



COMDTINST 12333.1A
16 APR 2020

COMMANDANT INSTRUCTION 12333.1A

Subj: COAST GUARD INTELLIGENCE CIVILIAN JOINT DUTY ASSIGNMENT PROGRAM

- Ref:
- (a) Intelligence Community Directive (ICD) 660, Intelligence Community Civilian Joint Duty Program, 11 February 2013
 - (b) Intelligence Community Policy Guidance (ICPG) 660.1, Intelligence Community Civilian Joint Duty Program Implementation Guidance, 24 July 2015
 - (c) Title 5, United States Code, Section 3324, 3325, 3341, 3393
 - (d) Title 5, Code of Federal Regulations, Section 300.301
 - (e) Detail for Appropriated Fund Civilian Employees, COMDTINST 12300.7 (series)

1. PURPOSE. This Instruction establishes the policies, procedures and requirements for the conduct and management of the Coast Guard Intelligence (CGI) Civilian Joint Duty Assignment (JDA) Program under the direction of the Chief, Office of Workforce Management (CG-21).
2. ACTION. All Coast Guard unit commanders, commanding officers, deputy/assistant commandants, and chiefs of headquarters staff elements with assigned intelligence civilian personnel only shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Intelligence Civilian Joint Duty Assignment Program, COMDTINST 12333.1, is hereby cancelled.
4. DISCUSSION.
 - a. References (a) and (b) establish civilian Joint Duty Credit shall be a requirement for rotational assignment to any Intelligence Community (IC) civilian position classified above the GS-15 grade or equivalent. IC employees currently serving in a position above the GS-15 grade or equivalent, who do not have IC Civilian Joint Duty Credit, must receive IC Civilian Joint Duty Credit prior to subsequent promotion or assignment to a higher-level senior position. The Director of National Intelligence (DNI) has found that rotation of personnel to other intelligence

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elements provides the opportunity for exposure to, and understanding of, the 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 rotational assignment positions. It is expected that joint duty rotations 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 for participants, Reference (a) states all security clearance background investigations and access determinations completed by one IC element shall be honored and accepted by all IC elements.
5. 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.
 6. MAJOR CHANGES. Changes made to References (a)-(c), Paragraphs 1, 9 Sections (a, b, c, d.1 and e), 11 Sections (a, d, g, h, i, and j) regarding definitions, JDA credit for grades GS-11 and above. JDA Eligible Employee requires a minimum of 24 months of employment with the Coast Guard to apply for a JDA (12 months must be as a civilian employee), and Paragraph 12, Sections (a-j) outlining JD PM responsibilities. Enclosures in this Instruction are also added.
 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis, in accordance with U. S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning Implementing Procedures (IP).
 - b. This Instruction 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 Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning Policy, and compliance with all other applicable environmental mandates.
 8. 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.dcms.uscg.mil/directives/> and CGPortal:
<https://cgportal.uscg.mil/library/directives/SitePages/Home.aspx>.

9. PROCEDURES.

- a. Coast Guard Intelligence civilian employees shall use the JDA Employing Element Process Guide (Enclosure (1)) and the sample memorandum (Enclosure (2)) to apply to the JDA Candidate Selection Board for consideration. If selected, they will be eligible to apply for designated JDA opportunities of strategic interest to the Coast Guard with identified IC partner agencies or other advertised JDA positions listed on the Joint Duty Application Tool (JDAT). Coast Guard employees are limited to 24 months JDA without approval from their supervisor.
- b. CGI elements interested in requesting a JDA employee from another IC element shall follow the JDA Gaining Element Process Guide (Enclosure (3)). Employees from other IC elements may be assigned to a Coast Guard JDA position for 24 months not to exceed 36 months.
- c. There are no permanent change of station (PCS) funds available for JDA Eligible Employees interested in performing a JDA outside of their local commuting area. JDA Eligible Employees selected to perform a JDA outside of their local commuting area must waive their PCS cost and should follow the JDA Eligible Employee Relocation Process Guide (Enclosure (4)).
- d. CGI civilian employees may contact the Commandant (CG-2) JDA Program Manger via e-mail at: HQS-DG-LST-CG-2-JDA for instructions on applying for JDA credit if the employee met one of the following requirements 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. Pursuant to Reference (a), for employees at grades of GS-11 and GS-12, joint duty credit may only be received for rotations starting after 30 January 2013.
 - (2) Employed for at least 12 months in a position specifically designated by the DNI as providing JDA credit within CGI.
 - (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 elements.
 - (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.
- e. The Commandant (CG-21) JDA Program Manager shall:
 - (1) Regularly update Commandant (CG-2d) on the status of the JDA program including the number of Coast Guard JDA position announcements posted, JDA participants (incoming/outgoing), lengths of JDA, time left on JDA, and a list of CGI civilian employees who have completed and received JDA credit.

