

14 Jan 2022

Developmental Special Duty (DSD) Program

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Regular Air Force (RegAF) Airmen, Military Personnel Flight (MPF) and Force Support Squadron (FSS) in understanding the process for the “Developmental Special Duty (DSD) Program.”



DEVELOPMENTAL SPECIAL DUTY (DSD) PROGRAM

Section A: Introduction

Revision History

Date	Revision Description
14 Jan 22	<ul style="list-style-type: none">Significant changes have been made to the PSD Guide, users should read the guide in its entiretyIncludes EI&RSD process for 8B2000, USAFA AMT for Spring 2022 cycle
23 Jul 21	<ul style="list-style-type: none">Updates to the EI&RSD process for 8T000, PME Instructor Duty for Fall 2021 cycle
1 Mar 21	<ul style="list-style-type: none">Significant changes have been made to the PSD Guide, users should read the guide in its entiretyIncludes EI&RSD process for 8T000, PME Instructor Duty for Fall 2021 cycle
4 Mar 20	<ul style="list-style-type: none">8F000 First Sergeant alignment under DSD; process and procedure still run separately https://mypers.af.mil/app/answers/detail/a_id/1506

1. INTRODUCTION: Air Force policy for Developmental Special Duty (DSD) Assignments is contained in DAFI 36-2110, *Total Force Assignments*, Attachment 10, paragraph A10.8. This PSDG supplements the processes and procedures IAW policy contained in DAFI 36-2110. This guide provides the assignment processes and procedures and describes roles and responsibilities of all DSD SDI process owners. Commanders are charged in nominating highly qualified Airmen to serve in DSD positions.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- AFPC/DP2OSS, Special Duty Career Management Section, Email: AFPC/DP2OSS Enlisted Developmental Special Duty on the Global Address Listing (GAL)
- AFPC/DP3AM, Military Assignment Programs Branch, Email: AFPC/DP3AM SPECAT STG Workflow on the GAL

3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen (SSgt through MSgt)
- RegAF Airmen (SrA and SMSgt as authorized within this PSDG)

4. REFERENCES: (Click on the hyperlink below for referenced document):

- [DAFI 36-2110, Total Force Assignments](#)
- AFPC myPers [Air Force Enlisted Classification Directory \(AFECD\)](#)
- AFPC myPers [PSDG: Special Duty Catalog \(SPECAT\)](#)
- AFPC myPers [PSDG: Stabilized Tour Guide \(STG\)](#)
- AFPC myPers [PSDG: EQUAL-Plus Assignments](#)
- AFPC myPers [PSDG: Special Duty Identifiers \(SDI\) and Reporting Identifier \(RI\) Local Hire Assignment Process](#)
- AFPC myPers [PSDG: Permanent Change of Assignment \(PCA\)](#)
- AFPC myPers [DSD Match Matrix](#)

Section B: General Information

5. General Information. The Air Force has identified 10 Special Duty Identifiers (SDIs) as enlisted DSD positions due to their unique leadership roles and the Airman's responsibility to mentor and develop Airmen. To ensure the right Airmen are selected and assigned to these positions, a nomination process was implemented in 2013 by the Air Force Chief of Staff and the Chief Master Sergeant of the Air Force. The process gives commanders, through their respective MAJCOM, the authority to nominate their Airmen and deliberately influence a developmental career path.

5.1. Airmen perform duties in an SDI on a semi-permanent or permanent duty basis. Performance in an SDI DSD position can range from one to four years in a stabilized tour.

5.2. The SDIs identified for DSD are positions that produce and develop the world's greatest Airmen through oversight and leadership of multiple Airmen; ensure the well-being of Airmen and their families; and represent the enlisted corps and AF on a national stage involving supervision and mentorship of subordinates and peers.

5.3. The SDIs managed by the DSD process are:

- 8A100, Career Assistance Advisor (CAA)
- 8B000, Military Training Instructor (MTI)
- 8B100, Military Training Leader (MTL)
- 8B200, U.S. Air Force Academy Military Training NCO (AMT)
- 8C000, Airman and Family Readiness Center NCO (RNCO)
- 8F000, First Sergeant
- 8G000, USAF Honor Guard NCO
- 8H000, Airman Dorm Leader (ADL)
- 8R000, Enlisted Accessions Recruiter
- 8T000, Professional Military Education (PME) Instructor

Section C: DSD Assignment Cycles

6. DSD Assignment Cycles. AFPC conducts two DSD assignment cycles per year, a Spring Cycle and a Fall Cycle. These cycles are managed by the AFPC Special Duty Career Management Section (DP2OSS). Prior to each cycle, AFPC/DP2OSS will publish the dates and suspenses indicating the cycle start date, the MAJCOM nomination period, the MAJCOM suspense, the AFPC assignment match, the AFPC assignment update period, and the RNLTDs on myPers. The following schedule provides the months for each segment of the cycle without the specific dates.

