



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE SECRETARY

13 August 2024

MEMORANDUM FOR DACOWITS

FROM: HQ USAF
1670 Air Force Pentagon
Washington DC 20330-1670
SUBJECT: DAF DACOWITS RFI Response #3

QUESTION #3

The Committee continues to research the WPS study topic, examining specifically Defense Objective 1 to better understand how the Defense Department “*exemplifies a diverse organization that allows for women's meaningful participation across the development, management, and employment of the Joint Force.*”

The Committee requests a **briefing and written response** from the **OSD, Joint Staff (JS), and the Military Services** on the following:

a. The published process for assignments to joint duty assignment list (JDAL) positions. Specifically, provide overall guidance and direction given to the Military Services regarding criteria for nomination, the evaluation/selection review process, and approval process for assignment to JDAL billets. In addition:

- i. **OSD/JS:** Provide any existing guidance on how OSD/JS directs/encourages/requires any review of gender equity in the JDAL assignment process.
- ii. **Military Services:** Each Service should offer in greater detail (within the written response) how officers are selected for JDAL billets including the Services’ selection process from nomination to final approval for JDAL billet assignment.

The Air Force's policy and procedures for officer JDAL positions are detailed in AFI 36-2135, *Joint Officer Management*. To ensure compliance with these policies, officer assignment teams (OATs) use the Air Force Officer Assignment System to execute officer assignments.

Most assignment actions are executed through two vulnerable to move (VML) cycles – Summer and Winter reporting periods. Each OAT evaluates assignment vacancies against officers who are available for permanent change of station. Based on the functional priority, OATs will take action to fill the vacancies. JDAL billets are also reviewed, validated, and if determined a priority, assignment action will be taken. However, it is

important to note that many officer functional areas have more vacancies than available officers, which is why functional prioritization for fills is so critical. In some cases, this prioritization may result in a JDAL billet going unfilled.

iii. **Military Services:** Is gender considered in the review process for joint duty assignments? If so, how, and is gender data collected?

The Air Force does not take gender into account when filling joint duty assignments, except when it may be mandated by law or Department of Defense policies. The Air Force policy, as outlined in DAFI 36-2110, *Total Force Assignments*, paragraph 3.2, is designed to ensure that all service members are treated fairly, equitably, and without discrimination based on merit, fitness, capability, and potential.

b. Discuss the published process for enlisted management with respect to joint duty assignments. Specifically overall guidance and direction given to the Military Services regarding criteria for nomination, the evaluation/selection review process, and approval process for assignment to joint billets.

i. **OSD/JS:** Provide any existing guidance on how OSD/JS directs/encourages/requires any review of gender equity in the assignment process.

ii. **Military Services:** Each Service should offer in greater detail (within the written response) how enlisted Service members are selected for joint billets, including the selection process from nomination to final approval.

The Air Force fills enlisted joint billets through the Enlisted Quarterly Assignment Listing Plus system. The system is a human resources information system used to manage and track the assignment of enlisted personnel, as well as maintain personnel records and manage human resources-related tasks. The system is designed to help the Air Force ensure that all enlisted personnel are assigned to positions that are appropriate for their skills, abilities, and qualifications.

iii. **Military Services:** Discuss any review process or direction criteria which takes gender into consideration for joint assignments.

The Air Force does not take gender into account when filling enlisted joint duty assignments, except when it is mandated by law or Department of Defense policies.

c. **Military Services:** Is there a process to ensure equitable representation of female officers

As previously stated, the Air Force does not consider gender (unless mandated by statute or DoD policy) when filling joint duty assignments. OSD/JS sets requirements for each assignment, and the Air Force selects the best candidate without regard to race, age, gender, etc.