- (2) Conduct an annual JDA program audit.
- (3) Serve as a member of the ODNI IC Joint Duty Community of Practice (ODNI IC JD CoP) Committee and attend the monthly meetings hosted by the ODNI Chief, Joint Duty Program Office. Commandant (CG-21) JD PM shall discuss and share Commandant (CG-21) best practices, as it relates to Joint Duty and implement lessons learned and best practices shared by the IC JD CoP.
- (4) Attend the Joint Duty Opportunity Fairs hosted by the ICs to market CGI joint duty opportunities, as well as recruit, interview highly qualified, talented, intelligence professionals to serve on a rotation within Commandant (CG-2).
- (5) Attend and host Joint Duty Brown Bag sessions within Commandant (CG-2) and various IC events around the National Capital Region as an outreach mechanism to notify CGI and IC employees of joint duty opportunities.
- (6) Serve on the Intelligence Community Recruiting Committee (ICRC) as another avenue to conduct outreach and recruiting of potential candidates for JDA opportunities. Discuss strategic methods and adopt best practices regarding the on boarding of IC JDA personnel.
- (7) Serve on the Department of Homeland Security Career Force Management Board Charter (DHS CFMB) to establish governance structure and documentation for, and manage the DHS intelligence workforce's participation in DHS' department wide JDA program, the IC's JDA program, and the DHS department-wide internal developmental rotational assignment program.
- (8) Provide Fiscal Year Joint Duty data in accordance with the Congressional Directed Action to the ODNI Equal Employment Opportunity (EEO), Diversity and Inclusion (D&I) for the Annual Report on Hiring and Retention of Minority Employees in the IC.
- (9) Serve on the Commandant (CG-127) Diversity Board and ensure the JDA program is compliant with the USCG Diversity and Inclusion initiatives. In addition, discuss recruitment initiatives, outreach activities, and professional development programs opportunities for CGI employees.

10. 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. section 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.

11. DEFINITIONS.

- a. IC Civilian Joint Duty Qualifying Experience. A joint duty rotation that 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 joint duty 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.

- b. Employing IC Element. An employee's home or parent Agency. The employee's permanent position of record remains with the Employing Element while on a joint duty assignment.
- c. Employing IC 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).
- d. Gaining IC Element. The IC element or organization where the employee acquires their joint duty assignment experience.
- e. Gaining IC Element Supervisor. The first line supervisor of a JDA detailee in the gaining element.
- f. 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 24 months, and not more than 36 months.
- g. JDA Candidate Selection Board. A Board chaired by the Deputy Assistant Commandant for Intelligence (CG-2d) that convenes to review applications for designation as JDA Eligible Employees. Board members are generally Commandant (CG-2d), Commandant (CG-2SA), Commandant (CG-25), and Commandant (CG-21). At any time, Commandant (CG-21) on behalf of Commandant (CG-2d) may identify and select members from Commandant (CG-2) and or the CGI enterprise to serve on the JDA Candidate Selection Board.
- h. JDA Credit. Successful completion of a JDA assignment between 12 and 36 months in a position with a grade of GS-13 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. For employees at grades GS-11 and GS-12, joint duty credit may only be received for rotations starting after 30 January 2013.
- i. JDA Eligible Employee. A CGI civilian employee is an intelligence professional, who in the opinion of the JDA Candidate Selection Board, will represent the Coast well and has clear potential to advance into a leadership role within Coast Guard Intelligence and or the broader IC. Their conduct and character should exemplify the Coast Guard Core Values of honor, respect and devotion to duty. A CGI employee who meets the following requirements may apply for a JDA position:
 - (1) Any occupational series;
 - (2) GS-11 or above who has been employed by the Coast Guard for at least 24 months (minimum 12 months as a civilian);

(3) Received a performance rating of Meets or Exceeds, Achieved Expectations, Exceeded Expectations or Achieved Excellence on the DHS Performance Management System or the USCG Excellence, Awards, and Recognition System (EARS) on their last reporting cycle;

(4) Selected by the JDA Candidate Selection Board.