6.1. AFPC DSD Assignment Cycles. **

CYCLE	AFPC ELIGIBILITY VERIFICATION	MAJCOM NOMINATION PERIOD	MAJCOM SUSPENSE	AFPC MATCH PERIOD	AFPC ASSIGNMENT UPDATE PERIOD	RNLTDs
Spring	Feb	Apr	May	Jun	Jul-Aug	Oct– Mar
Fall	Aug	Sep	Sep	Oct	Nov-Dec	Apr - Sep

**Actual dates for each cycle will be updated on myPers at the beginning of the applicable cycle. The schedule can be reviewed on [myPers](#).

**AFPC/DP2OSS and AFPC assignments teams abide by the schedule posted on myPers; however, dates are subject to change.

Section D: Developmental Special Duty SDI Positions

7. **DSD SDI Positions.** Airman nominated for a DSD SDI position must be highly qualified and be an ambassador and role model for Air Force core values and discipline. Performing duties in a DSD SDI position is temporary in nature for a stabilized tour up to 4 years. Extensions and subsequent tours may be approved on a case-by-case basis based on the needs of the Air Force. Airmen who have previously served in a DSD SDI may only be nominated for another DSD SDI after returning to their PAFSC for a minimum of 3 years. Waivers may be requested and approved by AFPC/DP2OSS with coordination through the AFPC Functional Assignment Manager (FAM) for the Airman's Primary AFSC.

7.1. **Short Tour DSD Positions.** DSD SDI positions at short tour overseas locations for 8A100, 8C000, 8H000, and 8T000/ALS are advertised and filled via EQUAL-Plus. Volunteers must meet eligibility and SPECAT requirements. If position is not filled then non-volunteer selection will take place, hiring rules will apply IAW DAFI 36-2110.

7.2. **DSD Local Hire Positions.** DSD SDI positions for 8A100, 8C000, 8H000, and 8T000/ALS will be filled IAW the processes and procedures in [PSDG: Special Duty Identifiers \(SDI\) and Reporting Identifier \(RI\) Local Hire Assignment Process](#). These AFSCs are still considered DSD positions.

7.3. **DSD PCS Positions.** DSD positions for SDI 8B000, 8B100, 8B200, 8G000, 8R000, and 8T000 are filled through the nomination and selection process and Airmen PCS into these positions.

7.4. **DSD Grade Requirements.** The following are the grade requirements for each DSD SDI (Some SDIs have SrA and SMSgt positions, which are filled via EQUAL-Plus):

- 7.4.1. 8A100: MSgt
- 7.4.2. 8B000: SSgt – MSgt
- 7.4.3. 8B100: SSgt – MSgt
- 7.4.4. 8B200: TSgt – MSgt
- 7.4.5. 8C000: TSgt – MSgt
- 7.4.6. 8F000: MSgt
- 7.4.7. 8G000: SSgt – MSgt (see note 1)
- 7.4.8. 8H000: SSgt – MSgt
- 7.4.9. 8R000: SSgt – TSgt (see note 2)
- 7.4.10. 8T000: SSgt – MSgt (see note 3)

NOTE 1: All ranks minimum height for Males: 5'10"/Females: 5'6."

NOTE 2: Second Term/Career Airmen only.

NOTE 3: ALS, NCOA, SNCOA, CCAF, and BARNES CENTER

Section E: Nomination Eligibility Criteria

8. Nomination Eligibility. Commanders must ensure Airmen are PCS eligible IAW DAFI 36-2110 and meet the minimum eligibility criteria for the nominated DSD position(s) as listed in the Air Force Enlisted Classification Directory, this PSDG, the SPECAT Guide, and the STG. Airmen with an assignment on file may not be nominated and selected.

8.1. PCS Eligibility.

8.1.1. Time on Station (TOS). Airmen must meet TOS requirements in DAFI 36-2110, Chapter 6, paragraph 6.5 and Table 6.1; however Airmen who have not met TOS requirements may still be nominated and if selected, AFPC/DP2OSS will process the appropriate waiver.

