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**MEMORANDUM OF AGREEMENT
INTELLIGENCE COMMUNITY ASSIGNMENT PROGRAM (ICAP)**

I. PURPOSE

This Memorandum of Agreement (MOA) establishes policy for the Intelligence Community Assignment Program (ICAP), under the joint sponsorship of the Deputy Secretary of Defense (DEPSECDEF) and the Director of Central Intelligence (DCI). The ICAP is a rotational assignment program designed to provide civilian employees of Intelligence Community organizations (see III. A. and IV. B. below) with increased breadth of experience and a broader understanding of the IC missions or functions. A successful ICAP assignment shall be considered as a qualifying assignment for Intelligence Community Officer (ICO) designation. This designation shall be defined and evaluated by the ICAP Board of Governors and will be described in a later appendage to this MOA.

II. MISSION

The ICAP is designed to develop the future leadership of the Intelligence Community through a formal program of rotational assignments and related requirements; promote a wider understanding of IC missions and functions; bolster IC coordination; and enhance the effectiveness of the community.

III. APPLICABILITY AND SCOPE

- A. This MOA shall apply to all civilian personnel of DoD components as defined in 10 U.S.C. 1614(2), to the CIA, and to other components of the Intelligence Community that elect to participate in the ICAP.
- B. This agreement does not apply to:
1. Formal (short or long term) education and training programs.
 2. Active duty uniformed military members and positions.
 3. Rotational assignments not defined as ICAP.

IV. DEFINITIONS

- A. Host Agency - The organization that advertises an ICAP position, or has accepted an employee from another participating organization for the position.
- B. Intelligence Community (IC)-The agencies and organizations enumerated in E.O. 12333 and Section 3 of the National Security Act of 1947, as well as intelligence components of the Department of Defense as defined in 10 U.S.C. 1614(2).
- C. Intelligence Community Assignment Program (ICAP) -The detail of a competitive or excepted service employee to an ICAP position outside his or her own service/agency for duty on a non-permanent basis (two to three years) to broaden the incumbent's knowledge and understanding of the Intelligence Community's mission and functions.
- D. Intelligence Community Officer (ICO)- A special designation granted to intelligence employees who meet specified experience, education, and training criteria, and who have achieved demonstrated Community expertise and perspective.
- E. Parent Agency- The component from which an employee is detailed to an ICAP position.

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V. POLICY

Participating agencies shall market and support the ICAP. Each agency shall incorporate participation into its overall strategic senior-level employee development policies and programs, and provide periodic reports and other pertinent data as determined by the Board of Governors. Employees successfully completing a rotational assignment under the terms and conditions of this MOA shall receive credit toward the designation of Intelligence Community Officer (ICO). This credit shall be used as a rating and ranking factor for advancement into the Defense Intelligence Senior Executive Service (DISES), Senior Intelligence Service (SIS) or equivalent level.

VI. PROCEDURES

A. Selection and Reintegration

1. Participating organizations shall combine a parent organization endorsement process with a host organization selection process. This process shall consist of an electronically accessible common ICAP vacancy announcement format (see Enclosure 1), and be open to any employee, GS-13 or equivalent or above, assigned to an intelligence function. Agencies may consider GS-12's for hard-to-fill positions or when candidate possesses exceptional qualifications.
2. Parent organizations shall ensure reintegration of ICAP participants upon completion of their two to three year assignment.
3. Participating organizations shall uphold Merit System Principles, 5 U.S.C 2301.

