

**USAF TPD, SECTION II**  
**INFORMATION AND REPORTING INSTRUCTIONS FOR SUBJECT-MATTER EXPERT (SME) LEVIES**

**1. MAJCOM Levies for SMEs.**

a. MAJCOMs and separate activities are tasked to provide SMEs based on the relative number of Airmen assigned in a career ladder and special experience requirements required to develop tests. Send by-name levy information (to include SME's SSAN, duty telephone number, and e-mail address) to AETC A9 SAS/AAA and the servicing military personnel section (MPS) not later than 8 weeks before the test development project date (unless specified otherwise in this document).

b. Each MAJCOM or separate activity is required to furnish AF active-duty personnel as indicated in the following schedule for the number of days shown on TDY (add authorized time for travel) to serve as SMEs in the construction of Air Force Promotion Tests. In addition, each MAJCOM or separate activity must ensure:

1) Qualified MSgts are selected whenever available. Qualified SMSgts should be selected when no qualified MSgts are available. MSgt selects should be considered on a case-by-case basis when a qualified MSgt or SMSgt is not available.

2) Nominees do **not** have a spouse or immediate family member (defined as children, stepchildren, and siblings) eligible to take the tests scheduled to be written or who have any other relationships, such as in-laws or friendships, which they feel could place them in a potentially compromising situation.

3) Nominees must have been promoted to the current grade through the WAPS. When possible, avoid selecting the same individual for consecutive projects.

4) Nominees must not have an approved retirement date and must be available for the entire length of the TDY.

5) Each selectee is interviewed by the unit commander to ensure the member does **not** have any derogatory information that has the potential to discredit the promotion test development process.

c. **Request for Release from SME Levies:** Releases from levies and waivers of special experience requirements must be requested by memorandum or e-mail with all supporting rationale by the MAJCOM, separate activity, or TRW and sent to AETC A9 SAS/AAA e-mail [afoms.tea@randolph.af.mil](mailto:afoms.tea@randolph.af.mil) not later than 8 weeks before the test development project date.

2. **Levies for CDC Writers.** When requested TRWs or other units must provide the CDC writer. Before reporting TDY to AETC A9 SAS/AAA, CDC writers should review the CDCs, plans of instruction (POIs), the latest SKT/CDC/STS compatibility critiques, and any current occupational survey data to identify areas of agreement or disagreement.

a. If a CDC writer in the grade of MSgt or above is not available, one of the following actions should be taken:

1) If TRWs (or other units) have a qualified substitute, submit the name and specific qualifications of the substitute to AETC A9 SAS/AAA with the request for release of the CDC writer. To be qualified, the substitute should be someone who has been directly involved in CDC development (and not just from a supervisory standpoint) for the particular AFS and who is knowledgeable of the concerns related to the CDC(s) being represented.

2) If there is no qualified substitute, notify AETC A9 SAS/AAA.

b. AETC A9 SAS/AAA will either accept the substitute (in which case no further action is required) or release the TRW (or other unit) from the levy.

3. **Selection of PFE/USAFSE SMEs.** For PFE and USAFSE test development projects, AETC A9 SAS/AAA announces SME requirements and nomination procedures by memorandum approximately 120 days before each project date. MAJCOMs and FOAs/DRUs use a command nomination process to nominate members to write the PFEs and USAFSEs. As a minimum, SMEs nominated for PFE and USAFSE projects must:

a. **Not** have an approved retirement date.

b. **Not** have a spouse or immediate family member (defined as children, stepchildren, and siblings) eligible to take the tests scheduled to be written and do not have any other relationships, such as in-laws or friendships, which they feel could place them in a potentially compromising situation.

c. Hold the grade of CMSgt.

d. Be available for the duration of the project(s) for which being nominated.

e. Be interviewed by their unit commanders to ensure they meet the above requirements.

f. **Requesting Release for PFE SME Levies:** Request for release should be sent by the member's unit commander to the Chief's Group and include justification. The Chief's Group will indorse the request and forward it to AETC A9 SAS/AAA [afoms.tea@randolph.af.mil](mailto:afoms.tea@randolph.af.mil) for action. Airmen Advancement will select a replacement from the alternate list, which may or may not be from the same MAJCOM. Airman Advancement will notify the Chief's Group of action taken.