8.1.2. Retainability. Airmen must have or be able to obtain retainability based on their Date of Separation (DOS) and/or High Year of Tenure (HYT) date for the assignment IAW DAFI 36-2110, paragraph 6.28 and Table 6.4. Once selected and placed on assignment the Airman must obtain the required retainability. Note: There isn't a retainability requirement for local hires; however the expectation is the Airman will serve the entire DSD stabilized tour.

8.1.3. Date Eligible for Return from Overseas (DEROS). Airmen assigned overseas who are nominated must have a DEROS that coincides with the applicable DSD Assignment Cycle RNLTD's to ensure completion of the Department of Defense prescribed overseas tour IAW DAFI 36-2110, paragraph 7.5 and Table 7.4. DEROS extensions and curtailments may be considered. Airmen who have not completed their DEROS may still be nominated and if selected, AFPC/DP2OSS will process the appropriate waiver. Airmen with an indefinite DEROS may be nominated provided they have completed the DoD prescribed overseas tour. If selected, AFPC/DP2OSS will establish/update a DEROS to coincide with the current DSD cycle RNLTD months.

8.1.4. Stabilized Tour. Airmen currently serving a stabilized tour are required to complete their stabilized tour requirement IAW DAFI 36-2110, Chapter 6, paragraph 6.11.3. Airmen assigned to a stabilized tour who are nominated, should have an Assignment Availability Code (AAC) expiration that coincides with the applicable DSD Assignment Cycle to ensure completion of the CONUS stabilized tour. Airmen who have not completed their stabilized tour may still be nominated and if selected, AFPC/DP2OSS will process the AAC waiver to AFPC/DP3AM.

8.1.5. Assignment Availability Code (AAC) and Assignment Limitation Code (ALC): May be considered depending on the AAC or ALC restrictions in DAFI 36-2110, paragraphs 6.11 and 6.12 and Tables 3.1 and 3.2. Airmen with negative quality force AACs are not eligible for nomination. Airmen with an AAC 92 preventing future assignment selection until resolution as described above. For Airmen in overseas locations, the AAC will extend the Date Eligible to Return from Overseas, as needed. Report not later than dates will be adjusted in 120-day increments until the Airman is eligible to PCS or the assignment is cancelled First Term Airmen with ALC "L" are not eligible for nomination. ALC "L" can only be removed upon reenlistment. Pregnant Airmen with AAC "81" and/or ALC "A" will be considered; however, they MUST provide the memo at [Attachment 1](#), agreeing to attend associated DSD training. The memo must be completed and forwarded with the nomination roster to AFPC/DP2OSS.

8.1.6. Selective Reenlistment Bonus (SRB): Airmen receiving an SRB must have completed 50% of their current enlistment by the end of the RNLTD. Airmen willing to waive SRB must sign the memorandum at [Attachment 2](#), agreeing to waive the remaining payment portion of the SRB to be considered for a DSD position. Airmen selected for DSD will have their SRB terminated IAW DoD 7000.14-R and AFI 36-2606, para 4.6.3. AFPC/DP2OSS will notify AFPC Reenlistments to initiate termination of future payments through DFAS. Airmen selected for a DSD position within their career field retain future SRB payments. The SRB memo must be completed and forwarded with the nomination roster to AFPC/DP2OSS. SRB memos are required regardless of SRB Zone, AFPC Reenlistments office will not remove ALC-O without a signed memorandum.

8.1.6.1. First Term Airmen have SRB Zone “A”

- Receive 50% of bonus at time of reenlistment
 - 6 year enlistees, receive initial payment and 5 annual payments
 - 4 year enlistees, receive initial payment and 3 annual payments
- Must have completed 50% of their enlistment by the RNLTD of the assignment
 - 6 year enlistees must complete 3 years (will have received 50% of bonus and 3 payments)
 - 4 year enlistees must complete 2 years (will have received 50% of bonus and 2 payments)
- DSD Impact to SRB
 - Depends on where Airman is in their enlistment when selected for DSD and the RNLTD; Airman may have received an additional payment and may forfeit 2 or 1 payment
 - If bonus anniversary is prior to the RNLTD – payment will be made with no recoupment
 - If bonus anniversary is after the RNLTD – recoupment will only be done if they were paid
- All SRB Airman must sign SRB waiver memo

8.1.6.2. Career Airmen have SRB Zone “B”

- Receive 75% of bonus at time of reenlistment
 - Receives initial payment and 1 annual payment
- All SRB Airman must sign SRB waiver memo

8.1.6.3. Career Airmen have SRB Zone “C”

- Receive 100% of bonus at time of reenlistment
- All SRB Airman must sign SRB waiver memo

8.1.7. Deployed Airmen: Must have deployment return date with minimum of 90 days prior to the end of the DSD cycle. Airman must be able to PCS within 90 days from the deployment return date.