B. Human Resources Management Principles

1. Placement into an ICAP position shall be by non-reimbursable detail, to the extent consistent with the Economy Act, 31 U.S.C. 1535 or applicable laws, to the same, higher, lower, or non-classified grade-level in the same or different duty station. Requirements in the Department of Defense Directive 1000.17 for prior case-by-case approval of non-reimbursable details outside of DoD, do not apply to positions or employees covered by this MOA.
2. Position classification and position security designation shall be determined by Host agency.
3. Parent agency shall be responsible for cost of the Special Security Background Investigation, if required. Host agency shall fund any additional clearance/access requirements, not held by detailee.
4. Position nomination criteria and procedures shall be determined by participating organizations using the following common baseline: any occupational series at grades GS-13, or equivalent, through the DISES or equivalent level.
5. ICAP orientation and specified community training shall be developed and provided under the direction of the Training Directors Consortium.
6. Parent agency shall complete an annual performance appraisal for ICAP participants, incorporating Host agency's written evaluation input.
7. The parent organization's rules and procedures shall apply when funding travel and/or relocation expenses. Funding for travel and relocation expenses must be consistent with the Economy and Antideficiency Acts or applicable laws.
8. Parent agency may delay the release of its selectees (normally not-to-exceed six months) for assignment until it is satisfied that an adequate number of incoming assignees are selected.
9. Parent and Host agency shall share the responsibility to ensure equitable treatment of ICAP participants. The Parent agency shall be responsible for oversight of compensation, performance management, promotional consideration, any adverse action,

and similar personnel actions. The Host agency shall be responsible for assignment of appropriate duties and responsibilities, and for providing performance feedback to the Parent agency.

10. Participating organizations shall complete an ICAP Service Agreement for individuals selected into the program (similar to Enclosure 2).

C. Incentives

1. Although not mandatory, incentives may be offered by either parent or host agency to encourage additional participation, recognize performance, or help mitigate possible adverse financial impact.

2. Incentives may include any one or combination of incentives allowable under applicable statutes (see Enclosure 3).

VII. RESPONSIBILITIES

A. Board of Governors

1. Shall establish program parameters; provide oversight for program implementation, evaluation, and modification; monitor interrelationships and resolve disputes between Host and Parent agencies; and recommend alternatives to the DEPSECDEF and DCI necessary to enhance program participation and effectiveness.

2. Shall consist of one senior representative (DISES/07 or equivalent or above) from each participating agency, as designated by the agency Head, the co-chairs identified in VII. A. 3., and the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (CPP).

3. Shall be co-chaired by the Deputy Assistant Secretary of Defense (Intelligence and Security (DASD (I&S))), and the Executive Director for Intelligence Community Affairs.

4. Shall carry out its duties and responsibilities in a manner which maximizes each participating organization's administrative and programmatic autonomy, i.e., participating agencies are expected to use existing authorities and infrastructures to implement ICAP.

B. Executive Secretariat

1. Shall provide program and administrative support to the Board of Governors.

2. Shall be staffed initially with three civilian positions, two of which will be ICAP. One ICAP position shall serve as Executive Secretary to the Board of Governors. The second ICAP position shall be an action officer. The third (non-ICAP) position will provide secretarial and administrative support.

3. The Executive Secretary shall rotate every two to three years between a DoD and a non-DoD agency, and be selected jointly by DASD (I&S) and Community Management Staff.

4. The Executive Secretary shall levy tasks, organize working groups, collect and maintain data, and take action on behalf of the Board of Governors to resolve ICAP issues.

C. Participating Organizations

1. Shall incorporate participation into [their] overall strategic employee development policies and programs; provide periodic reports and other pertinent data requested by the Board of Governors; credit employee participation toward designation of Intelligence Community Officer and use this credit as a rating and ranking factor for advancement into the DISES or equivalent level positions; and, aggressively search for and identify qualifying positions as ICAP positions.

2. Shall market and publicize the ICAP to ensure the widest possible dissemination of information, including vacancy announcements, and lead and/or participate in various Community-sponsored marketing and promotional activities.

3. Shall designate an ICAP point-of-contact (POC).

D. Detailees

1. Must successfully complete required security processing.
2. Must apply for specific vacancies through a parent agency merit-based, competitive screening process, and complete the prescribed application package.
3. Shall participate in ICAP orientation and training.
4. Shall complete a program assessment at the end of the assignment.
5. Shall comply with the standards and conditions of employment of the Host agency as well as the parent agency.

