

21 Oct 2024
Version 3

Special Duty Assignment Category (SPECAT) Guide

Personnel Services Delivery Guide

The purpose of the SPECAT Guide is to provide additional mandatory eligibility qualifications and requirements for special duty assignments (Special Duty Identifiers {SDI} and Reporting Identifiers {RI}) above qualifications and requirements listed in the Department of the Air Force Enlisted Classification Directory (DAFECD).



Part I, Section A: Introduction

Date	Revision Description
Oct 2024	<ul style="list-style-type: none">Moved 8B2/8B3 from Part II to DSD SDI Part I, A.3/A.4Updated Part II, A.3 Academy Military Trainer (AMT) Application InstructionsUpdated Part II, B.4 USAF Honor Guard Application InstructionsUpdated AFECD to DAFECD as needed
Jul 2024	<ul style="list-style-type: none">Updates to Part II, Section A, A.1, A.2
Mar 2024	<ul style="list-style-type: none">Updates to Part I, Section D, A.4, B.9, B.10 and Part II, Section B, A.4, B.9, B.10, C.1, B.12
Oct 2023	<ul style="list-style-type: none">Parts I and II updated due to changes in DSD programMoved non-DSD SDIs to Part II Section B

1. **INTRODUCTION:** AF policy for enlisted special duty assignments is contained in DAFI 36-2110, *Total Force Assignments*, Attachment 10, and paragraph A10.8. This PSDG supplements the processes and procedures IAW DAFI policy. This guide provides duties, responsibilities, and qualifications for the special duty not listed in the Department of the Air Force Enlisted Classification Directory (DAFECD) and directs the assignment processes and procedures for the approved Special Duty Category (SPECAT) entries.

2. **OFFICE OF PRIMARY RESPONSIBILITY (OPR):**

- AFPC/DPPAM, Military Assignments Programs and Procedures Branch,
Email: afpc.dppam.SPECATSTGWorkflow@us.af.mil




3. **TARGET AUDIENCE:**

- Regular Air Force (RegAF) Airmen

4. **REFERENCES (click on the hyperlink below for referenced documents):**

- [DAFI 36-2110, Total Force Assignments](#)
- [Department of the Air Force Enlisted Classification Directory \(DAFECD\)](#)
- [MyVector STG/Manning Point/SPECAT Submission Step-by-Step Guidance](#)

NOTES:

- This is not a stand-alone document. **It does not advertise vacant special duty assignments.** Assignment advertisements are through EQUAL-Plus or the DSD Assignment process.
- The SPECAT does not list any associated Assignment Availability Codes (AACs) related to the duty. The Stabilized Tour Guide (STG) PSDG provides this information.
- If viewed in Google Chrome, **save to your desktop to view attachments.**
- To view the attachments, click the small arrow  to the left side of the page to open the navigation pane and select the paperclip icon  to access all the attachments and click the bookmark icon  to access the SPECAT index.

Part I, Section B: General Information

5. General Information. There are certain requirements in the AF which cannot be satisfied by the Enlisted Quarterly Assignment Listing (EQUAL) cycles because the position is a Special Duty Identifier (SDI) or Reporting Identifier (RI). These requirements and qualifications, especially when combined with other non-standard requirements, may warrant implementation of available special manning procedures different from those used to satisfy the majority of AF requirements (change of Manning Point, utilization of EQUAL-Plus). It may also demand more stringent requirements from Airmen and require the Airman to perform duties outside their AFSC.

5.1. The SPECAT entries are used in conjunction with EQUAL-Plus, so Airmen will know up-front the requirements and duty requirements before they apply. Not all units approved for EQUAL-Plus hiring require or warrant a SPECAT entry. Most qualifications and requirements can be listed directly on the EQUAL-Plus ad and do not require additional AFSC qualifications. Also, units should utilize Personnel Processing Codes for which an Airman must complete actions after selection of assignment. SPECAT, DSD and EQUAL-Plus positions does not provide the unit with assignment authority or direct it to be manned at 100%. AFPC is the authorized assignment authority for SMSgt and below IAW DAFI 36-2110.

5.2. The SPECAT entries are those special duties and positions that meet the criteria in DAFI 36-2110 and this PSD Guide and approved by AFPC/DPPAM. The SPECAT Guide is the official AF directive providing an approved list of SPECAT duties/positions based on the special duty performed and the special positions.

5.2.1. A special duty is when an Airman serves outside their Primary AFSC in a Special Duty Identifier (SDI) or Reporting Identifier (RI) for a specified period and then returning to their Primary AFSC.

5.3. The SPECAT entry will provide the Duty Position/Title, the SDI or RI (to match the funded UMD position with prefix, skill level and suffix), the Unit/Organization, the installation/location, the MAJCOM, PAS Code, qualifications, application requirements, and distribution of where the application documents must be sent.

5.4. SPECAT submission (new or updates) is submitted via the online MyVector web based application at <https://myvector.us.af.mil/MyApplications>, then select AFPC Assignments and select the appropriate application. (See attached [MyVector STG/Manning Point/SPECAT Submission Step-by-Step Guidance](#)).

5.4.1. A request may be initiated by the unit Commander; organization Director; Squadron Superintendent; base-level functional manager; MFM; AFPC Functional Assignment Manager (FAM). If the Commander/Director does not initiate the request, the person initiating the request **must** input the Commander/Director information in the MyVector incident to ensure it flows to them for concurrence. Commanders must consult with their MFM and obtain their concurrence through the application process. Once the Commander/Director and MFM provide their concurrence, it will route to AFPC.

NOTE: *All requests must have Commander/Director and MFM concurrence. AFPC will only process requests when there's concurrence from both the unit and MAJCOM.*

5.5. When SPECAT approved positions are posted on EQUAL-Plus, the ad should make reference to the corresponding Part and Duty Item Number in this SPECAT Guide, which contains the additional requirements. For example, "Volunteers must also comply with SPECAT Guide, Part I, Item #1.1".

5.6. Airmen volunteering for a specific special duty assignment are considered only for the type of special duty and locations requested.

Part I, Section C: Assignment Eligibility Criteria

6. PCS Eligibility. Below are the minimum PCS eligibility requirements for **ALL** SPECAT entries.

6.1. Time on Station (TOS). Airmen must meet TOS requirements in DAFI 36-2110, Chapter 6, paragraph 6.5 and Table 6.1. Airmen who have not met TOS requirements may still be apply and if there are no other PCS eligible volunteers or non-volunteers, the Airman may be selected and AFPC will process the appropriate waiver.

6.2. Retainability. Airmen must have or be able to obtain retainability IAW DAFI 36-2110, paragraph 6.28 and Table 6.4. Once selected and placed on assignment the Airman must obtain the required retainability within 30 days from notification to include additional retainability as directed in the SPECAT duty Section of this PSD Guide, or IAW the Stabilized Tour guide (STG). Although longer retainability for the assignment may be directed, Airmen selected (as a volunteer or non-volunteer) who refuses to obtain retainability beyond the AFI requirements, **will not** be penalized and an AF Form 964, PCS, TDY, or Training Declination Statement **will not be completed**. The agency may elect to either accept or not to accept the Airman if they do not obtain the additional retainability for the special duty. Retainability is not waived as it is the amount required to ensure recoupment of PCS or training funds expended.

