

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 36-2100**

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**Personnel**

**MILITARY UTILIZATION AND  
CLASSIFICATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Manual (AFMAN) implements Title 10 United States Code (USC) Section 12303, *Ready Reserve: members not assigned to, or participating satisfactorily in, units* and 10 USC § 10148, *Ready Reserve: failure to satisfactorily perform prescribed training* and Air Force Policy Directives (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, and AFPD 36-26, *Total Force Development and Management*, for administering the provisions of Department of Defense Instruction (DoDI) 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*, DoDI 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*, DoDI 1205.18, *Full Time Support (FTS) to the Reserve Components*, DoDI 1235.09, *Management of the Standby Reserve*, DoDI 1235.13, *Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*, DoDI 1300.28, *Military Service by Transgender Persons and Persons with Gender Dysphoria*, DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel* and DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*. This manual applies to civilian and uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and the Air National Guard (ANG). This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC § 9013, *Secretary of the Air Force*, and Executive Order 9397,

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### **SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include addressing some of the matters included in the following instructions (but not superseding these instructions): AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*; AFI 36-2629, *Individual Reservist Management*; AFI 36-2608, *Military Personnel Records System*; AFI 36-2107, *Active Duty Service Commitments*; AFI 36-2110, *Total Force Assignments*; AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*; AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*; AFI 36-2626, *Airman Retraining Program*; AFI 36-2135, *Joint Officer Management*; AFI 36-2123, *Management of Enlisted Aids*; AFI 36-2633, *Peace Time Management of the Air Force Pre-Trained Individual Manpower Programs*, AFI 36-2105, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs* and AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*. Other major changes in this rewrite include reducing the use of acronyms, limiting the scope of this publication to AF guidance, and lowering compliance tiers where possible.

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## Chapter 1

### OVERVIEW

**1.1. Overview.** This publication provides one document for all guidance, procedures, programs and responsibilities pertaining to the military classification system; applying for flying training; Air Battle Manager(ABM) Training; and astronaut programs; active duty service commitments; AF technical training management and utilization; officer crossflow; and initial skills training reclassification program.

1.1.1. **Chapter 2** pertains to the military classification system outlining overall responsibilities which identify duties and tasks for every position for accomplishing the Air Force mission. The classification system also provides concise award, upgrade and retention criteria for career progression.

1.1.2. **Chapter 3** provides guidance and procedures for merited selection into the rated specialties of Pilot, Remotely Piloted Aircraft (RPA) Pilot, Combat Systems Officer (CSO), ABM based on previous experience and qualifications. Additionally, it provides the purpose of the Air Force Astronaut Nomination program.

1.1.3. **Chapter 4** pertains to active duty service commitments (ADSCs) and reserve service commitments (RSCs) which assures the Air Force and the taxpayers receive an appropriate return on their investment of money and/or time in training, education, and bonuses. It outlines those incurring events that require commitments to assure open communication to Air Force members regarding obligated service.

1.1.4. **Chapter 5** pertains to technical training program requirements which defines the roles, responsibilities, programs, and procedures necessary for Air Force and applicable non-Air Force technical training management across the planning, programming, budgeting and execution cycle to ensure maximum utilization in support of the Air Force mission.

1.1.5. **Chapter 6** pertains to the Airman retraining program outlining a process that addresses career-field imbalances across the Air Force. The program is designed to bring imbalanced career-fields back into authorized funded end-strength.

### 1.2. General Guidance.

1.2.1. The term ‘components’ used throughout this publication applies to all parts of the total Air Force, unless the text of this publication specifies that the provisions being discussed apply only to one or two of the RegAF, ANG, or AFR.

1.2.2. All references to “days” refer to calendar days unless otherwise stated.

### 1.3. Roles and Responsibilities.

1.3.1. Vice Chief of Staff (AF/CV) will approve and disapprove medical exceptions to policy. (T-1).

1.3.2. Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR) will establish ADSC policies and is the waiver authority for ADSC disputes that are not adjudicated at AFPC (see [paragraph 4.3.9](#)). (T-1).

1.3.3. Secretary of the Air Force Personnel Council (SAFPC or SAF/MRBP) is the authority for ADSC waiver requests that are submitted in conjunction with a separation or retirement request (see [paragraph 4.3.7](#)). Waiver requests are submitted as a part of the member's request to separate or retire through the appropriate virtual application as outlined in AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, or AFI 36-3208, *Administrative Separation of Airmen*.

1.3.4. The Deputy Chief of Staff, Personnel, Manpower and Services (AF/A1) will:

1.3.4.1. Review and approve Air Force classification policy for clarity, propriety, and accuracy. **(T-1)**.

1.3.4.2. Work with Air Staff agencies to determine if new or revised classification policies are needed to effectively and efficiently manage manpower requirements and human resources. **(T-1)**.

1.3.4.3. Maintain overall responsibility for the execution and oversight of flying training, ABM, and astronaut programs in concert with the AFR and ANG. **(T-1)**.

1.3.4.4. Collaborate with the Commander, Air Force Reserve Command (AFRC/CC) and Director of the Air National Guard (NGB/CF) to develop, manage, and execute Undergraduate Flying Training policies, with a Total Force perspective. **(T-1)**.

1.3.4.5. Approve eligibility requirements. **(T-1)**.

1.3.5. AFRC/CC will:

1.3.5.1. Collaborate with the NGB/CF and AF/A1 to develop, manage, and execute Undergraduate Flying Training policies, with a Total Force perspective. **(T-1)**.

1.3.5.2. Approve and disapprove age and Total Federal Commissioned Service (TFCS) exception to policy (ETP) for all AFR applicants. **(T-1)**.

1.3.5.3. Approve all ineligibility factor ETPs for all AFR applicants. **(T-1)**.

1.3.6. Director, Air National Guard (NGB/CF) will:

1.3.6.1. Collaborate with the AFRC/CC and AF/A1 to develop, manage, and execute Undergraduate Flying Training policies, with a Total Force perspective. **(T-1)**.

1.3.6.2. Approve and disapprove age and TFCS ETP for all ANG applicants. **(T-1)**.

1.3.6.3. Approve all ineligibility factor ETPs for all ANG applicants. **(T-1)**.

1.3.7. Director, Military Force Management Policy (AF/A1P) updates this manual and staffs ADSC disputes to SAF/MR for consideration. **(T-1)**.

