INTELLIGENCE COMMUNITY DIRECTIVE
NUMBER 610

COMPETENCY DIRECTORIES FOR THE
INTELLIGENCE COMMUNITY WORKFORCE

A. PURPOSE:

1. Pursuant to Intelligence Community Directive (ICD) 101, Section G.1.b(3), and Intelligence Community Policy Guidance 101.2, ICD 610, *Competency Directories for the Intelligence Community Workforce*, is hereby amended.

2. To conform to ICD 101, the technical amendment to ICD 610 enables the production of future IC Standards to promulgate competency directories. Annexes originally approved as part of ICD 610 are hereby converted to IC Standards and renumbered accordingly.

B. EFFECTIVE DATE: This Amendment becomes effective on the date of signature.

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Richard Fravel
Assistant Director of National Intelligence for
   Policy & Strategy

4 OCTOBER 2010
_____
Date

INTELLIGENCE COMMUNITY DIRECTIVE
NUMBER 610

COMPETENCY DIRECTORIES FOR THE
INTELLIGENCE COMMUNITY WORKFORCE
(EFFECTIVE DATE: 1 SEPTEMBER 2008)
(AMENDED: 4 OCTOBER 2010)

A. AUTHORITY. The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004; and other applicable provisions of law.

B. IMPLEMENTATION AND ADMINISTRATION. The Director of National Intelligence (DNI) and the heads of the executive departments and independent agencies with Intelligence Community (IC) employees have agreed upon and approve this IC Directive (ICD or "Directive"). The Office of the Director of National Intelligence (ODNI) and these executive departments and independent agencies will exercise their respective authorities to implement and administer this ICD consistent with its provisions. This ICD does not waive the respective statutory authorities of the DNI or the heads of the executive departments and independent agencies to carry out their respective missions and functions.[1]

C. PURPOSE. This Directive establishes IC-wide policy for identifying, defining, validating, using, cataloging, and disseminating, as applicable, IC-wide, departmental, independent agency, and component-specific competencies; provides a uniform competency nomenclature, including standard labels and definitions for describing IC workforce capabilities; promulgates an initial directory of IC competencies; and requires that qualification, training, career development, performance, promotion, and other standards for managing IC civilian personnel be derived from these competencies and nomenclature.

D. APPLICABILITY. This Directive applies to the executive departments and independent agencies, which are components of the IC or contain components of the IC as defined by the National Security Act of 1947, as amended, that have IC employees, and to civilian employees of other departments or agencies that may be designated by the President or designated jointly by

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[1] A legal determination as to whether the language in this paragraph is necessary under the IRTPA, in order for the DNI to execute this ICD, has not been made. However, in order to advance the policies established and agreed upon herein, and in accordance with the spirit and intent of the IRTPA, this language has been included in this ICD.

the DNI and the head of the executive department or agency concerned, as an IC component, regardless of funding source. This Directive also applies to employees appointed on a time-limited basis or certain other employees of an executive department, as designated by the head of that department, to the extent permitted by law. This ICD may be extended to Federal Wage System employees at an IC component's discretion. Further, to the extent permitted by governing law, regulation, and policy, and at the discretion of the Departments of State and Defense, this ICD may also apply to uniformed military and Foreign Service personnel.

E. DEFINITIONS.

1. **Competencies.** The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a type of work or function.

2. **Competency Directory.** A listing of those IC-wide, departmental, independent agency, and component-specific competencies, including established labels and definitions, typically defined for mission categories and major occupational groups.

3. **Core.** Competencies that apply universally to all IC employees regardless of agency or element, mission category, occupational group, or work category. Clusters of competencies provide the foundation for the performance elements as established in ICDs 651 and 656.

4. **Executive Departments and Agencies with IC Employees.** For purposes of this Directive, the Departments of State, Treasury, Defense, Justice, Energy, Homeland Security, the ODNI, the Central Intelligence Agency, and any other agency or element designated by executive order or law as part of the IC.