4. **TDY Funding.** A9 SAS will fund the SME TDYs. The fund cites will be issued to the SMEs for each project date after all of the names are received from the MAJCOMs, separate activities, and TRWs. The fund cite covers travel, not to exceed the cost of the JTR and per diem only. Any additional authorizations, such as rental cars or personal excess baggage, must be unit funded. If a member elects to drive a POV, he or she will only be reimbursed up to the cost of the government rate airfare. All hotel costs incurred during POV travel will be at the member's expense. All travelers are authorized only 1 day of travel to and from the TDY location (overseas travelers should contact AETC A9 SAS/AAA for additional travel information). Please ensure that SMEs and commanders are aware of these restrictions.

#### 5. **Instructions for Processing SMEs.**

- a. Each MAJCOM shall provide AETC A9 SAS/AAA with the member's SSAN, DSN duty phone number, and e-mail address as a minimum.
- b. Upon receipt of SME names, AETC A9 SAS/AAA forwards reporting instructions to each selected SME.
- c. Please refer to AFI 65-103, Temporary Duty Orders, to complete TDY authorizations (orders).
- d. A commander's interview letter must be provided to AETC A9 SAS/AAA before a TDY authorization (order) will be approved.
- e. Provide a copy of the TDY authorization (order) to AETC A9 SAS/AAA when the authorization (order) is not completed in DTS.
- f. TDY authorization (order) of the SMEs must include the following statements in the "Other Authorizations" section:
  - 1) Indicate highest security clearance (item 8 if not completed in DTS).
  - 2) Identify the SME by CAFSC in (item 9 if not completed in DTS).
  - 3) If a member elects POV travel, must reflect (item 12 if not completed in DTS) "Mileage reimbursement and per diem limited to constructive cost of common carrier transportation and related per diem as determined in JTR, travel time limited to one travel day to and one travel day from the TDY location."

- 4) Use the estimated cost given in the fund cite message in item 14 (if not completed in DTS).
- 5) Reflect the team project number in (item 16 if not completed in DTS).
- 6) Also include the following instructions in (item 16 if not completed in DTS):
  - a) Government meals are available and directed (Government meal rate applies).
  - b) The project may not take the entire time allotted for the TDY.
  - c) AETC A9 SAS does not have a uniform wear policy.
  - d) Civilian attire is authorized for special agents (for 7S0X1 personnel only).
  - e) Report to Bldg 118, B Street East, Randolph AFB TX, for military lodging assignment. Reservations by team project number have been made. When reporting to lodging, provide the desk with team project number.
  - f) Report to 73 Main Circle, Bldg 661, between 07:15 and 07:30 hours on reporting date for briefing and in processing.
  - g) Members will be signed in effective the date and time of arrival at JBSA-Randolph AFB.
  - h) Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communications are not sufficient to accomplish travel objectives. Member will participate in development of enlisted promotion tests which contain controlled test material.
- 7) Stipulate complete “SAS All” fund cite in item 19 (and unit’s fund cite when required) when not completed in DTS.
  - g. If SMEs have any questions regarding their TDY, they should contact [afoms.tea@randolph.af.mil](mailto:afoms.tea@randolph.af.mil). This applies particularly to those personnel who have received short notice notification (less than 2 weeks) of their selection.

6. **Key for TRWs.** 17 TRW — Goodfellow; 37 TRW — Lackland; 81 TRW — Keesler; 82 TRW — Sheppard.

Report Date	TEAM NO. (NO. DAYS TDY)	No & AFSC of SMEs Required	A C C	A E T C	A F G S C	A F I M S C	A F M C	A F S O C	A M C	Other	Special Experience Requirements (Comments)
01 May 23	055-24 (19 Days)	3:1C873	1	1					1		<b>ACC, AETC, and AMC:</b> 1 SME from each MAJCOM
	056-24 (12 Days)	3:2A675	1						2		<b>ACC:</b> SME with hydraulics experience on fighter aircraft. <b>AMC:</b> 1 SME with hydraulics experience on tanker aircraft (KC-135 & KC-46 preferred), and 1 SME with hydraulics experience on cargo aircraft (C-17 preferred).
	058-24 (12 Days)	3:2W271		1	2						<b>AFGSC:</b> SMEs with ICBM, cruise missile, gravity bomb, and USAFE WS3 experience. <b>AETC:</b> SME with ICBM/cruise missile and gravity bomb experience, and at least 2 years' experience as a 7-level. All SMEs must have at least 5 years' experience in the career field.
	061-24 (10 Days)	3:3E571				3					<b>ACC, AFGSC, and AMC:</b> SMEs with at least 10 years' experience in this AFS.
	114-24 (12 Days)	3:4N171	1	1			1				<b>ACC, AETC, and AFMC:</b> SMEs with a minimum of 5 years' experience in AFS.
	059-24 (12 Days)	3:4R071	1	1					1		<b>ACC, AETC, and AMC:</b> SMEs must have at least 2-years' experience in AFS and must include minimum 1-year experience in current 4R071 operations position.