1.3.8. Directorate of Manpower, Organization and Resources (AF/A1M) will provide Human Resources Data Analytic and Decision Support Division (AF/A1XD) with the count of funded authorizations by Air Force Specialty Code (AFSC) which are used to model the desired number of RegAF technical training graduates each FY. **(T-1)**.

1.3.9. AFPC Commander (AFPC/CC) will:

1.3.9.1. Serve as final authority for action in coordination with AF/A1P and AF, Deputy Chief of Staff Strategic Deterrence and Nuclear Integration (AF/A10) for Missileer Crossflow Program. **(T-1)**.

1.3.9.2. Serve as the authority to overrule the Nonrated Line Crossflow Panel or Missileer Crossflow Program results and disapprove a recommendation when appropriate. **(T-1)**.

1.3.9.3. Serve as the final reclassification and separation authority for line officer initial skills training eliminees. **(T-1)**.



## Chapter 2

### CLASSIFYING MILITARY PERSONNEL (OFFICER AND ENLISTED)

#### 2.1. Classification Overview, Concept, Responsibilities, and Structure.

2.1.1. Overview. The military personnel classification system identifies duties and tasks for every position needed to accomplish the Air Force mission. The system is designed to identify qualifications and abilities necessary to accomplish these duties and tasks, as well as provide clear and visible career progression patterns. It links duties and tasks into cohesive job clusters used to match personnel requirements with personal aptitudes, attributes, and qualifications. The classification system also provides concise award, upgrade, and retention criteria for career progression.

#### 2.1.2. Classification Concepts and Parameters.

2.1.2.1. Functional Grouping Concept. The classification system groups related work requirements (positions) into Air Force Specialties (AFS) (**Tables 2.1 and 2.2** break down enlisted and officer AFSC structures). Positions are grouped on similarity of functions and requirements for knowledge, education, training, experience, ability, and other common criteria. Air Force Specialties are further combined into broader and more general functional categories called career fields. This functional grouping provides a classification and utilization system that:

2.1.2.1.1. Remains stable regardless of organizational structure changes.

2.1.2.1.2. Provides a framework to procure, train, and develop specialized and broadly experienced personnel.

2.1.2.1.3. Easily adapts and responds to changes in Air Force skill requirements.

2.1.2.1.4. Supports utilization and other personnel program needs.

2.1.2.2. Practical Specialization Concept. AFS qualifications are listed in each specialty description within the Air Force Officer Classification Directory (AFOCD) and the Air Force Enlisted Classification Directory (AFECD), which may be accessed through the Air Force Portal. Qualifications include knowledge, education, training, experience, and other factors. These are defined as mandatory or desirable for each skill (enlisted) or qualification (officer) level. While no one person is likely to perform all functions of an AFS at any one time, Airmen can be developed to perform all duties and responsibilities of the various duty positions within an AFS at different times throughout a career. When Airmen meet all of the mandatory qualifications of the specialty and have shown skill and/or qualification in all tasks of the positions to which assigned, they are considered qualified for award of the AFSC.

2.1.2.3. The following are the basic parameters of the classification structure:

2.1.2.3.1. Identify requirements (typically associated with unit manpower document authorizations) and Airmen qualified to fill those requirements.

2.1.2.3.2. Design AFSCs which make sense in the objective Air Force structure.

2.1.2.3.3. Use simple, clear, logical groupings.

- 2.1.2.3.4. Provide visible AFSC qualification and/or skill levels for officer and enlisted personnel.
- 2.1.2.3.5. Maintain the ability to identify career fields, specialties, subspecialties, and skill and/or qualification levels.
- 2.1.2.3.6. Maintain the ability to identify special job requirements and positions, Special Duty Identifiers (SDIs), Reporting Identifiers (RIs), and Special Experience Identifiers (SEIs), as defined in paragraphs 2.3.4, 2.3.5, and 2.3.13.
- 2.1.2.3.7. Eliminate redundant identifiers. Do not duplicate other Military Personnel Data System (MilPDS) identifiers.
- 2.1.2.3.8. Group AFSCs functionally.
- 2.1.2.3.9. Maintain a balance of specialist versus generalist specialties to allow maximum efficiency and equity in assignment and promotion opportunities.
- 2.1.2.3.10. Do not overpopulate small population specialties that adversely limit the ability to effectively manage the resource.
- 2.1.2.3.11. Specialty description (contained in the respective AFOCD and AFECD) for each occupational grouping will contain general occupational information (what most of the people do most of the time) and quantify the minimum requirements necessary to reasonably predict success in and retain the specialty.
- 2.1.2.3.12. Specialty description is broad in scope to adequately portray all enlisted skill/officer qualification levels represented by the description and will not normally contain a grade requirement.
- 2.1.2.3.13. Grade requirements on unit manpower document authorizations are determined by manpower, in conjunction with the Career Field Manager (CFM) of the respective component. However, in certain instances minimum grade and/or grade range requirements are authorized for AFSCs, SDIs, and RIs as identified in the respective AFOCD and AFECD.
- 2.1.2.3.14. Specialty description format is standardized to maintain simplicity, clarity, and ease of publishing.
- 2.1.2.3.15. Specialty descriptions are generally no more than two pages in length (may exceed this length to include descriptions, when needed).
- 2.1.2.3.16. Changes to the classification system are staffed using the classification system with all impacted agencies using the execution guidance within the CFM Guide available on the My Personnel Services (myPers) website.