EXAMPLE: Spring Cycle: Deployment return date is Oct 19, the RNLTD will be Jan 20.

Airmen may waive the 90 day minimum to report earlier via email to the MAJCOM DSD OPR.

8.1.8. Assignment/Deployment Deconfliction: AFPC/DP2OSS will ensure assignments and deployments are deconflicted IAW DAFI 36-2110, paragraph 6.1.4 and Table 6.9.

8.2. DSD Eligibility.

8.2.1. Grade/Skill Level: Must hold the grade advertised/authorized (or projected promotion to the grade) and possess the skill level commensurate with grade. One up/one down is not authorized.

8.2.2. **Enlisted Performance Report (EPR):** Must have an overall performance assessment rating of *"Exceeded most, if not all expectations (LC)"* or *"Exceeded some, but not all expectations (AC)"*. Only the last three EPRs are considered for the nomination process.

8.2.3. **Physical Fitness:** MAJCOMs are required to verify that Airmen have scored 75 or above on the most recent AF fitness test with no failure on any portion within the last 12 months (and additional SPECAT requirements).

8.2.4. **Quality Force:** Must not have any record of disciplinary action that resulted in an Article 15 or UIF during the past three years, or any record of conviction by Court Martial and additional SPECAT requirements.

Section F: Nomination Process

9. Nomination Process. Bi-annually, MAJCOMs are levied requirements by rank, DSD SDI, and diversity. Requirements are filled by nominating Airmen to Primary Vectors. Secondary vectors are optional and **do not** count towards levied requirements for each nominee. Commands not levied requirements **MUST** be afforded the opportunity to nominate Airmen for the DSD cycles. MAJCOMs are provided 30 days to nominate the minimum number of Airmen within the rank/DSD SDI requirements. Nominating more than the levied requirements is highly encouraged to ensure there are enough Airmen to fill the requirements. MAJCOMs forward their vectored list (spreadsheet provided by AFPC) by the DSD cycle suspense to AFPC/DP2OSS.

9.1. Nomination rosters contain Airmen who meet basic DSD eligibility whose AFSC and grade have CFM release quotas. AFPC/DP2OSS sends the nomination roster, allocation requirements, and CFM release quotas to each MAJCOM. **Do not make any changes to the format on the Nomination Roster and return in the exact format provided.**

9.2. The nomination roster is NOT intended to be an ALL IN nomination. Commanders utilize the rosters provided by AFPC/DP2OSS as a tool to help select nominees. Commanders must only nominate highly qualified Airman for DSD vector utilizing the checklist at [Attachment 4](#) and the SPECAT guide which contains additional SDI eligibility criteria. Vectors must be rank ordered if providing a secondary (primary and secondary). Names may be added if an Airman is not on the original nomination roster, however, **it must be identified as an addition and entered in the same format as original.**

Section G: EI&RSD Process Spring 2021 Cycle (SDIs 8T000 & 8B200)

10. DSD EI&RSD Process. AFPC announces the CY22 Enlisted Instructor & Recruiting Special Duty (EI&RSD) Nomination Board. This is a competitive process to nominate, screen and select Airmen to serve as Professional Military Education (PME) Instructor at NCOA and SNCOA and U.S. Air Force Academy Military Training NCO (AMT) effective for the Spring 2022 DSD Cycle. This section outlines the application process.

10.1. Timeline.

Dates	Event
February 2022	Cycle Begins
March 2022	MyVector Application/Nomination Window
April 2022	Central Screening/Selection Window
May 2022	Selectee List Released
May/June 2022	Talent Marketplace Window
July 2022	Closing actions/Backfills
July 2022	Cycle Ends
October 2022 – March 2023	RNLTD Dates

10.2. Application Process. Upon receipt of a MyVector email advising the board is open, eligible Airmen will use MyVector to complete the Enlisted Development Plan (EDP). DSD is still a commander’s nominative program.

10.2.1. All eligible Airmen must either complete the application and select whether they do or do not desire to be considered. There is no penalty for declining consideration. Nominated Airmen should have 24-months time on station by October 2022.

10.2.2. After completing the MyVector application, the Airman routes it electronically for coordination through the reviewers (Supervisor and Superintendent) to the Commander. The Airman forwards the EDP by pressing the “Submit Application” button and then confirming the submission.

