

PARALEGAL CAREER FIELD (5J)

Introduction
(Changed 30 Apr 14, Effective 23 Jul 13)

Paralegals perform legal duties under the supervision of an attorney in compliance with American Bar Association Standards and the Air Force Rules of Professional Conduct. Duties include conducting legal services for commanders and Air Force members as authorized by Congress; preparing and maintaining legal documents, including but not limited to powers-of-attorney, wills and notaries; investigating claims filed for and against the Air Force; providing legal research and legal reviews of documents in the areas of military justice, administrative law, environmental law, fiscal law, contracts, and operational law; and providing investigative and trial assistance in support of the USAF Trial Judiciary.

CEM Code 5J000
 AFSC 5J091, Superintendent
 AFSC 5J071, Craftsman
 AFSC 5J051 Journeyman
 AFSC 5J031, Apprentice
 AFSC 5J011, Helper

PARALEGAL
(Changed 30 Apr 14, Effective 23 Jul 13)

1. Specialty Summary. Manages and performs legal functions within statutory guidelines and the Air Force Rules of Professional Conduct. Under the supervision of an attorney, performs paraprofessional tasks including, but not limited to, legal research, writing, analysis interviewing and discovery management in the areas of administrative law, military justice, operational law, claims, and office management. Supervises the administration of legal services and court-reporting. Related DoD Occupational Subgroup: 151200.

2. Duties and Responsibilities:

2.1. Plans, organizes, and directs legal services personnel in the areas of administrative law, military justice, operational law, claims and office management. Establishes standards and evaluates completed actions to determine accuracy, content, and compliance with governing directives and statutes. Prepares written communications, processes correspondence and maintains suspense files. Compiles inputs, updates, retrieves, and interprets statistical data; prepares and presents statistical reports on legal activities in various forums. Creates graphic presentations. Conducts legal research by reviewing and analyzing available precedents and makes final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains legal assistance materials and resources for clients. Prepares for Inspector General and Article 6, UCMJ inspections.

2.2. Provides administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters according to applicable laws and instructions, and the *Manual for Courts-martial (MCM)*. Under the supervision of an attorney, examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assists commanders and first sergeants with determining appropriate forum for disciplinary actions; performs legal research and drafts charges and specifications for courts-martial and Article 15 actions; prepares and processes all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action; acts as a trial team member by assisting attorneys with investigating leads, conducting witness interviews, reviewing case status, and developing case strategy; examines all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; reviews and assembles transcripts of legal proceedings; and uses the Automated Military Justice Analysis and Management System (AMJAMS) and detailed checklists to monitor case progress and analyze military justice programs for commanders.

2.3. Under the supervision of an attorney; receives, examines, adjudicates, processes, and settles claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments; evaluates basic claims and related documents to ensure compliance with time limits, jurisdiction and liability. Consults with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage. Conducts claims investigations and interviews witnesses to make preliminary determination of liability and extent of damages; settles claims within settlement authority or makes recommendations on settlement; performs legal research as necessary. Prepares claims for forwarding to appropriate activity or echelon; uses the Web-based Armed Forces Claims Information Management System (WebAFCIMS) for claims adjudication and program management.

2.4. Interviews clients and determines eligibility for legal assistance. Under the supervision of an attorney, consults clients to obtain facts, background information, and data to determine appropriate assistance or referral to other agencies; prepares documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; functions as notary public under federal law (Title 10 USC); uses Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website for managing legal assistance appointments, preparing documents, and generating reports.

2.5. Under the supervision of an attorney, performs duties in international, operational, and fiscal law arenas to include conducting Law of Armed Conflict (LOAC) training, evaluating compliance with LOAC, and determining wartime Rules of Engagement.

2.6. Under the supervision of an attorney, performs duties as needed in the ethics/standards of conduct, environmental, labor and employment, contract, international, operational, and fiscal law arenas and drafts legal reviews and briefs as needed. Processes administrative separation actions, line of duty determinations, report of survey investigations, off-duty employment requests and drafts legal reviews and briefs as needed. Performs duties as a paralegal in Magistrate Court. Manages Magistrate Court Program and assists with representing USAF in proceedings.

2.7. Manages resources.

- 2.7.1. Manpower, personnel and volunteer programs. Identifies manpower requirements, develops position descriptions and assigns workloads. Manages attached reserve component personnel requirements and training. Trains and mentors junior officers and enlisted personnel. Manages quarterly, annual, functional, and other award and recognition programs.
- 2.7.2. Fiscal. Assesses program priorities and fiscal support capabilities. Identifies resource requirements, ascertains appropriate funding sources, submits budgets, reviews and coordinates budget execution, implements adjustments and conducts follow-up. Allocates resources and administers fiscal internal controls.
- 2.7.3. Facilities. Assesses and processes requests for facility maintenance, modification and new construction to meet requirements. Develops and coordinates self-help projects. Schedules and evaluates facility usage and maintenance.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: keyboard and computer operation; UCMJ and MCM; preparing and processing claims; English grammar and composition; math; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; administrative law matters; Air Force organization and administration; and office management.
 - 3.2. Education. For entry into this specialty, completion of high school is required. Completion of college level courses in English comprehension, math, and computers is desirable.
 - 3.3. Training. The following formal training is mandatory for award of the AFSC indicated:
 - 3.3.1. 5J031. Completion of the Paralegal Apprentice Course.
 - 3.3.2. 5J071. Completion of the Paralegal Craftsman Course.
 - 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 3.4.1. 5J051. Qualification in and possession of AFSC 5J031. Also, experience in general office management, administrative law, operational law and preparing and processing courts-martial and other military justice actions and processing claims for and against the United States Government.
 - 3.4.2. 5J071. Qualification in and possession of AFSC 5J051. Also, experience in general office management, experience supervising, performing and training paralegal paraprofessional duties such as processing claims, military justice actions, administrative law, contract law, environmental law, and operational law.
 - 3.4.3. 5J091. Qualification in and possession of AFSC 5J071. Also, experience in office management and managing paralegals in paraprofessional duties such as processing cases in military justice, claims, administrative law, contract law, and environmental law and operational law.
 - 3.5. Other. The following are mandatory as indicated:
 - 3.5.1. For entry into this specialty:
 - 3.5.1.1. Ability to communicate effectively in writing.
 - 3.5.1.2. Ability to keyboard at a minimum rate of 25 words per minute (WPM).
 - 3.5.1.3. No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ in the previous 6 years; or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.
 - 3.5.1.4. Ability to speak clearly and distinctly.
 - 3.5.1.5. Certification by the Wing Law Office Superintendent and Staff Judge Advocate that the individual has been interviewed and is acceptable for entry and recommendation for acceptance by MAJCOM Paralegal Functional Manager and/or CFM.
 - 3.5.1.6. See attachment 4 for additional entry requirements.
 - 3.5.2. For award and retention of this AFSC:
 - 3.5.2.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
 - 3.5.2.2. Specialty may require routine access to Secret material or similar environment (a current National Agency Check, Local Agency Checks and Credit [NACLC] according to AFI 31-501, *Personnel Security Program Management*.)
- NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

CHAPLAIN ASSISTANT CAREER FIELD (5R)**Introduction****(Changed 31 Oct 12, Effective 26 Jun 12)**

The Chaplain Assistant Career Field builds a culture of spiritual care and facilitates the free exercise of religion for Air Force members, their families and other authorized personnel. As experts in principles of religious diversity, accommodation, major faith group requisites, privileged communication and religious program management, Chaplain Assistants advise leaders at all levels on religious accommodation, ethical, moral and morale issues, especially for the enlisted force. As the enlisted component of Religious Support Teams (RST), Chaplain Assistants are uniquely trained in crisis intervention to include intervention counseling in moments of crisis, response to crises and suicide prevention/intervention. In addition, Chaplain Assistants are actively engaged and intentionally integrated into unit engagement plans to include unit meetings, commander calls, training with the unit and other unit activities. They are also trained in religious support to hospitals and mortuaries. Chaplain Assistants meet the diverse needs of military communities by managing, religious programs, administrative, financial, and facility support. They recruit, train, and organize volunteers for specific religious ministries. Chaplain Assistants conduct themselves in a manner that brings credit, pride and honorable distinction to the United States Air Force and its Chaplain Corps.

CEM Code 5R000
 AFSC 5R091, Superintendent
 AFSC 5R071, Craftsman
 AFSC 5R051, Journeyman
 AFSC 5R031, Apprentice
 AFSC 5R011, Helper

CHAPLAIN ASSISTANT (Changed 30 Apr 15)

1. Specialty Summary. The Chaplain Assistant Career Field builds a culture of spiritual care and facilitates the free exercise of religion for Air Force members, their families and other authorized personnel. As experts in principles of religious diversity, religious accommodation, major faith group requisites, privileged communication and religious program management, Chaplain Assistants advise leaders at all levels on religious accommodation, ethical, moral and morale issues, especially for the enlisted force. As the enlisted component of Religious Support Teams (RST), Chaplain Assistants are uniquely trained in crisis intervention to include intervention counseling in moments of crisis, response to crises and suicide prevention and intervention. In addition, Chaplain Assistants are actively engaged and intentionally integrated into unit engagement plans to include unit meetings, commander calls, training with the unit and other unit activities. They also are trained in religious support to hospitals and mortuaries. Chaplain Assistants meet the diverse needs of military communities by managing religious programs, administrative, financial, and facility support. They recruit, train and organize volunteers for specific religious ministries. Chaplain Assistants conduct themselves in a manner that brings credit, pride and honorable distinction to the United States Air Force and its Chaplain Corps. Related DoD Occupational Subgroup: 156100.

2. Duties and Responsibilities:

2.1. Manage religious programs. Chaplain Assistants partner with chaplains to develop, manage, control and evaluate religious programs to ensure effectiveness. This capability is critical to Airmen and their dependents in contingency and steady state environments.

2.1.1. Resource and manage support of religious observances to include worship, liturgies, rites and other religious requirements for all faith groups.

2.1.2. Manage, in conjunction with Chaplain Corps personnel (e.g., Chaplains, GS [General Service] employees) manage manpower positions, personnel, lay volunteers, appropriated funds, Chapel Tithes and Offerings Funds (CTOF), non-appropriated and MWR funds, religious facilities, supplies and equipment.

2.1.3. Manage chapel administration to include records management, forms, publications, publicity, professional correspondence, background checks, operating instructions, suspense actions and other administrative needs of the Chaplain Corps mission.

2.2. Advise leadership at all levels on religious accommodation, ethical, moral, morale issues and needs, primarily for, and regarding, the enlisted force. Commanders, Command Chiefs, group superintendents, first sergeants and supervisors at all levels should know the issues affecting their Airmen and how to best address them. Chaplain Assistants are a trusted source for valid, real-time information. As the faces and voices of our enlisted Airmen, chaplain assistants integrate into units and appropriately advise leaders on the issues and challenges Airmen face.

2.3. Conduct crisis intervention counseling. The Chaplain Corps is the only function with 100% privileged communication (see 10 U.S.C. Chapter 47A, *Military Rules of Evidence*, Rule 503) and chaplain assistants are commonly the first line of care for Airmen in need. Facilitating care for Airmen early in a crisis enhances resiliency, mission readiness and capability. Crisis intervention counseling is an immediate, interventional approach to providing mental and moral support with the aim of restoring the person to the level of functioning prior to the crisis. This capability includes counseling in moments of crisis, response to crises and suicide prevention and intervention. While every NCO performs counseling (see AFPAM 36-2241, *Professional Development Guide*, Section 10E), chaplain assistants possess the core capability to care for Airmen at the point of crisis. They are specially trained to identify potential problems and assist individuals get the professional help they need. Through crisis intervention counseling, Chaplain Assistants mitigate crises such as suicide, grief, traumatic stress or other forms of crisis. Chaplain Assistants will not, at any time, conduct spiritual counseling and will immediately refer people in need of spiritual counseling to a Chaplain. Chaplain Assistants may make referrals to other agencies for issues not of a spiritual nature as appropriate.

2.4. Intentionally integrate, as part of the RST, into unit ministry and engagement plans as a resource for meeting the spiritual needs of Airmen. Unit Engagement is best defined when unit members embrace chaplain assistants as “one of them” through participation in unit meetings, commander calls and other unit activities. Chaplain Assistants conduct unit engagement jointly with their RST partner(s) or independently.

2.5. Manage RST functions, personnel readiness and deployment taskings. Develops, coordinates and reviews operations plans and annexes. Coordinates religious and pastoral support requirements with base supporting agencies. Manages

religious support during contingencies for combat or humanitarian relief operations. Coordinates religious and pastoral support requirements with base agencies. Prepares and presents religious customs and culture briefings. Responds to aircraft crash and mass casualty sites, hostage situations, casualty collection points, evacuation and deployment processing points and work centers. Conducts spiritual triage by applying listening, observation and interviewing skills. Protects privileged communication obtained through chaplain pastoral counseling and intervention counseling. Coordinates and facilitates force protection.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of the concepts and principles of religious diversity, religious accommodation, major faith group requirements, privileged communications, conflict management, screening and interviewing techniques, crisis intervention counseling, trauma response, suicide intervention and prevention, volunteer and religious projects and programs management, resource administration and internal controls, contingency planning, deployment and mobilization procedures, personnel readiness, force protection and physical security of resources.

3.2. Education. For entry into this specialty, completion of courses in English composition, accounting, computer operations, world religions and human behavior is desirable.

3.3. Training. For award of AFSC 5R031, completion of the Air Force Chaplain Assistant Apprentice Course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 5R051. Qualification in and possession of AFSC 5R031. Also, experience in religious program management, advising leadership, crisis intervention counseling and unit engagement.

3.4.2. 5R071. Qualification in and possession of AFSC 5R051. Also, experience in managing personnel and resources to advise leadership, conducting crisis intervention counseling, engaging in units and managing religious programs.

3.4.3. 5R091. Qualification in and possession of AFSC 5R071. Also, experience in leading and managing Chaplain Corps activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this AFSC.

3.5.1.1. Current qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists.)

3.5.1.2. Recommendation by the Wing Chaplain and Superintendent/NCOIC, Chapel Operations, that the individual is acceptable for entry into the career field and recommended approval by the MAJCOM Chaplain Assistant Functional Manager.

3.5.1.3. Possess high standards of military conduct.

3.5.1.4. Ability to speak distinctly.

3.5.1.5. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of this AFSC.

3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No convictions by courts-martial or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.

3.5.2.3. No record of disciplinary action for financial irresponsibility, domestic violence or child abuse.

3.5.2.4. Never convicted in civil or UCMJ proceedings (to include judicial and nonjudicial punishment) for any type of drug abuse or drug-related offense.

3.5.2.5. No history of disciplinary action (Article 15 or court-martial) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.

3.5.2.6. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for failure to exercise sound leadership with respect to morale or welfare of subordinates.

3.5.3. For award and retention of these AFSCs:

3.5.3.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.3.2. Must maintain eligibility for Chaplain Assistant duties IAW AFI 52-102, Vol 2, *Chaplain Assistant Professional Development*.

CONTRACTING CAREER FIELD (6C)**Introduction**

The Contracting Career Field encompasses the purchasing of equipment, supplies, services, and construction through negotiation or formal advertising methods or both. This field involves soliciting bids; preparing, processing, awarding, and administering contractual documents; maintaining records of obligations, bid deposits, and miscellaneous purchasing transactions; and providing for contract repair services. Contracting tasks also include recognizing, coding, interpreting, and using automated products; providing input and making analysis of output generated by the base contracting automation system; and inspecting and evaluating contracting activities.

CEM Code 6C000
AFSC 6C091, Superintendent
AFSC 6C071, Craftsman
AFSC 6C051, Journeyman
AFSC 6C031, Apprentice
AFSC 6C011, Helper

CONTRACTING
(Changed 1 Aug 12)

1. Specialty Summary. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities:

- 2.1. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications, and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements as applicable. Supports studies pursuant to competitive sourcing.
- 2.2. Performs market research. Reviews requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.
- 2.3. Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids or offers. Recommends contract award. Mediates protests.
- 2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Terminates contracts and administers termination settlements.
- 2.5. Provides contingency contracting support at stateside or deployed locations in support of joint U. S. and allied forces. Develops and manages contingency contracting program plans.
- 2.6. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractors' adherence to delivery schedules and prices. Prepares and presents evaluation in the form of correspondence and briefings. Participates in the unit self-inspection program.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.
- 3.2. Education. For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.
- 3.3. Training. The following training is mandatory for award of the AFSC indicated:
 - 3.3.1. 6C031. Completion of the apprentice contracting specialist course.
 - 3.3.2. 6C071. Achievement of Level I Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234).
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 3.4.1. 6C051. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

- 3.4.2. 6C071. Qualification in and possession of AFSC 6C051. Also, experience in contracting for commodities, services, construction, and contract administration. Ability to perform Contingency Contracting Officer (CCO) duties.
- 3.4.3. 6C091. Qualification in and possession of AFSC 6C071.
- 3.5. Other. The following are mandatory as indicated:
 - 3.5.1. For entry into this specialty:
 - 3.5.1.1. Ability to communicate effectively in writing.
 - 3.5.1.2. See attachment 4 for additional entry requirements.
 - 3.5.2. For entry, award, and retention of these AFSCs:
 - 3.5.2.1. Ability to speak distinctly.
 - 3.5.2.2. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.
 - 3.5.2.3. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, 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 AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.
 - 3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

FINANCIAL CAREER FIELD (6F)
(Changed 31 Jul 08)

Introduction

The Financial Career Field involves:

Receiving, disbursing, and accounting for public funds; appropriation and expense, working capital, and real property accounting, including reporting and analyzing costs of programs and operations; formulating, executing, and analyzing financial programs; and examining and verifying all Air Force financial and management operations.