**Table 2.1. Enlisted AFSC Explained.**

| L<br>I<br>N<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | A                                                                        | B                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Character                                                                | Identifies (see <b>Note 1</b> )                                                                                                                                                                                                                                                              |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | first position (numeric)                                                 | Career group.<br>1 - Operations    4 - Medical or Dental    7 - Special Investigation<br>2 - Logistics    5 - Legal or Chaplain    8 - Special Duty Identifier<br>3 - Support    6 - Acquisition or Finance    9 - Reporting Identifier                                                      |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | second combined with first character (alpha)                             | Career field.<br>Example: 2T - Logistics, Transportation and Vehicle Management                                                                                                                                                                                                              |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | third combined with first and second character (numeric)                 | Career field subdivision.<br>Example: 2T3 - Logistics, Transportation and Vehicle Management, Vehicle Management                                                                                                                                                                             |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | fourth (numeric)                                                         | Skill level of AFSC.<br>1 - Helper    7 - Craftsman<br>3 - Apprentice    9 - Superintendent<br>5 - Journeyman    0 - Chief Enlisted Manager                                                                                                                                                  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | fifth combined with other four characters (numeric) (see <b>Note 2</b> ) | Specific AFSC.<br>Example: 2T351 - Logistics, Transportation and Vehicle Management, Vehicle Management Journeyman, Mission Generation Vehicular Equipment Maintenance                                                                                                                       |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | alpha prefix                                                             | An ability, skill, special qualification, or system designator not restricted to a single AFSC.<br>Example: T - Formal Training Instructor                                                                                                                                                   |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | alpha suffix (shred-out) (see <b>Note 3</b> )                            | Positions associated with particular equipment or functions within a single specialty. Example: 2T351A - Logistics, Transportation and Vehicle Management, Vehicle Management Journeyman, Mission Generation Vehicular Equipment, Firefighting and Refueling Vehicle & Equipment Maintenance |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X2TXXXX denotes all 2T AFSCs, to include all career field subdivisions, prefixes, skill levels, and suffixes.</li> <li>2. When two or more career ladders are combined at the 7- or 9-skill level, they are called capper AFSCs. And, when combined, the number in the fifth position will almost always be "0." Example: 2T371 and 2T377 merge into a common 9-level 2T390. Depending on prior AFSC structure changes, it may have to be a different number (other than 0 at the 9-skill level), as necessary.</li> <li>3. Not applicable at the 9-level skill or Chief Enlisted Manager level.</li> </ol> |                                                                          |                                                                                                                                                                                                                                                                                              |

**Table 2.2. Officer AFSC Explained.**

| LINE | A                                                      | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Character                                              | Identifies (see <b>Note 1</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1    | first (numeric)                                        | Career group.<br>1 - Operations    4 - Medical or Dental    7 - Special Investigations<br>2 - Logistics    5 - Legal or Chaplain    8 - Special Duty Identifier<br>3 - Support    6 - Acquisition or Finance    9 - Reporting Identifier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2    | second combined with first character (numeric)         | Utilization field.<br>Example: 11 - Operations, Pilot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3    | third combined with first and second character (alpha) | Functional area.<br>Example: 11B - Operations, Pilot, Bomber Pilot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4    | fourth (numeric)                                       | Qualification level.<br>1 - Entry (any AFSC)<br><br>2 - Intermediate (only for AFSCs so designated in the AFOCD)<br><br>3 - Qualified (any AFSC)<br><br>4 - Staff (See <b>Note 2</b> ): Designation of “staff level” relates only to the level of functional responsibility and is restricted to positions above wing level. It does not denote additional specialty qualifications.<br>Examples: 11B3 - Operations, Pilot, Bomber Pilot, qualified.<br>11B4 - Operations, Pilot, Bomber Pilot, qualified and serving in a staff position above wing level<br><br>0- Qualified commander (when used in conjunction with “C” in 3rd position), or<br><br>- Senior Leader or Leader (when other than a “C” in the 3rd position for 62S0, 63G0 or 63S0) |
| 5    | alpha prefix                                           | An ability, skill, special qualification, or system designator not restricted to a single AFSC.<br><br>Example: A – Operational Warfare Instructor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6    | alpha suffix (shred-out)                               | Positions associated with particular equipment or functions within a single specialty.<br>Example: 11B3A - Operations, Pilot, Bomber Pilot, qualified, B-1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Notes:**

1. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X12XXX denotes all "12" AFSCs, to include all utilization fields, prefixes, qualification levels, and suffixes.
2. In addition, not all positions above wing level qualify for the staff AFSC. For positions above wing level, Manpower uses the staff AFSC requirements for determining applicability (vice the 3-qualification level): Staff AFSC identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Qualified (XXX3) officers filling or who have filled such positions are awarded the staff AFSC.

**2.1.3. Program Processes.****2.1.3.1. Director, Military Force Management Policy (AF/A1P) will:**

2.1.3.1.1. Establish procedures for development and publication of program requirements for technical training programs.

2.1.3.1.2. Conduct an annual technical training data call that provides guidance and suspense dates for submitting out-year Air Force-directed and MAJCOM mission technical training requirements for Total Force, sister services, Department of Defense (DoD), and other US government agencies for the following technical training programs: Total Force enlisted initial skills, non-rated line officer initial skills, mission readiness training (e.g., advanced, supplemental, and resident craftsman training), trained dog requirements, field training detachment, mobile training teams, non-resident (type-6 distance learning), language training, international military training, and basic military training. Requires submission of program requirement requests through proper channels.

2.1.3.1.3. Work with AF/A1XD and Air Force CFMs to validate each individual career field's health, challenges, and emerging missions. Balance individual career field needs against overall force management goals and objectives.

2.1.3.1.4. Provide guidance to Air Education and Training Command (AETC) to satisfy program and mission requirements and advocates for training resources via the Air Force corporate structure.

2.1.3.1.5. For initial skills programs, build preliminary Total Force program guidance letters and program requirement documents based on AF/A1XD career field sustainment analysis, Air Force CFM input, and mission needs. Compiles the requirements into draft program guidance letters and program requirement documents and submits to AETC for assessment.

2.1.3.1.6. For mission readiness training, trained dog requirements, field training detachment and non-resident programs, develop the program requirements documents and program guidance letters and send to the AETC Force Development Resources Branch (AETC/A3LR), AETC Technical Training Requirements Branch (AETC/A3LZ), AETC Financial Management Analysis Division (AETC/FMA),

Second Air Force (2 AF), AF directed users, MAJCOMs, Air Force Personnel Center's Workforce Development Section (AFPC/DP2LWD), training requester quota identifier managers, forward operating agencies, direct reporting units, and non-Air Force users.

2.1.3.1.7. Co-chair, with AETC/A3LZ, the annual Officer Initial Skills Working Group, Training Flow Management Working Group and Mission Readiness Training Program Working Group. See [paragraph 5.5](#) for more details.

2.1.3.1.8. Finalizes the program guidance letters and program requirements documents for initial skills programs following the working groups identified in [paragraph 5.5](#). This involves balancing resources, training prioritization, training capacity, and accession limits.

2.1.3.1.9. Forward all signed program guidance letters and program requirements documents to AETC.

2.1.3.1.10. Approve changes to the program guidance letters and program requirements documents through requirements adjustments.