10.2.3. Once an eligible Airman has assigned a reviewer to their EDP, the reviewer will receive a notification requesting their suggested comments for the Commander. Comments are visible to other reviewers and the Senior Rater (SR), but not visible to the Airman. Applicant must be nominated by their SR to be considered by the central screening board.

10.3. Unit Commander Responsibilities. Nomination authority for EI&RSD positions rests with the CC. Commander responsibilities for deployed Airmen, regardless of duration, remain with the home station unit commander. Commanders may appoint commander agents (CA) who have access to the EDP for their eligible Airmen and help prepare the EDP for CC review. CC Agents do not possess the authority or system access to submit the finalized EDP on behalf of the CC. **After CCs submit the EDP nomination**, it becomes available to AFPC to prepare for the central screening board.

10.3.1. Follow the MyVector menu items when nominating Airmen.

10.3.1.1. At the final review tab, click on the “submit board recommendations button”.

10.3.1.2. Select the “Yes” (nominate) button for those Airmen they want to meet the board or select the “No” (not nominated) button for those Airmen they believe are not suitable.

10.3.1.3. If a Commander must remove an Airman from consideration after the nomination window closes, or desires to nominate an Airman not in the initial MyVector eligibility listing contact AFPC/DP2OSS via email by clicking [here](#). The Airman will be manually added to the board and will apply via hyperlink provided by MyVector.

10.4. Post-Nomination Window. If the AFPC review identifies a shortage of quality applicants, or quality applicants for a specific organization, Commanders will be asked to nominate additional candidates prior to the board. Applicants requesting to be withdrawn from consideration must submit a written request with Commander’s endorsement (see Atch 3) to AFPC/DP2OSS.

10.5. Post-Board Actions (see Timeline in para 10.2). AFPC/DP2OSS will release a candidate list PSDM identifying candidates to participate in the EI&RSD assignment match in Talent Marketplace. The EI&RSD assignment window will open in Talent Marketplace for candidates to volunteer for PME Instructor positions. Airmen matched via Talent Marketplace will be placed on assignment with report dates noted in the timeline.

10.6. Additional Guidance. It is the responsibility of each Airman to ensure his/her records are accurate and up-to-date prior to 1 February 2021. Airmen can confirm this by reviewing their records in Personnel Records Display Application (PRDA) via AFPC secure (virtual MPF). Airmen request changes through their local MPF. MyVector step-by-step guides can be found on the DSD myPers website.

Section H: Assignment Selection

11. Assignment Selection. Airmen nominated by their respective MAJCOM who meet PCS, DSD, and SDI SPECAT eligibility criteria, will only be selected for the DSD SDI for which nominated. Commanders and MAJCOM DSD OPRs have the authority to remove a nominated Airman from DSD consideration due to ineligibility at any time prior to assignment selection. Removal requests from Wing Commanders must be sent to AFPC/DP2OSS. AFPC/DP2OSS validates and coordinates the list of nominees with the MAJCOM DSD SDI OPRs to fill requirements IAW DAFI 36-2110.

11.1. AFPC/DP2OSS will follow DAFI 36-2110, paragraph 6.8, Volunteer Status and PCS Eligibility; Table 6.2, Priority for OS Short Tour Selection; Table 6.3, Priority for OS Long Tour Selection; Table 7.11, Assignment Priority Groups for Airmen Completing OS or CONUS Stabilized Tours (AAC 50); and Attachment 10, paragraph A10.4. Applying for a Special Duty Assignment during the assignment match.

11.2. Airmen should not make any binding commitments due to a TENTATIVE assignment selection until the DSD SDI OPR has accepted and approved their DSD nomination.

11.3. Airmen selected will be notified IAW DAFI 36-2110, paragraph 6.24.

11.3.1. Airmen selected for 8B000, 8B100, and 8R000 DSD SDIs will be notified of their selection by the appropriate DSD SDI OPR via email. The e-mail is the formal notification of selection for the DSD SDI, not the PCS assignment, therefore a system generated assignment RIP will not generate. Upon receipt of the email from the DSD SDI OPR, Airmen MUST submit a special duty application package IAW the appropriate SPECAT Guide item no later than 15 calendar days from email notification. Upon approval into the DSD SDI, Airman is placed on assignment and assignment notification IAW DAFI 36-2110, paragraph 6.24 applies.