Collecting, processing, recording, controlling, analyzing, and interpreting special and recurring reports, statistical data, and other information pertaining to personnel, training, supply, aircraft, costs, operations, equipment, facilities, maintenance, organization, programs, progress, and related subjects under conditions ranging from normal operations to actual conflict. It also covers utilizing financial management decision support techniques, conducting comparative analysis and preparing analytical summaries for use in managing command resources, including personnel, materiel, time, and money.

Excluded from this career field are the functions involved in maintaining supply records and accounting for requesting, receiving, and issuing Air Force equipment and supplies.

CEM Code 6F000
 AFSC 6F091, Superintendent
 AFSC 6F071, Craftsman
 AFSC 6F051, Journeyman
 AFSC 6F031, Apprentice
 AFSC 6F011, Helper

FINANCIAL MANAGEMENT AND COMPTROLLER (Changed 31 Jan 12)

1. Specialty Summary. Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes budget execution plans. Performs audits and implements fraud prevention measures. Related DOD Occupational Subgroup: 154100.

2. Duties and Responsibilities:

2.1. Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

2.2. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

2.3. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports.

2.4. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.

2.5. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and execution plans and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements.

2.6. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

2.7. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.

2.8. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

3.3. Training. The following training is mandatory as indicated:

3.3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.

3.3.2. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 6F051. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.2. 6F071. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of financial management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of this AFSC:

3.5.2.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

3.5.2.2. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

3.5.3 For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

SPECIAL INVESTIGATIONS CAREER FIELD (7S)
(Changed 1 Aug 11)

Introduction

The Special Investigations Career Field encompasses functions involved in performing the criminal, economic crime, environmental crime, computer crime, counterintelligence, counter threat, force protection, and personnel suitability investigative mission as well as the conduct of the technical services and special inquiries mission within the Air Force. It includes the conduct of investigations of major criminal violations of the Uniform Code of Military Justice and other Federal, state, local and international laws. These include serious crimes against persons, economic crime and fraud (with emphasis on the procurement and disposal of government property), computer crime (intrusions and hacking), environmental crime, espionage, sabotage, terrorism, and subversion. Additionally AFOSI Special Agents perform Protective Service Operations, conduct Psychophysiological Detection of Deception (polygraph) examinations, process crimes scenes, conduct deployed outside-the-wire counter threat operations, and may be called upon to investigate other matters deemed “special inquiries.”

Excluded from this career field are functions of air intelligence to prevent strategic, tactical, or technological surprise and to support planning and conducting air operations. These functions are included in the Intelligence Career Field. The following is a complete listing of AFSCs for the Special Investigations Career Field.

CEM Code 7S000
 AFSC 7S091, Superintendent
 AFSC 7S071, Craftsman
 AFSC 7S031, Journeyman
 AFSC 7S011, Helper

SPECIAL INVESTIGATIONS

(Changed 30 Apr 13, Effective 23 Oct 12, Effective 5 Dec 12)

1. Specialty Summary. Conducts criminal, economic crime, counterintelligence, force protection, personnel suitability, computer crime, technical services investigations, counter threat operations, and special inquiries. Manages special investigations activities. Related DoD Occupational Subgroup: 183200.

2. Duties and Responsibilities:

2.1. Plans, conducts, documents, and manages proactive and reactive investigative activities. Interviews victims and witnesses and interrogates persons suspected of committing major violations of the Uniform Code of Military Justice and other laws. Administers oaths to and obtains signed statements from persons interviewed and interrogated. Conducts crime scene searches. Identifies, seizes, preserves, and safeguards evidence, and requests laboratory analyses thereof. Plans and participates in surveillance operations. Conducts lineups and obtains suspect's fingerprints and DNA. Conducts economic, violation of public trust, and environmental crime investigations. Conducts liaison with counterpart investigative and security agencies. Identifies, tests, and recruits human sources of information. Conducts intrusion and other computer crime investigations. Conducts computer forensics. Documents investigative activity in management information systems and provides detailed reports to command and legal authorities for their action. Provides testimony in legal proceedings and regularly briefs command officials on the status of investigative services. Coordinates investigative matters of mutual interest with other local, state, federal, and foreign law enforcement and security agencies.

2.2. Plans, conducts, documents, and manages counterintelligence and force protection investigative activities. Investigates allegations of espionage, sabotage, terrorism, subversion, and major security violations. Conducts deployed counter threat operations in austere/non-austere and permissive/non-permissive environments. Establishes contact with host nation counterpart agencies and friendly forces to determine multi-discipline threats to USAF or DoD personnel, resources and operations. Develops human source networks to obtain critical and timely threat information. Collects, analyzes, documents and expeditiously reports threat information to the appropriate command authorities. Conducts protective service operations, provides technical surveillance countermeasures support, and conducts special inquiry investigations. Conducts offensive counterespionage operations targeting foreign intelligence services. Conducts defensive and awareness briefings on threat posed by foreign intelligence services, terrorist, subversive groups and other threats.

2.3. Plans, conducts, documents and manages suitability investigations to determine whether unfavorable information exists on persons regarding their character, loyalty, discretion, integrity, and financial responsibility.

2.4. Plans, conducts, documents, and manages technical services support to all AFOSI investigative mission areas. Performs preventative and corrective maintenance on equipment to ensure operational readiness. Plans, conducts, documents, and manages Psychophysiological Detection of Deception (PDD) examinations and maintains equipment. Plans, conducts, documents, and manages computer crime investigations to include network intrusion investigations.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of special investigations policy, procedures, and techniques concerning criminal, economic, environmental, counterintelligence, force protection, computer crime and technical services computer use and operations.

3.2. Education. For entry into this specialty, high school or general educational development equivalency with computer use and operations, accounting and a foreign language is desirable.

3.3. Training. For award of AFSC 7S031, completion of the Air Force Special Investigations Academy is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 7S071. Qualification in and possession of AFSC 7S031. Also, experience performing and supervising functions such as investigations or inquiries.

3.4.2. 7S091. Qualification in and possession of AFSC 7S071. Also, experience managing special investigations, activities, criminal, economic, and environmental crime investigations, counterintelligence, force protection, PDD, computer crime, and technical services.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following is mandatory:

3.5.1.1. Qualification according to AFI 36-2110, *Assignments*.

3.5.1.2. Must be at least 21 years of age by the time of acceptance.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak and write English clearly and distinctly.

3.5.2.2. Qualification to bear firearms according to AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Applicants must also demonstrate, either via live or dry fire, the ability to meet the weapons handling standards for the Handgun Training Program in AF Manual 36-2227, Vol 1, *Combat Arms Training Programs Individual Weapons*, Chapter 2 and the Basic Arms Training Course in AFOSI Manual 71-113, *Firearms, Use of Force and Tactics*, Table A5.1.

3.5.2.3. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.2.4. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 7S0XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

3.5.4. For award and retention of these AFSCs, certification by the Commander, Air Force Office of Special Investigations.

3.5.5. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

SPECIAL DUTY IDENTIFIERS (SDI)

Introduction

Special Duty Identifiers (SDI) identify authorizations for enlisted airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis. These duties are unrelated to any specific career field at this time and do not provide a normal career progression pattern. No significance as to the interrelationship of these SDIs is implied from their grouping within this section.

SDI 8A100

CAREER ASSISTANCE ADVISOR
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Manages Career Assistance Advisor (CAA) and First Term Airman Center (FTAC) programs. Principal advisor to commanders and supervisors on force management and professional enhancement. Assists commanders and supervisors in career counseling. Advises Airmen on career progression and planning, monitors mandatory pay and benefits briefing programs, and conducts advertising and publicity programs. Conducts Informed Decision seminars, NCO/SNCO Professional Enhancement Courses, individual career counseling sessions and oversees the First Term Airmen Center. Related DoD Occupational Subgroup: 150100.

NOTE: First Term Airman Centers do not apply to the Air Force Reserve.

2. Duties and Responsibilities:

- 2.1. Advises commanders, supervisors and enlisted personnel on force management programs as well as Enlisted Professional Enhancement opportunities.
- 2.2. Facilitates Informed Decision Seminars and provides informational guidance on career decisions. Monitors mandatory pay and benefits briefings program to ensure Airmen are briefed at appropriate intervals. Helps commanders develop career information and motivation programs. Assists supervisors and commanders in counseling enlisted personnel on reenlistment opportunities, retraining, and benefits. Advises separating enlisted personnel on Air Force Reserve and Air National Guard program benefits and opportunities.
- 2.3. Monitors force management initiatives and assists Force Support Squadron in the advertisement, education, and execution of programs to meet AF objectives.
- 2.4. Works with Air Reserve Component (ARC) counterparts and recruiters to advertise benefits and opportunities of Reserve and Guard duty. Prepares and distributes publicity to airmen contemplating a career decision.
- 2.5. Plans, organizes and directs NCO and SNCO Professional Enhancement (PE) Courses. Plans and organizes requirements for education, facilities, space equipment, visual aids, and supplies. Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources. Instructs or coordinates to obtain subject matter expert instructors for PE subjects. Coordinates with unit commanders and first sergeants to schedule attendees.
- 2.6. Provides functional oversight for the First Term Airmen Center. The CAA will perform and/or facilitate all FTAC responsibilities. Plans and organizes requirements for education, facilities, space equipment, visual aids, and supplies. Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources. Coordinates with unit commanders and first sergeants to schedule attendees.
- 2.7. Assists the Force Support Squadron in disseminating information on personnel programs and new guidance that affects the base populace.
- 2.8. Provides management consultant services relating to career opportunities, progression, and planning. Conducts and administers symposiums, workshops, or conferences; interprets organizational surveys; evaluates program management effectiveness and provides feedback.

3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of the organization, mission, policies, and personnel management with emphasis on personnel and administration, and counseling techniques.
- 3.2. Education. For entry into this SDI, Airman must have CCAF degree and completed the USAF SNCO Academy in-correspondence.
- 3.3. Training. Completion of the Air Force CAA orientation or Air Force Reserve equivalent training is mandatory within 6 months of assignment to duties.
- 3.4. Experience. Not used.
- 3.5. Other. The following are mandatory:
 - 3.5.1. For entry into this SDI:
 - 3.5.1.1. Approved candidate on the development special duty nomination list.
 - 3.5.1.2. Be in the grade of E-7 and must be able to obtain 4 or more years retainability prior to HYT.
 - 3.5.1.3. Skill level qualification commensurate with grade.
 - 3.5.1.4. Ratings of 5 on the last three enlisted performance reports.
 - 3.5.1.5. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
 - 3.5.1.6. Ability to speak clearly and communicate well with others.
 - 3.5.1.7. Have superb counseling and briefing skills.
 - 3.5.1.8. Have no record of disciplinary action that resulted in Article 15 or Unfavorable Information File for the past 3 years.
 - 3.5.1.9. Applicants must have scored an 80 or above twice in the last 12 months on the AF PT test; or 90 and above on last test. Must not have PT failures during the last 12 months for any portion of the PT test.

3.5.1.10. Must meet all qualification requirements IAW AFI 36-2624, *The Career Assistance Advisor; First Term Airmen Center and Enlisted Professional Enhancement Programs*, for additional qualifications.

3.5.1.11. See attachment 4 for additional entry requirements.

3.5.2. For entry and retention of this SDI the following are mandatory:

3.5.2.1. No recorded evidence of emotional instability, personality disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems.

3.5.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.3. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.4. For *retention* of this SDI, no record of disciplinary action (LOR or Article 15) or referral EPR after award of SDI.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8A100 unit manpower document (UMD) authorization. Further, 8A100 is not authorized for award as the PAFSC when filling a funded 8A100 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8A100 duties but not filling a funded 8A100 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8A200

ENLISTED AIDE
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Performs tasks and details that, if performed by general or flag officers, would be at the expense of the officer's primary military and official duties. Duties relate to the support of military and official responsibilities of the general or flag officer, and include assisting them in discharging their official DoD social responsibilities in their assigned position. The propriety of such duties is governed by the official purpose that they serve rather than the nature of the duties. Specific duties of the enlisted aide rest solely on the needs of the general or flag officer, and are tailored to the requirements of supporting the household. Related DoD Occupational Subgroup: 180100.

2. Duties and Responsibilities:

2.1. Assists with the care, cleanliness, and order of assigned quarters. Performs routine interior quarters maintenance and seasonal cleaning directly related to the areas of the home used to fulfill the officer's official social obligation. Performs exterior quarter's maintenance such as mowing, edging, pruning, and caring for flowerbeds, raking leaves, and snow removal.

2.2. Assists with the care, cleanliness, and maintenance of the general/flag officer's uniforms and military personal equipment. Keeps all uniform combinations and military personal equipment current and ready for wear at all times. Maintains uniforms to include in-house washing, drying, ironing, and polishing as well as delivery and pick-up when necessary.

2.3. Performs as point of contact in the officer's quarters. Receives and maintains records of telephone calls, makes appointments, and receives guests and visitors.

2.4. Assists in planning, preparing, arranging, and conducting official social functions and activities, such as receptions, parties, and dinners. Plans menus, purchases, prepares and serves food and beverages, and makes necessary contractual or outside arrangements relating to the officer's official social responsibilities. Performs or assists in day-to-day purchasing, preparing, and serving food and beverages in the general or flag officer's assigned quarters.

2.5. Performs tasks as necessary to aid the officer in performing his or her military and official responsibilities; including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

2.6. Assists in preparing financial reports associated with general officer quarter's maintenance and repair.

3. Special Duty Qualifications:

3.1. Knowledge. Not used.

3.2. Education. Completion of high school with courses in culinary arts is desirable.

3.3. Training. For retention of this SDI, completion of the General Officer Housing Course, the Advanced Culinary Course, ProChef Certifications through the Culinary Institute of America, and Front Range Household Management Seminar not later than the third year in the duty is mandatory.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. Prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level) is mandatory.

3.5.2. See attachment 4 for additional mandatory entry requirements.

3.5.3. For retention of this SDI, must remain qualified for Aide duty IAW AFI 36-2123, *Management of Enlisted Aides*.

3.5.4. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8A200 unit manpower document (UMD) authorization. Further, 8A200 is not authorized for award as the PAFSC when filling a funded 8A200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8A200 duties but not filling a funded 8A200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8A300

PROTOCOL (Established 31 Oct 15)

1. Specialty Summary. The primary purpose of this position is: to function as a protocol specialist and to provide expertise and support for all protocol matters. Performs, manages and directs all administrative, procedural protocol duties and responsibilities at assigned installation, Wing, NAF, MAJCOM, and Headquarters levels. Performs protocol support for distinguished visitors (DVs) at all levels; military, civilian and foreign equivalents, and transient DVs. Performs escort duties, plans and executes program itinerary visits, official ceremonies and special events. Advises commanders and Air Force senior leaders at all levels on acceptable protocol practices for a variety of events.

2. Duties and Responsibilities:

2.1. Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, memorial services, ceremonies and social functions within the command, and those tasked by the offices of the Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretary of the Air Force, Chief of Staff of the Air Force, and Chief Master Sergeant of the Air Force offices.

2.2. Manages Commander's recognition programs and special ceremonies (medal presentations, individual recognitions, etc.), including scheduling events, determining need for audiovisual equipment, obtaining decorations, awards, gathering biographies and guest information, preparing agendas, and setting up event locations.

2.3. Administers and oversees programs for Distinguished Visitors (DVs). Develops plans and procedures relative to VIP visits and is the focal point for all organizational visits. Ensures each visit is planned and consistent with established policies and reflect the personal desire and programmed activities of the host. Ensures the highest degree of official recognition is afforded to each visitor, presentations and tours are commensurate and coordinates appropriately with security clearance visitors. Advises the Foreign Disclosure Office on the advisability of proposed visits and the compatibility with existing scheduled visitors. Prepares protocol memorandums for base wide distribution reflecting the complete agenda of each visit. Directs all necessary support activities during the visit to ensure the visitor's purpose is accomplished. Where a special security requirement exists, notifies AFOSI and coordinates appropriate measures with Federal and or local law enforcement. Accompanies dignitaries throughout their visit applying protocol etiquette with responsibility for ensuring proper transportation, accommodation, and meals are coordinated. These responsibilities require the exercise of maximum mature judgment, discretions, tact, diplomacy, and poise. Visitors include heads of state, royalty, chiefs of services, and both foreign and domestic governmental dignitaries.

