



COMDTINST 12333.1  
06 NOV 2012

COMMANDANT INSTRUCTION 12333.1

Subj: COAST GUARD INTELLIGENCE CIVILIAN JOINT DUTY ASSIGNMENT PROGRAM

- Ref:
- (a) Intelligence Community Directive (ICD) 601 Human Capital Joint Intelligence Community Duty Assignments, 16 May 06, amended 04 Sep 09
  - (b) Intelligence Community Policy Guidance (ICPG) 601.1, Intelligence Community Civilian Joint Duty Program Implementing Instructions, 25 Jun 07, amended 04 Sep 09
  - (c) Title 5, United States Code, Section 3341
  - (d) Title 5, Code of Federal Regulations, Part 300.301
  - (e) Detail of Appropriated Fund Civilian Employees, COMDTINST 12300.7A

1. PURPOSE. This Instruction establishes the policies, procedures and requirements for the Coast Guard Intelligence (CGI) Civilian Joint Duty Assignment (JDA) Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, deputy/assistant commandants, and chiefs of headquarters staff elements with assigned Coast Guard Intelligence (CGI) civilian personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. DISCUSSION.
  - a. References (a) and (b) establish a requirement that joint duty assignments (JDA) in more than one element of the Intelligence Community (IC) is a condition of promotion to grades above GS-15. The Director of National Intelligence (DNI) has found that rotation of personnel to other intelligence elements provides the opportunity for their exposure to, and understanding of, the

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widest range of capabilities of the IC. All IC elements, including the Coast Guard, are required to identify civilian employees with senior leadership potential, and provide them a substantive professional, technical, or leadership experience in more than one IC element. In addition, the Coast Guard must provide opportunities for civilian employees from other IC elements to serve in Coast Guard joint duty assignment positions. It is expected that joint duty assignments from and into the Coast Guard will involve a small number of civilian employees annually depending on the number of positions available.

- b. To ensure mobility and facilitate the rotation of joint duty assignment participants, reference (a) states all security clearance background investigations and access determinations completed by one IC element shall be accepted by all IC elements.
6. REQUESTS FOR CHANGES. Change recommendations should be routed via memo through the chain of command to the Office of Intelligence Resources Management, Commandant (CG-21).

7. DEFINITIONS.

- a. Employing Element. An employee's Home Agency. The employee's permanent position of record remains with the Employing Element while on a joint duty assignment.
- b. Employing Element Supervisor. The employee's supervisor at the time of the employee's selection for joint duty rotational assignment, or as stipulated in the Memorandum of Understanding (MOU).
- c. Gaining Element. The IC element to which an employee is detailed for their joint duty assignment.
- d. Gaining Element Supervisor. The first line supervisor of a JDA detailee in the gaining element.
- e. Joint Duty Assignment (JDA). The temporary detail of an employee from a position in one IC element to a rotational assignment in another IC element that requires and/or provides suitable IC joint duty experience for at least 12 months, and not more than 36 months.
- f. JDA Candidate Selection Board. A board convened by Commandant (CG-2d) twice a year in November and May to review applications for designation as JDA Eligible Employees. Board members are Commandants (CG-2d), (CG-2SA), (CG-21), (CG-25), and (CG-212).
- g. JDA Credit. Credit for a joint duty assignment after successful completion of a JDA assignment between 12 and 36 months in a position with a grade of GS-11 or above (or equivalent) in another IC element and a performance appraisal rating by the Gaining Element during JDA as Fully Successful, Meets, or Achieved Expectation. JDA Credit may also be acquired if certain requirements were achieved between September 11, 2001 and September 30, 2012.
- h. JDA Eligible Employee. CGI Enterprise civilian employee; all occupational series; GS-11 or above; employed by the Coast Guard for at least 12 months; received an overall performance rating of Exceeds (EARS), Exceeded Expectations (DHS PMS), or Achieved Excellence (DHS PMS) on their last reporting cycle; selected by the JDA Candidate Selection Board.

- i. JDA Memorandum of Understanding (JDA MOU). An agreement between the Employing and Gaining Elements that details the provisions of a joint duty assignment. Each JDA MOU specifically states whether it is reimbursable or non-reimbursable. This determination must be reviewed by Commandant (CG-0944).
- j. JDA Program Manager (PM). The IC element's designated employee overseeing and managing the day-to-day operations of the JDA program.