2.1.3.1.11. Approve officer and enlisted initial skills unused quotas for redistribution and updates program guidance letters based on approvals. Develops the accessions program guidance letter that identifies Total Force accession levels for the current fiscal year (FY) and across the Future Years Defense Program.

2.1.3.1.12. Develop and identify the number of enlisted non-prior service (NPS) and prior service (PS) recruits the Air Force will access for a given FY on the accessions program guidance letters.

2.1.3.1.13. Develop and identify the number of line and non-line officer accessions for a given FY on the accessions program guidance letters.

2.1.3.1.14. Appoint members to the annual Training Flow Management Working Group.

2.1.3.1.15. Work with AETC, AFPC and RegAF CFMs to assess impacts of proposed and approved additions, deletions, mergers, or changes to AFSCs in the AFECD/AFOCD. Reflects approved changes to AFSCs in the appropriate program guidance letters and program requirements documents.

2.1.3.1.16. Establish officer crossflow and initial skills training elimination reclassification guidance and policy, monitor for necessary adjustments, and update as required.

2.1.3.1.17. Determine officer crossflow requirements by AFSC and year group based on AFSCs with inventory imbalances and provide that information to AFPC for use in crossflow and initial skills training reclassification programs.

2.1.3.1.18. Consider impact of other force management initiatives (e.g., force shaping and reduction-in-force boards) and prior enlisted populations within each career field when determining crossflow targets. AFSCs with specific or unique qualification requirements (e.g., technical education) should be filled first before crossflowing officers with specific or unique qualifications to other career fields.

- 2.1.3.1.19. Approve or disapprove waiver of crossflow eligibility criteria and adjudicate crossflow in and out targets with CFMs and other stakeholders.
- 2.1.3.1.20. Produce monthly officer sustainment matrices showing manning overages and gaps by career field and year group for AFPC to use in determining out-of-cycle crossflow requests.
- 2.1.3.2. AFPC Military Classification (AFPC/DP3DW – Business Process Owner and AFPC/DP2SSM – Military Classification Development), will:
- 2.1.3.2.1. (AFPC/DP3DW) Establish and oversee processes for classifying personnel including developing, reviewing, interpreting, and changing classification procedures for classifying military personnel based on specialty data, special studies, analyses, and CFM input. **(T-1)**.
- 2.1.3.2.2. (AFPC/DP3DW) Manage the Air Force Military Classification System, to include actions establishing, deleting, changing, or revising necessary identifiers and specialty descriptions by means of the AFOCD, AFECD, and Job Code and SEI tables in MilPDS, in order to manage Air Force manpower requirements and human resources. **(T-1)**. Serve as approval authority for all military classification changes. **(T-1)**.
- 2.1.3.2.2.1. (AFPC/DP2SSM) Partner with Air Force CFMs (and other stakeholders) proposing changes to the Air Force Military Classification System. **(T-1)**.
- 2.1.3.2.2.2. (AFPC/DP2SSM) Develop Air Force specialties, titles, and codes to identify required military skills associated with specialty restructuring, new systems development, acquisition, operation, etc., upon request of the Air Force CFM and staff agencies. **(T-1)**.
- 2.1.3.2.2.3. (AFPC/DP2SSM) Coordinate extensively with functional, manpower, and personnel agencies on all classification changes due to the impact these actions have on a variety of programs. **(T-1)**.
- 2.1.3.2.2.4. **(AFPC/DP2SSM)** Staff and coordinate AFS restructuring actions with affected agencies, Air Force CFMs, Air Force Recruiting Service, AETC, AF/A1PP, AF/A1PPR, Accessions and Training Division (AF/A1PT), AF/A1XD, Air Force Manpower Analysis Agency, NGB/A1D and AF/REP. **(T-1)**.
- 2.1.3.2.2.5. (AFPC/DP2SSM) Coordinate with computer systems managers on classification matters impacting MilPDS Job Code and SEI/Experience Set tables as well as the Manpower Programming and Execution System. **(T-1)**.
- 2.1.3.2.2.5.1. Develop, coordinate, and process system change requests to MilPDS with associated worksheets and tables to facilitate changes to the officer and enlisted classification structures. **(T-1)**.
- 2.1.3.2.2.5.2. Design, develop, implement, and publish the Air Force Officer Classification System, Air Force Enlisted Classification System, and Change Summary and Conversion Instruction Guides to be effective each 30 April and 31 October. **(T-1)**.

- 2.1.3.2.2.6. (AFPC/DP3DW) Review, approve, and submit for publication the semi-annual AFOCD, AFECD, and Change Summary and Conversion Instruction Guides to be effective each 30 April and 31 October. Prepare and submit Systems Change Requests using the documentation provided above and enter into the Requirements Management System. **(T-1)**.
- 2.1.3.2.2.7. (AFPC/DP3DW and DP2SSM) Monitor Air Force classification procedures and the AFSC conversions affecting classification of the total military force. **(T-1)**.
- 2.1.3.2.3. (AFPC/DP3DW) Develop and coordinate changes to Classifying Military Personnel (Officer and Enlisted) program processes. **(T-1)**.
- 2.1.3.2.4. (AFPC/DP3DW and DP2SSM) Conduct special studies and analyses to validate and integrate occupational data. **(T-1)**. Use this data to identify required military skills and revise, develop, or delete Air Force occupational data impacting Air Force specialties, titles, and codes accordingly. **(T-1)**.
- 2.1.3.2.5. Provide extensive guidance and interpretation to MAJCOMs, Air Staff agencies, units, and individuals regarding classification policy (AFPC/DP3DW) and procedures (AFPC/DP2SSM). **(T-1)**.
- 2.1.3.2.6. (AFPC/DP2SSM) Review, research, process, and approve or disapprove requests for waiver (as applicable, see Tables 2.4 and 2.5) of specialty description qualifications (as found in the AFOCD and AFECD), covering all aspects of classification instructions, e.g., eyesight, aptitude, input AFSC. **(T-1)**.
- 2.1.3.2.7. Waiver requests for Classifying Military Personnel (Officer and Enlisted) guidance requirements. **(T-1)**:
- 2.1.3.2.7.1. (AFPC/DP2SSM) Review, research, and prepare proposed recommendations for waiver of Classifying Military Personnel (Officer and Enlisted) guidance requirements. **(T-1)**.
  - 2.1.3.2.7.2. (AFPC/DP3DW) Review, revise, and process requests for waiver of Classifying Military Personnel (Officer and Enlisted) guidance requirements to AF/A1PT for approval or disapproval. **(T-1)**.
- 2.1.3.2.8. High-level inquiries (e.g., IG, Chief of Staff, Secretary of the Air Force, Secretary of Defense, Congressional, and Presidential inquiries) concerning classification guidance, actions and procedures. **(T-1)**.
- 2.1.3.2.8.1. (AFPC/DP2SSM) Review, research, and develop proposed responses and supporting documentation. **(T-1)**.
  - 2.1.3.2.8.2. (AFPC/DP3DW) Review, revise, and coordinate proposed response with AFPC releasing authority. **(T-1)**.
- 2.1.3.2.9. Applications for Board for Correction of Military Records concerning classification guidance, actions, and procedures. **(T-1)**.
- 2.1.3.2.9.1. (AFPC/DP2SSM) Review, research, and develop proposed responses and supporting documentation for Board Advisories and Administrative Fix actions. **(T-1)**.