5. **IC Community Capabilities Catalog (IC3).** A subset of the IC Human Capital Repository (ICHCR), containing an inventory of IC employees according to their competencies and experience.

6. **IC Components.** For the purposes of this Directive, the intelligence agencies and elements that belong to or constitute executive departments and independent agencies.

7. **IC Senior Program Executive (SPE).** A senior ODNI or IC official vested by the DNI with IC-wide policy and/or program responsibility for a particular professional community (e.g., intelligence analysis or science and technology), professional discipline (e.g., financial management or acquisition), or mission function (e.g., counterterrorism or clandestine operations).

8. **Mission Categories.** The highest classification in the IC occupational structure comprising broad sets of related occupations representing a particular function. For purposes of job classification, a position is characterized in a particular mission category based on its duties and responsibilities; however, for purposes of financial accountability, the position may be funded by a different National Intelligence Program (NIP) budget category. For example, scientists and engineers funded by the Collection and Operations budget category may be classified under the Research and Technology Mission Category.

9. **Occupational Groups.** One or more functionally-related occupations that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns. Occupations are mapped to appropriate mission categories.

10. **Performance Elements.** The IC-common and component-specific behaviors that describe the manner in which work is to be performed. Performance elements are derived from

competencies developed in accordance with accepted legal, professional, and technical guidelines. ICDs 651 and 656 describe the performance elements common across the IC.

11. Professional Tradecraft. Competencies required for employees in one or more occupations within a particular mission category (e.g., Collection Management and Operations).

12. Proficiency. The level of expertise required of an employee at a particular work level within a work category and occupation.

13. Proficiency Scale. The labels used to describe competency proficiency levels ranging from basic/developmental to expert. The IC's proficiency scale has four levels.

14. Senior Civilian Officers (Senior Officers). All personnel in positions above the General Schedule grade 15 (GS-15) or equivalent; this includes members of the Senior National Intelligence Service (SNIS), the Senior Intelligence Service (SIS), the Department of Defense Intelligence Senior Executive Service (DISES), and Department of Defense Intelligence Senior Level (DISL) employees; members of the Federal Senior Executive Service (SES) appointed under title 5 United States Code (USC) §3393, Senior Level (SL) employees appointed under 5 USC §3324, and Scientific and Professional (ST) employees appointed under 5 USC §3325; and members of the Federal Bureau of Investigation and Drug Enforcement Administration SES.

15. Subject Matter Expertise/Specialty. Competencies required for employees in one or more occupations within a mission category, depending on a particular specialty or assignment. These competencies include substantive knowledge areas, such as intelligence topics and target countries, certifications, and intelligence disciplines (e.g., GEOINT, HUMINT, and SIGINT).

16. Work Categories. Common types of work (i.e., Technician/Administrative Support, Professional, and Supervision/Management). ICD 652 describes work categories for the IC.

17. Work Levels. General standards that define work in terms of increasing complexity, span of authority/responsibility, level of supervision (received or exercised), scope and impact of decisions, and work relationships associated with a particular work category. ICD 652 describes work levels for the IC.

F. POLICY.

1. Competencies used for qualification, training, career development, performance evaluation, promotion, and other human resources management requirements will be described using the labels and definitions provided in the Competency Directories, established as IC Standards (ICSs) by the Assistant Director of National Intelligence for Human Capital (ADNI/HC). Additional IC-wide, departmental, independent agency, and component-specific competencies will be added to the Competency Directories subject to applicable IC-wide labeling and definitional conventions, provided they have been validated and are distinct from the established competencies. Further, those departmental, independent agency, and component-specific competencies will be provided to the ADNI/HC and the applicable IC SPE for review prior to use.