## 8. RESPONSIBILITIES.

- a. The Deputy Assistant Commandant, Intelligence and Criminal Investigations (CG-2d) shall provide oversight of this program including serving as the Chair of the JDA Candidate Selection Board and final approving authority for JDA assignments subject to this Instruction.
- b. Supervisors shall discuss and document JDA program interest in the Individual Development Plan (IDP) of each CGI Enterprise civilian employee.
- c. CGI Enterprise civilian employees (GS-11 or above) shall:
  - (1) Discuss this program with their supervisor and ensure interest in applying for JDA is documented in their Individual Development Plan (IDP).
  - (2) If interested, request consideration for selection by the JDA Candidate Selection Board.
- d. The CG-2 JDA Program Manager (PM), shall manage the day-to-day operations of this program to include:
  - (1) Ensure compliance with references (c) through (e) concerning the detail of civilian employees.
  - (2) Ensure compliance with applicable Intelligence Community Directives (ICD) and Intelligence Community Policy Guidance (ICPG).
  - (3) Coordinate with other IC element JDA PMs.
  - (4) Coordinate the activities of the JDA Candidate Selection Board and participate as a non-voting member.
  - (5) Post approved JDA vacancy announcements on the Office of the Director of National Intelligence (ODNI) Joint Duty website.
  - (6) Assist Employing/Gaining Element Supervisors with MOU development.
  - (7) Coordinate responses to data calls on this program.
  - (8) Coordinate ODNI solicitations for requests for reimbursable JDA positions.

## 9. PROCEDURES.

- a. The process to apply for JDA is posted and maintained on the Commandant (CG-212) SharePoint Site at: <http://hqsms-spweb-001:106/cg-21/cg-212/Joint%20Duty%20Assignment/Forms/AllItems.aspx>. CGI Enterprise civilian employees shall use the JDA Employing Element Process Guide and sample memorandum to apply to the JDA Candidate Selection Board for consideration. If selected, they will be eligible to apply for advertised JDA positions through the Joint Duty Application Tool (JDAT) for a period determined by the JDA Candidate Selection Board. Coast Guard employees are normally limited to 12 months JDA without prior approval from their supervisor, Commandant (CG-2d), and Commandant (CG-1211).
- b. The process for the CGI Enterprise to request a JDA position to be filled by an employee from another IC element is posted and maintained on the Commandant (CG-212) SharePoint Site at: <http://hqsms-spweb-001:106/cg-21/cg-212/Joint%20Duty%20Assignment/Forms/AllItems.aspx>. Commands shall follow the guidance found in the JDA Gaining Element Process Guide. Employees from other IC elements may be assigned to a Coast Guard JDA position for 12 to 36 months.
- c. CGI Enterprise civilian employees may contact the CG-2 JDA Program Manager via e-mail at [HQS-DG-LST-CG-2-JDA](mailto:HQS-DG-LST-CG-2-JDA) for instructions on applying for JDA credit if one of the following requirements were achieved between September 11, 2001 and September 30, 2012:
  - (1) Employed for at least 12 months in a permanent position classified as GS-13 or above (or equivalent) in an IC element other than the Coast Guard.
  - (2) Employed for at least 12 months in a position specifically designated by the DNI as providing JDA credit within the CGI enterprise. A list of positions qualifying will be made available on the Commandant (CG-212) SharePoint Site at: <http://hqsms-spweb-001:106/cg-21/cg-212/Joint%20Duty%20Assignment/Forms/AllItems.aspx>.
  - (3) Employed for at least 12 months in a permanent position in the Office of the Director of National Intelligence (ODNI) or one of its components.
  - (4) Employed or served at least 12 months as a liaison or equivalent position (to include full-time, extended service on a multi-agency or joint task force or project team) providing sufficient interagency experience.
  - (5) Deployed to a designated combat zone for 179 consecutive days. Multiple assignments of no less than 90 consecutive days to a designated combat zone may be cumulatively applied to reach 179 days if met within a 24-month period.
- d. The CG-2 JDA Program Manager shall:
  - (1) Provide a monthly report to Commandant (CG-2d) which includes the number of Coast Guard JDA position announcements posted, JDA participants (incoming/outgoing), length of JDA, time left on JDA, and a list of CGI Enterprise civilian employees who have completed and received JDA credit.

- (2) Conduct an annual audit of this program and provide the resulting report to Commandant (CG-2d).
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
11. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
12. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #1 from further environmental analysis, in accordance with Section 2.B.2. and figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this directive must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
13. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet at: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

C. J. TOMNEY /s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Intelligence and  
Criminal Investigations