



NATIONAL GUARD BUREAU
1000 AIR FORCE PENTAGON, ROOM 4E126
WASHINGTON, DC 20330-1000

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MEMORANDUM FOR ANG CCMs, applicable Functionals, and SELs

FROM: NGB/CFC
3501 Fetchet Ave.
Joint Base Andrews, MD 20762

SUBJECT: ANG Developmental Special Duty (DSD) Selection Process Recommendations

1. This message identifies selection eligibility criteria for ANG Airmen applying to perform duties in designated DSD positions.

2. Program Overview:

The Air Force has recently identified 10 Special Duties as Enlisted Developmental Positions due to their unique leadership roles and their responsibility to mentor and mold young Airmen. To ensure the highest quality Airmen are assigned to these positions, the Air Force has implemented a nomination/selection process. The intent of establishing selection eligibility is to assist Commanders and Senior Enlisted Leaders in selecting the best possible Airman to fill critical DSD positions. Developmental Special Duties are critical to the health and development of our entire enlisted force. These positions impact Airmen at every level, from the moment they enlist in the ANG and throughout a distinguished military career. A selection to a developmental special duty position is an honor and great responsibility; it expresses explicit confidence in the integrity of the individual selected. The ANG Force Structure contains six of the identified DSD positions; therefore, we must align these identified DSD positions to meet the intent of this new (policy).

3. Developmental Special Duties:

a. Positions are designated as Developmental Special Duties (DSDs) due to their unique leadership roles and the responsibility to mentor and mold young Airmen. For these reasons, individuals selected must be the best of the best and need to be an ambassador and role model for Air Force core values and disciplines. Due to unique ANG assignments within our organizations, Developmental Special Duties can be temporary in nature or performed by Airmen long term.

b. Developmental Special Duties are defined as:

(1) Positions which create and develop the world's greatest Airmen through oversight/leadership of multiple Airmen.

(2) Positions that care for Airmen and their families through oversight/leadership of multiple Airmen/families.

(3) Positions that represent the Enlisted Corp and the Air Force on a National Stage involving supervision/mentorship of subordinates/peers.

(4) Positions which are highly visible, influential and interactive in the civilian community.

c. Listed below are the ANG DSDs...

(1) T –prefix – Technical Training Instructor in core AFSC

(2) 8B000 – Military Training Instructor (MTI)

(3) 8B100 – Military Training Leader (MTL)

(4) 8F000 – First Sergeant

(5) 8RX00 – Recruiter

(6) 8T000 – Professional Military Education (PME) Instructor

4. ANG Recommended Selection Eligibility Criteria:

a. Grades: SrA/SSgt/TSgt/MSgt/SMSGt with at least 12 months in DSD's designated grade and can obtain retainability for entire SEI tour as appropriate.

b. Skill level commensurate with grade or currently maintains the appropriate SEI.

c. PME commensurate with grade.

d. Overall EPR rating of 5 on last performance report. Or if no EPR, a LOR from the commander validating the member as a top performer)

e. Current fitness assessment have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

f. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.

g. Awarded a CCAF degree or civilian equivalent degree or for SrA/SSgt/TSgt/MSgt have 6 or less general education credits remaining until completion. (T-Prefix, First Sergeants, and PME Instructors only)

NOTE 1: Airmen who have previously served honorably in a DSD may be selected for another, provided they meet the current eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECD).

5. Selection Process:

Commanders and Senior Enlisted Leaders must take an active involvement in the selection of Airmen to perform DSD duties. Commanders and Senior Enlisted Leaders should vector only their best Airmen into DSDs that best fit the Airman's abilities. Commanders should ensure they vector Airmen to DSDs that best fit the Airman's skill set to ensure a successful DSD tour. Airmen should not be selected for DSD positions outside commanders' vectors.

7. Recommended Responsibilities:

a. ANG CCM

Influences Commanders and Senior Enlisted Leaders to select the best possible Airman to fill critical DSD positions.

b. ANG DSD Functionals

Influences Commanders and Senior Enlisted Leaders to select the best possible Airman to fill critical DSD positions.

c. Wing or equivalent:

(1) Commander: Involvement in DSD selection process. Reviews and validates applicant's qualifications for the DSD for which the member has applied. Ensures the Developmental Special Duty selection program is a topic at commander's call.

(2) Command Chief (CCM) and Senior Enlisted Leaders: Assists Wing Commander in reviewing and validating applicant's qualifications for the DSD for which the member has applied.

d. Airman:

(1) Ensure your leadership is aware of interest in a DSD position.

(2) Immediately notify leadership of any conditions rendering you ineligible for approved DSD assignment and/or training.

7. Closing

a. The DSD selection criteria should facilitate the right people in the right place for a strong, viable ANG future. The selection eligibility criteria are intended to assist Commanders and Senior Enlisted Leaders in selecting the best possible Airman to fill critical DSD positions. Commanders and Senior Enlisted Leaders should actively participate in the appointment of our best Airmen into these critical ANG positions. Establishing high standards for the selection of individuals into DSD positions will also align ANG with AF standards and ensure member eligibility for any future AF DSD recognition and continuum of service opportunities.

b. The Air Force Enlisted Classification Directory (AFECD) contains the official specialty descriptions for all military classification codes and identifiers which are used to identify each Air Force specialty (valid requirement) and describes the minimum mandatory qualifications of personnel to fill these jobs. These standards are used to procure, classify, and employ personnel: to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower document (UMD) positions. Selecting officials must refer to the AFECD for additional specialty specific eligibility requirements.

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JAMES W. HOTALING, CMSgt, USAF
Command Chief, Air National Guard