2. IC-wide, departmental, independent agency, and component-specific competencies applicable to IC employees will be incorporated into an integrated set of core and technical IC-wide Competency Directories, organized according to each major IC mission category and subject to labeling, definitional, methodological, and other conventions established by the ADNI/HC. The ICSs issued pursuant to this Directive present the IC-wide Competency Directories:

a. **ICS 610-2 – IC Competency Taxonomy (the taxonomy).** Framework and nomenclature used to organize IC Competency Directories.

b. **ICS 610-3 – Core Competencies for NonSupervisory IC Employees at GS-15 and Below.** The core competencies applicable to all non-supervisory IC employees at GS-15 and below or equivalent, regardless of IC component, mission category, occupational group, or work category. These competencies are organized by the six performance elements for non-supervisory IC employees at GS-15 and below or equivalent, as established in ICD 651.

c. **ICS 610-4 – Core Competencies for Supervisory and Managerial IC Employees at GS-15 and Below.** The core competencies applicable to all supervisory and managerial IC employees at GS-15 and below or equivalent, regardless of IC component, mission category, occupational group, or work category. These competencies are organized by the six performance elements for supervisory and managerial IC employees at GS-15 and below or equivalent, as established in ICD 651.

d. **ICS 610-5 – Core Competencies for IC Senior Officers.** The core competencies applicable to all senior officers assigned to agencies and elements of the IC, regardless of IC component, mission category, occupational group, or work category. These competencies are organized by the six performance elements for senior officers as established in ICD 656.

e. **Mission- and Occupation-Specific Competency Directories.** The competencies applicable to employees by mission category or occupational group. These competencies, listed in Appendix B, are organized by professional tradecraft and subject matter expertise/specialty.

3. IC-wide, departmental, independent agency, and component-specific standards for qualification, training, career development, performance evaluation, promotion, and other human resources management requirements will be derived from the established competencies and developed in accordance with applicable legal, professional, and technical guidelines [e.g., Principles for the Validation and Use of Employee Selection Procedures,[2] Standards for Educational and Psychological Testing,[3] and Uniform Guidelines on Employee Selection Procedures (1978)[4]]. These standards will be provided to the ADNI/HC to ensure cross-community availability and consistency.

4. Where appropriate, competencies and associated standards will be further defined and anchored with respect to the applicable work category, work level, and proficiency level, using the following scale:

a. **Basic/Developmental Proficiency Level (Proficiency Level 1).** Typically required for competencies associated with work performed at the Entry/Developmental Work Level as defined in ICD 652 (or GS/GG equivalent) and the pre-supervisory equivalent.

b. **Full Performance Proficiency Level (Proficiency Level 2).** Typically required for competencies associated with work performed at the Full Performance Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

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[2] *Principles for the Validation and Use of Personnel Selection Procedures*, 4th Edition (2003), Society for Industrial and Organizational Psychology, Bowling Green, OH.

[3] *Standards for Educational and Psychological Testing* (1999), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, Washington, DC.

[4] *Uniform Guidelines on Employee Selection Procedures* (1978), Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice, Federal Register, 43(166), 38290-38215.

c. **Advanced Proficiency Level (Proficiency Level 3).** Typically required for competencies associated with work performed at the Senior Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

d. **Expert Proficiency Level (Proficiency Level 4).** Typically required for competencies associated with work performed at the Expert Work Level as defined in ICD 652 (or GS/GG equivalent) and the supervisory or managerial equivalent.

Specific work levels may require varying levels of proficiency in given competencies. For example, a position at the Expert Work Level may require a combination of competencies at the Full Performance, Advanced, and Expert Proficiency Levels. These proficiency levels do not apply where (1) an officially recognized credentialing body has established alternative proficiency levels (or their equivalents) governing qualification, certification, and/or licensing requirements for a particular occupation or set of occupations and where (2) credentials have been officially adopted by the IC and incorporated into the appropriate directory, as part of IC-wide, departmental, independent agency, and component-specific qualification, promotion, or retention standards established for those occupations. Credentialed occupations include, but are not limited to, those subject to Federal Acquisition Institute (FAI) and Defense Acquisition Workforce Improvement Act (DAWIA) certifications.