6.3. Date Eligible for Return from Overseas (DEROS). Airmen assigned overseas must have a DEROS that coincides with the Report No Later Than Date (RNLTDT) to ensure completion of the Department of Defense (DoD) prescribed overseas tour IAW DAFI 36-2110, paragraph 7.5 and Table 7.4. Airmen who are on a voluntary extension of their original tour may apply if they will complete the original tour as of the departure date from overseas. Airmen are required to complete their DoD mandated overseas tour. ***Curtailment of a DEROS to make an Airman eligible is not authorized.***

6.4. 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, and apply for positions where their current Assignment Availability Code (AAC) expiration coincides with the RNLTDT to ensure completion of the stabilized tour. ***Curtailment of or removal of an AAC to make an Airman eligible is not authorized.***

6.5. Assignment Availability Code (AAC) and Assignment Limitation Code (ALC): Airmen who have an AAC or ALC may apply 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 currently serving a maximum or minimum stabilized tour may apply if the expiration of the AAC is equal to the RNLTDT or within two months. ***Curtailment of or removal of an AAC to make an Airman eligible is not authorized.***

7. SPECAT Eligibility. Airmen **must** meet the specific eligibility and qualifications listed on the applicable SPECAT duty in this PSD Guide, the DAFECD, and other requirements on the EQUAL-Plus ad.

8. SPECAT Disqualification. Commanders follow the enlisted AFSC Disqualification process as directed in [AFMAN 36-2100, Military Utilization and Classification](#), Chapter 2, Classifying Military Personnel, paragraph 2.4, Downgrading and Withdrawing AFSC, and PSD Guide: [Classification Enlisted Air Force Specialty Code \(AFSC\) Disqualification](#).

8.1. AFPC Military Classification (AFPC/DPMSSM) will review and take appropriate disqualification actions. If the request doesn't meet the criteria for disqualification, they will direct the case to AFPC Military Assignment Programs and Policy (AFPC/DPPAM). AFPC/DPPAM will review to determine eligibility under DAFI 36-2110, *Total Force Assignments*, paragraph 6.45 Surplus, and sub-paragraph 6.45.3.3, for relief of duty and coordinate with the applicable AFPC/DPM assignment team for assignment action.

Part I, Section D:
SPECAT Listing Quick Reference
(Click the Item Number to hyperlink to SPECAT duty)

PART II, SECTION A, DEVELOPMENTAL SPECIAL DUTY (DSD)				
ITEM #	DUTY	AFSC(s)	MAJCOM/ UNIT/ PAS CODE	BASE
A.1	Military Training Instructor (MTI)	SDI 8B000	AETC	JBSA Lackland, TX Maxwell AFB, AL Keesler AFB, MS USAFA, CO
A.2	Military Training Leader (MTL)	SDI 8B100	AETC	MULTIPLE
A.3	Academy Military Trainer (AMT)	SDI 8B200	United States Air Force Academy (USAFA)	USAFA, CO
A.4	Officer Accessions Instructor (OAI)	SDI 8B300	AETC, MULTIPLE	MULTIPLE
A.5	Enlisted Accession Recruiter (DSD) Second Tier Recruiter, Third Tier Recruiter	SDI 8R000 SDI 8R200, 8R300	AETC, AFRS	MULTIPLE
A.6	Professional Military Education Instructor (NCOA/SNCOA/Barnes Center) (DSD)	SDI 8T000	AETC	MULTIPLE
A.7	Developmental Advisor (DA)	SDI 8T200	MULTIPLE	MULTIPLE
PART II, SECTION B, SPECIAL DUTY – SDI, RI (Non-DSD and Non-Joint)				
ITEM #	DUTY	AFSC(s)	MAJCOM/ UNIT/ PAS CODE	BASE
B.1	Airman & Family Readiness Center Readiness NCOIC/NCO; Master Resilience Trainer Course Instructor	SDI 8C000 SDI T8C000	MULTIPLE	MULTIPLE
B.2	First Sergeant	SDI 8F000	MULTIPLE	MULTIPLE
B.3	Basic Military Training First Sergeant	SDI 8F000	AETC	Lackland AFB, TX
B.4	USAF Honor Guard	SDI 8G000	AFDW	Bolling AFB, DC
B.5	Base Honor Guard Program Manager	SDI 8G100	MULTIPLE	MULTIPLE
B.6	Airman Dorm Leader (ADL)	SDI 8H000	MULTIPLE	MULTIPLE
B.7	Superintendent, Inspector General Inspections Coordinator Complaints and Resolution Coordinator	SDI 8I000, 8I100, 8I200 (includes MAJCOM/FLDCO M IG Team Members remaining in their functional AFSC)	MULTIPLE	MULTIPLE
B.8	Professional Military Education Instructor (ALS) / PME Academic Development (Local Hire – Non-DSD)	SDI 8T000, 8T100	AETC	MULTIPLE
B.9	Missile Facility Manager	SDI 8S000	MULTIPLE	MULTIPLE
B.10	Academic Faculty Instructor	RI 9H000	USAFA	USAFA, CO
PART II, SECTION C, SPECIAL DUTY – SDI, RI (Enlisted Joint, Departmental, or Agency)				
ITEM #	DUTY	AFSC(s)	MAJCOM/UNIT/ PAS CODE	BASE
C.1	DoD Courier	SDI 8P000	MULTIPLE	MULTIPLE
C.2	Defense Attaché Specialist	SDI 8P100	MULTIPLE	MULTIPLE

Part II, Section A: SPECAT Listing Developmental Special Duty (DSD)

A.1 MILITARY TRAINING INSTRUCTOR (MTI) – SDI 8B000 (DSD) – JBSA-Lackland, TX as of Jul 2024
(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD)
(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility requirements per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in the DSD PSDG.
3. Must meet eligibility criteria as outlined in the DAF Enlisted Classification Directory (DAFECD).
Waiver authority for SDI qualifications rests with the 8B000 Special Duty Manager.
4. Past MTIs may apply after spending a minimum of 2 years in his/her respective AFSC prior to re-applying. Exceptions will be made on a case-by-case basis by AFPC/DPMOSS with coordination with AFPC Functional Assignment Manager and 2 AF/A3M office.