11.4. Airmen selected and placed on assignment for 8A100, 8B200, 8C000, 8G000, 8H000, and 8T000 MUST submit the DSD SPECAT Guide requirements/application no later than 15 calendar days from official assignment notification. The DSD SDI OPR will process the application and place the Airman into the first available training class for which they are eligible to attend.

11.5. Nominees with a 2nd vector will not be considered unless all 1st vectors are ineligible based on CFM release quotas or have been disqualified.

11.6. Airmen selected for assignment to a CONUS DSD location, the MPF will update AAC “50” (Maximum Stabilized Tour) for the DSD tour length specified in the Stabilized Tour Guide. Airmen will not be utilized outside the duties of their DSD tour or be tasked for deployment unless the tasking is in the SDI and approved by AFPC/DP2OSS.

11.7. Airmen serving in DSD SDI 8A100, 8C000 and 8T000 must have served a minimum of two years in the current DSD SDI position by the RNLTD to be eligible to apply for Overseas Short Tour EQUAL-Plus ads. Airmen who have not completed two years may still volunteer and if selected, AFPC/DP2OSS will process the appropriate waiver.

11.8. Overseas short tour hiring process for 8A100, 8C000, and 8T000(ALS): Due to the short duration of these tours, AFPC will fill these positions via EQUAL Plus with Airmen currently serving in these DSDs. If volunteers do not apply via EQUAL Plus, the most eligible 8A100, 8C000, or 8T000 non-volunteer will be selected.

Section I: Roles and Responsibilities

Organization	Roles/Responsibilities
AF/A1P, Military Force Management Policy	<ul style="list-style-type: none"> • Receives direction from CMSAF on the DSD program • Establishes AF policy regarding the DSD nominative process • Waiver authority for DSD eligibility requirements • Approves DSD eligibility requirements
AF Career Field Managers (CFM)	<ul style="list-style-type: none"> • Identify and release sufficient resources to support DSD • Coordinate releases with AFPC/DP2OSS
AFPC/DP3AM, Military Assignments Program Branch	<ul style="list-style-type: none"> • DAFI 36-2110, Total Force Assignments OPR • Business Process Owner (BPO) for DSD • Exception to policy and waiver authority for PCS eligibility requirements • Manages SPECAT Guide and Stabilized Tour Guide STG • Approves SPECAT and STG entries
AFPC/DP2OSS, Special Duty Career Management Section	<ul style="list-style-type: none"> • Execute DSD Program • Conduct bi-annual assignment cycles • Coordinate fill actions from nominative list from MAJCOM OPRs • Establish MAJCOM allocations by rank, DSD SDI, and diversity to fulfill program requirements. • Coordinate with AF CFMs to establish total number of Airmen (SSgt - MSgt) released for DSD Cycle from each career field • Receive nominative lists from the MAJCOMs • Send notification to every Airman nominated by their MAJCOM at beginning of cycle via MyPers email • Fill DSD requirements in the DSD cycle • Take appropriate action on nominees considered not eligible for their first vector after verifying the ineligibility condition • Coordinate SRB waiver with AFPC approval authority • Deconflict assignment actions for nominees with assignments on file • Remove Airmen from the nomination list as requested by the Airman's Wing Commander • Update the DSD Match Matrix on myPers • Receive/process overseas short tour EQUAL-Plus ads (8A100, 8C000, 8T000/ALS) from MAJCOM/A1 and DSD SDI OPR at a minimum of 9 months prior to the vacancy and post the ad to the Assignment Management System (AMS) for 20 days • Provide MAJCOM/A1 the list of tentative selectees to disseminate to Wing leadership • Maintains EQUAL-Plus on AMS • Updates EQUAL-Plus and AMS Platform

