



WARRIOR MEDIC NOTAM – 59MDW-18-21
Developmental Special Duty Process
4 February 2020



PURPOSE: To implement 59th Medical Wing (MDW) Developmental Special Duty (DSD) process and policy.

COMMANDER'S INTENT: The 59 MDW Commander's intent is to establish a local DSD selection process in line with higher headquarters direction.

BACKGROUND: IAW AFI 36-2110, *Total Force Assignments*, the Air Force has identified Special Duty Identifiers (SDIs) as enlisted developmental special duty positions due to their unique leadership roles and the Airman's responsibility to mentor and develop Airmen. Nomination cycles occur bi-annually, typically in Spring and Fall. Nominations should be based on an Airman's potential to serve in the position and not solely on an Airman's desire to fill a particular developmental special duty. NOTE: Airmen will not be selected for positions outside the commander's explicit nomination.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, the 59 MDW DSD process will go as follows:

a. The Command Chief's Executive Assistant (CCCE) will email each group superintendent with their respective nominee list once AETC publishes and distributes the master list.

b. Group superintendents will review each potential candidate and vector those deemed most qualified. Each candidate nominated will have both a primary and secondary vector.

NOTE: Both vectors must address the Wing's quotas as established by AETC.

c. Group superintendents will email the completed nominee list to the CCCE org box - usaf.jbsa.59-mdw.mbx.59-mdw-command-chief@mail.mil - by the Wing's established suspense date.

NOTE: Each candidate NOT submitted for DSD consideration must include a reason why.

d. Group superintendents will send all supporting documents (current draft EPR, last 3 EPRs, SURF, Waivers, and Fitness Report) in a single PDF to the CCCE org box for each nominated member.

e. The CCCE will validate that each nominee qualifies for the DSD(s) specified.

f. The CCCE will compile a master list from each group and will schedule a Senior Enlisted Leader meeting (Command Chief, Group Superintendents and Wing Staff Superintendent) to finalize the Wing's consolidated submission prior to AETC's suspense date.

NOTE: Per AFI, Airmen cannot request removal from DSD consideration. For specific requirements for each DSD, refer to the Special Duty Catalog (SPECAT).

POC: Direct questions regarding this NOTAM to the 59 MDW Command Chief at DSN 554-7015.

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