B. APPLICATION:

1. The formal MTI Application will be e-mailed upon notification by the 2 AF/A3M office.
2. Complete/submit the MTI application within 30 days of notification. Note: If the Airman is deployed the timeline will be adjusted but the Airman's leadership should work with the 2 AF/A3M office and Airman to try to get as much accomplished prior to the suspense date.
3. Copies of last 3 performance reports and briefs.
4. AF Fitness assessments results and history from myFitness & body composition results from myBodyComp.
5. Initial blocks on application stating "I certify that I have no record of court-martial, non-judicial punishment, or administrative action throughout my entire career based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships. Furthermore, I do not have a record of court-martial, non-judicial punishment, or administrative action reflecting a lack of character or behavioral/emotional control verbal or physical maltreatment, or financial irresponsibility."
6. AF IMT 422A, Physical Profile, completed by a medical authority verifying: the Airman has no physical defects and possesses physical ability to supervise and guide young Airman on a 24-hour-a-day basis; possesses physical stamina sufficient to endure training activities and ceremonies under adverse climatic conditions; has the ability to speak clearly/distinctly. Evaluation for mental fitness/suitability is accomplished separately from AF IMT 422A, via MTI Psychological Evaluation Protocol, with final review/approval recommendation by the 737 TRG Military Training Consult Service, USAF BMT.
7. Interview and feedback by the installation Command Chief. The recommendation must include an assessment of the Airman's maturity and an assessment that the Airman's personality does not indicate a propensity to enter into unprofessional relationships with trainees and the Airman has demonstrated a capability to perform in positions of increased responsibility as junior/senior non-commissioned officers in the Air Force.
8. Complete an evaluation at the base Medical Treatment Facility (MTF) by a psychologist, social worker, or psychiatrist using the MTI Psychological Screening Protocol. If a psychologist, social worker, or psychiatrist is not assigned at the Airman's duty station, they may utilize qualified resources from other AF MTFs. The mental health provider may obtain the current protocol by contacting 737 TRG Military Training Consult Service (MTCS), DSN 473-4683/8306. The evaluating clinic completes the required actions and forwards the documentation to MTCS.
9. The MTI application process includes a multi-dimensional assessment of the Airman's work performance behavior by 2 supervisors, plus a minimum of 3 peers of approximately the same rank and a minimum of 3 subordinates that he/she has directly or indirectly supervised within the past year. Additional raters may also be suggested. Raters should be assigned by the unit SEL--the Airman should not be involved in determining raters. Criteria for rater selection: coworkers that have had sufficient direct contact with the Airman within the past year who can accurately and impartially rate the Airman on specific work performance behaviors. The coworkers identified will need a CAC enabled government email account. They will be sent an email invitation to complete ratings through an online tool.

The unit Senior Enlisted Leader provides rater names and government email addresses to the 2 AF/A3M office and the Military Training Consult Service. The unit SEL should notify raters that they will receive an email requesting that they provide ratings and inform them that their responses will remain anonymous. Time suspension for completion of rater assignment and completion of ratings is 10 duty days. Should insufficient numbers respond the unit will be tasked to provide additional potential raters. Responses will be reviewed by the MTCS, and will not be released to the Airman, unit, or other raters.

10. Unit commander must verify the following:

- a. No record of emotional instability, personality disorder, or other unresolved mental health problems.
- b. No record of substance abuse, domestic violence, or child abuse.
- c. Never been convicted by a general, special, or summary courts-martial.
- d. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Airman Counseling) reflecting a lack of character or behavioral/emotional control.
- e. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Airman Counseling) based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships as defined in AFI 36-2909, Professional and Unprofessional Relationships and/or AETCI 36-2909, Professional and Unprofessional Relationships.
- f. No record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal or physical maltreatment, as defined in AETCI 36-2909, or financial irresponsibility.
- g. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in DAFMAN 36-2032, Military Recruiting and Accessions, Table A2.2.

C. DISTRIBUTION:

1. Airmen will send each portion of the application, in single PDF non-portfolio format, to the 2 AF/A3M office at 2AF.MTL.Hiring@us.af.mil when each portion is complete.
2. Applicant supervisors are encouraged to contact the 2 AF/A3M office via email at 2AF.MTL.Hiring@us.af.mil or DSN 597-1293, for additional information.

MTI SUPERINTENDENT - SDI 8B000 (DSD) – Basic Military Training (BMT) – JBSA-Lackland, TX as of Jul 2024

(AFPC/ DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD) (AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Same as MTI (Entry #A.1.)
2. Must be E-7/E-8 (Current rank must match rank advertised).
3. Must have successfully completed MTI tour at Basic Military Training (BMT).

B. APPLICATION:

1. Official Biography (without photo) (Refer to AFH 33-337, Tongue and Quill).
2. Last 3 EPRs/EPBs.
3. AF Fitness Assessment results and history from myFitness & body composition results from myBodyComp.
4. SURF.
5. Formal interviews will be conducted.
6. Click EQUAL-Plus button in EQUAL-Plus ad.

C. DISTRIBUTION:

1. Same as MTI (Entry #A.1.)
2. Scan all application documents into a single PDF file.
3. Email formal application to 2AF.MTL.Hiring@us.af.mil.

MTI - SDI 8B000 (DSD) - Officer Training School (OTS) - Maxwell AFB, AL & United States Air Force Academy (USAFA) – Colorado Springs, CO as of Jul 2024

(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD)
(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Same as MTI (Entry #A.1.)
2. Must be an MTI at Basic Military Training (BMT).
3. Must have at least 12 months of BMT experience.

B. APPLICATION:

1. Same as MTI (Entry #A.1.)

C. DISTRIBUTION:

1. Same as MTI (Entry #A.1.)

MTI FUNCTIONAL MANAGER & COMMAND MTI – SDI 8B000 (DSD) - 2 AF - Keesler AFB, MS as of Jul 2024

(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD)
(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Same as MTI (Entry #A.1.)
2. Must be an MTI at Basic Military Training (BMT).
3. Must have at least 12 months of BMT experience.

B. APPLICATION:

1. Official Biography (without photo) (Refer to AFH 33-337, Tongue and Quill).
2. Last 3 EPRs/EPBs.
3. AF Fitness Assessment results and history from myFitness & body composition results from myBodyComp.
4. SURF.
5. Formal interviews will be conducted.
6. Click EQUAL-Plus button in EQUAL-Plus ad.

C. DISTRIBUTION:

1. Same as MTI (Entry #A.1.)
2. Scan all application documents into a single PDF file.
3. Email formal application to 2AF.MTI.Hiring@us.af.mil.

A.2. MILITARY TRAINING LEADER (MTL) - SDI 8B100 (DSD) as of Jul 2024

(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD) (AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in the DSD PSDG.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Unless specified, waiver authority for SDI qualifications rests with the 8B100 Special Duty Manager.

B. APPLICATION:

1. SSgt thru MSgts (DSD):

- 1.1. Upon notification and receipt of packet from the 2 AF/A3M Command Military Training Office (CMTO), Airmen will be given a suspense date to submit the completed MTL application package to 2AF.TTOC-O.MTL@us.af.mil.

- 1.2. For extension beyond the suspense date, contact the 2 AF/A3M CMTO, 597-1293. Failure to request an extension will result in notification to the Airman's Chain of Command.
- 1.3. Missed suspense's are reportable to the Airman's MAJCOM. If the Airman is deployed, the Airman's leadership should contact 2 AF/A3M and advise if there are any factors preventing the Airman from meeting the suspense.

2. SMSgts (EQUAL-Plus):

- 2.1. Volunteer through EQUAL Plus.
- 2.2. Contact 2AF.TTOC-O.MTL@us.af.mil for application packet.