Organization	Roles/Responsibilities
MAJCOM, COMMAND CHIEF (CCM):	<ul style="list-style-type: none"> • Manage MAJCOM DSD program • Ensures the minimum number of nominees meet the MAJCOM's requirements, levied by AFPC/DP2OSS within each DSD SDI and IAW the DSD Match Matrix and SPECAT guide • Ensures all locations within the command receive the opportunity to nominate Airmen regardless of MAJCOM levied requirements • Coordinate with AFPC/DP2OSS to remove Airmen who failed to maintain assignment eligibility, or if they have a condition rendering them ineligible for DSD consideration
MAJCOM, A1K STAFF:	<ul style="list-style-type: none"> • Manage MAJCOM tasking requirements • Coordinate with CCM to establish suspense's for subordinate units to ensure all tasked requirements are filled • Verify nominated Airmen meet the minimum eligibility requirements for their vectored DSDs • Forward nomination roster and waivers, as applicable, to AFPC/DP2OSS by the 30-day suspense • Immediately notify AFPC/DP2OSS to remove Airmen who failed to maintain assignment eligibility, or if they become ineligible for DSD consideration • AFDW/A1 only (in addition to the above): <ul style="list-style-type: none"> ▪ Manage DSD for Direct Reporting Units and AF Elements they administratively support ▪ Provide administrative guidance and reporting procedures to supported organization
DSD SDI OPR:	<ul style="list-style-type: none"> • Ensure SPECAT Guide, STG are current and correct; submit changes via myPers application to AFPC/DP3AM • Manage training class quotas and update class dates for 8T000 • Notify AFPC/DP2OSS and owning MAJCOM of training delays requiring RNLTD adjustment or projected class date • Notify AFPC/DP2OSS of non-receipt of a nominative DSD application • Identify projected requirements bi-annually up to 12 months prior to vacancies (expiration of incumbent's AAC 50/DEROS) • Manage overseas short tour EQUAL Plus 8A100, 8C000, 8H000, and 8T000 at a minimum of 9 months prior to the vacancy and submit to AFPC/DP2OSS • Identify nominees deemed ineligible for the selected DSD SDIs to AFPC/DP2OSS for removal action
WING/INSTALLATION, COMMANDER (or Equivalent):	<ul style="list-style-type: none"> • Establish nominative selection process for subordinate units as directed by the MAJCOM • Endorse and forward memo to MAJCOM/A1s for removal of Airmen from DSD

Organization	Roles/Responsibilities
WING/INSTALLATION, COMMAND CHIEF (CCM):	<ul style="list-style-type: none"> • Manage nominative selection process, (interviews and application processing), for subordinate units as directed by the MAJCOM • Validate nominees meet DSD SDI SPECAT requirements and PCS and DSD eligibility • Forward Wing's nominative list and applicable waivers to MAJCOM CCM and A1K • Coordinate with MAJCOM/A1Ks for the removal of Airmen who fail to maintain eligibility
UNIT COMMANDER:	<ul style="list-style-type: none"> • Administer nominative process for unit as directed by Wing/CC • Identify and validate qualified Airmen meet requirements for the vectored DSD SDI position (SDI SPECAT, PCS and DSD eligibility) • Forward nominees (and any applicable waivers) to the Wing CCM • Ensure Airmen complete the SPECAT application/required documents NLT 15 days after assignment notification • Notify the MPF Career Development Section if Airmen fail to maintain assignment eligibility, or if they become ineligible • Forward removal recommendation memo to Wing CC, if circumstances render them ineligible for nominated duty
AIRMAN:	<ul style="list-style-type: none"> • Once tentatively selected for DSD assignment, complete DSD SDI application requirements as directed in this PSDG and the SPECAT • Request training status through the Formal Training office, if training notification is not received within 30 days of application submission • Immediately notify the MPF Career Development office of any conditions rendering ineligibility for assignment and/or training • Do not make any binding commitments due to a TENTATIVE assignment selection until the DSD SDI OPR has accepted and approved the DSD application
MPF/CAREER DEVELOPMENT/FORMAL TRAINING OFFICE:	<ul style="list-style-type: none"> • Liaison between Airmen, MAJCOM/A1K, and AFPC/DP2OSS for the DSD nomination and selection process • Notify AFPC/DP2OSS when an Airman's formal training status if their projected training course, if applicable, has not been received within 30 days of application submission and approval for the duty • Notify AFPC/DP2OSS via CMS (AFPC Enlisted Special Duty/Joint Asgmt) for personnel actions (RNLTD changes, assignment cancellation for Airmen erroneously selected, new ineligibility conditions, etc.) 30 days from assignment selection • Notify the Airman's Commander if new information disqualifies (quality force indicators) an Airman previously approved
MPF/EMPLOYMENT OFFICE:	<ul style="list-style-type: none"> • Update AAC 50 IAW the Stabilized Tour Guide • Update CAFSC and DAFSC • Process Inter-Command or Intra-Command PCA actions IAW PSD Guide: Permanent Change of Assignment (PCA)
AFPC/DP2L/N/O/X, AFPC Enlisted Assignment Teams	<ul style="list-style-type: none"> • Coordinate on Airman's release from career field for DSD SDI • Place Airmen on assignment upon completion of DSD SDI tour

Attachment 1
Statement of Acceptance and Nomination
Pregnant Airmen

(Use appropriate letterhead)

MEMORANDUM FOR AFPC/DP2OSS

Date

FROM:

SUBJECT: Statement of Acceptance and Nomination for Developmental Special Duty for
Airmen with Post-Delivery Deferment

1. I have nominated _____ for a Developmental Special Duty and certify that she currently has an Assignment Limitation Code "A" for post-delivery deferment.