2.1.3.2.9.2. (AFPC/DP3DW) Review, revise, and finalize Board Advisories and Administrative Fix documentation. Coordinate and/or forward, as required, and upload to the Board for Correction of Military Records application processing data base. **(T-1)**.

2.1.3.2.10. Classification procedures for downgrading or withdrawing identifiers from individual Airmen. **(T-1)**.

2.1.3.2.10.1. (AFPC/DP3DW) Establish, publish, and monitor classification procedures for downgrading or withdrawing identifiers from individual Airmen. **(T-1)**.

2.1.3.2.10.2. (AFPC/DP2SSM) Employ classification procedures for downgrading or withdrawing (not disqualification) identifiers from individual Airmen. **(T-1)**.

2.1.3.2.11. (AFPC/DP3DW) Provide policy interpretation for initial classification of former officers as enlisted personnel. **(T-1)**.

2.1.3.2.12. (AFPC/DP3DW) Develop standard operating procedures to manage establishing, deleting, changing, or revising classification tools. **(T-1)**. (AFPC/DP2SSM) Employ standard operating procedures to manage establishing, deleting, changing, or revising classification tools. **(T-1)**.

2.1.3.2.13. (AFPC/DP3DW) Attend functionally oriented workshops, conferences, meetings, etc. to provide expertise on classification matters and advise on known or potential impacts resulting from specialty restructuring actions. **(T-1)**.

2.1.3.2.14. (AFPC/DP2SSM) Review, coordinate, and approve or disapprove requests for RegAF Officer and Enlisted Airman AFSC withdrawal (disqualification). **(T-2)**. Field Operation Agency AFPC only; AF/REP\* or NGB/A1D\* for Reserve Component personnel, as appropriate. Update awarded AFSCs, Special Duty and RIs on disqualified Airmen. Respond to requests to change disqualified Airmen RIs, as needed.

2.1.3.2.15. (AFPC/DP2SSM) Approve or disapprove RegAF SEI withdrawals and/or removals. **(T-2)**. (AFPC, AF/REP\* or NGB/A1D\* for Reserve Component personnel, as appropriate).

2.1.3.2.16. (AFPC/DP2SSM) Ensure adherence to minimum specialty requirements according to the AFOCD and AFECD. **(T-1)**.

2.1.3.3. The Surgeon General (AF/SG) will recommend to AF/A1 medical exceptions to classification policies and procedures for Officer and Enlisted personnel.

2.1.3.4. AFPC, AF/REP, or NGB/A1D Commanders and Supervisors will assign personnel to authorized positions consistent with requirements, Airman's grade, and skill and/or qualification level and will initiate or review and evaluate job proficiency and skill qualifications of each Airman. **(T-2)**. Limit the use of enlisted Airmen outside their Control AFSC. Comply with criteria outlined in [paragraph 2.3.34](#) when using enlisted Airmen outside their control AFSC. Use the following source documents to award, upgrade, downgrade, and withdraw AFSCs, SDIs, RIs, and SEIs:

2.1.3.4.1. AF Form 2096, *Classification/On-the-Job Training Action*, or

- 2.1.3.4.2. Case Management System (CMS)- or AFPC-generated action, or
- 2.1.3.4.3. MilPDS-generated Report on Individual Person (RIP).
- 2.1.3.5. The Force Support Squadron (FSS) and AFPC, AF/REP, or NGB/A1D commanders will ensure accurate and timely reporting of qualifications of serviced personnel. **(T-2)**.
- 2.1.3.6. AFPC, AF/REP, or NGB/A1D manpower personnel will identify and code manpower authorizations using the military personnel classification system outlined in this manual, AFOCD/AFECD and manpower directives. **(T-2)**.
- 2.1.3.7. The Airman shall gain and maintain specialty qualifications for awarded AFSC(s). **(T-1)**. Since individual effort is directly related to career progression, it is incumbent on the Airman to develop professionally and keep abreast of specialty knowledge and proficiency standards. Several programs blend specialty training with academic pursuits to enable or enhance career progression. These include career development courses, advanced specialty training, supplemental training, on-the-job training, and accredited education.
- 2.1.3.8. The Air Force CFM, MAJCOM functional manager, and NGB/AFR CFM will provide technical assistance in developing career field structures and classification identifiers. **(T-2)**. RegAF CFMs develop (in coordination with MAJCOM functional managers and NGB/AFR CFMs) specialty descriptions, specialty prerequisites and qualifications. RegAF CFMs (NGB/AFR CFMs, as appropriate) provide waiver recommendations for mandatory AFSC requirements to waiver authority as stated in Tables 2.4 and 2.5 NGB/AFR CFMs have waiver authority commensurate with the RegAF CFMs as stated in Table 2.5 RegAF CFMs also:
  - 2.1.3.8.1. Keep specialty descriptions current,
  - 2.1.3.8.2. Initiate or coordinate on new and proposed classification changes,
  - 2.1.3.8.3. Resolve all non-concurrences before submitting new classification changes to AFPC/DP2SSM for formal coordination and implementation consideration.