2.4. Plans and arranges ceremonies, office calls, receptions, luncheons, formal dinners, entertainment, tours, sporting events, and other activities for DVs. Hosts high-level Air Force conferences and meetings with planning, arranging, and oversight for all activities involved with the event.

2.5. Advises commander and staff on military customs and courtesies, implements protocol policy and procedural guidance for the Air Force concerning proper protocol requirements for precedence; honors; ceremonies; flags; dinners and socials; visiting dignitaries; conferences; official meetings; and briefings. Responsible for the effective and accurate expenditure of the Commander's Official Representation Funds (ORF), Reference AFI 65-603, *Official Representation Funds*.

2.6. Special Morale and Welfare Funds (SM&W). Reviews to ensure compliance with established instructions, ensuring expenditures are of the highest order of propriety and integrity. Maintains current account balance and advises on the status of expenditures. Manages O&M funds; produces budget plans and reports, monitors office requirements and identifies and recommends acquisition of support required for proficiency and production.

2.7. Coordinates with HQ USAF, MAJCOM and NAF protocol offices for DV visits.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of; management principles, customer service; automated information systems. Demonstrated ability to organize complex projects attested to in performance reports and commander recommendations.

3.2. Education. Completion of high school. For entry into this SDI, Airman must have completed appropriate level of PME.

3.3. Training. Member will attend MFSS200, Protocol Fundamentals, once they have been selected for the enlisted protocol position.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Have not received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) within the last 3 years.

3.5.1.2. Be recommended by the immediate unit commander.

3.5.1.3. Ability to speak clearly and distinctly.

3.5.1.4. Possesses the exemplary military appearance and the highest standards of conduct.

3.5.1.5. Minimum of an overall “5” on last 3 EPRs.

3.5.1.6. Applicants must have two consecutive passing PT scores with in the last 12 months on the AFPT.

3.5.1.7. See attachment 4 for additional entry requirements.

3.5.2 For entry and retention of this SDI:

3.5.2.1. No recorded evidence of emotional instability, personality disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems.

3.5.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the acceptable number of category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

NOTE: Categories of offenses are described as listed in AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.2.4. For retention of this SDI, no record of disciplinary action (LOR or Article 15) or referral EPR after award of SDI.

3.5.2.5. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8A300 unit manpower document (UMD) authorization. Further, 8A300 is not authorized for award as the PAFSC when filling a funded 8A300 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8A300 duties but not filling a funded 8A300 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8B000

MILITARY TRAINING INSTRUCTOR
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Conducts basic military training for non-prior service Airmen, including those of the Air Reserve Forces, and initial military training for cadets of Officer Training School. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities:

2.1. Plans, organizes, and directs basic and initial military training. Determines requirements for training, facilities, space, equipment, visual aids, and supplies to support military training requirements, and monitors the training program to ensure effective use of support items. Manages use of available facilities and ensures proper support during all phases of training, student flow, and flight assignments. Assist supervisors with decisions on use of non-appropriated funds for training activities or equipment.

2.2. Inspects and evaluates military training activities, personnel, and facilities. Conducts periodic inspections of training activities and assists training units in correcting training deficiencies. Provides training for Airmen undergoing military training, to include performance and adaptability. Counsels and advises individuals on training problems. Identifies and recommends disposition of trainees who display characteristics/performance that may render them unfit or unsuitable for retention in the Air Force.

2.3. Prepares and maintains files, reports and accountability records pertinent to basic and initial military training. Maintains completed training record files on individuals in training for historical review.

2.4. Instructs on basic and initial military training. Instructs dormitory setup, drill, and lectures on military training subjects using demonstration-performance and lecture methods. Employs audiovisual equipment to support training objectives. Executes remedial training as necessary.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: principles, techniques, and methods of instruction; use of visual aids; learning processes; curriculum development; training evaluation; and counseling methods and techniques.

3.2. Education. Not used.

3.3. Training. Completion of the Military Training Instructor course and certification on all core tasks is mandatory.

3.4. Experience. N/A

3.5. Other. The following are mandatory:

3.5.1. For entry into this SDI:

3.5.1.1. Approved candidate on the developmental special duty nomination list

3.5.1.2. E-6/E-7 and must be able to obtain 4 or more years retainability prior to HYT.

3.5.1.3. Skill level commensurate with grade.

3.5.1.4. Overall EPR rating of 5 on last three performance reports.

3.5.1.5. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.6. Demonstrated ability to lead and have empathetic understanding of the problems of young Airmen away from home in a new environment.

3.5.1.7. Never received disciplinary action that resulted in an Article 15.

3.5.1.8. No Unfavorable Information File for the past 3 years.

3.5.1.9. Scored 80 or above twice in the last 12 months on the AF PT test; or 90 or above once in the last 12 months. Must not have PT failures during the last 12 months for any portion of the PT test. No current PT exemptions except deployment and/or pregnancy.

3.5.1.10. Interview with and have a favorable recommendation by a psychologist or psychiatrist (if none assigned, a physician conducts an interview and provides a recommendation).

3.5.1.11. Interview with and favorable recommendation/feedback by applicant's local Command Chief.

3.5.1.12. See attachment 4 for additional entry requirements.

3.5.2. For entry and retention of this SDI:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. No record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform military training instructor duties.

3.5.2.3. No record of substance abuse, domestic violence, or child abuse.

3.5.2.4. Never been convicted by a general, special, or summary courts-martial.

3.5.2.5. 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.

3.5.2.6. 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 an unprofessional relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* and/or AETCI 36-2909, *Recruiting, Education and Training Standards of Conduct*.

3.5.2.7. No record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal maltreatment, as defined in 737 TRGI 36-3, Vol 6, *Basic Military Training Rules of Conduct*, or financial irresponsibility.

3.5.2.8. Never been permanently decertified from military training instructor duties.

3.5.2.9. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.2.10. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.3. For award and retention of this SDI, Airmen must meet the qualification requirements in AETCI 36-2202, Faculty Development and Master Instructor Programs.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8B000 unit manpower document (UMD) authorization. Further, 8B000 is not authorized for award as the PAFSC when filling a funded 8B000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8B000 duties but not filling a funded 8B000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8B100

MILITARY TRAINING LEADER
(Changed 31 Oct 15, ★Effective 5 Feb 15, ★★Effective 26 May 15)

1. Special Duty Summary. Supervises all assigned non prior service Airmen during technical training; includes Air National Guard (ANG) Liaisons assigned to basic military and technical training locations. Evaluates standards of conduct/performance, military bearing and discipline while scheduling and conducting military training functions. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities:

- 2.1. Advises and counsels students. Establishes and conducts incoming, outgoing, and student entry briefings. Conducts individual and group interviews. Motivates personnel to develop military attitudes, effective human relations, and social skills for improving interpersonal and military relations. Assists students in their personal adjustment to military life. Applies counseling techniques and military experience to counsel airmen with training, military bearing, and behavior problems. Refers students to the appropriate staff agency. Identifies airmen unfit or unsuitable for retention in the Air Force.
- 2.2. Plans, organizes, and directs military education instruction. Monitors and conducts military training within the unit. Determines appropriate instruction methods considering the group size and subject matter. Conducts instruction using demonstration-performance and lecture methods. Maintains thorough knowledge of and instructs personnel in drill, parades, retreats, and reviews. Provides supplemental military training.
- 2.3. Ensures students maintain military standards. Guides and assists in selecting, training, and evaluating student leaders. Monitors safety in formations, dormitories, and sports. Ensures students maintain personal appearance and order in military formations. Monitors and controls grounds maintenance assigned to unit. Maintains duty rosters and forms, and assures squadron details are distributed fairly. Ensures students maintain discipline and Air Force standards in dormitories. Ensures students comply with directives.
- 2.4. Prepares and maintains files and records on military education and counseling matters. Prepares statistical reports and records about student accountability. Accounts for assigned students and maintains general military training forms.
- 2.5. ANG Liaisons coordinate all delays, order modifications and student actions impacting training IAW direction of the ANG Liaison Superintendent.

★3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: military training learning processes, counseling methods, and training evaluation and techniques.
 - 3.1.1. Education. Mandatory CCAF degree and SNCO Academy in correspondence for RegAF and AFR MSgts; Airman Leadership School for SSgts. ANG members must have Professional Military Education commensurate with grade.
- 3.2. Training. For retention of this SDI, completion of the Military Training Leader course is mandatory and certified within 6 months of completion.
- 3.3. Experience. N/A
- 3.4. Other. The following are mandatory as indicated:
 - 3.4.1. For entry into this SDI, the following are mandatory:
 - 3.4.1.1. Approved candidate on the developmental special duty nomination list.
 - 3.4.1.2. E-5 through E-7 and must be able to obtain 4 or more years retainability prior to HYT. E-5s must have a minimum of one year Time-in-Grade (TIG) and 5 years' service by the end of the assignment cycle.
 - 3.4.1.3. Skill-level commensurate with grade.
 - 3.4.1.4. Overall EPR rating of 5 on last three performance reports.
 - 3.4.1.5. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
 - 3.4.1.6. Demonstrated ability to lead and have empathetic understanding of the problems of young Airmen away from home in a new environment.
 - 3.4.1.7. Applicants must have scored an 80 or above twice in the last 12 months on the AF PT test; or 90 or above once in the last 12 months. Must not have PT failures during the last 12 months for any portion of the PT test. No current PT exemptions; except deployment and/or pregnancy. ANG members must have above an 80 in the last twelve months.
 - 3.4.1.8. Interview and favorable recommendation by a psychologist or psychiatrist. ANG members will complete when selected for assignment.
 - 3.4.1.9. Never been permanently decertified from military training leader duties.
 - 3.4.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
 - 3.4.1.11. See attachment 4 for additional mandatory entry requirements.
 - 3.5.2. For entry and retention of this SDI:
 - 3.5.2.1. Ability to speak distinctly.
 - 3.5.2.2. No record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform military training leader duties.

- 3.5.2.3. No record of substance abuse, domestic violence, or child abuse.
- 3.5.2.4. Never been convicted by a general, special, or summary courts-martial.
- 3.5.2.5. 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.
- 3.5.2.6. 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 or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* and/or AETCI 36-2909, *Recruiting, Education and Training Standards of Conduct*.
- 3.5.2.7. No record of court-martial, non-judicial punishment, or Letter of Reprimand for Trainee Abuse and Hazing as defined in AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*.
- 3.5.2.8. 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 AFI 36-2002, *Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses*.
- 3.5.2.9. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
- 3.5.3. For award and retention of this SDI, Airmen must meet the qualification requirements in AETCI 36-2202, *Faculty Development and Master Instructor Programs*.

★★**Utilization note:** This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8B100 unit manpower document (UMD) authorization. Further, 8B100 is not authorized for award as the PAFSC when filling a funded 8B100 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8B100 duties but not filling a funded 8B100 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8B200

ACADEMY MILITARY TRAINING NCO
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Instructs and supervises United States Air Force cadets on military training. Principal advisor to the Air Officer Commanding (AOC) of the Cadet Squadron on all issues relating to cadets. Exercises general supervision over assigned cadets. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities:

- 2.1. Provides instruction and evaluates military training. Maintains proficiency in military standards, Uniform Code of Military Justice, drill and ceremonies, human relations, and safety.
- 2.2. Advises the AOC on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, training, professional development, and recognition of all assigned cadets. Represents the AOC at meetings, councils and boards considering administrative actions on assigned cadets. Assists the AOC in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings.
- 2.3. Prepares and maintains files and records pertinent to basic and initial military training. Prepares and maintains a training record on each cadet undergoing training. Prepares reports and records about cadet accountability. Maintains completed training record files for historical review.
- 2.4. Ensures discipline is equitably maintained across the cadet wing and maintains the morale and welfare of the cadet wing.
- 2.4. Ensures discipline is equitably maintained across the cadet wing and maintains the morale and welfare of the cadet wing. Ensures cadets maintain military standards. Guides and assists in selecting, training, and evaluating cadet leaders. Monitors safety in formations, dormitories, and sports. Ensures cadets maintain personal appearance and order in military formations.
- 2.5. Assists cadets adapt to the military and Academy environment. Manages programs to meet all military obligations necessary for commissioning. Assists cadets in all facets of training development and planning.
- 2.6. Manages care and upkeep of the squadron area. Inspects rooms, day rooms, and unit areas as required. Ensures maintenance and upkeep are addressed and corrective actions taken in a timely manner.
- 2.7. Supervises administrative actions directed by the AOC. Coordinates with USAFA staff to schedule unit functions, duties, leave, passes, and other absences from duty. Performs quality force review and ensures timely processing of Military Performance Appraisals (MPA), awards, favorable communications, classification actions, quality control actions, and disciplinary actions.
- 2.8. Attends and helps coordinate all special functions in the cadet squadron (parades, dinners, and training).

3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: principles, techniques, and methods of instruction; use of visual aids; learning processes, training evaluation; and counseling methods and techniques; personnel management with emphasis on quality force indicators, personnel, and administration; Military Training; Air Force organization; Drill and Ceremonies; Customs and Courtesies; Sanitation and Hygiene; and Military Justice.
- 3.2. Education. SNCOA by correspondence for MSGts.
- 3.3. Training. For retention of this SDI, completion of the formal Academy Military Training NCO Course, in residence, is mandatory.
- 3.4. Experience. N/A
- 3.5. Other. The following are mandatory:
 - 3.5.1. For entry into this SDI:
 - 3.5.1.1. Approved candidate on the developmental special duty nomination list.
 - 3.5.1.2. E-6/E-7 and must be able to obtain 4 or more years retainability prior to HYT. Must have a minimum of 3 years' experience as a supervisor.
 - 3.5.1.3. Skill-level commensurate with grade.
 - 3.5.1.4. Overall EPR rating of 5 on last three performance reports.
 - 3.5.1.5. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
 - 3.5.1.6. Ability to speak clearly and communicate well with others.
 - 3.5.1.7. Must 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.
 - 3.5.1.8. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.
 - 3.5.1.9. See attachment 4 for additional entry requirements.
 - 3.5.2. For entry and retention of this SDI:

- 3.5.2.1. No record of substance abuse, financial irresponsibility, domestic violence, unprofessional relationships or child abuse.
- 3.5.2.2. No substantiated abuse findings defined in AFI 40-301, *Family Advocacy Program*.
- 3.5.2.3. No conviction 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. Categories are described in AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.
- 3.5.2.4 A valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.
- 3.5.2.5. Maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*..
- 3.5.3. For *retention* of this SDI, no record of disciplinary action (LOR, Article 15 or referral EPR) after award of SDI.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8B200 unit manpower document (UMD) authorization. Further, 8B200 is not authorized for award as the PAFSC when filling a funded 8B200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8B200 duties but not filling a funded 8B200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8C000

AIRMAN AND FAMILY READINESS CENTER READINESS NON-COMMISSIONED OFFICER (RNCO)
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Supports the Airman and Family Readiness Center (A&FRC) overall functional mission to ensure programs and services are responsive to the needs of service members, DoD civilians and their families. Develops and provides personal and family readiness services related to pre-deployment, deployment/sustainment, redeployment/reintegration, and post deployment education and consultation to Total Force Airmen and their families. Develops, exercises, and implements disaster response support plans. Related DoD Occupational Subgroup: 150000.

2. Duties and Responsibilities:

2.1. The principal military advisor to the A&FRC director and staff on matters regarding readiness, resilience, and deployment for the Total Force and family members. Assists service members and families with advance planning and preparations for deployments and extended separations, to include developing and making available educational materials and information. Briefs and provides information and referral services to families in the absence of the military member. In conjunction with other Integrated Delivery System (IDS) agencies and A&FRC staff, develops reintegration materials and on-going services for all eligible beneficiaries. Assists with Airman and Family Readiness support groups and other related activities. Assists A&FRC staff and IDS agencies to develop readiness publications, plans, marketing, education, and training. Provides advocacy for the unique educational needs of military children and families during deployments and assists in ensuring school personnel are aware of the unique issues and stressors impacting military children.

2.2. Ensures development and implementation of a written A&FRC readiness response plan and its incorporation into installation operations planning to support national and local emergencies, natural disasters and Noncombatant Evacuation Operations (NEO). Attains and maintains in-depth knowledge of base contingency/operational plans related to force readiness with a specific focus on personal/family readiness planning, and serves as consultant to A&FRC and local leadership on exercising those plans. Briefs and assists military members, DoD civilians, and families during emergencies and natural disasters, providing assistance during contingency operations. Is an integral member of the Emergency Family Assistance Center (EFAC) as defined by local and Air Force requirements. Liaison to installation and community organizations for on-base contingency and disaster preparedness planning to include deployment lines and mass casualty exercises. Provides military, civilian and family assistance and support before, during, and after local or national emergencies, natural disasters, mobilization, deployment, separation, or evacuation (to include NEO, repatriation, and Safe Haven staging operations).