- j. Senior IC Civilian Rank. A rank above the General Schedule grade of 15 or equivalent including Senior National Intelligence Service (SNIS); Senior Intelligence Service (SIS); Defense Intelligence Senior Executive Service (DISES); Department of Defense Intelligence Senior Level (DISL); Federal Senior Executive Service (SES) appointments under 5 USC 3393; Senior Level (SL) appointments under USC 3324; Scientific and Professional (ST) appointments under 5 U.S.C. section 3393, 5 U.S.C. section 3324, and 5 U.S.C. section 3325; and Federal Bureau of Investigation and Drug Enforcement Administration Senior Executive Service.
- k. 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).

12. RESPONSIBILITIES.

- a. The Deputy Assistant Commandant for Intelligence (CG-2d) shall provide oversight of this program including serving as the Chair of the JDA Candidate Selection Board, rendering final approval authority for JDA assignments and new requirements subject to this Instruction.
- b. Commandant (CG-21) in concurrence with Commandant (CG-2d) will identify and select members from Commandant (CG-2) and or the CGI enterprise to serve on the JDA Candidate Selection Board.
- c. JDA Candidate Selection Board will have no more than five and no less than three Board members to convene and make selections on employees applying for JDA opportunities and indentifying or prioritizing new JDA requirements within the workforce.
- d. Commandant (CG-21) on behalf of Commandant (CG-2d) will announce and advertise ODNI's solicitation for new reimbursable JDA requirements throughout the enterprise every April and May for the upcoming Fiscal Year.
- e. Commandant (CG-21) by direction of Commandant (CG-2d) will consolidate all new JDA requirements submitted by CGI workforce and convene the JDA Candidate Selection Board to prioritize the new JDA requirements for Commandant (CG-2d)'s final review and approval.
- f. Commandant (CG-21) JD PM will submit the prioritized JDA requirements approved by Commandant (CG-2d) to the Office of the Director of National Intelligence Chief Human Capital Office (ODNI CHCO) for approval and funding.
- g. Once ODNI CHCO approves funding for Commandant (CG-2)'s new JDA requirements, Commandant (CG-21) JD PM will post vacancies on ODNI website and execute a JDA recruiting campaign to fill the new reimbursable JDA requirements.

- h. Supervisors shall discuss and document JDA program interest in the Individual Development Plan (IDP) of each CGI civilian employee. Supervisors may draft a positive or negative endorsement memo to accompany the JDA Eligible Employee's memo for joint duty consideration. The JDA Candidate Selection Board is the final approving authority for JDA consideration.
 - i. CGI 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.
 - j. The Commandant (CG-21) 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 660) and Intelligence Community Policy Guidance (ICPG 660.1).
 - (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 and Extension MoU development, and generate an Addendum to MoU when necessary.
 - (7) Coordinate responses to data calls on this program.
 - (8) Commandant (CG-21) JD PM will coordinate exemption requests for non-reimbursable JDA positions and submit to the Assistant Director of National Intelligence for Human Capital (ADNI/HC) for review and Principal Deputy DNI (PDDNI) approval.
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.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/> and CGPortal at: <https://cgportal.uscg.mil/library/forms/SitePages/Home.aspx>.

14. REQUESTS FOR CHANGES. Change recommendations should be routed via memo through the chain of command to the Office of Intelligence Resources Management (CG-21).

A. M. SUGIMOTO /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Intelligence

Encl: (1) JDA Employing Element Process Guide
(2) JDA Memorandum
(3) JDA Gaining Element Process Guide
(4) JDA Relocation Process Guide

JDA Employing Element Process Guide

| Responsible Party | Action |
|----------------------------------|---|
| COMDT (CG-2) JDA PM | (1) Advertise JDA opportunities to workforce continuously. |
| CGI Enterprise civilian employee | (1) Submit memo via chain of command to COMDT (CG-21). Sample memorandum template in Enclosure (2) Coast Guard Intelligence Civilian Joint Duty Assignment Program, COMDTINST 12333.1A (series). (2) Include current Position Description (PD), appraisal and resume as enclosures to the request memo. |
| Unit CO / HQ Office Chief | (1) Draft positive or negative endorsement of memo. (2) Send pdf copy of memo to COMDT (CG-2) JDA PM (e-mail: HQS-DG-LST-CG-2-JDA). |
| COMDT (CG-2) JDA PM | (1) Review endorsed packages and ensure all eligibility requirements are met. (2) Submit applications to JDA Selection Board President COMDT (CG-2D). |
| COMDT (CG-2d) | (1) Select members and convene JDA Candidate Selection Board. (2) Notify COMDT (CG-2) JDA PM of applicants selected as JDA Eligible Employees and their period of eligibility. |
| COMDT (CG-2) JDA PM | (1) Notify selected and non-selected employees via their chain of command. (2) Provide non-selected employees with feedback to increase candidate potential for the next board. |
| JDA Eligible Employee | (1) Create an account/profile in the Joint Duty Application Tool (JDAT) on the JWICS ODNI JDA website (http://icjointduty.ic.gov). (2) Use JDAT to apply for an advertised 12 month JDA position. |
| JDA Eligible Employee | Application Contents for JDA Package; (1) Submit narrative for the desired JDA position. (2) Submit Unit CO/HQ Office Chief endorsement recommendation narrative for JDA Eligible Employee. (3) Include JDA Eligible Employee Selection Letter from COMDT (CG-2d). (4) Submit a resume for JDA position. (5) Provide a copy of application and position required attachments to your supervisor. |
| Employing Element Supervisor | (1) Receive automated e-mail from JDAT that employee applied for an advertised JDA position. (2) Forward application and recommendation to unit CO/HQ Office Chief within 3 days. |
| Unit CO / HQ Office Chief | (1) Endorse employee's application and forward as pdf attachment to COMDT (CG-2) JDA PM within 3 days. (email: HQS-DG-LST-CG-2-JDA). Note: all applications shall be forwarded regardless of |