5. The Competency Directories will serve as the organizing structure and taxonomy for the Analytic Resources Catalog (ARC) and its successor, the IC3, which provides an inventory of the occupational data, competencies, and experience of IC civilian employees and other individuals, as applicable. The collection, storage, and dissemination of competencies linked to individuals or groups of IC personnel shall be governed by IC policies with respect to Identity Management (IdM) of Personally Identifiable Information (PII). Each IdM system requires approval by the ODNI IdM Executive Board prior to receiving authority to operate.

G. RESPONSIBILITIES.

1. **Director of National Intelligence.** The DNI, in coordination with the heads of the executive departments and independent agencies with IC employees, is responsible for establishing policy that defines IC-wide Competency Directories using common labels and definitions as the basis for cataloging workforce capabilities and setting qualification, training, career development, performance, promotion, and other standards for IC civilian employees.

2. **Heads of the Executive Departments and Independent Agencies with IC Employees.** These individuals and the heads of their subordinate IC components are responsible for identifying, validating, and adopting IC-wide competencies as the basis for cataloging workforce capabilities and setting qualification, training, career development, performance, promotion, and other standards for departmental, independent agency, and/or component employees (using the methodological, labeling, and definitional conventions established by this ICD). These individuals and the heads of their subordinate IC components are also responsible for providing departmental, independent agency, and component-specific competencies and standards to the ODNI, as well as for ensuring that IC employees complete and update the IC3 as required.

3. **Assistant Director of National Intelligence for Human Capital (ADNI/HC).** The ADNI/HC, in coordination with the chief human capital officers in the executive departments and independent agencies with IC employees, is responsible for identifying, defining, validating, disseminating, cataloging, and maintaining, as applicable, comprehensive directories of IC-wide, departmental, independent agency, and component-specific competencies, and establishing the labeling and definitional taxonomy to support those directories. As the DNI's designee, the

ADNI/HC provides oversight and evaluation of the provisions of this ICD. The ADNI/HC also will establish, implement, and maintain a competency-based inventory of IC workforce capabilities and serve as the IC SPE for core and leadership competencies.

4. **IC Senior Program Executives (SPEs).** Designated IC SPEs, in coordination with the ADNI/HC, are responsible for identifying, defining, reviewing, approving, disseminating, and/or ensuring adoption and use of, as applicable, the IC-wide, departmental, independent agency, and component-specific competencies within their particular program area of responsibility, as well as any IC-wide, departmental, independent agency, and component-specific standards derived from those competencies. The SPEs, in collaboration with the IC components, are responsible for ensuring that the competency-based IC3 is complete and accurate for their respective professional or functional communities and, in coordination with the Chancellor, National Intelligence University (NIU), are responsible for setting foreign language requirements for IC3.

5. **Office of the Chancellor, National Intelligence University (NIU).** The Chancellor, NIU is responsible for ensuring that all IC-wide, departmental, independent agency, and component-specific education and training standards are derived from the IC-wide, departmental, independent agency, and component-specific competencies listed in the Competency Directories established by this ICD. The Chancellor, NIU is also responsible for ensuring that all education and training courses, curricula, and course catalogs specify the competencies, work levels, and proficiency levels set forth in ICDs 610 and 652, as applicable.

H. DNI OVERSIGHT. The DNI or designee will conduct periodic oversight of departmental, independent agency, and component IC human capital implementation policies, procedures, and processes to ensure compliance with this Directive.

I. REVIEW AND REVISIONS.

1. **Periodic Review.** The DNI, in consultation with the heads of the executive departments and independent agencies with IC employees, will periodically review this ICD to determine whether its requirements should be retained or revised.