2.3. Responsible for marketing Air Force Aid Society community enhancement programs directly affecting personal and family readiness and resilience. Promotes the A&FRC programs/services at Chiefs' groups, first sergeant groups, commanders' calls, and other forums as required.

2.4. Responsible for data collection and utilization of the AF Family Integrated Results and Statistical Tracking (AFFIRST) data system within the A&FRC. Attain and maintain in-depth working knowledge of AFFIRST.

2.5. May serve as the Alternate Casualty Assistance Representative (CAR)/Survivor Benefit Plan (SBP) Counselor.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of personnel management, professional support functions, base deployment mission/issues, Air Force organization and administration is mandatory.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory. Some college is desired.

3.3. Training. For retention of this SDI, one of the following training requirements is mandatory:

3.3.1. Completion of the Air University A&FRC basic training course within 12 months of initial assignment in this SDI is mandatory; or

3.3.2. Completion of prescribed training directed by the Air Force Office of Airman and Family Readiness Policy (USAF/A1SA) IAW AFI 36-3009, Airman & Family Readiness Center.

3.4. Experience. Not used.

3.5. Other. The following are mandatory:

3.5.1. Entry:

3.5.1.1. Approved candidate on the developmental special duty nomination list.

3.5.1.2. E-6 through E-7 and must be able to obtain 4 or more years retainability prior to HYT.

3.5.1.3. Skill-level commensurate with grade.

3.5.1.4. Overall EPR rating of 5 on last three performance reports.

3.5.1.5. Must 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.

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

- 3.5.1.7. Competency to write effectively and speak professionally, clearly, and distinctly as demonstrated by Reading Aloud Test administered in accordance with AF Pamphlet 48-133, *Physical Examination Techniques*.
- 3.5.1.8. Familiarity and understanding of a wide range of Air Force programs affecting personnel policy, housing management, education, and other family programs.
- 3.5.1.9. Demonstrated typing capability at a minimum of 25 words per minute (wpm).
- 3.5.1.10. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- 3.5.1.11. See attachment 4 for additional mandatory entry requirements.
- 3.5.2. For entry and retention.
 - 3.5.2.1. No recorded evidence of mental and emotional instability, personality disorder, or other unresolved mental health problems.
 - 3.5.2.2. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, 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 AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses.
 - 3.5.2.3. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.
 - 3.5.2.4. Never been convicted by a general, special, or summary courts-martial.
 - 3.5.2.5. Never received substantiated abuse findings defined in AFI 40-301, *Family Advocacy Program*.
 - 3.5.2.6. No record of disciplinary action (LOR or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* or documented failures (LOR or Article 15) to exercise sound leadership principals with respect to morale or welfare of subordinates.
 - 3.5.2.7. Must maintain a valid state driver's license and able to operate a government motor vehicle (GMV) IAW AFI 24-301, *Vehicle Operations*.
 - 3.5.2.8. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
 - 3.5.2.9. Must maintain eligibility to deploy and mobilize worldwide. Of the three assignment limitation codes, C-1, C-2, and C-3, those coded C-1 with approved waivers for PCS/Deployment are acceptable provided they are capable of performing the core tasks of SDI 8C000.
 - 3.5.2.10. Reference AFI 36-3009, Airman and Family Readiness Center, for additional qualifications.
- 3.5.3. For retention, no record of disciplinary action (Letter of Reprimand [LOR] or Article 15) or referral Enlisted Performance Report (EPR) after award of SDI.

★ **Utilization note:** This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8C000 unit manpower document (UMD) authorization. Further, 8C000 is not authorized for award as the PAFSC when filling a funded 8C000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8C000 duties but not filling a funded 8C000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8D100

LANGUAGE & CULTURE ADVISOR
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Serves as key advisor and consultant to commanders and supervisors on issues pertaining to foreign language and regional culture. Functions as interpreter/translator as required.

2. Duties and Responsibilities:

- 2.1 Advises Air Force activities and coordinates on matters pertaining to foreign language and regional culture area(s) of expertise.
- 2.2. Prepares written reports, briefs and summaries as required for commanders and supervisors based on specific requirements. Creates, assembles and/or provides in-depth briefings as required. Practices and applies appropriate security controls.
- 2.3. Maintains familiarity and proficiency in validated foreign language(s) and applies language and regional cultural knowledge as required.
- 2.4. Assists and/or participates in formal language and regional culture training, activities, exercises, or events as required; functions as interpreter/translator as required.

3. Special Duty Qualifications:

- 3.1. Knowledge. Demonstrated knowledge in at least one foreign language is required.
- 3.2. Education. For entry into this SDI, completion of high school or general education development equivalency is mandatory. Education beyond high school level is highly desirable.
- 3.3. Training. Not used.
- 3.4. Experience. Not used.
- 3.5. Other.
 - 3.5.1. The following are mandatory for entry into this SDI:
 - 3.5.1.1. Must be accessed under the Military Accessions Vital to National Interest (MAVNI) Program.
 - 3.5.1.2. See attachment 4 for additional mandatory entry requirements.
 - 3.5.2. For entry and retention of this SDI:
 - 3.5.2.1. Must never have 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 AFI 36-2002, *Regular Air Force and Special Category Accessions, Uniform Guide List of Typical Offenses*.
 - 3.5.2.2. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.
 - 3.5.2.3. No record of substance abuse or financial irresponsibility.
 - 3.5.3. For retention of this SDI:
 - 3.5.3.1. Never been convicted by a general, special, or summary courts-martial.
 - 3.5.3.2. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) or referral Enlisted Performance Report (EPR) after award of SDI.
 - 3.5.3.3. No record of domestic violence or child abuse; never received substantiated abuse findings as defined in AFI 40-301, *Family Advocacy Program*.
 - 3.5.3.4. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
 - 3.5.3.5. Must demonstrate annually (every 12 months) continued proficiency in at least one foreign language at proficiency level 2 or higher in all modalities tested via Defense Language Proficiency Test (or oral proficiency interview, as required).

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8D100 unit manpower document (UMD) authorization. Further, 8D100 is not authorized for award as the PAFSC when filling a funded 8D100 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8D100 duties but not filling a funded 8D100 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8E000

RESEARCH, ANALYSIS & LESSONS LEARNED (Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Performs as engineer, scientist, analyst, or research support analyst in support of scientific, analysis, or process improvement functions involving observation, studies, and experimentation. Related DoD Occupational Subgroup: 149600.

2. Duties and Responsibilities:

2.1. Participates in engineering or scientific projects. Participates in planning, coordinating, collecting, evaluating, and interpreting data and writing reports detailing the results of Analytical Efforts. Explores and tests new ideas. Assists or conducts research on different aspects of experimental problems in biological, physical, or social sciences; engineering; or mathematics. Applies knowledge of scientific principles to problems associated with scientific experimental objectives. Uses deductive logic and reasoning from known scientific principles or rules to arrive at conclusions about specific cases. Assists researchers or engineers, or performs as the engineer responsible for the development or improvement of materials and products. Checks materials quality and equipment performance.

2.2. Collects and analyzes material. Performs in collecting information on problems. Studies technical journals and books to determine results of prior research on problems. Provides abstracts or summaries of factual information relative to the problem, and assists in developing possible solutions. Performs other duties that use specific, specialized expertise possessed by the individual.

2.3. Provides wide range of specialized formal tools and techniques assessments. Directs and participates in comparative and contrasting data analysis producing alternative courses of action. Characteristics include analytical decision support, data collection, data synthesis, statistical analysis, modeling, and optimization. Additionally, involves opportunities for process improvement, collection/dissemination of Lessons Learned, improving processes, procedures, increases efficiencies and reduces variation and defects.

2.4. Performs program office management. Assists the Program Manager/Function Lead by performing various analysis functions-leveraging process improvement and formal problem solving support tools. Assesses the program office's overall performance, and prepares status briefings for the lead analyst's use. Serves as project lead as directed by the Program Manager/Functional Lead. Responsible for identifying and resolving all subsystem, hardware, and software interface or logistic problems in support of system design.

2.5 Participates in the collection, analysis and assessment of statistical theater risk assessment data. Coordinates with Air Force Forces and Air Operations Center theater subject matter experts to analyze and assess critical mission success criteria. Assesses and presents risk assessment and mission status to senior leadership. Assists staff scientists and technicians with the collection of experimental feedback data and assists in the preparation and communication of results and recommendations to senior leadership.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of research and analytical engineering practices.

3.2. Education. For entry into this specialty, it is desirable to possess a bachelor's degree in physical sciences, operations research, mathematics, engineering, or biology; or a minimum of 60 hours of college level courses including 6 hours of mathematics and 12 semester hours of science oriented courses such as physics, chemistry, statistics, engineering, biology, logistics, and industrial or computer science (or equivalent technical academic courses).

3.3. Training. Not used.

3.4. Experience. A minimum of 12 months "hands-on" expertise in an area of specialization listed in paragraph 2, Duties and Responsibilities. This mandatory requirement can be satisfied by meeting one of the desirable education requirements in paragraph 3.2., above.

3.5. Other.

3.5.1. SDI requires routine access to Secret material or similar environment. For award and retention of SDI 8E000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

3.5.2. See attachment 4 for additional mandatory entry requirements.

3.5.3. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8E000 unit manpower document (UMD) authorization. Further, 8E000 is not authorized for award as the PAFSC when filling a funded 88E00 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8E000 duties but not filling a funded 8E000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8F000

FIRST SERGEANT**(Changed 31 Oct 15, ★Effective 31 Mar 15, ★★Effective 26 May 15)**

1. Special Duty Summary. Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Subgroup: 152100.

2. Duties and Responsibilities:

2.1. Provides the commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.

2.2. Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned Airmen. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas.

2.3. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare of the force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.

2.4. Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing and recreation areas.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.

2.7. Works closely with the command chief master sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen.

★3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: personnel management with emphasis on quality force indicators, personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; military justice; and counseling techniques.

3.2. Education. For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy is mandatory. ARC members must immediately enroll in the correspondence course upon selection for first sergeant duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the FSA.

3.3. Training. For retention of this SDI, completion of the First Sergeant's Academy is mandatory.

3.4. Experience. Not used.

3.5. Other.

3.5.1. For entry into this SDI, the following are mandatory:

3.5.1.1. E-7 with 4 or more years from current/projected grade HYT.

3.5.1.2. Possess an awarded AFSC at the 7- or 9-skill level and not projected to reach six years of service outside of that AFSC during initial three-year tenure as a First Sergeant.

3.5.1.3. Approved candidate on the developmental special duty nomination list or ARC equivalent program.

3.5.1.4. Overall rating of 5 on last three performance reports (N/A for ANG).

3.5.1.5. No referral EPRs in the last three years.

3.5.1.6. 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 or exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.

- 3.5.1.7. Not currently serving in a SDI.
- 3.5.1.8. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- 3.5.1.9. Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant
- 3.5.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
- 3.5.1.11. Never received military disciplinary/corrective action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Article 15) for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.
- 3.5.1.12. Be highly motivated, have exceptional leadership and managerial skills.
- 3.5.1.13. See attachment 4 for additional entry requirements.
- 3.5.2. For entry and retention of this SDI, the following are mandatory:
 - 3.5.2.1. No general, special, or summary courts-martial convictions.
 - 3.5.2.2. No record of disciplinary action (LOC, LOA, LOR) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* or documented failures to exercise sound leadership principals.
 - 3.5.2.3. No convictions by a civilian court except for minor traffic violations.
 - 3.5.2.4. No military disciplinary/corrective action (LOC, LOA, LOR) for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.
 - 3.5.2.5. Must not have an Assignment Limitation Code (ALC) of C-3.
- 3.5.3. For retention of this SDI, the following are mandatory while serving as a First Sergeant:
 - 3.5.3.1. No nonjudicial punishment under the Uniform Code of Military Justice.
 - 3.5.3.2. Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.
 - 3.5.3.3. No overall EPR rating of less than 5 or a referral EPR (N/A for ANG).
 - 3.5.3.4. No more than one unsatisfactory physical fitness assessment.
 - 3.5.3.5. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★★**Utilization note:** This SDI is authorized for use as an awarded Control AFSC upon the date the Airmen enters formal training (Distance Learning). Exception: ANG members who are in a full time status of another AFSC during the week will maintain that CAFSC, but perform duty in the 8F000 SDI while in drill status. This SDI is authorized for use as an awarded Duty AFSC when the Airman is filling a valid, funded 8F000 unit manpower document (UMD) authorization. Further, 8F000 is not authorized for award as the PAFSC unless incumbent has no other awarded AFSCs. Airmen performing 8F000 duties but not filling a funded 8F000 UMD authorization will have no change in their awarded, duty AFSC. Ensure Airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8G000

HONOR GUARD
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. This special duty description covers two distinct types of Honor Guard. The USAF Honor Guard is located at Joint Base Anacostia-Bolling, DC. The Installation Honor Guard program may be located at any Air Force installation that has a “local” Honor Guard requirement. The Honor Guard represents the Air Force at ceremonies where protocol or custom dictate using an honor guard or military escort. Related DoD Occupational Subgroup: 183000.

2. Duties and Responsibilities:

- 2.1 Manages and participates in Air Force Honor Guard or Installation Honor Guard operations.
- 2.2. Performs as a member of the United States Air Force Honor Guard or Installation Honor Guard. Symbolizes the United States Air Force to American and foreign dignitaries at public ceremonies in the Washington DC area or at base level. Participates in Air Force and joint service arrival and departure ceremonies for the President, foreign heads of state, and other national or international dignitaries. Performs Military Funeral Honors for AF active duty, retired personnel, and veterans according to prescribing publication.
- 2.3. Acts as an escort or member of an honor guard unit. Participates in Air Force and joint service ceremonies on special occasions such as state or Air Force funerals, wreath ceremonies, and color guard and escort duties at civil and military events and ceremonies in the Washington DC area or at base level.
- 2.4. Performs honor guard duties for installation events, luncheons, retirements, promotion ceremonies, and civic events as deemed appropriate by the Installation Commander.
- 2.5. Plans and conducts United States Air Force Honor Guard activities. Plans and conducts United States Air Force Honor Guard participation in Air Force and joint service ceremonies. Advises Air Force activities and coordinates on matters pertaining to ceremonies and protocol.
- 2.6. Plans and conducts Installation Honor Guard activities. Plans and conducts Base Honor Guard participation in Air Force and joint service ceremonies. Advises installation activities and coordinates on matters pertaining to ceremonies and protocol.
- 2.7. May participate in the United States Air Force Honor Guard Drill Team performing intricate drill routines at civil and military events and ceremonies.

3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge of military customs and ceremonies is desirable.
- 3.2. Education. For entry into this SDI, completion of high school with courses in government and physical education is desirable.
- 3.3. Training. Not used.
- 3.4. Experience. For selection to the USAF Honor Guard, previous experience as an installation Honor Guard is desirable.
- 3.5. Other. The following are mandatory:
 - 3.5.1. See attachment 4 for additional mandatory entry requirements.
 - 3.5.2. For entry:
 - 3.5.2.1. Approved candidate on the developmental special duty nomination list (NCO Positions Only) and must be able to obtain 4 or more years retainability prior to HYT.
 - 3.5.2.2. Must have outstanding military bearing and appearance.
 - 3.5.2.3. Skill level commensurate with grade. Not applicable to first term airman in first assignments following basic military training.
 - 3.5.2.4. Overall EPR rating of 5 on last three performance reports. Last five performance reports must demonstrate consistently high standards of character, discretion, loyalty and performance. Not applicable to first term airman in first assignment following basic military training.
 - 3.5.2.5. Must 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.
 - 3.5.2.6. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years. Not applicable to first term airman in first assignment following basic military training.
 - 3.5.2.7. Minimum applicant height is 5’10” for males and 5’6” for females.
 - 3.5.2.8. Vision must be correctible to 20/20 using contact lenses.
 - 3.5.2.9. Must be able to conform to exacting grooming standards to include no shaving waivers.
 - 3.5.3. For entry and retention:
 - 3.5.3.1. No medical conditions preventing prolonged standing, (i.e. vertigo, back or knee disorders), marching, repetitive movements, or other physical limitation that prohibits execution of ceremonial duties.
 - 3.5.3.2. No recorded evidence of emotional instability, personality disorder, nervous disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems.