2. I have counseled the Airman that if selected for a Developmental Special Duty position she will be required to attend training; during which time she will be separated from her newborn for the duration of the training. Only the Airman can waive the post-delivery deferment to accept and attend training in accordance with DAFI 36-2110, *Total Force Assignments*, paragraph 6.18.4.

Signature/Signature Block of Commander

1st Ind: Nominee

I understand I have been nominated for a Developmental Special Duty position and if selected, I voluntarily waive the post-delivery deferment for the duration of any required training.

Signature/Signature Block of Nominee

Attachment 2
Statement of Acceptance and Nomination
Airmen Receiving SRB

(Use appropriate letterhead)

MEMORANDUM FOR AFPC/DP2OSS

Date

FROM:

SUBJECT: Statement of Acceptance and Nomination for Developmental Special Duty for
Airmen Receiving Selective Reenlistment Bonus (SRB)

1. I have nominated _____ for Developmental Special Duty and certify the Airman has completed 50% of their current enlistment.

2. I have counseled the Airman on the impact to his/her continued SRB entitlement in accordance with DoD 7000.14-R and AFI 36-2606, para 4.6.3.

Signature/Signature Block of Commander

1st Ind: Nominee

I understand I have been nominated for a DSD position and if selected, I voluntarily waive all future entitlements to SRB pay.

Signature/Signature Block of Nominee

Attachment 3
Wing Commander Removal from DSD Consideration

(Use appropriate letterhead)

MEMORANDUM FOR XX WG/CC
MAJCOM/A1K/OPR
AFPC/DP2OSS
IN TURN

Date

FROM: XX SQ/CC

SUBJECT: Request for Removal from Developmental Special Duty Consideration

1. I previously nominated _____ for Developmental Special Duty (DSD). Circumstances regarding my recommendation have changed and I request the Airman be removed from DSD consideration for the _____ cycle.
2. *Enter full justification for removal in this block: ex. mission requirements, personal matter, personnel action that is pending update, etc.*
3. If this removal request is approved, I will notify the Airman immediately.
4. If you have any questions regarding this request, please contact my POC _____ ,
DSN: xxx-xxxx or email xxxxx.xxxxxx@us.af.mil.

Signature/Signature Block of Commander

1st Ind, XX WG/CC

I have reviewed the request to remove _____ from DSD consideration and recommend approval/disapproval.

Signature/Signature Block of Wing Commander

Attachment 4 DSD Eligibility Checklist

MINIMUM PCS AND DSD ELIGIBILITY REQUIREMENTS (IAW DAFI 36-2110, *Total Force Assignments* and the SPECAT Guide)

This checklist is provided to assist the unit leadership team to ensure eligibility.

ELIGIBILITY QUESTION	YES	NO
Does the Airman meet Time on Station or DEROS PCS eligibility as of the cycle RNLTDs?		
Does the Airman have or is able to obtain the retainability for the DSD tour?		
Does the Airman have a CCAF or equivalent civilian degree? If yes, is it updated in the system?		
Does the Airman have a CCAF or equivalent civilian degree? If yes, is it updated in the system?		
Does the Airman have a current fitness assessment of 75 or higher? Has the Airman had a fitness assessment failure within last 12 months? Does the Airman have any exemptions on current fitness assessment?		
Does the Airman have a current fitness assessment of 75 or higher? Has the Airman had a fitness assessment failure within last 12 months? Does the Airman have any exemptions on current fitness assessment? Is the Airman's PME completion level commensurate with grade?		
Has Airman received an Article 15/UIF in the past 3 years? Does the Airman have a record of conviction by Court Martial?		
Has Airman received an Article 15/UIF in the past 3 years? Does the Airman have a record of conviction by Court Martial? Are the last 3 EPR ratings "AC" or "LC"?		
Does the Airman have any disqualifying AACs (example: 37- MEB, 17- Under investigation, etc.)?		
Does the Airman have an assignment on file?		
Does the Airman require a pregnancy waiver?		
Is the Airman a Airman receiving an SRB and will complete 50% of the current enlistment by the last RNLTD month of the DSD cycle? If yes, SRB waiver needed.		
Does the Airman have any pending actions (retraining, OTS candidate, deployment, etc.)?		