FBI.

An FBI employee who is selected for an IPA assignment must send a completed form OF-69, "Assignment Agreement," to the JDPO for DAG approval through the Justice Management Division (JMD), DOJ.

Employees of state and local governments, universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations who are selected for IPA assignments at the FBI will not need DAG approval. The employee must provide the completed OF-69 form to the JDPO after obtaining the gaining FBIHQ division or FO head approval.

4.13. Lapse-in-Appropriations Shutdown

Per Office of Personnel Management (OPM) guidelines, detailed employees remain officially assigned to their permanent positions at their home agencies during detail assignments.

Therefore, during a shutdown furlough, the home agency will determine the status of "excepted" or "not excepted" for employees detailed to other agencies.

5. Summary of Legal Authorities

- ODNI ICD 660, *Intelligence Community Civilian Joint Duty Program*
- ODNI Intelligence Community Policy Guidance (ICPG) 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*
- Title 5 United States Code (U.S.C.) Sections (§) 3371-3376, Intergovernmental Personnel Act
- Title 5 Code of Federal Regulations (CFR) Part 334, Temporary Assignments Under the Intergovernmental Personnel Act

6. Recordkeeping Requirements

HR Source will maintain the following:

- Records of all FBI employees on JD assignments to other agencies for 12 months or longer
- Records of all FBI employees on IPA assignments
- All MOUs for active FBI employees on JD assignments and IPA assignments
- Records of all FBI employees who have JD credit

All FBIHQ divisions and FOs must use HR Source to track FBI employees on JD assignments to other agencies for 12 months or longer.

When completing the Electronic Recordkeeping Certification (ERKC), FBIHQ divisions and FOs must contact the Records Management Application Unit (RMAU), Records Automation Section (RAS), Records Management Division (RMD) to ensure that electronic records are created, maintained, and disposed in accordance with federal laws.

Appendix A: Sources of Additional Information

See the [HRD JDPO Intranet site](#) for additional information.

See the following FBI policies on related subjects:

- [*Account Management for FBI Information Systems Policy Guide, 0655PG-7*](#)
- [*Clearance Passage and Verification Policy Directive and Policy Guide, 0473DPG*](#)
- [*Memorandums of Understanding and Noncontractual Agreements Policy Guide, 0273PG*](#)
- [*PD 0922D, Information Systems Use*](#)
- [*Records Management Policy Guide, 0769DPG*](#)

UNCLASSIFIED
Joint Duty Assignment Policy Guide

Appendix B: Contact Information

<i>Human Resources Division</i>		<i>202-324-3333</i>
Human Capital Planning Section		
Joint Duty Program Office	J. Edgar Hoover Building 935 Pennsylvania Avenue, NW Washington, DC 20535 Attn: HRD, JDPO, Room 10915	
Point of Contact (Unit Chief)	<input type="text"/>	

b6
b7c

UNCLASSIFIED
Joint Duty Assignment Policy Guide

Appendix C: Definitions and Acronyms

Definitions

Assignee (liaison): an employee assigned and/or located at another agency and doing the work of his or her home agency. Assignees are not eligible for JD credit. The assignee continues to encumber his or her FBI FSL while on assignment.

Gaining agency: the agency that receives an employee for a JD assignment.

Home agency: the employee's parent or employing agency.

Joint duty detailee: an employee detailed to another agency and on loan to work for that agency. The JD detailee continues to encumber his or her FBI FSL while on assignment.

Joint Duty Application Tool: an automated tool on JWICS that is used for applying to JD assignments via SCINet.

Acronyms

AD	assistant director
ARU	Accounts Receivable Unit
AS	Accounting Section
BIS	Business Improvement Section
BU	Benefits Unit
CE	critical element
CFR	Code of Federal Regulations
CPSU	Clearance Passage and Sub-Program Unit
CSO	chief security officer
DAG	Deputy Attorney General
DI	Directorate of Intelligence
DNI	Director of National Intelligence
DOJ	Department of Justice
EC	electronic communication
EDSPS	Employee Development and Selection Program Section

UNCLASSIFIED
Joint Duty Assignment Policy Guide

ERKC	electronic recordkeeping certification
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FD	Finance Division
FO	field office
FSL	funded staffing level
FY	fiscal year
GS	General Schedule
HCPS	Human Capital Planning Section
HRD	Human Resources Division
HRO	human resources officer
IB	Intelligence Branch
IC	Intelligence Community
ICD	Intelligence Community directive
ICPG	Intelligence Community policy guidance
IPA	Intergovernmental Personnel Act
ISS	Internal Security Section
IVS	internal vacancy selection
JD	joint duty
JDAT	Joint Duty Application Tool
JDPO	Joint Duty Program Office
JMD	Justice Management Division
JWICS	Joint Worldwide Intelligence Communications System
LTA	local travel area

UNCLASSIFIED
Joint Duty Assignment Policy Guide

MLSU	Mid-Level Leadership Selection Unit
MOU	memorandum of understanding
NCS	noncompetitive selection
NIP	National Intelligence Program
NIU	National Intelligence University
NSB	National Security Branch
NTE	not to exceed
ODNI	Office of the Director of National Intelligence
OGC	Office of the General Counsel
OPM	Office of Personnel Management
PAR	performance appraisal report
PD	policy directive
PG	policy guide
POC	point of contact
RAO	reimbursable agreement obligation
RAU	Resource Analysis Unit
RPO	Resource Planning Office
RMD	Records Management Division
SA	special agent
SAMMS	Special Agent Mid-Management Selection
SC	section chief
SCI	Sensitive Compartmented Information
SCINet	Sensitive Compartmented Information Network
SecD	Security Division

UNCLASSIFIED
Joint Duty Assignment Policy Guide

SES	Senior Executive Service
SESU	Senior Executive Service Unit
SL	senior level
TDY	temporary duty [assignment]
UFMS	Unified Financial Management System
U.S.C.	United States Code
USIC	United States Intelligence Community