- 3.5.3.3. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.
- 3.5.3.4. No record of conviction by summary, special, or general courts-martial.
- 3.5.3.5. No record of disciplinary action (Letter of Admonishment [LOA], Letter of Reprimand [LOR], or Article 15) for any of the following:
 - 3.5.3.5.1. Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or
 - 3.5.3.5.2. Failure to exercise sound leadership principles with respect to morale or welfare of subordinates; or
 - 3.5.3.5.3. Taking or failing to take action in situations thereby exhibiting a lack of integrity, or
 - 3.5.3.5.4. A violation of Article 107, Uniform Code of Military Justice, False official statements; or
 - 3.5.3.5.5. Participating or allowing others to participate in behavior or activities that are of a nature to bring discredit upon the armed forces.
- 3.5.3.6. For Base Honor Guard personnel, no more than two consecutive fitness assessment failures during current enlistment. For USAF Honor Guard personnel, no more than one fitness assessment failure during current enlistment.
- 3.5.3.6. Not exceed maximum abdominal circumference standard of 39 inches for males, 35.5 inches for females.
- 3.5.3.7. Have no conviction under the Uniform Code of Military Justice (UCMJ) during current enlistment to include nonjudicial punishment.
- 3.5.3.8. Never convicted in civil or UCMJ proceedings (to include judicial and nonjudicial punishment) for any type of drug abuse or drug-related offense.
- 3.5.3.9. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★**Utilization note:** This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman (SSgt – CMSgt) is filling a valid, funded 8G000 unit manpower document (UMD) authorization. Further, 8G000 is not authorized for award as the PAFSC when filling a funded 8G000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8G000 duties but not filling a funded 8G000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8H000

AIRMEN DORM LEADER
(Changed 31 Oct 15, ★ Effective 6 May 15)

★1. Special Duty Summary. Use this identifier to report the control, awarded and duty AFSCs* of individuals performing full time as a manager of Air Force unaccompanied housing (UH) facilities. The Airmen Dorm Leader (ADL) is responsible for daily UH operations to include mentoring residents and assisting them in their adjustment to military life; ensuring residents comply with directives and military living standards; assessing good order and discipline and exercising general supervision over residents; management of facilities and campus areas; budgeting and program execution; project identification; basic allowance for housing (BAH) transactions; maintaining supplies, furnishings, equipment, etc. necessary for providing quality facilities. Related DoD Occupational Subgroup: 185000.

2. Duties and Responsibilities:

2.1. Follows all duties and responsibilities found in AFI 32-6005, *Unaccompanied Housing Management*, and related housing directives.

2.2. Manages day-to-day operations of permanent party UH facilities. Determines eligibility, assigns and terminates and maintains waiting lists. Performs facility management for UH under their control. Budgets and executes program for supplies, linens, equipment, furnishings, training and TDY funds, local drayage and storage, cable TV and telephone reconnection reimbursements, etc., necessary to maintain daily operations. Works with unit commanders, chiefs, squadron superintendents, and first sergeants to execute a bay orderly program.

2.3. Assesses good order and discipline and exercises general supervision over residents. Mentors residents and assists them in their adjustment to military life, the development of military attitude and their enhancement of social skills. Mediates resident disputes. Coordinates and advises unit commanders, chiefs, squadron superintendents, and first sergeants on all matters concerning dormitory residents and dormitory quality-of-life issues. Advise various dormitory councils.

2.4. Manages occupancy, by room, in the Automated Civil Engineer System-Housing Management (ACES-HM) module or approved Headquarters USAF Civil Engineering automated system. Manages diverted rooms and temporary accommodations (administrative offices, storage space, hospitality rooms). Utilize ACES as one of the tools used to plan, advocate, program, design and execute UH requirements.

2.5. Manages BAH waiting lists for unaccompanied personnel desiring to reside off base with allowances. Processes authorizations to stop and start BAH based on occupancy of government quarters. Conducts quarterly verification with the base Financial Services Officer for members drawing single and partial rate BAH.

2.6. Maintains and reports utilization data to MAJCOM and AF. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization. Provides data to determine and support UH construction and renovation requirements to include inputs for the Air Force Dormitory Master Plan (DMP). Initiates facility projects to include renovation, self-help and furnishings.

2.7. Conducts an annual assessment of furniture. Provides a 5-year Quality Improvement Plan for facility and furnishings requirements to document all elements of UH facility living environments to include standards for the facility, furnishings, interior design, decorative themes, privacy, recreation, leisure, convenience, storage, parking and security.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of administration, financial budgeting, accounting, facility management procedures, supply, management of personnel, customs and courtesies, and counseling techniques is desirable.

3.2. Education. Not used.

3.3. Training.

3.3.1. All Airmen Dorm Leaders: Completion of prescribed training directed by the Air Force Office of Civil Engineer Housing Branch within the Job Qualification Standard (JQS) and IAW AFI 32-6005, *Unaccompanied Housing Management*, within 3 months of assignment.

3.3.2. Additional training for Superintendents/Deputies: Completion of the Air Force Unaccompanied Housing Management course within 6 months of assignment.

3.4. Experience. Possess high degree of leadership and mentorship capability with a minimum of 1 year experience as a supervisor.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Possess grade of E-5 (or E-5 promotion line number) through E-7.

3.5.1.2. Ability to communicate distinctly (oral and written) to all levels of rank.

3.5.1.3. Possess high standards of military appearance and conduct.

3.5.1.4. Be recommended for the Airmen Dorm Leader position by unit commander and servicing installation command chief.

- 3.5.1.5. No record of non-judicial punishment under the Uniform Code of Military Justice (UCMJ) within the last 5 years.
- 3.5.1.6. See attachment 4 for additional entry requirements.
- 3.5.2. For entry and retention of this SDI:
 - 3.5.2.1. No recorded evidence of substance abuse, financial irresponsibility, domestic violence, child abuse, emotional instability, personality disorder or unresolved mental health problems.
 - 3.5.2.2. No record of substantiated abuse findings as defined in AFI 40-301, *Family Advocacy Program*.
 - 3.5.2.3. Must possess a valid state driver's license to operate non-tactical government motor vehicles IAW AFI 24-301, *Vehicle Operations*.
 - 3.5.2.4. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.
 - 3.5.2.5. Never been convicted by a general, special, or summary courts-martial.
 - 3.5.2.6. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.
 - 3.5.2.7. No record of disciplinary action (LOR or Article 15) for failure to exercise sound leadership with respect to morale or welfare of subordinates.
 - 3.5.2.8. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★***Utilization note:** This SDI is only authorized for use as an awarded (secondary, third or fourth), Control and Duty AFSC when the airman is filling a valid, funded 8H000 unit manpower document (UMD) authorization. Further, 8H000 is not authorized for award as the PAFSC when filling a funded 8H000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8H000 duties but not filling a funded 8H000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8I000

SUPERINTENDENT, INSPECTIONS
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Advises the Inspector General and Director of Inspections on all activities related to the Air Force Inspections System (AFIS). Provides feedback, support, and assistance to the Inspector General (IG) and Director of Inspections for implementing the Air Force Inspection System at FOA/DRUs, wings and wing equivalents, MAJCOMs, and Headquarters Air Force.

2. Duties and Responsibilities:

- 2.1. Plans, conducts, and monitors IG inspection activities. Formulates plans and establishes guidance for readiness, compliance and self-inspection and assessment programs in compliance with Title 10 USC Section 8583, and the CCIP.
- 2.2. Organizes IG inspection activities. Develops, establishes, and controls methods and procedures to implement IG inspection programs. Inspects and evaluates compliance and readiness activities, personnel, and facilities. Conducts periodic inspections as required and reviews corrective action plans on all deficiencies.
- 2.3. Provides IG inspection support. Maintains liaison with the Wing IG, wing inspection team members and unit-level self-assessment monitors. Serves as liaison within the functional community as well as with Gatekeepers as required.
- 2.4. Reviews and evaluates inspection programs and activities. Prepares and maintains files, reports and records pertinent to Inspection programs. Maintains inspector training qualification and certification records and files on individuals qualified and certified as inspection team members.
- 2.5. Provides training to IG inspections personnel and ensures inspectors are familiar and proficient with the Management Internal Control Toolset (MICT).

3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.
- 3.2. Education. For entry into this SDI, Airman must have completed the USAF SNCO Academy (correspondence or in-residence).
- 3.3. Training. Completion of the Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA) or the Inspector General Training Course is mandatory.
- 3.4. Experience. Previous inspector experience at the unit, wing or MAJCOM highly desired.
- 3.5. Other.
 - 3.5.1. For entry into this specialty:
 - 3.5.1.1. Demonstrated ability to prepare written reports.
 - 3.5.1.2. Recommendation by unit commander.
 - 3.5.1.3. No Unfavorable Information File or open IG investigations.
 - 3.5.2. For entry and retention of this specialty, must meet requirements listed in AFI 90-201, *The Air Force Inspection Program*.
 - 3.5.3. For award and retention of AFSC 8I000, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8I000 unit manpower document (UMD) authorization. Further, 8I000 is not authorized for award as the PAFSC when filling a funded 8I000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8I000 duties but not filling a funded 8I000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8M000**POSTAL****(Changed 31 Oct 15, ★Effective 26 May 15)**

DISCONTINUATION NOTICE FOR SDI 8M000: New accessions into this SDI will cease effective 1 May 2014. Use of SDI 8M000 on funded UMD positions will be discontinued effective 1 May 2017. Most positions will be converted to 3A1XX. Control and Duty AFSCs for applicable personnel will remain 8M000. This SDI will continue as an authorized identifier (Primary/2/3/4 AFSC, CAFSC and DAFSC) until personnel return to another awarded AFSC or are approved for retraining, conversion, or other reclassification action. This SDI will be permanently phased out at a future date. Special Experience Identifier 984 will be awarded to personnel identified by the AFCFM.

1. Special Duty Summary. Performs postal finance, mail handling, locator service, and mail distribution functions. Related DoD Occupational Subgroup: 155400.

2. Duties and Responsibilities:

2.1. Performs postal financial services. Sells postage stock. Responsible for postage stock issued by accountable postmaster and funds derived from sale. Maintains adequate postage stock to service patrons. Responsible for blank money orders issued by accountable postmaster. Sells and cashes postal money orders. Remits fund from postage stock and money orders to United States Postal Service (USPS).

2.2. Accepts items for mailing. Advises patrons of applicable postal and customs requirements. Determines packing adequacy for acceptance. Computes charges for postage and special service fees. Prepares appropriate special service forms and affixes appropriate endorsements. Safeguards and accounts for items accepted as registered mail. Operates automated and manual scales. Maintains separate accountability for personal and official mail meters.

2.3. Performs receipt and dispatch functions. Provides security for all mail. Collects mail from mail collection boxes. Postmarks and cancels outgoing mail. Checks for proper postage, and verifies forwarding endorsements. Separates and sorts mail into proper classes and destination or off-load points. Ties sorted mail into bundles, and affixes routing slips. Places mail in pouches or trays, and prepares and affixes routing labels. Prepares mail routing schemes. Prepares manifest for mail, and ensures dispatch by most expeditious means consistent with established schedules and transportation category. Receives incoming mail from military or commercial carriers. Checks manifest against mail received to ensure proper receipt. Sorts incoming mail according to mail distribution schemes, and delivers mail to postal activities. Provides security for registered mail at commercial terminals. Records accountable mail on receipts before delivery.

2.4. Performs mail delivery services. Sorts mail to unit mailroom or individual receptacle delivery sequence. Distributes mail in mail receptacles, to unit mail clerks, or via delivery window. Measures mail transit times. Issues and closes mail receptacles. Provides postal directory services.

2.5. Maintains postal records, prepares forms and reports, and performs postal supply functions. Prepares and submits postal operations plans and reports. Maintains USPS publications, current mail distribution schemes, military post office location lists, mail distribution instructions, and labeling catalogs. Processes USPS claims for lost or damaged mail. Maintains adequate supply of postal forms and equipment, and requisitions replacement items.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of USPS, DoD and AF Postal publications and forms and arithmetic.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is desirable. Also, courses in business, English, mathematics, and keyboarding are also desirable.

3.3. Training. For retention of this SDI, completion of the postal operations course is mandatory.

3.4. Experience. For entry into this SDI, experience in face-to-face dealing with the public, in the handling of funds, and mail processing is desirable.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. No current record of UIF

3.5.1.2. Must not have been previously relieved from military postal duties for cause

3.5.1.3. No evidence of financial irresponsibility

3.5.1.4. An overall rating of "4" or higher on last three EPRs

3.5.1.5. See attachment 4 for additional mandatory entry requirements.

3.5.2. For entry and retention of this SDI:

3.5.2.1. No Record of conviction by court-martial, civil court, or punishment under UCMJ Article 15 for crimes related to theft, financial irresponsibility or postal incident

3.5.2.2. No recorded evidence of substance abuse, emotional instability, personality disorder or other unresolved mental health problems

3.5.2.3. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses

3.5.2.4. For entry and retention of SDI 8M000, completed and current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the SDI without a completed NACLC (National Agency Check, Local Agency Checks and Credit) is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.2.5. For retention of this SDI, no record of disciplinary action (LOR or Article 15) or referral EPR after award of SDI.

3.5.2.6. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8M000 unit manpower document (UMD) authorization. Further, 8M000 is not authorized for award as the PAFSC when filling a funded 8M000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8M000 duties but not filling a funded 8M000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8P000**COURIER****(Changed 31 Oct 15, ★Effective 26 May 15)**

1. Special Duty Summary. Performs as custodian to safeguard Armed Forces courier material. Related DoD Occupational Subgroup: 155400.

2. Duties and Responsibilities:

2.1. Safeguards and delivers Armed Forces Courier Service material. Provides adequate protection for material from receipt through delivery or to storage; and cautions handlers to exercise care in storing material. Verifies each item by identification number when receipting for or delivering material. Maintains constant surveillance over material in custody on the courier route.

2.2. Assures positive identification of Armed Forces couriers. Makes positive identification of Armed Forces couriers, addresses, and Top Secret control officers before releasing material.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of Armed Forces Courier Service instructions and operating instructions.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for mandatory entry requirements.

3.5.2. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of SDI 8P000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this SDI without a final SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8P000 unit manpower document (UMD) authorization. Further, 8P000 is not authorized for award as the PAFSC when filling a funded 8P000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8P000 duties but not filling a funded 8P000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8P100

DEFENSE ATTACHÉ
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Specialty Duty Summary. Manages and maintains Defense Attaché Office (DAO) budget and fiscal data, maintains DAO information files, coordinates United States (US) Naval ship visits and US military aircraft over-flight and landing clearances with host country officials, coordinates office support requirements with embassy officials, and performs office administrative and support duties according to Defense Intelligence Agency (DIA) standards. Related DoD Occupational Subgroup: 151000.

2. Duties and Responsibilities:

2.1. Maintains DAO budget and fiscal data. Prepares and submits the DAO budget according to DIA regulations and guidance provided by the embassy budget and fiscal officer. Projects budget requirements for DAO rental housing; house furnishings; and purchases and maintenance of vehicles, travel, and salaries of US civilian and foreign nationals employed by DAO.

2.2. Maintains DAO reporting requirements. Submits and updates information reports. Maintains the master suspense file for all DAO information reporting and updates reporting requirements directed by higher headquarters. Prepares, edits, and types information reports for attaches. Maintains central research files. Provides feedback to attaches on quantity and quality of their information reporting. Maintains information reporting statistics.

2.3. Coordinates US naval ship visits and US military aircraft over-flight and landing clearances with host country officials. Obtains diplomatic clearance for ship visits and aircraft over-flights and landings from the host government. Provides briefings to US ship and aircrew members concerning host country immigration, laws, customs, and courtesies. Arranges for lodging and transportation, provides information on local tours, sporting events, and community relations projects for crews. Arranges for handling of US military aircraft at host country's civilian airfields (includes aircraft services such as fuel, power carts, lighting, and security). Arranges for handling of US Naval vessels at host country ports (including food, water, and banking services).

2.4. Coordinates DAO support requirements with embassy officials. Procures housing, house furnishings, and official vehicles for DAO personnel. Arranges shipping of privately owned vehicles and household goods; obtains passports and visas. Purchases office supplies.

2.5. Performs DAO administrative duties. Maintains correspondence files, forms, technical orders, and publication accounts. Prepares, types, edits, and dispatches office correspondence. Conducts personnel and financial actions for assigned military and civilian personnel, to include coordinating with embassy officials and representatives of various US military services.

3. Special Duty Qualifications:

3.1. Knowledge. Not used.

3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For retention of this SDI, completion of training with the Joint Military Attaché School in Washington, D.C. is mandatory.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Be an E-5, 7-skill level, or above.

3.5.1.2. No record of military or civilian convictions (except minor traffic violations).

3.5.1.3. No record of disciplinary action or financial irresponsibility.

3.5.1.4. Minimum typing ability of 35 words per minute.

3.5.1.5. See attachment 4 for additional mandatory entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of SDI 8P100, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

3.5.2.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

NOTE: Award of this SDI without a final SSBI is authorized provided an SSBI has been granted according to AFI 31-501.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8P100 unit manpower document (UMD) authorization. Further, 8P100 is not authorized for award as the PAFSC when filling a funded 8P100 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8P100 duties but not filling a funded 8P100 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8R000

ENLISTED ACCESSIONS RECRUITER
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

2.1. Conducts nonprior service recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from civilian sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.