3. Application Requirements (SSgt thru SMSgt)

3.1 Submit the following documents in a single PDF format (NOT a portfolio).

- a. Page 1 and 2 of the application packet. Packet must be filled in with "Psychologist, Social Worker, or Psychiatrist Evaluation" block completed on page 1 and Commander's and Command Chief's recommendation/signature annotated on page 2.
- b. Complete an evaluation at the base Medical Treatment Facility by a psychologist, social worker, or psychiatrist using the Shipley test and a stress test (PHQ-9, BDI, OQ-45 or equivalent). If a psychologist, social worker, or psychiatrist is not assigned at the Airman's duty station, the Airman may utilize qualified resources from other AF MTF. The evaluating clinic completes the required actions then documents the Airman's qualification status on the MTL application. DO NOT submit results from the Psychological Screening. Do not alter the verbiage of the statements on page 2.
- c. AF IMT 422, Notification of Air Force Member's Qualification Status, completed by a medical authority verifying the Airman has no physical defects or mental disorders and possesses the mental and physical ability to supervise and guide young Airman on a 24-hour-a-day basis; possesses physical stamina sufficient to endure training activities and ceremonies under adverse climatic conditions; has the ability to speak clearly/distinctly; and includes no record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform MTL duties. AF IMT 422 must include the following statements/information in the remarks: *"The Airman has no physical defects or mental disorders that would hinder performance. Airman possesses the mental and physical ability to supervise and guide new Airmen on a 24-hour-a-day basis and possesses physical stamina sufficient to endure training activities and ceremonies under adverse climate conditions. Airman has the ability to speak distinctly."* If Airman does not meet minimum profile requirements, the medical authority must determine if the condition can be waived and must annotate their recommendation of MTL duty on the form.
- d. Copy of the last 3 Enlisted Performance Reports/Enlisted Performance Briefs. In order of most recent to oldest.
- e. Provide current AF Physical Fitness Assessment results printed from myFitness and Body Composition Assessment results printed from myBodyComp.
- f. A signed memo on current unit letterhead and signed by applicant, "I certify that I have no record of court-martial, non-judicial punishment, or administrative action throughout my entire career based on sexual assault, sexual harassment, physical abuse or unprofessional relationships. Furthermore, there is no record of court-martial, non-judicial punishment, or administrative action reflecting a lack of character, behavioral/emotional control, verbal or physical maltreatment, or financial irresponsibility within the past three years."
- g. SMSgt applicants only: Current Official Biography (Refer to AFH 33-337, Tongue and Quill).
- h. SMSgt applicants only: A memorandum stating a desire to fill the position.

3.2. Unit commander must verify the following:

- a. No record of emotional instability, personality disorder, or unresolved mental health problems.
- b. No record of substance abuse, domestic violence, or child abuse.
- c. Never been convicted by a general, special, or summary courts-martial.
- d. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of character or behavioral/emotional control or dereliction of duty.
- e. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships as defined in AFI 36-2909, *Professional*

Relationships and Conduct and/or AFI 36-2909_AETCSUP, Air Force Professional Relationships and Conduct.

- f. No record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal maltreatment, as defined in AFI 36-2909, Air Force Professional Relationships and Conduct.
- g. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in DAFMAN 36-2032, *Military Recruiting and Accessions*, Table A2.2.

C. DISTRIBUTION:

- 1. Email single PDF file to 2AF.TTOC-O.MTL@us.af.mil NLT the ad close-out date. Contact 2 AF/A3M staff if an extension to this deadline is needed.
- 2. Contact the 2 AF/A3M team for additional information at DSN: 591-1293.

MTL STAFF & INSTRUCTOR (MTL Functional Manager, Command MTL, MTL Schoolhouse Commandant, MTL Schoolhouse Instructor) - SDI 8B100 (EQUAL Plus) – 2 AF, Keesler AFB, MS as of Jul 2024
(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD)
(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

- 1. Must be currently serving as an MTL (8B100) with the exception of the MTL Functional Manager.
- 2. Must meet the qualifications stated in the EQUAL Plus advertisement for the specific positions.
- 3. Must meet minimum PCS eligibility requirements per Section C of this PSD Guide IAW DAFI 36-2110, Total Force Assignments.
- 4. Must meet eligibility criteria as outlined in the DSD PSDG.
- 5. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8B100 Career Field Manager.
- 6. Airman must be recommended by their Squadron Commander and Command Chief.

B. APPLICATION:

- 1. Airmen must select the volunteer button in EQUAL Plus to be considered a volunteer for the assignment.
- 2. Current Official Biography (Refer to AFH 33-337, *Tongue and Quill*).
- 3. Letter outlining desire to fill position.
- 4. Letter(s) of recommendation.
- 5. Last 3 EPRs/EPBs.
- 6. AF Fitness Assessment results from MyFitness and Body Composition Assessment results from myBodyComp.
- 7. SURF.
- 8. Scan all items above into a single PDF format (**NOT a portfolio**).

C. DISTRIBUTION:

- 1. Email single PDF file to 2AF.TTOC-O.MTL@us.af.mil NLT the ad close-out date. Contact 2 AF/A3M Staff if an extension to this deadline is needed.
- 2. Contact the 2 AF/A3M CMTO team for additional information at DSN: 591-1293.

A.3. ACADEMY MILITARY TRAINER (AMT) NCO - SDI 8B200 - USAFA – Colorado Springs, CO as of Sep 2024
(AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD) (AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

- 1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
- 2. Must be a TSgt or MSgt with 4 or more years from current/projected grade HYT.
- 3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8B200 Special Duty Manager.
- 4. Minimum three years of supervisory experience.

5. CCAF degree or associate degree required; bachelor's degree desired.
6. The last three performance reports/briefs must suggest a pattern of consistently strong performance over the evaluated periods.
7. Must have scored 85 or above on the last four fitness tests or 90 or above on the last two fitness tests, with no failure on any portion within the last 4 years. No component exemptions on most recent fitness test. The only allowable exemptions are pregnancy and deployment.
8. Must meet "Moderate Risk" standard for body composition (utilizing Waist-to-Height Ratio) "Low risk" preferred.
9. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
10. Ability to speak clearly and communicate well with others.
11. Must have demonstrated leadership ability during previous assignments. The candidate should possess the capability to enforce standards with authority and integrity, ensuring they can effectively manage increased responsibility as an NCO/SNCO.
12. Ability to lead and have an empathetic understanding of the challenges of young cadets away from home in a new environment.
13. Previous AETC experience desired.

B. APPLICATION:

1. Airmen have 30 days to submit a complete application package.
2. Last five performance reports/briefs
3. Official Biography
4. Evaluation for mental fitness/suitability is completed at the base MTF by a psychologist, social worker, or psychiatrist using the AMT Psychological Screening Protocol and Shipley screener. The mental health provider may obtain the current protocol through 737 TRG/MTCS, DSN 473-8306/4683. The provider must complete the required actions and keep the records in the clinic.
5. AF IMT 422A, Physical Profile, completed by a medical authority verifying the Airman has no physical defects and possesses physical ability to supervise and guide cadets on a 24-hour-a-day basis, possesses the physical stamina sufficient to endure training activities and ceremonies under adverse climate conditions, can speak distinctly, and recommendation statement (Recommend for AMT Duty /not recommended for AMT Duty).
 - a. Statement on 422A should read: "I have reviewed the Psychological Screening results, Shipley IQ results, and the Airman's medical records and are recommended for AMT Duty. They reveal no record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform Academy Military Trainer duties, no current alcoholism/problem drinking, no drug use after entry on active duty, or other chronic medical problems. The Airman has no physical defects/mental disorders and possesses the mental/physical ability to supervise and guide new cadets on a 24-hour-a-day basis. He/she possesses the physical stamina sufficient to endure training activities and ceremonies under adverse climate conditions. Airman can speak distinctly."
6. Current fitness assessment results and history.
7. AMT application with CC and CCC recommendation.