VIII. EFFECTIVE DATE

This MOA is effective on the date of the last signature and will remain in effect until jointly amended or terminated by the DEPSECDEF and DCI.


George J. Tenet Date 1/17/97
Acting Director of Central Intelligence


John P. White Date 1/3/97
Deputy Secretary of Defense

Intelligence Community Assignment Program (ICAP) Vacancy Announcement

- The ICAP is designed to provide the intelligence professional a two to three year rotational assignment (by detail) to gain Community experience, a Community perspective, and improved expertise in at least one discipline. Successful completion will result in credit toward the designation of 'Intelligence Community Officer.' This designation is recognized Community-wide as a factor for advancement into the Senior Intelligence Executive or equivalent level.
- Although each ICAP position will be announced and filled by the organization hosting the *detailee*, each applicant must *first* be endorsed by his or her parent organization. Generally, only the top five candidates, as determined by parent agency, will be forwarded to the host agency for final consideration.
- To apply, please send the application form(s) specified in this announcement to your servicing personnel office before the closing date of this announcement.

Organization and Duty Station: _____ Announcement Number: _____
Position Title and Grade/Range: _____ Opens: _____ Closes: _____

Description of Duties and Responsibilities:

Qualification Requirements:

Knowledges, Skills, and Abilities

Conditions of Assignment:

Security Requirements

Other:

PCS subject to parent-agency policy¹

Application Form(s):

Points of Contact:

¹PCS entitlements paid for by the parent agency to the extent permitted under the Economy Act and other applicable laws.

<i>ICAP SERVICE AGREEMENT</i>			
Name of Employee	Social Security Number	Schedule and Grade	
Current Assignment		Current Position Title	
<i>New Assignment</i>			
Location	Position Title	Position Grade/Number	
Point of Contact	Assignment Date	Assignment Duration	
Copy of ICAP MOA <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Position Description <input type="checkbox"/> Yes <input type="checkbox"/> No	PCS Entitlements <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Security Requirements <input type="checkbox"/> Yes <input type="checkbox"/> No specify: _____
<i>Employee Provision</i>			
<p>I understand and have discussed with my management the nature of the ICAP assignment and its effect on my career development. The duties, goals, and opportunities of this rotational assignment have been coordinated with me. I concur with the agreement.</p>			
Employee Signature			Date
<i>Concurrence / Approvals</i>			
Parent Agency Head or Designee			Date
Host Agency Head or Designee			Date
Remarks Section			

ICAP Incentives

Definition: Discretionary monetary and non-monetary incentives, available under current authorities, designated to stimulate interest and participation of highly qualified civilian intelligence professionals in the ICAP; and to recognize/reward successful IC contributions and heightened expertise.

Recognition

Monetary Awards (H/P)

- ◆ Lump-Sum Performance
- ◆ Special Service
- ◆ Time-Off

Non-Monetary Awards (H/P)

- ◆ Flexible Hours/Workplace
- ◆ Honor or Merit
- ◆ Honorary

Monetary - Permanent to Salary (P)

- ◆ Exemplary Performance
- ◆ Within-Grade Increase
- ◆ Quality-Step Increase

Attraction/Recruitment

Monetary Awards¹

- ◆ Relocation Bonus (H)
- ◆ Relocation Services Contract (P)²
- ◆ Travel and Transportation for Interview (H)
- ◆ Temporary Promotion (P)

Non-Monetary Awards

- ◆ Flexible Hours/Workplace (H)
- ◆ Conferences/Seminars Assignment (P/H)

Monetary - Permanent to Salary (P)

- ◆ Step Increase on Assignment¹

¹ Provided sufficient statutory authority exists for the particular organization.

² To the extent consistent with the Economy Act and other applicable laws.

(H) Host Agency

(P) Parent Agency