2.2. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.

2.3. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community.

2.4. Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

3.2. Education. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.

3.3. Training. For retention, completion of the recruiter course is mandatory.

3.4. Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.

3.5. Other. The following are mandatory:

3.5.1. For entry:

3.5.1.1. Approved candidate on the developmental special duty nomination list.

3.5.1.2. E-5 through E-7 and must be able to obtain 4 or more years retainability prior to HYT.

3.5.1.3. Skill level commensurate with grade.

3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.

3.5.1.6. Overall EPR rating of 5 on last three performance reports.

3.5.1.7. Score 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.

3.5.1.8. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.

3.5.1.9. See attachment 4 for additional mandatory entry requirements.

3.5.2. For entry and retention:

3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

3.5.2.4. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

3.5.2.5. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.3. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

★**Utilization note:** This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8R000 unit manpower document (UMD) authorization. Further, 8R000 is not authorized for award as the PAFSC when filling a funded 8R000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R000 duties but not filling a funded 8R000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8R200

SECOND-TIER RECRUITER
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

2.1. Related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor.

2.2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.

2.3. Develops publicity programs. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.

2.4. Develops community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.

2.5. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. Not used.

3.4. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC).

3.5.1.2. See attachment 4 for additional mandatory entry requirements.

3.5.2. For award and retention of this SDI:

3.5.2.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.2.5. Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

3.5.2.6. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8R200 unit manpower document (UMD) authorization. Further, 8R200 is not authorized for award as the PAFSC when filling a funded 8R200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R200 duties but not filling a funded 8R200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8R300

THIRD-TIER RECRUITER
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Manages and supervises programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

2.1. Related duties include AFPC/Superintendent Enlisted Accessions Policy, Chief, Enlisted Accessions Policy/Career Field Manager, Air Staff Enlisted Accession Flight Chief, Officer Health Professions Flight Chief, Operation Supervisor, Senior Trainer, HQ AFRS and Recruiting Group Trainer, AFRS Inspector General, HQ AFRS Recruiter Screening Team, Classification, Squadron Superintendent, Group Superintendent, HQ AFRS Superintendent, AFRS Inspector General Superintendent, Air Force Recruiting School Schoolhouse Commandant, and AFPC Accessions Superintendent.

2.2. Oversees and manages marketing support provided to recruiters. Plans and conducts recruiter marketing training. Conducts training and evaluates enlisted accessions and second-tier recruiters. Assists the operations flight commander in the management of the advertising and community relations budget.

2.3. Manages regional publicity program. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Supervises and trains enlisted accessions and second-tier recruiters on presentations of Air Force orientations to civic, social, educational and student organizations.

2.4. Manages community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.

2.5. Manages Military Entrance Processing Station (MEPS) liaison production. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Oversees recruiting operational matters and interprets recruiting directives for assigned units.

2.6. Supervises recruiting activities. Oversees the recruiting practices, production and training of subordinate recruiting squadrons and recruiting personnel. Develops and maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. Not used.

3.4. Experience. For entry into this SDI, prior qualification in SDI 8R100 or 8R200 with a minimum of 24 months of experience.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for mandatory entry requirements.

3.5.2. For award and retention of this SDI:

3.5.2.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.2.5. Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

3.5.2.6. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8R300 unit manpower document (UMD) authorization. Further, 8R300 is not authorized for award as the PAFSC when filling a funded 8R300 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R300 duties but not filling a funded 8R300 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8S000

MISSILE FACILITY MANAGER
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Performs routine equipment inspections and emergency operating procedures; responds to actions directed by the missile combat crew at the missile alert facility (MAF); and supervises daily activities at the MAF. Related DoD Occupational Subgroup: 195000.

2. Duties and Responsibilities:

2.1. Performs normal and emergency procedures and inspections on MAF equipment. Inspects water treatment systems, power production systems, lighting and temperature controls, and other support systems required for daily operation. Performs water treatment system and diesel generator tests and adjustments. Performs facility equipment tests, adjustments, and maintenance as directed by base civil engineering and missile maintenance. Maintains and inspects assigned vehicles. Operates snow control vehicles. Conducts and reports basic weather observations. Operates land mobile radio systems. Operates and performs maintenance on self-contained breathing apparatuses.

2.2 Responds to actions as directed. Assists the missile combat crew to ensure proper operation of the MAF. Assists the missile combat crew to correct abnormal situations in the launch-control-equipment building and soft-support building. Resets circuit breakers and performs equipment-restart and troubleshooting procedures as directed by the crew. Represents missile squadron commander in soft support area of MAF. Functions as shelter manager for the MAF. May be required to provide emergency medical aid.

2.3 Supervises daily activities at MAF. Primary escort official for soft support areas and launch control equipment building. Issues, receives, and accounts for fuel. Manifests and acts as ground crew for helicopter operations. Assigns rooms and issues bedding for assigned and transient personnel. Maintains accountability for supplies and equipment. Functions as area fire warden and safety monitor. Maintains and uses Air Force indexes, publications, and filing systems to maintain referenced accountability.

3. Special Duty Qualifications:

3.1. Knowledge. For retention of this SDI, knowledge is mandatory of Air Force administrative, supply, accounting, and building maintenance procedures.

3.2. Education. For entry into this SDI, completion of high school is desirable.

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Possess grade of E-5 through E-7.

3.5.1.2. No record of emotional instability, disciplinary action, or financial irresponsibility.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8S000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the SDI without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8S000 unit manpower document (UMD) authorization. Further, 8S000 is not authorized for award as the PAFSC when filling a funded 8S000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8S000 duties but not filling a funded 8S000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

SDI 8T000

PROFESSIONAL MILITARY EDUCATION INSTRUCTOR
(Changed 31 Oct 15, ★Effective 26 May 15)

1. Special Duty Summary. Develops and conducts professional military education (PME) programs for airmen, noncommissioned officers (NCO), and senior NCOs; provides management consultant services. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities:

- 2.1. Instructs PME subjects. Instructs both indoors and outdoors, using informal lectures, case studies, teaching interviews, guided discussions, and a variety of other teaching methods. Uses computers, software applications, audiovisual equipment, and multi-media tools in support of educational goals.
- 2.2. Plans, organizes, and directs PME programs and activities. Plans and organizes PME requirements for education, facilities, space, equipment, visual aids, and supplies. Develops and revises curriculum materials. Conducts needs analysis.
- 2.3. Monitors entire education program. Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources.
- 2.4. Inspects and evaluates PME activities, personnel, and facilities. Conducts periodic inspection of school activities and assists schools in deficiency corrections. Evaluates student performance. Counsels and advises individuals on academic and nonacademic issues impacting student performance. Monitors and ensures facilities support educational mission.
- 2.5. Prepares and maintains files and records pertinent to PME matters. Prepares and maintains administrative records on each student. Prepares statistical reports and records about student performance. Maintains completed school record files for historical review.
- 2.6. Provides management consultant services. Conducts and administers symposiums, workshops, or conferences; interprets organizational surveys; evaluates program management effectiveness and provides feedback.

3. Special Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: principles, techniques, and methods of instructions; use of visual aids; learning processes; curriculum development; education and training evaluation; and counseling methods and techniques.
- 3.2. Education. For entry into this SDI, TSgt-SMSGt must have completed/awarded CCAF degree. SSgts must either have a CCAF degree or a minimum of 52 credits towards CCAF degree.
- 3.3. Training. The following training is mandatory as indicated:
 - 3.3.1. Completion of a certified in-resident PME course at a level equal to or higher than the course in which member is applying prior to reporting for duty.
 - 3.3.2. For those who will instruct, design or supervise instruction of PME courses, completion of the Enlisted PME Instructor Course or Air Force approved equivalent course.
- 3.4. Experience. For entry into this SDI, prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists) is mandatory.
- 3.5. Other. The following are mandatory as indicated:
 - 3.5.1. For entry into this SDI:
 - 3.5.1.1. E-5 through E-8 with 4 or more years from current/projected grade HYT.
 - 3.5.1.2. Be qualified in an AFSC and possesses an appropriate skill level commensurate with grade.
 - 3.5.1.3. Overall EPR rating of 5 on last three performance reports.
 - 3.5.1.4. Must 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. No current PT exemptions; except deployment and/or pregnancy.
 - 3.5.1.5. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.
 - 3.5.1.6. Ability to speak clearly and communicate well with others.
 - 3.5.1.7. Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.
 - 3.5.1.8. See attachment 4 for additional entry requirements.
 - 3.5.2. For entry and retention of this SDI:
 - 3.5.2.1. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.
 - 3.5.2.2. No record of substance abuse or financial irresponsibility; never received substantiated abuse findings as defined in AFI 40-301, *Family Advocacy Program*.
 - 3.5.2.3. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.
 - 3.5.2.4. Never been convicted by a general, special, or summary courts-martial.

3.5.2.5. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) or referral Enlisted Performance Report (EPR) after award of SDI.

3.5.2.6. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

★Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a valid, funded 8T000 unit manpower document (UMD) authorization. Further, 8T000 is not authorized for award as the PAFSC when filling a funded 8T000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8T000 duties but not filling a funded 8T000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101,

SDI 8U000

UNIT DEPLOYMENT MANAGER
(Changed 30 Apr 15, Effective 26 Sep 14)

1. Specialty Summary. Principle advisor to the organization commander on all issues related to deployment readiness and execution. Implements and executes commander-directed deployment actions for assigned personnel and cargo. Monitors and maintains unit deployment readiness statistics and implements commander, MAJCOM, and HAF deployment readiness guidance. Exercises general supervision over assigned squadron personnel in all matters related to deployment readiness and execution. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities:

- 2.1. Provides the organization commander a deployable force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the deployment readiness of military members and assigned deployment equipment. Prepares organization personnel and cargo to deploy in support of mission requirements. Exercises the necessary leadership to provide and sustain a mission-ready capability for the organization commander.
- 2.2. Advises the organization commander on readiness status. Assists the commander in preparation and execution of unit deployments.
- 2.3. Works with supervisory personnel to ensure individual readiness is maintained. Ensures readiness standards for deployment are met by all organization personnel. Provides leadership and guidance to supervisors and members enabling them to maintain the highest level of readiness. Coordinates resolution of complex readiness problems related to deployment activities with appropriate base agencies. Maintains liaison with the Installation Deployment Readiness Cell to ensure squadron readiness and awareness of current deployment operations. Ensures personnel training and cargo readiness is provided.
- 2.4. Coordinates deployment inprocessing actions of newly assigned personnel to ensure members are assigned to the correct AEF Band, added to the Aerospace Reporting Tool (ART) database, and their Air Force Deployment Folders are created.
- 2.5. Creates and manages the unit deployment folder program through a proactive inspection program.
- 2.6. Manages and tracks passport and visa requests for members deploying OCONUS IAW the DoD Foreign Clearance Guide.
- 2.7. Manages organization micropurchase program for deployment equipment orders IAW applicable reporting instructions.
- 2.8. Schedules deployment and readiness training IAW requirements identified in applicable reporting instructions and published Air Force Instructions. Manages small arms training requirements.
- 2.9. Uses Logistics Module (LOGMOD) to develop and maintain unit type codes (UTCs) for which their organization is a pilot unit. Ensures equipment meets Mission Capability Statement requirements, are error free, and coordinates with the Installation Deployment Readiness Cell for submission to MAJCOM for approval and inclusion in AF planning documents. Validates UTCs biennially, or more often as required, to ensure organization is capable of meeting wartime requirements.
- 2.10. Manages and maintains organization AEF UTC Reporting Tool (ART) inputs and status updates for assigned military members. Reviews and validates information contained within Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability statements (DOC), Mission Essential Task Lists (METLs), and LOGMOD Deployment Requirements Manning Document (DRMD). Advises commander when matters impacting deployment readiness arise.
- 2.11. Tracks and verifies organization personnel medical status in regards to deployment readiness.
- 2.12. Coordinates transportation requirements with the Installation Deployment Readiness Cell.
- 2.13. Processes organization commander shortfalls and reclama requests through prescribed AF systems.
- 2.14. Processes notional, contingency, exercise, deployment, and rotational taskings to ensure the appropriate individual or cargo asset is deployed in support of warfighter requirements. Pare and tailors equipment UTCs upon MAJCOM approval to ensure the proper capability is deployed to support the warfighter.
- 2.15. Supervises Cargo Increment Monitors to ensure cargo is properly maintained at a feasible state of readiness, prepared for shipment, and accountability has been maintained.
- 2.16. Performs all necessary actions to ensure military members are reintegrated into non-combat orientated environments as directed by AF policies.
- 2.17. Briefs organization leadership and personnel on deployment readiness matters.

3. Specialty Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of logistics planning techniques in functional areas of supply, transportation, contracting, services, force protection, operations, personnel, comptroller, medical, and legal as impacted by, and as they impact organizational deployment readiness; Air Force operations and organization; processes of deployment, redeployment, reintegration, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.

3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For retention of this SDI, completion of the AF Unit Deployment Manager Course and certification by the organization's host Installation Deployment Readiness Cell in core tasks is mandatory.

3.4. Experience. For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for mandatory entry requirements.

3.5.2. For entry and retention of this SDI:

3.5.2.1. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. Never been convicted by a general, special, or summary courts-martial.

3.5.2.4. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

3.5.2.5. 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 AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.2.6. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.2.7. Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8U000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the SDI without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

Utilization note: This SDI is only authorized for use as an awarded (secondary, third or fourth), Control or Duty AFSC when the airman is filling a funded 8U000 unit manpower document (UMD) authorization. Further, 8U000 is not authorized for award as the PAFSC when filling a funded 8U000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8U000 duties but not filling a funded 8U000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.

REPORTING IDENTIFIERS (RI)
(★Changed 31 Oct 15)

Reporting Identifiers (RI) identify authorizations and individual enlisted airmen who, for any reason, are not identifiable in the classification structure and for whom specialty descriptions are not written. The following is a complete listing of all Reporting Identifiers.

1. 9A000, Enlisted Airman - Disqualified for Reasons Beyond Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who has lost qualification in a specialty for reasons over which the airman had no control, who possesses no other awarded AFSC, and who has been determined eligible for retraining IAW AFI 36-2626, *Airman Retraining Program*, by AFPC/DPTO.

1.1. Mandatory Requirements for Entry: None.

Related DoD Occupational Subgroup: 192000.

2. 9A100, Enlisted Airman - Disqualified for Reasons Within Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who has lost qualification in a specialty for reasons over which the airman had control, who possesses no other awarded AFSC, and who has been determined eligible for retraining IAW AFI 36-2626, *Airman Retraining Program*, by AFPC/DPTO.

2.1. Mandatory Requirements for Entry: None.

Related DoD Occupational Subgroup: 192000.

3. 9A200, Enlisted Airman Awaiting Discharge, Separation, or Retirement for Reasons Within Their Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who has lost qualification in a specialty, possesses no other awarded AFSC, and:

3.1. Is being processed for involuntary discharge; or

3.2. Has an approved date of discharge, separation, or retirement and has declined to obtain required retainability for retraining; or

3.3. To report the control and duty AFSCs of an airman who is on leave awaiting appellate review of a court-martial conviction which includes an unsuspended dismissal, dishonorable discharge, or bad conduct discharge (duty status code 52); or

3.4. Lost qualification in a specialty for reasons over which the airman had control; and

3.4.1. Has been determined ineligible for retraining due to retraining not being in the best interest of the Air Force; or

3.4.2. Would otherwise be classified as 9A100, but is temporarily ineligible for retraining IAW AFI 36-2626, *Airman Retraining Program*.

3.5. Mandatory Requirements for Entry: None.

Related DoD Occupational Subgroup: 192000.

4. 9A300, Enlisted Airman Awaiting Discharge, Separation, or Retirement for Reasons Beyond Their Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who has lost qualification in a specialty for reasons over which the airman had no control, possesses no other awarded AFSC, and:

4.1. Has been determined ineligible for retraining due to retraining not being in the best interest of the Air Force, or

4.2. The airman is determined ineligible for retraining IAW AFI 36-2626, *Airman Retraining Program*, by AFPC/DPTO, for reasons within the airman's control.

4.3. Mandatory Requirements for Entry: None.

Related DoD Occupational Subgroup: 192000.

5. 9A400, Disqualified Airman, Return to Duty Program. An airman disqualified from all awarded specialties and the Air Force Clemency and Parole Board recommended entrance into the Return to Duty Program (AFI 31-205, *The Air Force Corrections System*).

5.1. Mandatory Requirements For Entry: None.

Related DoD Occupational Subgroup: 192000.

6. 9A500, Enlisted Airman Temporarily Ineligible for Retraining – Disqualified for Reasons Beyond Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who has lost qualification in a specialty for reasons over which the airman had no control, possesses no other awarded AFSC, and:

6.1. The airman is determined temporarily ineligible for retraining IAW AFI 36-2626, *Airman Retraining Program*, by AFPC/DPTO, for reasons beyond control, and

6.2. The airman is being medically evaluated for retention (must have reenlistment eligibility code 4K/assignment availability code 37 or otherwise determined medically ineligible for retraining via AF FMs 422 or 1042), or

6.3. Is a second term or career enlisted airman who has an approved date of discharge, separation, or retirement (due to high year of tenure) within 24 months.