C. DISTRIBUTION:

All documents will be submitted via DOD Safe to the AMT Special Duty Management Team Org Box. Ensure you e-mail your claim passcode and encryption passphrase if used.

DOD Safe: <https://safe.apps.mil/>

AMT Special Duty Management Team Org Box: AMT.TalentMgmt@afacademy.af.edu

A.4. OFFICER ACCESSIONS INSTRUCTOR (OAI) – SDI 8B300, HQ AFROTC DETACHMENTS as of Sep 2024 (AFPC/DPMOSS, AETC/A1K and the advertising unit review and validate an Airman's eligibility for this DSD) (AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in the DSD PSDG.

3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8B300 Career Field Manager.
4. Must meet degree requirement specified on the individual EQUAL-Plus ad (Associate, Bachelors, or Masters).

B. APPLICATION:

1. Complete the [Generic Special Duty Assignment Application](#).
2. Copies of last 3 performance reports.
3. Air Force Fitness Assessment results from AFFMS II, to include PT history.
4. Current SURF from AMS.
5. Signed memo stating, "I certify that I have no record of court-martial, non-judicial punishment, or administrative action throughout my entire career based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships. Furthermore, I do not have a record of court-martial, non-judicial punishment, or administrative action reflecting a lack of character or behavioral/emotional control verbal or physical maltreatment, or financial irresponsibility."
6. AF Form 422 required, must include a statement that member can speak clearly.
7. Complete an interview either teleconference, VTC, or in person with the hiring organization.

C. DISTRIBUTION:

1. E-mail application to POC on EQUAL-Plus ad and the OAI Screening Team at AFROTC.SEL.Workflow@us.af.mil.
2. Upon closure of the EQUAL-Plus ad, location leadership will review applications and/or conduct interviews and forward the names of the qualified Airmen to the AFPC Assignment Team to coordinate CFM release.
3. AFPC is the final assignment selection authority.
4. Airmen are encouraged to contact the OAI Screening Team via e-mail at AFROTC.SEL.Workflow@us.af.mil for additional information.

A.5. ENLISTED ACCESSIONS RECRUITER - SDI 8R000 (DSD), SECOND-TIER RECRUITER - 8R200, THIRD-TIER RECRUITER – 8R300 as of Feb 2023

(AFPC/DPMOSS, AETC/A1KA, AFRS and the advertising unit review and validate an Airman's eligibility for this DSD) (AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

APPLIES TO 8R000/8R200/8R300

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in the DSD PSDG.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8R000 Career Field Manager.

8R000 - Enlisted Accession Recruiter

1. Must be a SrA, SSgt, or TSgt.
2. When considering each Airman, all available documentation and records (Airman Records, AMJAMs, Clearance, Local/National Law Violations checks) that relate to items including any adverse actions, criminal investigation, NJPs, or military justice issues associated with the Airman's name will be assessed by the hiring authority.
3. Must possess a minimum dental classification of II, and have the ability to communicate well with audiences. Exceptions to the physical profile will be considered on a case-by-case basis by the hiring authority. Mental Health review will be evaluated (in person appointment not required).
4. Tattoo placement, size and nature will be evaluated and must meet/exceed AFI 36-2903 standards.
5. PT exemptions will be considered on a case by case basis by the hiring authority.
6. Married Airmen must demonstrate strong family bonds with mature emotional support.
7. Airmen selected from the DSD nominative list, will be contacted by the Recruiter Screening Team with instructions for completing the application and explaining the hiring process. Additional information concerning USAF Recruiting duty may be obtained through the Portal: Search on "Become a Recruiter" or email afrs.rst@us.af.mil.
8. Airman with shaving waivers are acceptable candidates.

8R200/8R300 - Second Tier Recruiter and Third Tier Recruiter

1. Must be a SSgt select through CMSgt.
2. Must have a “Met all expectations”, “Exceeded some, but not all expectations” or “Exceeded most, if not all expectations” on the last three EPRs.
3. Have a minimum dental class II. Waivers must be requested and fully documented.
4. Must be outstanding in appearance, military bearing, conduct, and past performance.
5. Must not have consecutive fitness test failures.
6. No record of specific prohibitions and responsibilities and or irregularities IAW AFRSI 36-2001

B. APPLICATION:

1. For information about nomination and selection for USAF Recruiting duty visit MyFSS or contact the Recruiter Screening team DSN: 487-0584 or Commercial: 210-565-0584.
2. Prior recruiters desiring to apply to return to this DSD should contact the Recruiter Screening Team at DSN: 487-0584 or Commercial: 210-565-0584.

A.6. PME INSTRUCTOR - SDI 8T000 (NCOA/SNCOA, CCAF, Barnes Center) as of Mar 2024

(Selected via DSD program - AFPC/DPMOSS, AETC/A1KA, MAJCOM PME OPR and the advertising unit review and validate an Airman’s eligibility for the DSD SDI) (AFPC is the final assignment selection authority)

Reference from B.10. PME INSTRUCTOR (ALS) – SDI 8T000

EPME INSTRUCTIONAL SYSTEM DESIGNER – SDI 8T100 as of Mar 2024

(Both B.10. SDIs are Local Hire – Not selected via DSD program)

(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. 8T000 NCOA/SNCOA must meet eligibility criteria as outlined in the DSD PSDG.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8T0/8T1 Career Field Manager.
4. 8T000 (ALS)/8T100 are non-DSD and filled locally. Volunteers/non-volunteers must meet eligibility and SPECAT requirements.

B. APPLICATION:

1. Complete the [Generic Special Duty Assignment Application](#) with Commander’s recommendation.
2. Official Biography (without photo) (Refer to AFH 33-337, Tongue and Quill).
3. Copies of last 3 performance reports.
4. AF IMT 422A or medical statement reflecting current physical profile. If Airman does not meet minimum profile requirement the servicing medical authority must determine if condition can be waived and annotate that on the form.
5. Complete AF Physical Fitness Assessment history from the AF Portal.
6. Telephone or In-Person Interview: Gaining Commandant for Academy positions and Dean/Superintendent of Academic Affairs for Barnes Center positions.

C. DISTRIBUTION:

1. E-Mail application to the PME School advertising the requirement and for DSD only, AETC/A1KA Enlisted Development Branch. Contact the POC on the advertisement for mailing address. For additional information on PME duty, contact the nearest Airman Leadership School, NCO Academy, SNCO Academy leadership team, or Barnes Center.

A.7. DEVELOPMENT ADVISOR (DA) - SDI 8T200 (DSD Local Hire) as of Feb 2023

(Advertising unit will review and validate an Airman’s eligibility for this DSD)

(AFPC/DPMOSS is the final assignment selection authority)

A. MANDATORY QUALIFICATIONS:

1. Must meet eligibility criteria as outlined in the DSD PSDG.

2. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8T200 Career Field Manager.