2. **Revisions.** The DNI and/or the head of an executive department or independent agency with IC employees may request revisions or exceptions to this ICD at any time to address significant issues.

J. EFFECTIVE DATE. This ICD is effective upon signature. All executive departments and independent agencies will develop a plan to implement this ICD and provide that plan to the ADNI/HC within 45 days of the effective date. All executive departments and independent agencies will implement the provisions of this Directive no later than October 1, 2008, to coincide with the implementation of ICDs 651 and 656.

// Signed// J.M. McConnell   _1 Sep 08_

J.M. McConnell   Date
Director of National Intelligence

APPENDIX A – ACRONYM LIST
ICD 610, *COMPETENCY DIRECTORIES FOR THE*
INTELLIGENCE COMMUNITY WORKFORCE

ADNI/HC	Assistant Director of National Intelligence for Human Capital
ARC	Analytic Resources Catalog
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
DAWIA	Defense Acquisition Workforce Improvement Act
DISES	Defense Intelligence Senior Executive Service
DISL	Defense Intelligence Senior Level
DNI	Director of National Intelligence
FAI	Federal Acquisition Institute
GEOINT	Geospatial Intelligence
GG	General Grade
GS	General Schedule
HUMINT	Human Intelligence
IC	Intelligence Community
ICD	Intelligence Community Directive
IC3	Intelligence Community Capabilities Catalog
ICHCR	Intelligence Community Human Capital Repository
IdM	Identity Management
INT	Intelligence Discipline
IRTPA	Intelligence Reform and Terrorism Prevention Act
IT	Information Technology
NIP	National Intelligence Program
NIPF	National Intelligence Priority Framework
NIU	National Intelligence University
ODNI	Office of the Director of National Intelligence
PII	Personally Identifiable Information
SES	Senior Executive Service
SIGINT	Signals Intelligence
SIS	Senior Intelligence Service
SL	Senior Level
SME	Subject Matter Expert

APPENDIX A – ACRONYM LIST (CONT'D)
ICD 610, *COMPETENCY DIRECTORIES FOR THE*
INTELLIGENCE COMMUNITY WORKFORCE

SNIS	Senior National Intelligence Service
SPE	Senior Program Executive
ST	Scientific and Professional
S&T	Science and Technology
S&TI	Scientific and Technical Intelligence
TRL	Technology Readiness Levels
USC	United States Code
USG	United States Government
WMD	Weapons of Mass Destruction

APPENDIX B - LIST OF ASSOCIATED INTELLIGENCE COMMUNITY STANDARDS
ICD 610, *COMPETENCY DIRECTORIES FOR THE*
INTELLIGENCE COMMUNITY WORKFORCE

Number	Title
ICS 610-2	*Intelligence Community Competency Taxonomy*
ICS 610-3	*Core Competencies for Non-Supervisory IC Employees at GS-15 and Below*
ICS 610-4	*Core Competencies for Supervisory and Managerial IC Employees at GS-15 and Below*
ICS 610-5	*Core Competencies for IC Senior Officers*
ICS 610-6	*Competency Directory for Collection Management and Operations*
ICS 610-7	*Competency Directory for Analysis and Production*
ICS 610-8	*Competency Directory for Research and Technology*
ICS 610-9	*Competency Directory for Information Technology (Mission and Enterprise)*
ICS 610-10	*Competency Directory for Acquisition*
ICS 610-11	*Competency Directory for Financial Management*
ICS 610-12	*Competency Directory for Human Capital*
ICS 610-13	*Competency Directory for Security*
*	*Competency Directory for Processing and Exploitation*
*	*Competency Directory for Administration*
*	*Competency Directory for Communications and Media Services*
*	*Competency Directory for Facilities and Logistics*
*	*Competency Directory for Health Services and Environmental Safety*
*	*Competency Directory for Legal and Compliance*
*	*Competency Directory for Mission Management*

* ICSs to be issued and numbered sequentially as sponsored by the Accountable Official