

DEPARTMENT OF HOMELAND SECURITY JOINT DUTY PROGRAM  
**ASSIGNMENT OPPORTUNITY FORM**



**Assignment Type:**

In the column to the right, use the dropdown arrow to select the assignment type you prefer for this position.

**NOTE:** A Virtual Assignment is when the employee works from his/her employing office (physically) or teleworks from home while on a detail.

Component Name:			
Position Title:			
Assignment Location:			
Job Series Requested:			
GS/Equivalent:			
Assignment Dates:			
Clearance Required:		If yes, what level of security clearance?	

**Joint Duty Assignment Description:**

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**Job Qualifications Required:**

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**Point of Contact**

Name:			
Email:		Phone:	

**Authorization to Announce a Joint Duty Assignment**

Name:			
Title ( <i>First Line Supervisor or Equivalent</i> ):			

**Digital Signature:**

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Name:			
Title ( <i>Second Line Supervisor or Equivalent</i> ):			

**Digital Signature:**

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Please submit completed form, via e-mail, to [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov).

**Privacy Notice:** DHS is collecting this information to provide a Point of contact for vacancy announcements through the Joint Duty Program. However, this information will not be made available on the webpage that posts the vacancy announcement through DHS Connect.