B. APPLICATION:

1. Complete the [Generic Special Duty Assignment Application](#) with Commander's recommendation.
2. **Memo/Letter:** Include this statement in the additional comments: "To my knowledge, (S)MSgt (last name) is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. He/She possesses mature judgment, is highly reliable, and is diplomatic and courteous in deportment. I have reviewed his/her records, and they do not reflect any information, which in my judgment would preclude selection for this position."
3. AF IMT 422A reflecting current physical profile. If Airman does not meet minimum profile requirement the servicing medical authority must determine if condition can be waived.
4. Complete an AF 2096 and attached required documents per DAFECD and IAW SDI/Local Hire Assignment Process Personnel Services Delivery Guide (PSDG).

C. DISTRIBUTION: Submit application requirements IAW SDI/Local Hire Assignment PSDG.

Part II, Section B: SPECAT Listing Special Duty – SDI or RI (Non-DSD and Non-Joint)

B.1. AIRMAN & FAMILY READINESS CENTER (A&FRC) READINESS NCO - SDI 8C000; MASTER RESILIENCE TRAINER COURSE INSTRUCTOR (T8C000) (Local Hire) as of Jun 2021

(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8C000 Career Field Manager.
3. SDI positions at short tour overseas locations for 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, *Total Force Assignments*.

B. APPLICATION:

1. Obtain commanders recommendation prior to applying.
2. Interview with A&FR Flight Chief or designee may be requested.

C. DISTRIBUTION:

1. Overseas at Short Tour locations and T-prefix only: Provide application to the A&FRC advertising the requirement. Contact the POC on the advertisement for mailing address.

B.2. FIRST SERGEANT – SDI 8F000 as of Feb 2020

(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in AFI 36-2113, The First Sergeant.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8F000 Career Field Manager.

B. APPLICATION:

1. Complete the First Sergeant Special Duty Application (*located on MyFSS*). Unit Commander must interview the Airman and make a recommendation using the Electronic First Sergeant Special Duty Application. Using the Electronic (MyVector) First Sergeant Special Duty Application the Unit Commander must verify: “To my knowledge, Airman is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action (i.e. UIF, LOR, Control Roster). I have reviewed the Airman’s records, and they do not reflect any information, which in my judgment would preclude selection of the Airman for this position.” I concur with the member’s volunteer status for First Sergeant.
2. Upon selection provide the following to Installation Command Chief:
 - a. Completed First Sergeant Special Duty Application.
 - b. Copies of last 3 performance reports.
 - c. AF IMT 422A, Physical Profile-Serial Report.
 - d. Records Review RIP and AMJAMS.
 - e. Fitness RIP (AFFMS II).

C. DISTRIBUTION:

1. Wing/CCM forwards application via electronic form to MAJCOM MFM/CCF for approval. MFM/CCF forwards complete application to AFPC/DPMOSS 8F000 FAM.

B.3. BASIC MILITARY TRAINING FIRST SERGEANT – 8F000, Lackland AFB, TX as of Apr 2020

(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in AFI 36-2113, The First Sergeant.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8F000 Career Field Manager.
4. Grade E7/MSgt with at least 1 year experience as an 8F000/First Sergeant.

B. APPLICATION:

1. Commander Recommendation Letter: This will include the following: "I have interviewed the Airman and find him/her qualified for First Sergeant duties in a BMT unit. The Airman's records do not reflect any incidents of sexual harassment, discrimination, or any information that would preclude selection of the Airman for this position."
2. Copies of last 5 performance reports.
3. Records Review RIP
4. Complete an evaluation at the base MTF by a psychologist, social worker, or psychiatrist using BMT First Sergeant psychological screening. Administer Shipley 2. If a psychologist, social worker, or psychiatrist is not assigned at the Airman's duty station, the Airman may utilize qualified resources from other AF MTFs. The mental health provider may obtain the current protocol by contacting 737 TRG/Military Training Consult Service (MTCS), DSN 473-9386. The evaluating clinic completes the required actions and forwards the documentation to MTCS at 737TRG.MTCS.DSD@us.af.mil.
5. The BMT First Sergeant application process includes a multi-dimensional assessment of the Airman's work performance by his/her supervisor, 2-3 coworkers of approximately the same rank, and 2-3 subordinates. Raters should be assigned by the unit commander and additional raters may be suggested. The raters must have had sufficient direct contact with the Airman within the past year and can accurately and impartially rate the Airman on specific work performance behaviors. The coworkers will be invited to complete an on-line survey. The unit commander should notify raters they will receive an email requesting that they provide ratings, and inform them that their responses will remain anonymous--they will not be seen by the Airman, commander, or any unit Airman. Suspense for completion of rater assignment/ratings is 10 duty days. Responses will be reviewed by the Military Training Consult Service, and will not be released to the Airman, unit, or other raters. E-mail 737TRG.MTCS.DSD@us.af.mil with questions about multidimensional assessments.
6. AF IMT 422A, Physical Profile, completed by medical authority verifying: the Airman has no physical defects or mental disorders and possesses the mental and physical ability to supervise and guide young Airmen on a 24-hour-a-day basis; possesses physical stamina sufficient to endure training activities and ceremonies under adverse climatic conditions; and has the ability to speak distinctly.
7. Copy of most recent Air Force Physical Fitness Test results from the AF Portal.

C. DISTRIBUTION:

1. Wing CCM forwards application via electronic form to e-mail address listed on EQUAL-Plus ad.

B.4. USAF HONOR GUARD - SDI 8G000, Joint Base Anacostia-Bolling, DC as of Jun 2021

(AFPC is the final assignment selection authority)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8G000 Career Field Manager.

B. APPLICATION:

Application: (download required documents and complete instructions from <http://www.honorguard.af.mil/recruiting>)

1. Memorandum from current squadron commander, or equivalent, certifying that Airman fully meets the requirements outlined in qualifications above and he/she has reviewed Airman's PIF and it does not contain any derogatory

information.

2. One copy of a records review listing from vMPF (print all pages).
3. Copies of last 5 EPRs
4. Must provide three letters of recommendation (First CMSgt in the member's chain-of-command, Base Honor Guard Program Manager at assigned installation, and one additional letter, from Airman's choice).
5. DD Form 2808, Report of Medical Examination
6. AF IMT 422A indicating profile, certify ability to lift 40 lbs and height verified by a doctor.
7. In remarks section of application form or in Memorandum format, submit a paragraph, 50 words or less, specifying why you would like to be selected for a position with the USAF Honor Guard.
8. Current Airman Fitness Report. Must be less than 6 months old and include BMI.
9. Current Body Composition Assessment that includes waist measurement and waist-to-height ratio.
10. USAF Honor Guard Authorization for Release of Information.
11. Presidential Support Program Questionnaire.

C. DISTRIBUTION:

1. Complete application package and forward to 11log.hg.recruiting@us.af.mil.

B.5. BASE HONOR GUARD PROGRAM MANAGER - SDI 8G100 (Local Hire) – Nov 2019 (AFPC is the final assignment selection authority for non-local hires.)

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8G100 Career Field Manager.

B. APPLICATION:

1. Memorandum from current squadron commander, or equivalent, certifying Airman fully meets the qualifications requirements and he/she has reviewed Airman's PIF and contains no derogatory information.
2. One copy of a records review listing (SURF).
3. Copies of last three performance reports must demonstrate consistently high standards of character, discretion, loyalty and performance. Must have an overall performance assessment rating of "AC-Exceeded some, but not all expectations" with overall rating of "PROMOTE" or higher.
4. Must provide two letters of recommendation; one from Squadron/CC and one additional letter from person of applicant's choice.
5. If used, personal letters must be 50 words or less specifying why you would like to be selected for the Base Honor Guard Program Manager position.