## 2.2. Initial Classification.

- 2.2.1. Classifying Newly Accessed Commissioned Line Officers. The various sources of commission, e.g., United States Air Force Academy (USAFA), Officer Training School (OTS), Air Force Reserve Officer Training Corps, (AFROTC) and Total Force officer training will select and designate candidates for flying using the following RIs: 92T0 (Pilot trainee); 92T1 (Navigator or CSO trainee); 92T2 (ABM trainee); and 92T3 (RPA Pilot trainee). **(T-2)**. When these RegAF individuals complete training, the FSS will award the appropriate entry-level AFSC. **(T-2)**. All other newly commissioned RegAF officers will be classified by AFPC/DP2LT, Military Accession Branch. **(T-2)**. AFR and ANG FSS classify newly commissioned officers at their permanent duty stations (PDS). **(T-2)**.
  - 2.2.1.1. AFPC/DP2LT classifies USAFA and AFROTC cadets utilizing the OTS classification process. The model optimizes USAF and AFROTC cadet classification based on AF requirements, cadet qualifications, and cadet desires. OTS cadets are classified using the same criteria, but not as a component of the model. Air Force requirements have the highest priority.

2.2.1.2. Following initial classification, changes in AFSC may take place due to medical disqualification from the AFSC, individual inability to qualify for associated Personnel Reliability Program requirements, or other ineligibility reasons. AFROTC or USAFA will notify the need to change AFSCs prior to entering active duty based on these categories will be provided to AFPC/DP2LT for reclassification consideration. **(T-3)**.

2.2.1.3. Requests for reclassification prior to attending initial skills training may be addressed to AFPC/DP2LT for initial review. AF/A1P is the approval and disapproval authority.

2.2.1.4. Respective accession authorities classify newly commissioned Non-Line Officers and Line of the Air Force Judge Advocates as referenced in paragraphs [2.3.19](#), [2.3.20](#) and [2.3.21](#).

2.2.1.5. Air Reserve Component Line Officers returned to extended active duty (EAD) in accordance with AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*. Reclassification is not required upon accession. MilPDS will reflect the AFSC contained on the EAD orders issued by AFPC/DP2LT, Military Accessions Branch.

2.2.1.6. Newly Commissioned Line Officers. The components (i.e., AFR, ANG, RegAF) will select and designate candidates for flying using the following reporting identifiers: 92T0 (Pilot trainee); 92T1 (Navigator or CSO trainee); 92T2 (ABM trainee); and, 92T3 (RPA Pilot trainee). **(T-2)**. When RegAF officers complete training, the Military Personnel Section (MPS) will award the appropriate entry-level AFSC. **(T-2)**. All other newly commissioned RegAF officers will be classified by AFPC/DP2LT, Military Accessions Branch. The Air Reserve Personnel Center (ARPC) Accessions Branch classifies newly commissioned reserve officers with the exception of ANG officers and those projected to be RegAF officers. The servicing force support unit classifies newly commissioned ANG officers at their PDS.

2.2.1.7. Determining Officer Core ID (ANG and United States Air Force Reserve (USAFR) only). ARPC is responsible for managing and periodically auditing Core IDs for lieutenant colonels and below; except for The Judge Advocate General's Corps officers, who are managed by Headquarters (HQ) USAF/JAX.

2.2.1.8. The officer Core ID is initially based on the AFSC into which the member is classified at the time of accession, approved for retraining, or approved for Competitive Category Transfer in accordance with AFMAN 36-2032, *Military Recruiting and Accessions*. For officers accessed to the Ready Reserve under an inter-service program, the Core ID will be determined utilizing the Defense Manpower Data Center Occupational Database (ODB) unless approved for retraining in conjunction with accession to the USAFR.

2.2.1.9. Once a Core ID is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow or is approved to transfer to another competitive category in accordance with AFMAN 36-2032. **(T-2)**. The new Core ID will be updated by ARPC for AFR officers and the servicing force support unit for ANG officers. **(T-2)**. The servicing force support unit (for both AFR and

ANG) will make corrections to the officer's Primary AFSC or Secondary AFSC as determined by this manual. (T-2).

2.2.2. Classifying NPS Enlistees. 2 AF/TTOC Detachment (Det) 1 classifies NPS RegAF enlistees prior to their departure from Basic Military Training. 2 AF/TTOC Det 1 also reclassifies those eliminated from initial skills training who will be retained in the Air Force. RegAF Career Enlisted Aviators (1AXXX and 1UXXX) who have completed their AFSC-awarding training but failing to complete their NPS training pipeline (to include weapon system training) and are recommended for reclassification by their training commander may be referred to 2 AF/TTOC Det 1 for consideration following AFSC disqualification in accordance with [paragraph 2.4](#) Disqualification is not required since the Airmen will have completed their 3-skill level-awarding course prior to attending weapon system training but not their NPS pipeline training. AFR and ANG FSSs will classify all Air Reserve Component (ARC) NPS enlistees at their PDSs and, if needed, reclassify those eliminated from initial skills training. (T-2). AFR and ANG FSSs should process waivers of mandatory entry requirements according to [paragraph 2.3.7](#) and use [Table 2.5](#) to determine waiver authority and processing instructions.

2.2.2.1. Guaranteed Training Enlistment Program. Prior to reserving a Guaranteed Training Enlistment Program allocation, Recruiting Service will ensure applicant meets all mandatory qualifications for entry into the AFSC. (T-2). Process waivers according to [paragraph 2.3.7](#) and use [Table 2.5](#) to determine waiver authority and processing instructions.

2.2.2.2. Aptitude Index. Applicants are guaranteed training in one of four aptitude areas: Administrative, Electronic, General, or Mechanical. They will be assigned a specific job during basic training. AFSC classification of enlistees with an Aptitude Index is determined by 2 AF/TTOC Det 1, using MilPDS Technical Training Management System-JM to validate that individuals meet mandatory qualifications for entry. (T-1). Classification is based on individual's initial enlistment contract, needs of the Air Force, and personal preference. An Aptitude Index enlistee may request release from their enlistment contract to volunteer for announced priority requirements. 2 AF/TTOC Det 1 is the approval authority for these requests. Normally, an individual may select as many as 10 AFSC preferences from available openings, provided they are qualified for each. Additional aptitude assessments may be directed by the AFSC functional community, as necessary.

2.2.2.3. 2 AF/TTOC Det 1 screens applicants who enlist for training and initial assignment into specific AFSCs which ensure enlistees meet qualifications. Guaranteed Training Enlistment Program enlistees will be classified into their Guaranteed Training Enlistment Program AFSC unless they are disqualified from their guaranteed job. (T-1). Guaranteed Training Enlistment Program enlistees may also request a release to volunteer for announced requirements. 2 AF/TTOC Det 1 is the approval authority for these requests for RegAF Airmen.

