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U.S. Immigration
and Customs
Enforcement

MEMORANDUM FOR: Derek N. Benner
Executive Associate Director

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Deputy Executive Associate Director

FROM: Louis A. Rodi, III *Louis A. Rodi, III*
Acting Assistant Director

SUBJECT: Minimum Commitment and Requirements for Special Agent
Assignments to the Joint Terrorism Task Forces

Purpose:

To establish a Homeland Security Investigations (HSI) Directive requiring a minimum three-year (36 month) initial commitment for all HSI special agents (SAs) currently assigned to the Joint Terrorism Task Force (JTTF) and those who are selected to be assigned to the JTTF after the date of this Directive. In addition, the Directive would establish that all HSI JTTF SAs must be a GS-1811-13 at the time of assignment to the JTTF.

Background:

The Federal Bureau of Investigations (FBI) recognizes HSI as one of its most significant strategic partners in the execution of the counterterrorism mission. Before entering on duty and joining the JTTF, HSI SAs must fulfill numerous requirements that incur costs to the agency and require time by the SA and our partner agencies. SAs must first obtain a Top Secret (TS) or a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance before joining the JTTF, and (b)(7)(E)

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Becoming proficient and fully competent as a JTTF SA takes years to achieve and HSI substantially invests in the training of our SAs to prepare them for their responsibilities on the JTTF.

It has proven to be most effective across the board when HSI assigns SAs as full-time or part-time to the JTTF for several years. When SAs remain on the JTTF for a significant period of time, it generates a far greater return for HSI. This provides time for the SA to gain the necessary experience and understanding of operating within the complex counterterrorism mission space, and affords them the opportunity to maintain, build, and develop the critical

partnerships required to maximize HSI's effectiveness on the JTTF and successfully execute the mission.

To achieve this goal, this Directive implements a minimum mandatory commitment of three-years (36 months) for HSI SAs currently assigned to the JTTF, and those who are selected to be assigned to the JTTF in the future.

- This Directive requiring a minimum mandatory commitment of three-years (36 months) to the JTTF will not preclude promotional or other career enhancement opportunities for those SAs assigned.
- It is highly recommended that prior to the selection of a full-time or part-time SA to the JTTF, Special Agent in Charge (SAC) offices should weigh the considerable investments made in placing an agent into this position and assess the potential duration that a SA would be willing/able to serve in this assignment prior to selection.

Furthermore, it is required that SAs selected to be assigned to the JTTF after the date of this Directive must be at the grade of GS-1811-13 upon selection to the JTTF. This requirement will assist in ensuring that SAs have a firm grasp and understanding of HSI's mission, investigative authorities, and operational capabilities prior to assignment to the JTTF, and will therefore facilitate greater effectiveness in carrying out our counterterrorism mission.

In accordance with the HSI Special Agent Handbook on National Security Investigations (Chapter 12 and Appendix D), the following JTTF Membership Designation Criteria must be met to categorize SAs as either full-time or part-time agents, or liaisons to the JTTF:

JTTF Membership Designation Criteria

A. **Full-Time:** SAs must meet all the following criteria to be considered a full-time JTTF member/participant:

1. Appropriate security clearances for the local JTTF (TS or TS/SCI);
2. (b)(7)(E)
3. The majority of the SA's work load will be conducting JTTF investigations, managing JTTF leads, and performing other JTTF assignments. *There should be minimal exceptions where the SA is required to work an assignment within other disciplines at the SAC/DSAC/ASAC/RAC office other than to complete administrative matters.*
4. Assignment of work area within the JTTF space;
5. Reports to JTTF space for work.

B. **Part-Time:** SAs must meet all the following criteria to be considered a part-time JTTF member:

1. Appropriate security clearances for the local JTTF (TS or TS/SCI);

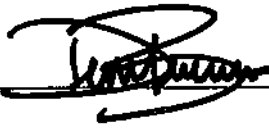
- 2. Limited computer access to FBI Systems;
- 3. SA spends the majority of time maintaining a case load with the JTTF, conducting JTTF investigations, managing JTTF leads, and performing other JTTF assignments; however, the SA may also carry a minimal caseload with HSI outside of JTTF cases;
- 4. Cannot be solely on an "on-call" basis or telephone point of contact (POC) with the JTTF;
- 5. Maintains work space in the JTTF space, whether the SA's own desk or a shared desk, and reports to JTTF space to complete work.

C. **Liaison:** If any of the following criteria exist, the SA or Group Supervisor is considered to be a Liaison and cannot be considered a full-time or part-time member/participant of the JTTF:

- 1. Appropriate security clearances: No TS or TS/SCI (pending clearance);
- 2. SAs are on an "on-call" basis or can be reached as needed via telephone solely as a POC;
- 3. SAs have no FBI systems access;
- 4. SAs do not maintain a dedicated work space in JTTF space, and do not report to JTTF space for work;
- 5. SAs only report occasionally to JTTF meetings (once a week, once a month, etc.);
- 6. SAs are not assigned to work any JTTF investigations or assignments, but do follow-up on ICE-related authorities as appropriate.

Recommendation:

It is recommended that the HSI Executive Associate Director implement a three-year minimum commitment for HSI SAs assigned to the JTTF and must be a GS-1811-13 to join and continue to build the partnership.

Approve  6/27/19 Disapprove _____

Modify _____ Needs more discussion _____