6.4. Mandatory Requirements for Entry: None.

Related DoD Occupational Subgroup: 192000.

7. 9C000, Chief Master Sergeant of the Air Force. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of the individual performing as Chief Master Sergeant of the Air Force. The Chief Master Sergeant of the Air Force serves as a member of the Commander-in-Chief's staff to advise and assist in matters concerning Air Force enlisted members. Related DoD Occupational Subgroup: 152100.

7.1. Mandatory Requirements for Entry:

7.1.1. RI requires routine access to Top Secret material or similar environment. For award and retention of RI 9C000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

7.1.2. See attachment 4 for entry requirements.

8. 9D100, Key Developmental Senior Enlisted Positions on Headquarters Air Force Staff and Air Force Senior Noncommissioned Officer Academy at Maxwell-Gunter Annex. (Established 30 Apr 15) Use this identifier to report the Duty Air Force Specialty Code (DAFSC) of an airman who is serving in a nominative CMSgt position, performing as the Chief, Chief's Group; Chief, Enlisted Force Development; Chief, Enlisted Developmental Education; Superintendent, Secretary and Chief of Staff of the Air Force Executive Action Group, and Commandant, Air Force Senior Noncommissioned Officer Academy.

8.1. Mandatory Requirements for Entry: A former Command Chief or Chief Master Sergeant serving or having served in a key senior leader billet. Commandant, Air Force Senior Noncommissioned Officer Academy RI will include at T-prefix (T9D000).

9. 9E000, Command Chief Master Sergeant. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of an individual performing full time as a Command Chief Master Sergeant adviser. The Command Chief Master Sergeant serves as a member of the commander's staff to advise and assist in matters concerning enlisted members of the command or organization. Related DoD Occupational Subgroup: 152100.

9.1. Mandatory Requirements for Entry: See attachment 4 for entry requirements.

★10. 9F000, First Term Airmen Center (FTAC) NCOIC. (Change Effective 11 May 15). Use this identifier to report the duty and control AFSCs of individuals performing full time duties in the FTAC. Individuals are responsible for day-to-day operation of the FTAC; managing activities of all assigned enlisted airmen; coordinating with base staff agencies and units to develop event and training schedules; and transitioning first duty station enlisted personnel from a training to a mission-oriented environment. Change individual's duty and control AFSCs when actually assigned to a 9F000 position. Related DoD Occupational Subgroup: 192000.

***NOTE: Use of RI 9F000 on funded UMD positions was discontinued effective 1 April 2012.**

10.1. Mandatory Requirements for Entry:

10.1.1. Have not received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) within the last 5 years.

10.1.2. Reference AFI 36-2624, *The Career Assistance Advisor, First Term Airmen Center and Enlisted Professional Enhancement Programs*, for additional assignment qualifications.

10.1.3. Reference attachment 4 for additional entry requirements.

10.2. For entry and retention of RI 9F000:

10.2.1. No recorded evidence of emotional instability, personality disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems.

10.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

10.2.3. Never been convicted by a general, special, or summary courts-martial.

10.2.4. 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 AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.

10.2.5. Must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

10.3. For retention of this RI, no record of disciplinary action (LOR or Article 15) or referral EPR after award of the RI.

11. 9G100, Group Superintendent. (Effective 5 Mar 13) Use this identifier to report the awarded (2/3/4), control, and duty AFSCs of Chief Master Sergeants performing full time as a Group Superintendent. Primary AFSC will only be updated to this RI if the member has no other awarded AFSCs. The Group Superintendent provides leadership and management in

organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies.

11.1. Mandatory Requirements for Entry: See attachment 4 for entry requirements.

Related DoD Occupational Subgroup: 152100.

12. 9J000, Prisoner. Use this identifier to report the duty AFSC of a prisoner in confinement who has not been dropped from roll. Update CAFSC IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, Table 3.11.

Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs. Related DoD Occupational Subgroup: 190200.

12.1. Mandatory Requirements for Entry: None.

NOTE: Effective 12 Aug 2013

13. 9L000, Interpreter/Translator. Use this identifier to report the awarded (primary/2/3/4), control and duty AFSCs of an enlisted airman performing duty as a foreign language interpreter or translator. Related DoD Occupational Subgroup: 124100.

13.1. Mandatory Requirements for Entry: See attachment 4 for entry requirements.

14. 9L100, Enlisted Engagement Manager/International Affairs. (Established 30 Apr 15) Use this identifier to report the Duty Air Force Specialty Code (DAFSC) of an airman who is performing in an Enlisted Engagement Manager/International Affairs positions at the Major Command level or above. The Secretary of the Air Force, International Affairs position, is a nominative position. *Airmen performing in these positions will not have their Control Air Force Specialty Code (CAFSC) changed and will continue to promotion test in their CAFSC.*

14.1. Mandatory Requirements for Entry: Serving in the rank of SMSgt. Completion of AF SNCO Professional Military Education, Joint Professional Military Education, and must currently possess or be eligible for TS/SCI clearance with valid SSBI or SBPR.

★15. 9M000, Military Entrance Processing Command (MEPCOM) Senior Enlisted Advisor. (Changed 31 Oct 15) Use this identifier to report the Duty Air Force Specialty Code (DAFSC) of an airman who is performing as a Senior Enlisted Advisor at a MEPCOM. *Airmen performing in these positions will not have their Control Air Force Specialty Code (CAFSC) changed and will continue to promotion test in their CAFSC.*

15.1. Mandatory Requirements for Entry: Airman from any AFSC serving in the rank of SMSgt. Completion of AF SNCO Professional Military Education and Senior Enlisted Joint Professional Military Education.

★16. 9M200, International Health Specialists (IHS). (Established 31 October 2015) Use this identifier to report the awarded (primary/2/3/4), control and duty AFSCs of an enlisted airman performing duty as an International Health Specialist.

16.1. Mandatory Requirements for Entry: Airman from any Medical (4XXXX) AFSC, who possess a 7 or 9 level and hold a Special Experience Identifier (SEI) 451 – Familiarized International Health Specialist (IHS), 452 - Enabled International Health Specialist (IHS) or 457 - Senior Global Health Specialist (IHS). See Section III-A for additional information on requirements for the IHS SEI.

17. 9M400, Chief, Medical Enlisted Force (CMEF). Use this identifier to report the awarded (2AFSC, 3AFSC or 4AFSC—not PAFSC), control, and duty AFSCs of Chief Master Sergeants (CMSgt) assigned to valid funded unit manpower document-coded 9M400 (CMEF) authorizations. The CMEF is the senior enlisted advisor to the Headquarter Air Force (HAF)/Major Command (MAJCOM) Surgeon, providing expert consultative leadership on all enlisted matters. Leads network of medical CMSgts in organizing, training and equipping. Serves as primary medical liaison to MAJCOM Command Chief and Directorate Chiefs to support mission requirements and development of medical policies procedures and directives. Consults with HAF/SG3X and MAJCOM/C-NAF SGX on deployment readiness, unit type code and Air Expeditionary Force posturing in support of Combatant Commanders and Air Force (AF) deployment taskings. Participates in development and execution of Air Force Medical Service Planning, Programming and Budgeting. Senior enlisted MAJCOM medical advocate for staffing requirements and initiatives. Partners with MAJCOM/A1 and the Air Force Medical Operations Agency to validate enlisted authorizations. Coordinates with MAJCOM/A1, Air Force Personnel Center, medical Career Field Managers, MAJCOM Functional Managers, and Group Superintendents on enlisted manpower and personnel management matters (CMSgt Grade Review, Career Progression Group, assignments, command leveling, etc.). Oversees human capital development of enlisted Airmen through medical enlisted specialty training (initial skills, upgrade, on-the-job), readiness skills verification training programs and enlisted force development, ensuring proficiency and mission-readiness. Champions enlisted recognition programs for Air Force Medical Service and MAJCOM.

Applies to Chief Master Sergeants in awarded Chief Enlisted Manager medical AFSCs of: 4A000, Health Services Management; 4A100, Medical Materiel; 4A200, Biomedical Equipment; 4B000, Bioenvironmental Engineering; 4C000, Mental Health Services; 4D000, Diet Therapy; 4E000, Public Health; 4H000, Cardiopulmonary Laboratory; 4J000, Physical Medicine; 4M000, Aerospace and Operational Physiology; 4N000, Aerospace Medical Service; 4P000, Pharmacy; 4R000, Diagnostic Imaging; 4T000, Medical Laboratory; 4V000, Optometry or 4Y000, Dental Assistant only.

17.1. Mandatory Requirements for Entry: Must be a graduated group superintendent. See attachment 4 for additional entry requirements. Related DoD Occupational Subgroup: 152100.

18. 9N000, Secretary of the Air Force Enlisted Legislative Fellows. (Established 30 Apr 15) Use this identifier to report the Duty Air Force Specialty Code (DAFSC) of an airman who is serving in a nominative position performing duties as an AF Legislative Fellow. *Airmen performing in these positions will not have their Control Air Force Specialty Code (CAFSC) changed and will continue to promotion test in their CAFSC.*

18.1. Mandatory Requirements for Entry: Serving in the rank of SMSgt or SMSgt-select. Completion of AF SNCO Professional Military Education, Senior Enlisted Joint Professional Military Education, bachelor's degree, and must currently possess or be eligible for TS/SCI clearance with valid SSBI and SBPR.

19. 9P000, Patient. Use this identifier to report the duty AFSC of an enlisted airman assigned to a hospital in patient pipeline status. Do not change the control or awarded AFSCs. Related DoD Occupational Subgroup: 190100.

19.1. Mandatory Requirements for Entry: None.

20. 9R000, Civil Air Patrol (CAP)-USAF Reserve Assistance NCO. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of Individual Ready Reserve enlisted members assigned duty to assist in mission accomplishment of military oversight and guidance to the Civil Air Patrol. Related DoD Occupational Subgroup: 155600.

20.1. Mandatory Requirements for Entry: None

21. 9S100, Scientific Applications Specialist. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of enlisted airmen that apply leading edge physical sciences to perform data collection, analysis, observation, study, experimentation, acquisition, maintenance, research and development, fielding of prototype and operational active and passive sensors and systems on (including, but not limited to) specialized geophysical, nuclear radiation, chemical, , electro-optic, radio-frequency, infrared, radar, and rapidly deployable and fixed airborne collection platforms; and process and analyze scientific data; derive, develop, integrate and report information to customers. Related DoD Occupational Subgroup: 119100.

21.1. The following are mandatory for entry:

21.1.1. A minimum score of 57 on the Electronic Data Processing Test (EDPT).

21.1.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

21.1.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of RI 9S100, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this RI without a final SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

21.1.4. See attachment 4 for additional entry requirements.

22. 9T000, Basic Enlisted Airman. Use this identifier to report the primary, control, and duty AFSCs of an enlisted airman who has not been awarded an AFS and to report the duty of an enlisted airman attending basic training. Related DoD Occupational Subgroup: 195000.

22.1. Mandatory Requirements for Entry: None.

23. 9T100, Officer Trainee. Use this identifier to report the control and duty AFSCs of an airman attending Officer Training School, the Airman Education and Commissioning Program, Technical Degree Sponsorship Program or Phases I and II of the Physician Assistant Training Program. Related DoD Occupational Subgroup: 191100.

23.1. Mandatory Requirements for Entry: None.

24. 9T200, Precadet Assignee. Use this identifier to report the duty AFSC of an airman who is assigned duty as a precadet assignee. Related DoD Occupational Subgroup: 191100.

24.1. Mandatory Requirements for Entry: None.

25. 9U000, Enlisted Airman Ineligible for Local Utilization. Use this identifier to report the control AFSC of an individual who has been determined ineligible to perform duty in an awarded AFSC at the current duty location and has been approved by HQ AFPC, Airman Assignments (DPAA), for retraining as a surplus airman. Only HQ AFPC/DPAA will update RI 9U000 in the personnel data system. Related DoD Occupational Subgroup: 192000.

25.1. Mandatory Requirements for Entry: None.

26. 9U100, Unallotted Enlisted Authorization. (Change Effective 23 Jul 14). This reporting identifier will be used to identify enlisted AEF/TDY requirements in JOPES and DCAVES that do not require a specific AFSC, however will not be used to identify any 365-day Extended Deployment requirements. In addition, this RI is not authorized for use as an authorized AFSC on a unit manpower document position. This RI is not eligible for award as P/2/3/4 AFSC or DAFSC under any circumstance. Related DoD Occupational Subgroup: 195000.

26.1. Mandatory Requirements for Entry: None.

★27. 9W000, Combat Wounded Warrior. (Change to description only effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★28. 9W100, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★29. 9W200, Combat Wounded Warrior with Exemptions. (Change to description only effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★30. 9W300, Non-Combat Wounded Warrior. (Change to description only effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★31. 9W400, Wounded Warrior – Limited Assignment Status (LAS). (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★32. 9W500, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★33. 9W600, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★34. 9W700, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only.

Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★35. 9W800, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

★36. 9W900, Reserved for Future Use. (Change effective 11 May 15). Air Force Wounded Warrior (as defined in AFI 34-1101, *Air Force Warrior and Survivor Care*) for tracking purposes. Update to the 2AFSC/3AFSC/4AFSC only. Wounded warrior RIs are not authorized for use as the PAFSC, DAFSC or CAFSC for any reason. If the wounded warrior has been disqualified from all awarded AFSCs through the AFSC Disqualification process (AFI 36-2101, Chapter 4) the PAFSC will be the appropriate disqualified airman RI (9AXXX) following disqualification approval by AFPC/DPSIC. DoD Occupational Subgroup: 192000.

SECTION III-A

SPECIAL EXPERIENCE IDENTIFIERS

Introduction (Changed 31 Oct 15)

1. Special Experience Identifiers (SEI). The SEIs in this attachment identify special experience and training not otherwise identified within the military personnel data system (MilPDS). SEIs complement the assignment process but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, SDIs, RIs, personnel processing codes, and professional specialty course codes. They are established when identifying experience or training is critical to the job and person assignment match, and no other identification is appropriate or available. SEIs permit rapid identification of a resource already experienced to meet unique circumstances, contingency requirements, or management needs. They provide a means to track individuals and identify positions requiring or providing unique experience or training that otherwise would be lost. SEIs may be used to better distribute personnel and optimize the job and person match insofar as possible.

2. Authorized AFSCs. Normally, AFSCs and CEM codes listed as authorized for use with SEIs refer to the basic AFSC plus all shredouts. All authorized skill levels of the basic AFSC are listed, including 9-skill levels and CEMs. If an AFSC is listed with the first 5 digits and an “X” in the 6th position, i.e.: 3P051X, then the SEI is authorized for use with the basic AFSC and all suffixes authorized with that AFSC. If an “X” is used in the skill level position it means that all skill levels are authorized for use with the SEI.

3. SEI Structure. The SEI code is composed of three numeric characters (three alphanumeric characters for Air Intelligence Agency SEIs which are described in Section III-B). Individual characters within the codes have no specific meaning. Most SEIs are authorized for award with specific AFSCs; some are authorized with any AFSC.

4. Establishing SEIs. Requests to establish, delete, or revise SEIs must be submitted according to the instructions provided in the Air Force Career Field Managers’ Guide available at the [myPers web site](#).

5. SEI Fields in the MilPDS. SEIs that may be concurrently recorded in an airman record are currently set to five with the primary AFSC, five with the 2AFSC, four with the 3AFSC, three with the 4AFSC, and one in the general SEI area. Computer edits ensure the AFSC-SEI combinations are valid. The general area is used for SEIs authorized with any AFSC. CAFSC SEI is not used by base level to award a SEI to the member. CAFSC SEI reflects an SEI code attached to the position the member is assigned and will reflect as the CAFSC SEI as a suspense indicator. If the member is not expected to gain the experience required to be awarded the SEI designated to the position, they should be removed from that position.

6. MilPDS-Generated SEI Award Notification (Personnel Services Delivery Guide - Special Experience Identifier (SEI) Process.) The CAFSC is designated with the SEI when an enlisted airman is assigned to a unit manpower document (UMD) position identified with the SEI. For SEIs designated as auto-notify, once experience and training requirements have been satisfied a MilPDS suspense notification will be provided as a reminder to award the SEI. Award suspense is performed for numeric SEIs only. For SEIs designated as auto-award, once experience and training requirements have been satisfied, MilPDS will award the SEI to the member. It will do so unless the member is removed from the SEI-coded position or the commander directs a change to the award suspense date prior to meeting the experience requirement.