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	062-24 (12 Days)	3:5R071	1	1					1		<p><b>ACC:</b> SME with current hands-on experience with the chapel Budget Execution Report or Program Objectives Memorandum (BER or POM). Current experience with statement of works, GPC management, and chapel contracting procedures. Recent overseas experience highly desirable.</p> <p><b>AETC:</b> SME with current experience with intervention counseling, traumatic stress response (TSR) or trained crisis response (TCR) procedures, and has developed support plans, and other than readiness support activities. Recent (within 3years) deployment experience highly desired.</p> <p><b>AMC:</b> SME who previously held an NCOIC and/or Supt-level position with current experience in establishing logistics requirements, such as personnel, equipment, tool, parts, supplies or workspace.</p> <p><b>ACC, AETC, and AMC:</b> SMEs must have at least 5 years' experience.</p>
31 May 23	064-24 (17 Days)	3:1Z271		1				2			<p><b>AETC and AFSOC:</b> SMEs with at least 5 years' experience in the career field with combat experience.</p>
	065-24 (17 Days)	3:2A373	2	1							<p><b>ACC:</b> 1 SME with F-15 experience, and 1 SME with U-2 experience.</p> <p><b>AETC:</b> SME with F-16 experience.</p>
	066-24 (17 Days)	3:2A672	1	1				1			<p><b>ACC, AFGSC, and AMC:</b> SMEs with at least 3 years of recent AGE shop level experience with 2 years of experience within assigned MAJCOM.</p>
	067-24 (12 Days)	3:2A674	1	1				1			<p><b>ACC:</b> SME with fighter aircraft experience.</p> <p><b>AFGSC:</b> SME with bomber aircraft experience.</p> <p><b>AMC:</b> SME with cargo/tanker aircraft experience.</p>
	068-24 (17 Days)	3:3E071				3					<p><b>ACC, AFGSC, and AMC:</b> SMEs with interior/exterior electrical experience.</p>
	069-24 (10 Days)	3:3E871	1				1	1			<p><b>ACC, AFMC, and AMC:</b> SMEs with at least 10 years' experience in this AFS.</p>

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	070-24 (12 Days)	3:4A071	1	1					1		<b>ACC:</b> SME with current (2020-2022) medical readiness experience. <b>AETC:</b> SME with PCO, PT admin, and managed care experience. <b>AMC:</b> SME with resource management and systems experience. <b>ACC, AETC, and AMC:</b> SMEs must have at least 5 years' experience in AFS: NOTE: If CDCs are completed will request the CDC writer attend.
	071-24 (12 Days)	3:4J072		1	1		1				<b>AETC, AFGSC, and AFMC:</b> SMEs must have at least 2 years' experience in AFS and must include minimum 1-year experience in current 4J072 operations position.
26 Jun 23	074-24 (5 Days)	4:3P071	1	1	1					1	<b>ACC:</b> SME currently assigned to an operational unit. <b>AETC:</b> SME currently assigned to an operational unit with canine handling experience. <b>AFGSC:</b> SME currently assigned to a missile security unit and at least 3 years' nuclear security and/or WSA experience. <b>HAF:</b> SME currently assigned to A4S Operational Division.
	076-24 (5 Days)	2:4J072A		1						1	<b>AETC and USAFE:</b> SMEs must have at least 2-years' experience in AFS and must include minimum 1-year experience in current 4J072A operations position.
	075-24 (5 Days)	3:4T071	1	1			1				<b>ACC, AETC and AFMC:</b> SMEs with at least 6 years' experience, clinical chemistry and supply experience.
10 Jul 23	077-24 (12 Days)	5:00036								5	AETC SAS/AA coordinates with AF/A1LE, Chief's Group, for selection of CMSgt SMEs.