C. DISTRIBUTION:

Complete application package and forward to your local base 8G100 SDI POC. Must be selected by installation SDI owning authority to fill the Base Honor Guard Program Manager position.

B.6. AIRMAN DORM LEADER - SDI 8H000 (Local Hire) as of Sep 2023

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet eligibility criteria as outlined in AFI 32-6005, Unaccompanied Housing Management.
3. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8H000 Career Field Manager.
4. SDI positions at short tour overseas locations for 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, Total Force Assignments.

B. APPLICATION:

1. Complete the [Generic Special Duty Assignment Application](#) with Commander's recommendation.

2. Last 3 performance reports
3. AMS SURF
4. Fitness Assessment History
5. AF Form 422, Notification of Air Force Member's Qualification Status
6. Automated Military Justice Analysis Management (AMJAM) report
7. CONUS and Overseas Long Tour nominees, host installation CCM conduct interviews IAW AFI 32-6005.
8. The CE MFM Cell and the local hiring authority will vet Overseas Short Tour nominees.

C. DISTRIBUTION:

1. Airmen in CONUS or at OS-Long tours, submit scanned PDF application to the installation CCM or delegated POC, for use in the mandatory interview IAW AFI 32-6000.

B.7. SUPERINTENDENT, INSPECTOR GENERAL – SDI 8I000

INSPECTIONS COORDINATOR - SDI 8I100

COMPLAINTS AND RESOLUTION COORDINATOR – SDI 8I200

Locations across the AF at MAJCOM, NAF, and Wing - as of Mar 2024

A. QUALIFICATIONS:

1. All 8IXXX positions are to be filled strictly via local hire with the exception of locations that have SMSgt authorizations. Positions located above the Wing/Delta-level may be managed by the owning organization via EQUAL Plus (Talent Marketplace) if local resources are not available. Only eligible personnel, already collocated at an installation with a valid 8IXXX UMD position will be considered to fill these positions. EQUAL-Plus Ads and Permanent Change of Station (PCS) moves will not be authorized in an effort to fill 8IXXX positions unless local hire process garners no qualified applicants and an exception has been approved by AFPC.
2. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
3. Must meet 8IXXX qualifications directed in the DAF Enlisted Classification Directory (DAFECD) and DAFI 90-302. Waiver authority for SDI qualifications rests with the 8I Career Field Manager.

B. APPLICATION:

1. If advertised through EQUAL-Plus, Airmen must select the volunteer button in EQUAL-Plus to be considered a volunteer for the assignment.
2. Commander's recommendation for assignment and reenlistment to include the following: "I have personally interviewed the Airman, reviewed her/his records, and have determined that she/he is fully qualified for this assignment based upon established standards. Furthermore, I have no knowledge of, and base law enforcement records do not reveal, any delinquencies or criminal tendencies on the part of the Airman. Airman possesses high moral standards and excellent military bearing and meets Air Force standards. Airman is financially responsible and solvent. There are no other factors existing, to my knowledge that would preclude Airman from being assigned to The Inspector General Staff.
3. Must provide copies of last three performance evaluations.
4. Must provide SURF.
5. Must provide current fitness assessment report.
6. Must complete an interview either teleconference, VTC, or in person with the hiring organization.

C. DISTRIBUTION:

1. Compile all information into a single PDF file and e-mail application to the POC listed advertising the EQUAL-Plus position.
2. Upon closure of the EQUAL-Plus date, the organization POC will review applications and forward the names of the qualified Airmen to the AFPC Assignment Team for consideration.
3. The AFPC Assignment Team will select the most PCS eligible and qualified Airman. AFPC is the final assignment selection authority.

B.8. PME INSTRUCTOR – SDI 8T000 (ALS)**

EPME INSTRUCTIONAL SYSTEM DESIGNER – SDI 8T100

****[SEE A.4.](#)**

B.9. MISSILE FACILITY MANAGER - SDI 8S000

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must meet qualifications directed in the DAF Enlisted Classification Directory (DAFECD). Waiver authority for SDI qualifications rests with the 8S000 Career Field Manager.

B. APPLICATION:

1. Airmen must select the volunteer button in EQUAL-Plus to be considered a volunteer for the assignment.
2. Copies of last five performance reports.
3. Complete the [Generic Special Duty Assignment Application](#).
4. AF IMT 422A, Medical/Dental Statement.
5. Written statement from Airman acknowledging normal duty requirement of 72 hour shifts at remote locations.
6. Copy of SURF from AMS.
7. Copy of Fitness Test History from Air Force Fitness Management System.

C. DISTRIBUTION:

1. Email application to POC on EQUAL-Plus ad.
2. Upon closure of the EQUAL-Plus date, the organization POC will review applications and forward the names of the qualified Airmen to the AFPC Assignment Team for consideration.
3. The AFPC Assignment Team will select the most PCS eligible and qualified Airman. AFPC is the final assignment selection authority.

B.10. ACADEMIC FACULTY INSTRUCTOR – RI 9H000 as of Mar 2024

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. Must be a TSgt through CMSgt with skill level commensurate with grade.
3. Have an accredited Master's and/or terminal degree applicable to the Talent Marketplace description. A terminal degree is considered the highest degree awarded in a given field. In most fields, the terminal-level degree is the Doctor of Philosophy, or PhD, but in some fields, it's a professional degree, such as a Doctor of Medicine or law degree.
4. Must have an overall performance assessment rating of "LC-Exceeded most, if not all expectations" or "AC-Exceeded some, but not all expectations" on last three performance reports.
5. Must have scored 75 or above on the most recent fitness assessment with no failures in the past 12 months. Exemptions will be considered on a case by case basis by the hiring authority.
6. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.
7. Ineligible if confirmed history of incident(s) as perpetrator of sexual assault, sexual harassment, physical abuse, verbal maltreatment, or unprofessional relationship during Airman's entire career.
8. Ability to speak clearly and communicate well with others. Superb counseling and briefing skills.
9. Commander's recommendation.
10. Present an outstanding military image, bearing, and conduct both on and off duty.

B. APPLICATION:

1. Airmen must select the volunteer button in EQUAL-Plus to be considered a volunteer for the assignment.
2. Complete the USAFA Instructor Duty Request Template memo (contact POC listed in the ad for memo template).
3. Copy of AF IMT 422A with current PULHES and statement: *"Airman's medical records have been reviewed and there is no history of alcohol/drug abuse. Airman is able to endure long periods of standing on a daily basis and has a good speaking voice with no speech impediment."* If Airman does not meet minimum profile requirement, the servicing medical authority must determine if condition is waiverable and must annotate that on the form.
4. Copy of most recent Air Force Physical Fitness Test results from the AF Portal.
5. Copies of last three EPRs/EPBs.
6. Records review RIP (CDB or SURF) from vMPF or AMS.

