



Classification

## INTELLIGENCE COMMUNITY JOINT DUTY CLAIM FORM

The purpose of this form is to claim joint duty credit as described in and authorized by Intelligence Community Directive Number 601 (Human Capital Joint Intelligence Community Duty Assignments) and Intelligence Community Policy Guidance 601.01 (Intelligence Community Civilian Joint Duty Program Implementing Instructions).

### SECTION A: CURRENT EMPLOYEE INFORMATION

1. Official Name: \_\_\_\_\_
2. SSN/Unique Identifier: \_\_\_\_\_
3. Pay Grade or Equivalent: \_\_\_\_\_
4. Position Title: \_\_\_\_\_
5. Employing IC Elements: \_\_\_\_\_
6. Organization/Office/Unit: \_\_\_\_\_
7. Unclass Commercial Phone #: \_\_\_\_\_
8. Total # of pages submitted: \_\_\_\_\_

Return adjudicated decision to me at: \_\_\_\_\_

### SECTION B: JOINT DUTY CLAIM INFORMATION: Select appropriate block(s) to indicate qualifying experience. You must use one form per claim.

Joint Duty Assignment

ICAP/ICAP-E

Combat Zone Deployment

Other (e.g. rotation; private sector, academic, military  
or other public-sector work; joint task duty)

1. Position Grade or Equivalent: \_\_\_\_\_

2. Position Title: \_\_\_\_\_

3. Gaining Elements: \_\_\_\_\_

4. Assignment Dates: \_\_\_\_\_

5. Total Assignment Length in Months: \_\_\_\_\_

#### Attach documentation that demonstrates the following for the claim:

No more than one page briefly describing the joint duty work performed

Evidence of assignment length (e.g. SF-50, MoA/MoU, etc.)

Evidence that the assignment was at the position level of GS/GG-13 or equivalent or above (e.g. SF-50, MoA, etc.)

Evidence of a “fully successful” or equivalent or above rating (e.g. performance appraisal, letter of commendation, etc.)

Other supporting documentation (optional; e.g. travel orders, DD-214, position description, etc.)

Have you previously filed a claim for joint duty credit based on the assignment(s) listed herein? **NO** **YES**

If YES, to which IC Element did you submit the claim and when did you submit it? \_\_\_\_\_

**I affirm that all statements on this form, and all attachments to it, are true and correct to the best of my belief.**

\_\_\_\_\_  
**Signature (sign in ink)**

\_\_\_\_\_  
**Date**

The National Security Act of 1947, as amended (50 USC § 403), authorizes the collection of this information in furtherance of the IC Civilian Joint Duty Program. Providing the information requested, including the SSN, is voluntary, however claims lacking the SSN or unique identifier may not be processed. Your claim and the adjudicator’s decision may be shared with the gaining or employing IC elements and with the Office of the Director of National Intelligence for purposes of workforce administration, and with contractors engaged to conduct statistical analyses. Your IC element’s privacy act routine uses may also apply to this information. To ensure consistency in IC element adjudications, your adjudicated claim also may be shared with a committee of human resource officers from across the IC.

#### Below to be completed by adjudicator

☐ Approved ☐ Denied Date Received: \_\_\_\_\_

\_\_\_\_\_  
Printed name and title of adjudicator

\_\_\_\_\_  
Signature of adjudicator

\_\_\_\_\_  
Date

Additional Adjudicator Comments:

Classification

# INTELLIGENCE COMMUNITY JOINT DUTY CLAIM FORM INSTRUCTIONS

(Note: Your IC element may have additional instructions.)

**Classification** – Indicate classification of all pages.

**SECTION A: Employee Current Information** – Complete this section with current information.

1. Official Name - Last, first, middle initial, suffix.
2. SSN/Unique Identifier – Write SSN or unique identifier.
3. Pay Grade or equivalent
4. Position Title – Write current position title.
5. Employing IC element – CIA, FBI, US Air Force, etc.
6. Organization/Office/Unit – Current office information/location.
7. Phone number – (XXX) XXX-XXXX - Current unclassified commercial phone number.
8. Total # of pages submitted – This includes the claim form and all attached documents.

Return adjudicated decision to me at – Tell us how to get the adjudicated decision back to you.

**SECTION B: Joint Duty Claim Information** – Select appropriate block(s) to claim joint duty experience. Generally, for an assignment to count towards joint duty credit it must have been completed on or after 11 September 2001 (See IC Policy Guidance 601.01, Section H.3 for exceptions).

## **CREDIT FOR JOINT DUTY:**

- Must be a position of GS-13 or equivalent or above.
- Assignment(s) must be at least 12 months long (179 days if in a combat zone).
- Must have performance rating of “**fully-successful**” or **equivalent or above**.

Multiple assignments of no less than 90 consecutive days may be cumulatively applied to satisfy the 12-month minimum requirement (179 days if in a combat zone), so long as that minimum requirement is met within a 24-month period.

Positions at ODNI, one of its elements (e.g. NCTC, NCPC, NCIX, etc.), other IC agencies, NSC, USD/I, JTTFs and even internal assignments that are specifically designated as providing joint duty, can provide joint duty credit. Other experiences, such as prior military experience, work in the private sector or public sector, and/or academia may count for joint duty credit if the claimed work meets the joint duty criteria stipulated in Section G of IC Policy Guidance 601.01.

Those claiming joint duty credit through the Intelligence Community Assignment Program (ICAP) or ICAP-Equivalency should ensure that their profile is up-to-date in the ICO database at <http://icoweb.diac.dia.ic.gov/index.html>. If you require a new or changed password contact 202-231-8000.

If you are officially certified as an Intelligence Community Officer then you do NOT need to fill out this form. You will automatically receive joint duty certification. ICOs should ensure that their profiles are up-to-date and indicate full ICO certification in the ICO database at <http://icoweb.diac.dia.ic.gov/index.html>. If you require a new or changed password contact 202-231-8000.

**Brief Description** – Briefly describe the joint duty work performed on one page.

**Documentation Requirements** - Provide documentation as indicated on the claim form. One document, such as a performance appraisal, may satisfy one or more of the evidentiary requirements. If complete documentation is not provided, your claim may be denied. If you acquire new and material evidence in support of your claim you may submit it to your joint duty or human resource point of contact according to the internal policies and procedures of your IC element.