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	078-24 (12 Days)	4:1C371	1	1	1				1		<p><b>ACC:</b> SME with experience as NCOIC, Reports.</p> <p><b>AFGSC:</b> SME with experience as NCOIC, Training.</p> <p><b>AMC:</b> SME with experience as NCOIC, Console Operations.</p> <p><b>AETC:</b> SME with experience in Systems</p> <p><b>ACC, AFGSC, and AMC:</b> SMEs with 7 years in AFS and held identified NCOIC role within the last 3 years. Preferred deployment experience within the last 5 years.</p>
	079-24 (19 Days)	3:1P071	1	1					1		<p><b>ACC:</b> 1P0X1A SME with flying helmets, COMBAT EDGE oxygen masks, Anti-G Suits, NVG, CSEL and at least 4 years' ACES II parachute and survival kit experience.</p> <p><b>AETC:</b> 1P0X1A or 1P0X1B SME with flying helmets, NVG, and at least 4 years' backstyle parachutes and/or ACES II parachute and survival kit experience.</p> <p><b>AMC:</b> 1P0X1B SME with flying helmets, NVG, CSEL, and at least 4 years' backstyle parachute and multi-place life raft experience.</p> <p><b>ACC, AETC, and AMC:</b> SMEs in addition to defined mission set requirements must have at least 10 years' experience in this AFS. SMEs will have a current AFE Enlisted Deliberate Development Board vector</p>
	081-24 (19 Days)	3:2M072			3						<p><b>AFGSC:</b> SMEs with broadest possible background in Minuteman weapon systems, space launch, and operational wing procedures.</p>
	082-24 (19 Days)	3:2P071	2						1		<p><b>ACC and AMC:</b> SMEs with at least 4 years bench experience.</p>
	115-24 (10 Days)	3:4N171B/ C/D	1	1			1				<p><b>ACC:</b> B-shred SME with a minimum of 5 years' experience in AFS.</p> <p><b>AETC:</b> C-shred SME with a minimum of 5 years' experience in AFS.</p> <p><b>AFMC:</b> D-shred SME with a minimum of 5 years' experience in AFS.</p>



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	085-24 (19 Days)	3:6F071	1	1					1		<b>ACC, AETC and AMC:</b> SMEs with base-level financial analysis and/or resource advisor experience, and customer service experience. Deployment/overseas operations experience and at least 5 years' experience as a 7-skill level.
07 Aug 23	086-24 (12 Days)	5:00035								5	AETC SAS/AA coordinates with AF/A1LE, Chief's Group, for selection of CMSgt SMEs
	088-24 (12 Days)	3:1C771	1		1				1		<b>ACC, AFGSC, and AMC:</b> SME with at least 5 years' experience in this AFS and who are directly involved in or supervising day to day airfield management operations.
	089-24 (12 Days)	3:1T071	1	1				1			<b>ACC, AETC, and AFSOC:</b> SMEs with at least 6 years' experience in the AFS and recent deployment experience. Also, at least assignments in two different MAJCOMS.
	090-24 (12 Days)	3:2A572	1					2			<b>ACC:</b> SME with HH-60 experience. <b>AFSOC:</b> SMEs with CV-22 experience.
	091-24 (12 Days)	3:2A671F	2		1						<b>ACC:</b> SMEs with F100/F110, and/or F119 experience. <b>AFGSC:</b> SME with F118 and/or F110 engine experience.
	092-24 (12 Days)	3:2A772	1		1				1		<b>ACC:</b> SME with 3 years fighter, 6 years in AFS. <b>AFGSC:</b> SME with 3 years bomber, 6 years in AFS. <b>AMC:</b> SME with 3 years heavy aircraft, 6 years in AFS.
	093-24 (10 Days)	3:3E371	1		1				1		<b>ACC:</b> SME with masonry and carpentry experience; Red Horse preferred. <b>AFGSC:</b> SMEs with at least 10 years' experience in AFS. <b>AMC:</b> SME with metal and welding experience. Prime Beef preferred.
	111-24 (19 Days)	3:3E971	1							2	<b>ACC, PACAF, and USAFE:</b> SMEs with 8 to 10 years' experience in this AFS.
28 Aug 23	095-24 (5 Days)	3:4T072		2					1		<b>AETC and AMC:</b> SME with at least 5 years' experience in this AFS.

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	113-24 (5 Days)	3:4V071	1	1					1		<b>ACC:</b> SME with at least 5 years' experience in Ophthalmology surgical activities <b>AETC:</b> SME with at least 5 years' experience in Ophthalmic support activities and ordering/dispensing optical devices. <b>AMC:</b> SME with experience in General Ophthalmic and Medical Readiness activities.
11 Sep 23	097-24 (12 Days)	3:1C571	3								<b>ACC:</b> 1 SME with 1C5D SME currently assigned to a CRC unit with data link experience requirements JTIDS-100, 1 SME currently assigned to an AOC unit with data link experience requirements JTIDS-102, and 1 SME (non-MDS specific) with a data link experience requirement of JT-201 currently assigned to an AOC unit with data link experience requirements JTIDS-102.
	101-24 (19 Days)	3:1D7X1	1	1					1		Pending Requirements from CFM.
	027-24 (12 Days)	3:1U071	1	1				1			<b>ACC, AETC, and AFSOC:</b> SME with at least 3 years MQ-9 and instructor experience.
	102-24 (19 Days)	3:1H071	1	2							<b>ACC:</b> SME with HARMS and/or AOPTT experience <b>AETC:</b> 1 SME with Centrifuge expertise, and 1 SME with Aircrew Training expertise.