7. Transcript copies from undergraduate and graduate education (unofficial copies are acceptable)
8. The required documents must be completed and provided to the hiring authority no later than the ad close out date.
8. In addition to the above requirements, a one-page volunteer statement which includes the following:
 - a. Your reason for wanting to be an instructor at USAFA
 - b. The Academy department(s) or mission areas of interest. Applicants can find more information for each department on the USAFA web page at <https://www.usafa.edu/academics/departments/>
 - c. Contact information (to include e-mail address, DSN and commercial number)
 - d. Once volunteer statement is signed, the memorandum should be endorsed by the first Command Chief and O-6 in the Airman's chain of command.

C. DISTRIBUTION:

1. For USAFA applicants, send completed application (scanned) to the POC listed in the ad. Airmen may contact the ad POC for additional information.
2. Upon closure of the EQUAL-Plus date, the organization POC will review applications and may contact applicant finalists for follow-on interviews. Upon selection, the organization POC will forward the names of the selected Airmen to the AFPC Assignment Team for consideration.
3. AFPC is the final assignment selection authority.

**Part II, Section C:
SPECAT Listing
Special Duty – SDI or RI
(Enlisted Joint, Departmental, or Agency)**

C.1. DEPARTMENT OF DEFENSE COURIER – SDI 8P000 as of Mar 2024

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110 and the DoDI 5200.33, enclosure (5), of June 30, 2011.
2. SSgt – SMSgt; only grade specified in the MyVector advertisement may apply.
3. Must have an overall performance assessment rating of "LC-Exceeded most, if not all expectations" or "AC-Exceeded some, but not all expectations" on last three performance reports.
4. Must have excellent military bearing, appearance, and high moral standards; no UIF, Article 15, history of financial instability or other disciplinary actions within last 5 years.
5. Must be a U.S. citizen.
6. Must have a current U.S. Driver's License.
7. Airmen will be required to operate a wide array of material handling equipment and vehicles (including manual transmission) (varies by location).
8. Must have current Air Force Physical Fitness assessment on all components IAW AFI 36-2905. Airmen must have scored 80 or above on last two fitness tests or 90 or above on most recent fitness test; no failures on any portion within the last 12 months. Additionally, application must have no current PT exemptions with the exception of those due to pregnancy and/or deployment.
9. Minimum physical profile of at least 111221 with ability to lift 50 lbs. or more; must not have any condition that prevents frequent travel in vehicles or aboard aircraft.
10. Security Requirements. Selected Airmen must be eligible for a Top Secret security clearance and access to sensitive compartmented information.

B. APPLICATION:

1. Airmen must select the volunteer button in EQUAL Plus/Talent Marketplace to be considered a volunteer for the assignment.
2. Applicants must submit the following documents. Application packages without all required components will not be considered.
 - a. Copies of last 3 EPR/EPBs. If less than 3, submit all final EPR/EPBs as of the ad close out date.
 - b. Current AF FM 422 showing PULHES.
 - c. Copy of valid/current state driver's license.
 - d. Current MyFitness report
 - e. Signed Commander's Recommendation Letter

C. DISTRIBUTION:

1. Email application package to address provided in the EQUAL Plus ad. For additional information, contact the Billet Owner(s) listed in the ad.
2. Upon closure of the ad, the eJDA POC will review applications and identify all who meet the qualifications. The CFM will select the most PCS eligible Airman that meets mandatory qualifications.
3. AFPC is the final assignment selection authority. The Airman selected for further screening will be notified directly. Notifications will not be sent to non-selects.

C.2. DEFENSE ATTACHE SPECIALIST – 8P100

A. QUALIFICATIONS:

1. Must meet minimum PCS eligibility per [Part I, Section C](#) of this PSD Guide IAW DAFI 36-2110.
2. SSgt thru SMSgt for OPSCO and OPSNCO positions.

3. Have a record of military service that shows overall outstanding performance, competence/proficiency in the Airman's primary career specialty, and the ability to work well with others.
4. Must be qualified for worldwide duty with no physical restrictions.
5. Possess or be able to obtain a valid state vehicle operator's permit.
6. Ability to speak and write English clearly and distinctly.
7. Must have a current score of 75 or greater on the Air Force Fitness Assessment (must not be enrolled in a mandatory fitness program).
8. Be a citizen of the United States and be free of any family, commercial, or other connections with the applicable country that could potentially interfere with the ability to successfully carry out the DAS assignment. Family members accompanying sponsors to station must qualify for U.S. Diplomatic passports.
9. Possess or obtain a DLAB (Defense Language Aptitude Battery) test score equal to or greater than the position requirements. Proficiency in the language of the country for which the Airman is being considered, validated by a current Defense Language Proficiency Test and/or Oral Proficiency Interview, highly desired.
10. Security Requirements. Selected Airman must be eligible for a Top Secret security clearance and access to sensitive compartmented information. Airman must possess a security clearance based on a current (within the last five years) Single Scope Background Investigation prior to reporting to DIA for duty. Selected Airman will also be required to pass a counterintelligence polygraph examination per the requirements of DoD Directive 5210.48, *Credibility Assessment Program*, dated April 24, 2015.
11. Medical Requirements. As part of the screening selection process, selected Airmen must undergo a comprehensive physical examination and gain medical clearance. Selected AMT Airman must also pass a Class 3 flight physical.

B. APPLICATION:

1. Airmen must select the volunteer button in EQUAL-Plus to be considered a volunteer for the assignment.
2. Submit a formal application to SAF/IAPA. Formal applications will be posted on the Attaché website located on the Air Force Portal during the open cycles. There are two cycles per year during May and October. Air Force Airman Center's Knowledge Article release initiates each hiring cycle. Applications are accepted for 30 days from cycle initiation.
3. The formal application and projected attaché openings are made available during hiring cycles on the Air Force Portal, Attaché program page: <https://www.my.af.mil/gcss-af/USAF/content/attacheprogram>.
3. Ensure application is named prior to submitting using the following format: RANK, Last Name, First Name – ENLISTED APPLICATION. The formal application will include the application questionnaire, copy of last five EPRs, most recent Air Force Fitness Assessment report, and consolidated AMS SURF.
4. Resumés, applications, letters of recommendation, etc., are not required until Airman has been officially selected and contacted by SAF/IAPA.
5. Airmen selected for further screening will be notified directly. Notifications will not be sent to non-selects. Applications for non-selects will be retained on file through the end of current cycle. Should any Airmen dropout or short notice out-of-cycle requirements be identified, these positions will be filled from applications on file. If not selected this cycle, Airmen are encouraged to resubmit an updated application during the following cycle.

C. DISTRIBUTION:

1. Encrypted applications can be emailed directly to the SAF/IAPA organizational inbox: usaf.pentagon.saf-ia.mbx.saf-iapa-attache-workflow@mail.mil. Unencrypted applications can be submitted via secure DoD weblink: <https://safe.amrdec.army.mil/safe>; Airman must list the SAF/IAPA organizational inbox as recipient when submitting via this site. Using the secure site also offers Airman the option to receive a notification when file has been received.
2. For additional information, please visit the Air Force Attaché page at: <https://www.my.af.mil/gcss-af/USAF/content/attacheprogram>
3. Upon closure of the EQUAL-Plus ad, the organization POC will review applications and identify all who meet the qualifications. AFPC/DPMOSS and the eJDA unit will select the most PCS eligible and qualified Airman.
4. AFPC is the final assignment selection authority.