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| | recommendation. |
| COMDT (CG-2) JDA PM | (1) Receive automated e-mail from JDAT that employee applied for an advertised JDA position. (2) Review application for accuracy, notify employee if corrections are needed. (3) Forward command endorsed application to COMDT (CG-2d) within 3 days. |
| COMDT (CG-2d) | (1) Serve as final approving authority for JDA rotational assignment. (2) Forward approved/disapproved application to COMDT (CG-2) JDA PM for processing. |
| COMDT (CG-2) JDA PM | (1) Return disapproved application to employee via chain of command. (2) Send approved application package to Gaining Element JDA PM. (3) Receive notification of final selection result from Gaining Element JDA PM. (4) If employee is selected, coordinate with Employing/Gaining Element Supervisors to draft MOU. (5) Coordinate submission of SF-52 to COMDT (CG-1211) in 120 day increments for each COMDT (CG-2) employee on JDA, IAW Detail Of Appropriated Fund Civilian Employees, COMDTINST 12300.7A (series). |
| Unit CO / HQ Office Chief | (1) Brief employee on MOU contents and provide employee with copy. |
| JDA Eligible Employee | (1) Out-process and report to the Gaining Element on the assigned date per MOU. (2) Provide monthly update to Employing Element Supervisor. (3) Inform JDA PM of any issues regarding execution of JDA. (4) Extension of JDA beyond 24 months must be requested via Unit CO/HQ Office Chief and JDA PM to COMDT (CG-2d) for approval prior to submission to COMDT (CG-1211). Upon completion of JDA: (5) Submit Intelligence Community Joint Duty Claim Form within 60 days of completing JDA, to JDA PM. The form is available upon request from the JDA PM. |
| COMDT (CG-2) JDA PM | (1) Validate submitted Intelligence Community Joint Duty Claim Form and processes. (2) Maintain copy of signed MOU for minimum of 1 year after completion of JDA. |
| Unit CO / HQ Office Chief | Ensure employee returning from JDA is assigned to former or equivalent position and duty location unless prior arrangements were made with the employee. |

U.S. Department of
Homeland Security

United States
Coast Guard



XXXXXXXXXX
United States Coast Guard

XXXXXX
XXXXXX
Staff Symbol: XXXX
Phone: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX

12333
[DATE]

JDA MEMORANDUM

From: I. M. Civilian, [EMPLID]

Reply to Unit
Attn of: I. M. Civilian
Number

To: JDA Candidate Selection Board
Thru: (1) Supervisor
(2) Commanding Officer or HQ Office Chief

Subj: REQUEST FOR CONSIDERATION BY JDA CANDIDATE SELECTION BOARD

Ref: (a) Coast Guard Civilian Joint Duty Assignment Program, COMDTINST
12333.1(series)

1. In accordance with Reference (a), I request consideration by the JDA Candidate Selection Board to be designated as a JDA Eligible Employee.
2. Occupational Series:
3. Grade:
4. Time in service as Coast Guard civilian employee:
5. Overall performance rating on last performance appraisal:
6. Current job title and description of duties:
7. [Justification for why you should be selected by the JDA Candidate Selection Board as a JDA Eligible Employee, and any desired JDA positions or position types should be discussed in this Paragraph.]
8. [Same page or next page positive or negative endorsement of this memo by the Commanding Officer or Headquarters Office Chief is required. All requests by employees shall be reviewed by the JDA Candidate Selection Board, including those with negative endorsements, due to annual ODNI reporting requirements.]