2.2.2.4. Non-United States Citizens (excluding United States Nationals). Non-United States citizens are restricted from classification in any specialty identified in the AFECD (Attachment 4, Additional Mandatory Requirements for AFSC Entry) as not open to Non-United States citizens.

2.2.2.5. Dis-enrolled Cadets. The USAFA or HQ AFROTC, in conjunction with HQ Air Education and Training Command (AETC), Student Resources Divisions, and AFPC/DP2LT, classify dis-enrolled PS and NPS cadets (see DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*). Consider the following in the order presented:

2.2.2.5.1. College graduates. If Air Force requirements permit, college graduates are classified consistently with their academic background.

2.2.2.5.2. Needs of the Air Force.

2.2.2.5.3. Personal qualifications such as education, job experience, vocations or hobbies, physical condition, and eligibility for security clearance.

2.2.2.5.4. Individual Preference. Normally, an individual may select as many as eight AFSC preferences, provided the individual is qualified for each in accordance with the AFECDD.

2.2.3. Classifying PS Enlistees. HQ United States Air Force Recruiting Service and AFPC/DP2LT jointly classify PS RegAF enlisted Airmen. They determine if the individual remains qualified for the AFSC possessed when separated using the specialty description in the AFECDD. Minimum aptitude requirements do not apply for previously held AFSCs. ANG and AFR units will classify all PS enlistees and evaluate the member's prior AFSCs, skills, and experience for waiver to NGB/AFR CFM for re-award of AFSC. (T-2).

2.2.3.1. HQ United States Air Force Recruiting Service and AFPC/DP2LT award former enlisted personnel the AFSC possessed at the time of separation, unless downgrade or withdrawal procedures in [paragraph 2.4.1](#) apply, provided the Airman remains qualified for the AFSC. The Control AFSC is the AFSC in which the Airman enlisted. Award AFSCs at the 3-skill level to enlistees from other Services that, upon separation, held specialties convertible to Air Force skills (AFECDD, Attachment 6, Convertible Skills List). Air Force CFMs determine authorized conversions from other Service classification identifiers to AFSCs for the convertible skills list. Award of the 3-skill level AFSC is contingent on the other Service classification identifier's initial skills training meeting or exceeding the standards of the AFSC initial skills training, as determined by the Air Force CFM.

2.2.3.2. Former Air Force personnel in technical training are awarded the 1-skill level AFSC in the specialty in which they are enrolled at technical training as their Control AFSC. Their former enlisted AFSC is assigned as the Primary AFSC. Award AFSC at the 3-skill level or lower to personnel who hold a convertible skill earned in another Service as a Primary AFSC.

2.2.3.3. Reclassifying PS Accession Retraitees Failing to Complete Retraining for Which Accessed to Active Duty (RegAF). Former RegAF, AFR, ANG Airmen or other Service members recruited by the Headquarters United States Air Force Recruiting Service to the RegAF into an AFSC for which initial skills training (3-skill level AFSC-awarding) is not required will be disqualified by AFPC/DP2SSM when failing to successfully complete required training. (T-1). These Airmen will be assessed by Air Force Retraining for retraining consideration eligibility.



2.2.4. Classifying Former Air Force Officers. For RegAF, AFPC/DP2LT; for ARC Airmen, the ANG/AFR FSS:

2.2.4.1. Assists in determining the enlisted AFSCs for which the officer qualifies (AFPC will base AFSC selection on prior experience and training). **(T-1)**.

2.2.4.2. Classifies the former officer before enlistment, when possible.

2.2.4.3. Awards AFSCs and accurately records qualifications at the proper skill level. After initial classification, normal AFSC skill upgrade requirements apply. Award enlisted SDI or RI, if applicable.

2.2.4.4. Use the following steps to classify former officers in the following sequence:

2.2.4.4.1. Schedule applicants without Mechanical, Administrative, General, or Electronics scores to take the Armed Forces Classification Test. Other AFSC-specific assessment tools identified in the AFECD may be required as well.

2.2.4.4.2. Verify the enlisted AFSCs previously held by the applicant by ensuring they meet the mandatory specialty qualifications in the AFECD. Apply downgrading and withdrawing provisions specified in **paragraph 2.4**. Award previously held AFSCs, at the proper skill levels, to qualified applicants. Use applicants in their previous enlisted AFSC when it meets the needs of the Air Force (see paragraphs **2.2.4.4.3** and **2.2.4.5**).

2.2.4.4.3. When they do not qualify for or cannot be used in a previously held AFS, award an enlisted AFSC closely related to their officer AFS if they meet specialty qualifications in the AFECD.

2.2.4.4.3.1. Use a technical advisor proficient in the requested AFS to review the officer's records (including technical knowledge requirements) and interview the officer (as needed) to determine the appropriate AFSC and skill level.

2.2.4.4.3.2. Award AFSCs at the 3-skill level unless the technical advisor recommends, and the RegAF CFM or AFR/ANG CFM approves (for ARC) and concurs in writing, awarding the 5-skill level. Determine whether or not to award an AFSC above the 5-skill level after having been assigned in the AFSC at the permanent duty location. The supervisor, after evaluating the experience and training, may recommend awarding the 7-skill level with RegAF CFM or AFR/ANG CFM written concurrence.

2.2.4.4.3.3. If award of 7-level skill level is supported, the supervisor will submit a written evaluation with documentation showing the qualifications to AFPC/DP2SSM (RegAF Airmen) or ANG/AFR CFM (ARC Airmen) as designated in **Table 2.5** for review. **(T-2)**. After AFPC/DP2SSM review, the supervisor will forward to the RegAF CFM or AFR/ANG CFM for recommendation. **(T-2)**. AFPC/DP2SSM, ANG or AFR approve or disapprove the request in accordance with authorities in **Table 2.5**. **(T-2)**.

2.2.4.5. If an AFSC is not awarded under paragraphs 2.2.4.4.2 or 2.2.4.4.3, the FSS awards an AFSC at the 1-skill level after completing the following process:

2.2.4.5.1. RegAF applicants go to the On-line Retraining Advisory, located on the myPers website, to select up to five AFSCs, SDIs, or RIs, from those listed as shortages. While Chapter 6, also applies to AFR/ANG Airmen, ARC Airmen must contact an ARC recruiter specific to the vacancies. (T-3). Note: Chapter 6 procedures apply for ARC Airmen despite the different application process identified here.