Click:

To view the 31 Oct 15
Table of Numeric SEIs

Section III-B

ALPHANUMERIC SPECIAL EXPERIENCE IDENTIFIERS

Introduction

1. The special experience identifiers (SEI) contained in this attachment provide a means of retrieving special experience for certain requirements and are intended as management tools to add a degree of flexibility to the personnel system not available by using prefixes and suffixes. SEIs are intended to reflect an unusual or changing management need for identification that may not be common to an AFSC, any group of AFSCs, or to a specific command. SEIs are not used in lieu of AFSCs, suffixes, prefixes, reporting identifiers, or special duty identifiers.
2. SEIs may be identified on manpower documents.
3. Requests for establishing new SEIs or deleting or revising an existing SEI will be submitted according to the instructions provided in the Air Force Career Field Managers' Guide available at the [myPers web site](#).

Click:

To view the 31 Oct 15
Table of Alphanumeric SEIs

Attachment 1

**ENLISTED
CHANGE SUMMARY AND CONVERSION INSTRUCTIONS GUIDE
FOR 31 OCTOBER 2015**

Click:

To view the 31 Oct 15
Enlisted
Change Summary and Conversion Guide

Attachment 2

QUICK-REFERENCE GUIDE

Enlisted Air Force Specialty Codes (AFSCs)
(★ Changed 31 October 2015)

OPERATIONS	
AIRCREW OPERATIONS	
1A0X1	In-Flight Refueling
1A1X1	Flight Engineer
1A2X1	Aircraft Loadmaster
1A3X1	Airborne Mission Systems Operator
1A6X1	Flight Attendant
1A8X1	Airborne Cryptologic Language Analyst
1A8X2	Airborne ISR Operator
1A9X1	Special Missions Aviation
CYBERSPACE	
1B4X1	Cyber Warfare Operations
COMMAND CONTROL SYSTEMS OPERATIONS	
1C0X2	Aviation Resource Management
1C1X1	Air Traffic Control
1C2X1	Combat Control
1C3X1	Command Post
1C4X1	Tactical Air Control Party (TACP)
1C5X1	Command & Control Battle Management Ops
1C6X1	Space Systems Operations
1C7X1	Airfield Management
1C8X1	Ground Radar Systems
1C8X2	Airfield Systems
INTELLIGENCE	
1N0X1	Operations Intelligence
1N1X1	Geospatial Intelligence
1N2X1	Signals Intelligence Analyst
1N3X1	Cryptologic Language Analyst
1N4X1	Fusion Analyst
★1N7X1	Human Intelligence Specialist
AIRCREW FLIGHT EQUIPMENT	
1P0X1	Aircrew Flight Equipment
SAFETY	
1S0X1	Safety
AIRCREW PROTECTION	
1T0X1	Survival, Evasion, Resistance, and Escape
1T2X1	Pararescue
REMOTELY PILOTED AIRCRAFT (RPA) SENSOR OP	
1U0X1	Remotely Piloted Aircraft (RPA) Sensor Op
WEATHER	
1W0X1	Weather
1W0X2	Special Ops Weather
LOGISTICS	
AEROSPACE MAINTENANCE	
2A0X1	Avionics Test Station and Components
2A2X1	SOF/PR Integrated Comm/Nav/Mission Sys
2A2X2	SOF/PR Integrated Instrument & Flt Cont Sys
2A2X3	SOF/PR Integrated Electronic Warfare Sys
2A3X1	Tactical Aircraft Maintenance
2A3X4	Fighter Aircraft Integrated Avionics
2A3X5	Advanced Fighter Aircraft Integrated Avionics
2A3X7	Tactical Aircraft Maintenance (5 th Generation)
2A3X8	Remotely Piloted Aircraft Maintenance
2A5X1	Airlift/Special Mission Aircraft Maintenance
2A5X2	Helicopter/Tiltrotor Aircraft Maintenance
2A5X3	Mobility Air Forces Electronic Warfare Systems
2A5X4	Refuel/Bomber Aircraft Maintenance
2A6X1	Aerospace Propulsion
2A6X2	Aerospace Ground Equipment
2A6X3	Aircrew Egress Systems
2A6X4	Aircraft Fuel Systems
2A6X5	Aircraft Hydraulic Systems
2A6X6	Aircraft Electrical and Environmental Systems
2A7X1	Aircraft Metals Technology
2A7X2	Nondestructive Inspection
2A7X3	Aircraft Structural Maintenance
2A7X5	Low Observable Aircraft Structural Maintenance
2A8X1	Mobility Air Forces Integrated Comm/Nav/Mission Sys
2A8X2	Mobility Air Forces Integrated Instrument & Flt Control Sys
2A9X1	Bomber/Special Integrated Comm/Nav/Mission Sys
2A9X2	Bomber/Special Integrated Instrument & Flt Control Sys
2A9X3	Bomber/Special Electronic Warfare & Radar Surveillance Integrated Avionics
FUELS	
2F0X1	Fuels
LOGISTICS PLANS	
2G0X1	Logistics Plans
MISSILE MAINTENANCE	
2M0X1	Missile and Space Systems Elect Maintenance
2M0X2	Missile and Space Systems Maintenance
2M0X3	Missile and Space Facilities
PRECISION MEASUREMENT	
2P0X1	Precision Measurement Equipment Laboratory

LOGISTICS CONTINUED	
MAINTENANCE MANAGEMENT	
2R0X1	Maintenance Management Analysis
2R1X1	Maintenance Management Production
MATERIAL MANAGEMENT	
2S0X1	Materiel Management
TRANSPORT AND VEHICLE MANAGEMENT	
2T0X1	Traffic Management
2T1X1	Vehicle Operations
2T2X1	Air Transportation
VEHICLE MAINTENANCE	
★2T3X1	Mission Generation Vehicular Equipment Maintenance
★2T3X7	Fleet Management and Analysis
MUNITIONS AND WEAPONS	
2W0X1	Munitions Systems
2W1X1	Aircraft Armament Systems
2W2X1	Nuclear Weapons
SUPPORT	
ADMINISTRATION	
3A1X1	Administration
CYBERSPACE SUPPORT	
3D0X1	Knowledge Operations Management
3D0X2	Cyber Systems Operations
3D0X3	Cyber Surety
3D0X4	Computer Systems Programming
3D1X1	Client Systems
3D1X2	Cyber Transport Systems
3D1X3	RF Transmission Systems
3D1X4	Spectrum Operations
3D1X7	Cable and Antenna Systems
CIVIL ENGINEERING	
3E0X1	Electrical Systems
3E0X2	Electrical Power Production
3E1X1	Heating, Ventilation, AC, & Refrigeration
3E2X1	Pavements and Construction Equipment
3E3X1	Structural
3E4X1	Water and Fuel Systems Maintenance
3E4X3	Pest Management
3E5X1	Engineering
3E6X1	Operations Management
3E7X1	Fire Protection
3E8X1	Explosive Ordnance Disposal
3E9X1	Emergency Management
HISTORIAN	
3H0X1	Historian
SERVICES	
3M0X1	Services
PUBLIC AFFAIRS	
3N0X2	Broadcast Journalist
3N0X5	Photojournalist
3N1X1	Regional Band
3N2X1	Premier Band
SECURITY FORCES	
3P0X1	Security Forces
MISSION SUPPORT	
3S0X1	Personnel
3S1X1	Equal Opportunity
3S2X1	Education and Training
3S3X3	Manpower
MEDICAL	
4A0X1	Health Services Management
4A1X1	Medical Materiel
4A2X1	Biomedical Equipment
4B0X1	Bioenvironmental Engineering
4C0X1	Mental Health Service
4D0X1	Diet Therapy
4E0X1	Public Health
4H0X1	Cardiopulmonary Laboratory
4J0X2	Physical Medicine
4M0X1	Aerospace and Operational Physiology
4N0X1	Aerospace Medical Service
4N1X1	Surgical Service
4P0X1	Pharmacy
4R0X1	Diagnostic Imaging
4T0X1	Medical Laboratory
4T0X2	Histopathology
4V0X1	Optometry
DENTAL	
4Y0X1	Dental Assistant
4Y0X2	Dental Laboratory

PROFESSIONAL	
PARALEGAL	
5J0X1	Paralegal
CHAPLAIN ASSISTANT	
5R0X1	Chaplain Assistant
ACQUISITION	
CONTRACTING	
6C0X1	Contracting
FINANCIAL	
6F0X1	Financial Management & Comptroller
SPECIAL INVESTIGATIONS	
7S0X1	Special Investigations
SPECIAL DUTY IDENTIFIERS	
8A100	Career Assistance Advisor
8A200	Enlisted Aide
★8A300	Protocol
8B000	Military Training Instructor
8B100	Military Training Leader
8B200	Academy Military Training NCO
8C000	Airman & Family Readiness Center RNCO
8D100	Language & Culture Advisor
8E000	Research, Analysis and Lessons Learned
8F000	First Sergeant
8G000	Honor Guard
8H000	Airmen Dorm Leader
8I000	Superintendent, Inspections
8M000	Postal
8P000	Courier
8P100	Defense Attaché
8R000	Enlisted Accessions Recruiter
8R200	Second-Tier Recruiter
8R300	Third-Tier Recruiter
8S000	Missile Facility Manager
8T000	Professional Military Education Instructor
8U000	Unit Deployment Manager
REPORTING IDENTIFIERS	
9A000	Disqualified for Reasons Beyond Control
9A100	Disqualified for Reasons Within Control
9A200	Awaiting Discharge/Separation/Retirement for Reasons Within Control
9A300	Awaiting Discharge/Separation/Retirement for Reasons Beyond Their Control
9A400	Disqualified Airman, Return to Duty Program
9A500	Airman Temporarily Ineligible for Retraining—Disqualified Reasons Beyond Control
9C000	CMSgt of the Air Force
9D100	Key Developmental Senior Enlisted Positions on Headquarters Air Force Staff and Air Force Senior Noncommissioned Officer Academy at Maxwell-Gunter Annex
9E000	Command Chief Master Sergeant
9F000	First Term Airmen Center (FTAC) NCOIC
9G100	Group Superintendent
9J000	Prisoner
9L000	Interpreter/Translator
9L100	Enlisted Engagement Manager/International Affairs
★9M000	Military Entrance Processing Command (MEPCOM) Senior Enlisted Advisor
★9M200	International Health Specialists (IHS)
9M400	Chief, Medical Enlisted Force (CMEF)
9N000	Secretary of the Air Force Enlisted Legislative Fellows
9P000	Patient
9R000	Civil Air Patrol (CAP)-USAF Reserve Assistance NCO
9S100	Scientific Applications Specialist
9T000	Basic Enlisted Airman
9T100	Officer Trainee
9T200	Pre-Cadet Assignee
9U000	Enlisted Airman Ineligible for Local Utilization
9U100	Unallotted Enlisted Authorization
★9W000	Combat Wounded Warrior
9W100	Reserved for Future Use
★9W200	Combat Wounded Warrior with Exemptions
★9W300	Non-Combat Wounded Warrior
9W400	Wounded Warrior – Limited Assignment Status (LAS)
9W500	Reserved for Future Use
9W600	Reserved for Future Use
9W700	Reserved for Future Use
9W800	Reserved for Future Use
9W900	Reserved for Future Use

Attachment 3

ENLISTED CLASSIFICATION STRUCTURE CHART
(Changed 30 April 15)



ENLISTED CLASSIFICATION STRUCTURE CHART

Click:

To view the 31 Oct 15
Enlisted Classification Structure Chart

Attachment 4

**ADDITIONAL
MANDATORY REQUIREMENTS
FOR AFSC ENTRY - ENLISTED
(Changed 31 Oct 15, ★Effective 24 Apr 15)**

Introduction

1. This attachment establishes minimum requirements for:

1.1. Aptitude:

★1.1.1. Mechanical, administrative, general, or electronic (MAGE) aptitude scores derived from the Armed Forces Vocational Aptitude Battery or Armed Forces Classification Test. Certain Cyber-related AFSCs within the 1N & 3D career fields have alternate minimum cutoff scores based on the Air Force Entry-Level Cyber Test. Entrance into these AFSCs is permissible with the alternate minimum only if the individual achieves a score of 60 or higher on the Cyber Test. **The Cyber Test is only available for non-prior service applicants (the test is not available to prior service members or members applying for retraining).**

1.1.2. Strength aptitude codes are reflected in Column X and identify strength standards required for entry into each AFSC. Strength aptitude is defined in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* and testing procedures for retrainees are outlined in AFI 36-2626, *Airman Retraining Program*.

Code	Demonstrated by Weight Lift of
E	Unknown
F	less than 40 lbs.
G	40 lbs.
H	50 lbs.
J	60 lbs.
K	70 lbs.
L	80 lbs.
M	90 lbs.
N	100 lbs.
P	110 lbs.

1.2. Physical profile series factor (PULHES), as defined in AFI 48-123, *Medical Examination and Standards*.

1.3. Other AFSC entry requirements or restrictions:

1.3.1. Column M reflects AFSCs authorized for use without shredouts.

1.3.2. Column N reflects AFSCs not open to non-United States citizens. AFSCs identified in this column are open to United States nationals.

1.3.3. Column O reflects AFSCs closed for award to enlisted women or AFSCs with assignment restrictions for females. This AFSC is closed to females due to the direct ground combat nature of the duties IAW SECDEF Memo, 13 Jan 94, subject: Direct Ground Combat Definition and Assignment Rule.

1.4. Table Notes address dual aptitude scores, alternate Cyber Test scores, and suggest viewing of the specialty description for physical requirements.

Note	Explanation
1	Dual aptitude (or)
2	Dual aptitude (and)
3	See entry specialty description for physical requirements.
4	See Standard or Cyber-Test Based Alternate Aptitude Cutoff Table

2. Refer to paragraph 3 of individual specialty descriptions for additional AFSC entry requirements.

Click:

To view the 31 Oct 15
Mandatory Requirements for AFSC Entry



Attachment 5

CHIEF ENLISTED MANAGER (CEM) CODES

(Changed 30 April 2015)

Introduction

1. Description and General Duties. CEM codes contained in this attachment identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants that, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are:

- 1.1. Manages and directs personnel resource activities; interprets and enforces policy and applicable directives.
- 1.2. Establishes control procedures to meet work goals and standards.
- 1.3. Recommends or initiates actions to improve functional operation efficiency.
- 1.4. Plans and programs work commitments and schedules.
- 1.5. Develops plans regarding facilities, supplies, and equipment procurement and maintenance.

2. CEM Composition and Concept. CEM codes in many cases are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use. As chief enlisted managers, chief master sergeants will be subject to working in a variety of similar jobs and functional areas where their general managerial and supervisory abilities can be most effectively used and challenged.

3. Award Criteria. CEM codes are awarded according to procedures outlined in AFI 36-2101. Basic requirements for awarding CEM codes are:

- 3.1. Be in the grade of chief master sergeant (or chief master sergeant selectee).
- 3.2. Possess qualification in a feeder specialty. The expanded duties and responsibilities, qualifications, and other specialty data for CEM codes are drawn from 9 level "feeder" specialty descriptions, consistent with the function and job performed. The table that follows identifies CEM codes and their titles and feeder specialties.

Click:

To view the 31 Oct 15

Mandatory Requirements for AFSC Entry

Attachment 6

AIR FORCE AFSC CONVERTIBLE SKILLS LIST (Changed 30 April 2013)

These instructions establish the parameters for recruiting prior military service personnel with needed experience and training equivalent to an existing Air Force specialty. Prior service applicants, eligible for enlistment in the Air Force and possessing a convertible skill listed on the attached conversion list, may be awarded the 3-skill level AFSC provided the applicant meets the below eligibility criteria. Documentation of formal training completion is required.

1. Being listed as a convertible skill waives **only** the completion of the mandatory initial skills course(s); the 3-skill level awarding course listed in the appropriate specialty description attachment of the AF Enlisted Classification Directory (AFECD). All other mandatory entry requirements listed in the AFECD, including attachment 4 (except for ASVAB requirements), and upgrade requirements for the applicable AFSC apply.
2. Apply the guidance outlined in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, chapter 4, table 4.1, Downgrade and Withdrawal of AFSC, to all branches of the service, including the Air Force, when determining individual's qualifications. If the individual's specialty should have been withdrawn as a result of non-duty performance in the specialty as outlined in AFI 36-2101, then follow the guidance further outlined in paragraph 4.1.2.3.4, to determine if the individual is qualified for enlistment using the convertible skills provision.
3. Individuals having a convertible skill listed for the AFSC requested and otherwise qualified for enlistment may be awarded the 3-skill level in the selected AFSC.
4. The Convertible Skills List is **only** for prior service personnel who enlist into the Air Force with prior military training and experience. Individuals **will not** be awarded a 3-skill level AFSC solely for future assignment consideration. AFSC awarded must be the individual's CAFSC, and the individual must be scheduled for assignment in the awarded AFSC.
5. The MOS, Rating, or Coast Guard identifier is convertible to the AFSC immediately to the right of each column only.

Click:

To view the 31 Oct 15
Air Force AFSC Convertible Skills List