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	098-24 (19 Days)	4:2A9X/4A	1		1				1	1	<p><b>ACC:</b> 1 SME with at least two years of experience on E-3, RC-135 or HH60 aircraft</p> <p><b>AMC:</b> 1 SME with at least two years of experience on any cargo or KC-135 aircraft</p> <p><b>AFSOC:</b> 1 SME with at least 2 years of current experience C-130 SOF-variant aircraft</p> <p><b>AFGSC:</b> 1 SME with at least 2 years of current experience on any bomber aircraft</p>
	100-24 (19 Days)	4:2W071	1		2		1				<p><b>ACC:</b> SME with fighter aircraft experience. Current MAJCOM staff experience preferred.</p> <p><b>AFMC/AMC/AETC:</b> One SME with MASO or 2-years of Muns Ops experience.</p> <p><b>AFGSC:</b> Two SMEs with bomber experience and one SME must be a <b>FEMALE</b>.</p>
	103-24 (19 Days)	3:2T271				3					<p><b>ACC:</b> SME with at least five years' experience in the career field with squadron-level materiel control management, workload control, maintenance scheduling, depot and TCTO management.</p> <p><b>AETC and AMC:</b> (VSCOS) - 1 SME with at least five years' experience in the career field with knowledge in fleet support and analysis duties and 1 SME with at least five years' experience in the career field with knowledge in fleet management compliance and procurement duties.</p>
	104-24 (19 Days)	3:4H071	1	1					1		<p><b>ACC, AETC, and AFMC:</b> SMEs with at least 5 years' experience in AFS with respiratory therapy, pulmonary function testing, and cardiopulmonary laboratory activity experience.</p>
02 Oct 23	106-24 (19 Days)	3:2A071	1		1			1			<p><b>ACC:</b> SME with 2A0X1P experience.</p> <p><b>AFGSC:</b> SME with 2A0X1M experience.</p> <p><b>AFS0C:</b> SME with 2A0X1K experience.</p>

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	107-24 (12 Days)	3:2A676	1	1					1		<b>ACC:</b> SME with fighter aircraft and backshop experience. <b>AFGSC:</b> SME with bomber aircraft and backshop experience. <b>AMC:</b> SME with tanker/cargo aircraft and backshop experience.
	108-24	3:2M073								USSF 1	<b>AFGSC:</b> 1 SME with core FMS ICBM weapons system experience; PREL and/or HICS experience desired, and 1 SME with core FMS ICBM weapons system experience; PREL and/or HICS experience desired. If possible/desired, one SME have experience as a 3-level instructor. <b>USSF:</b> SME with current space launch experience and recent ICBM experience.
	109-24 (12 Days)	3:2S071	1				1		1		<b>ACC:</b> SME with at least 4 years' experience in performing operations compliance and quality assurance (QA) activities, RSP/Customer Service/Contingency Operations. <b>AFMC:</b> SME with MICAP, Stock Control, and Equipment Management experience. <b>AMC:</b> SME assigned to LRS with at least 4 years of general supply activities experience.
	110-24 (10 Days)	3:3E671	1	1					1		<b>ACC, AFGSC, and AMC:</b> SMEs with recent contingency/deployment (within 3 years); 2 years' experience supervising and/or working activities within Requirements and Optimization; 2 years' experience supervising and/or working in Materiel Control; 1 year experience supervising or working in Service Contracts.
	112-24 (16 Days)	3:4B071	1	1					1		<b>ACC, AFGSC, and AMC:</b> SMEs with at least 5 years' experience in AFS with occupational health risk assessment activities experience; due to the complexity of this AFS request 12 days vs 10.
	094-24 (12 Days)	3:4N071C	1	1				1			<b>AETC:</b> SME with at least 5 years' experience in AFS with previous instructor experience preferred. <b>ACC and AFSOC:</b> SMEs with at least 5 years' experience in AFS.