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Enclosures: (1) Current Position Description
(2) Last Performance Appraisal
(3) Resume

JDA Gaining Element Process Guide

| Responsible Party | Action |
|----------------------------|---|
| COMDT (CG-21) | COMDT (CG-21) on behalf of COMDT (CG-2d) will announce and advertise ODNI's solicitation for new reimbursable JDA requirements throughout the enterprise via email every April and May for the upcoming Fiscal Year. COMDT (CG-21) email will have detailed guidelines and examples for requesting new JDA reimbursable requirements funded by ODNI. |
| Gaining Element Supervisor | (1) Develop position description for requested JD position(s) including: description of duties; mission category; duty location; travel requirements; position grade; security clearance; and polygraph requirements. |
| Unit CO / HQ Office Chief | (1) Approve position description and forward to COMDT (CG-2) JDA PM via email to HQS-DG-LST-CG-2-JDA . (2) Non-Headquarters Unit must route position description to Operational Commander for approval and then submit to COMDT (CG-2) JDA PM via email to HQS-DG-LST-CG-2-JDA . |
| COMDT (CG-2) JDA PM | (1) Review position description for accuracy, ensure position will provide substantive joint experience and forward to COMDT (CG-2d) for decision. |
| COMDT (CG-2d) | (1) Approve/Disapprove requested JDA position and return to COMDT (CG-2) JDA PM. |
| COMDT (CG-2) JDA PM | (1) Post position description vacancy announcement to ODNI JD website (http://icjointduty.gov and/or http://icjointduty.ic.gov) for minimum of 180 calendar days, extending as needed. (2) Receive employee applications from IC element JDA PM's, and forward to applicable unit CO / HQ Office Chief. |
| Unit CO / HQ Office Chief | (1) Review applications; interview; select primary and alternate candidates (if available). (2) Notify COMDT (CG-2) JDA PM of selection. |
| COMDT (CG-2) JDA PM | (1) Notify Employing Element JDA PM of employee's selection and coordinate with Gaining/Employing Element Supervisors to draft MOU. (2) Store copy of signed MOU for minimum of 1 year after completion of JDA. |
| Gaining Element Supervisor | (1) Prepare workspace, IT and polygraph (if needed) requirements prior to member reporting for JDA. (2) If JDA employee has a disability, supervisor must provide employee with a reasonable accommodation IAW U.S. Coast Guard Civil Rights Manual, COMDTINST M5350.4C (series). (3) Conduct employee in-processing and out-processing IAW MOU. |

JDA Relocation Process Guide

| Responsible Party | Action |
|---------------------------------------|---|
| COMDT (CG-2) JDA PM | Finalize and coordinate MOU signatures from JDA Eligible Employee, gaining and employing elements before beginning relocation process. |
| COMDT (CG-28) JDA Relocation Expenses | Permanent Change of Station (PCS) funding is not available for JDA Eligible Employees selected for JDA outside of their local commuting area. The JDA Eligible Employee must waive their PCS cost. |
| JDA Eligible Employee | <p>(1) JDA Eligible Employee must complete the AD-349 Form (https://www.ocio.usda.gov/sites/default/files/docs/2012/AD0349-F-12-93%5B1%5D.pdf) and insert the new change of home address located within local travel distance of JDA.</p> <p>(2) JDA Eligible Employee must submit a memo or email to COMDT (CG-121) and COMDT (CG-2)-JDA PM detailing the start and end dates of JDA, change of home address, change of duty location, and the effective date of transition.</p> |
| COMDT (CG-2) JDA PM | <p>(1) JDA PM and COMDT (CG-212) HR Liaison will generate SF-52 personnel action for JDA Eligible Employee's change in duty locality status of JDA.</p> <p>(2) Coordinate signatures on SF-52 between COMDT (CG-212) HR and JDA Eligible Employee first line supervisor.</p> <p>(3) Submit SF-52 personnel action to COMDT (CG-121) for processing the JDA employee's change in locality pay effective the same start date on MOU.</p> |
| COMDT (CG-121) (HR) | COMDT (CG-121) process SF-52 change in locality personnel action and the change of address form (AD-349). |
| JDA Eligible Employee | JDA Eligible Employee may be authorized permissive temporary duty (TDY) time to travel from CGI employing element to the JDA gaining element. |
| Unit CO / HQ Office Chief | Unit CO/HQ Office Chief issues no cost PCS travel orders (# of days based on travel mileage/day in the Federal Travel Regulations). Travel days shall be recorded as TDY – Travel Time in WebTA so JDA employee is not charged leave for relocation purposes. |