2.2.4.5.1.1. Former officers must meet the mandatory qualifications listed for the specialties chosen (refer to the AFECD). (T-2). If additional tests are required, administer them. If waivers are necessary, use Table 2.5 for approval authorities and Table 2.6 for processing.

2.2.4.5.1.2. For RegAF, former officers may select an AFSC, SDI, or RI; however, in addition to meeting mandatory specialty qualifications, the former officer must meet assignment criteria outlined in AFI 36-2110. (T-2).

2.2.4.5.2. Advise AFPC/DP2LT of the RegAF applicant's choices. AFPC/DP2LT, using Chapter 6 of this manual and the AFECD, classifies the applicant and notifies the FSS. While Chapter 6 applies to AFR/ANG Airmen, applicants must contact an ARC recruiter specific to the vacancies. (T-3).

2.2.4.6. AFSCs, SDIs, or RIs for which they are found qualified will be designated as awarded AFSCs, SDIs, and RIs. It is important to accurately record AFSC qualification at the proper skill level because of promotion impacts and the possibility that future Air Force needs may dictate assignment into an awarded specialty.

2.2.5. Initial Skills Training Eliminees. RegAF Line Officer initial skills training eliminees on EAD, regardless of whether elimination was self-initiated or not, or whether it occurred before or after training commences (to include initial training declination), are considered for reclassification contingent on current AF requirements and in accordance with AFPCI 36-112, *Line Officer Initial Skill Training Reclassification Procedures*. AF/A1PT provides AFPC/DP2LT all AFSCs open to receive eliminees, based on projected requirements and career field sustainment data. (T-1). The Division Chief, Logistics and Support Airman Career Management Division at AFPC/DP2L will determine when the contents of an elimination package requires review by the IST Reclassification Panel. (T-2). When the Division Chief determines the contents of the elimination package do not require further review, the Division Chief will select a reclassification AFSC from the list of available AFSCs AF/A1PT provided to AFPC/DP2LT. (T-2). In cases where an IST Reclassification Panel is appropriate, the Division Chief, Logistics and Support Airman Career Management Division, will convene a panel at AFPC and serve as president. The panel will consist of the president (Colonel) and four additional panel members, in the grade of Lt Col or above, for each panel from the various functional areas within AFPC. (T-2). ANG officer eliminations are reported to the Initial Skills Training ANG liaison, and AFR officer eliminations are reported to the officer's home unit for disposition.

2.2.5.1. Reclassification and Separation Authority. Commander, AFPC is the reclassification and separation authority for RegAF Line Officer initial skills training eliminees. Using a panel process, the commander approves reclassification or separation

of an officer. When not approved for reclassification, the commander refers the case to the officer's command for processing under AFI 36-3206 or AFI 36-3208 or forwards the case to the Secretary of the Air Force's Personnel Council for action.

2.2.5.2. Panel Members. The panel reviews the elimination package using the whole person concept to determine if the officer will be reclassified. Panel members consider an officer's potential to develop and contribute in subject career field, as well as degree, special coursework, commander's assessment, and the officer's preferences. **(T-2)**. The final determination must meet the needs of the Air Force and the officer's ability to meet or exceed those needs. **(T-2)**. Panel members must comply with panel procedures. **(T-2)**. AF/A1PT provides reclassification requirements to AFPC quarterly using career field sustainment data provided by AF/A1XD. **(T-1)**. Exceptions must be coordinated with AF/A1PT. **(T-1)**. If qualified, the officer is to be placed in the most critical AFSC first, to include reclassification into another rated AFSC. Panel members are to use careful consideration when reviewing and/or scoring each package. Officers not selected for reclassification via this panel will be separated and recoupment of educational costs is a real possibility. **(T-1)**.

2.2.6. Strength Aptitude Test. The mandatory strength standards required for entry into all enlisted career fields are shown in the AFECD, Attachment 4, Additional Mandatory Requirements for AFSC Entry.

2.2.7. Determining the Initial Control AFSC. The FSS (or detachments for Individual Reservists (IRs)) use **Table 2.3** to determine initial classification, **Table 2.13** to determine the Control AFSC for Airmen in training status, and **Table 2.14** to determine the Control AFSC as a result of assigning or withdrawing awarded AFSCs.

**Table 2.3. Initial Determination of Control AFSC.**

| L<br>I<br>N<br>E                                                        | A                                                                                                          | B                                              |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|                                                                         |                                                                                                            | If the enlistee is                             |
| 1                                                                       | assigned by 2 AF/TTOC Det 1, Joint Base San Antonio (JBSA) Lackland, to a formal technical training school | the 1-skill level AFSC in which being trained  |
| 2                                                                       | a PS enlisted Airman who enlists for duty assignment (see <b>Note</b> )                                    | the AFSC for which enlisted (see <b>Note</b> ) |
| 3                                                                       | a PS enlisted Airman who enlists for technical training                                                    | the 1-skill level AFSC in which enlisted       |
| <b>Note:</b> Skill level restrictions in <b>paragraph 2.3.33</b> apply. |                                                                                                            |                                                |



2.2.8. Determining Officer Core Identifier (RegAF only). AFPC Officer assignment teams are responsible for managing and periodically auditing Core Identifiers for lieutenant colonels and below, except for Line of the Air Force Judge Advocate officers, who are managed by AF/JAX.

2.2.8.1. The officer Core Identifier is initially based on the AFSC into which the member is classified at the time of accession into EAD, approved retraining, or approved Competitive Category Transfer in accordance with AFMAN 36-2032. For officers accessed to EAD under a Voluntary Return to Active Duty Program, the Core Identifier will match the critical AFSC for which they were approved to return to active duty.

2.2.8.2. The Core Identifier for all line officers will be the first three digits of the AFSC into which an officer was originally accessed into EAD, retrained, or approved for a category transfer.

2.2.8.3. Once a Core Identifier is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow (in accordance with **Chapter 6**), or is approved to transfer to another competitive category. The assignment team accepting the retrainee or Competitive Category Transfer Airman is responsible for updating the new Core Identifier. The FSS will make corrections to the officer's Primary AFSC/Secondary AFSC as determined by this manual. **(T-3)**.

### **2.3. Classification Actions at Base of Assignment.**

2.3.1. Designating a Primary AFSC. The FSS is responsible for designating the Primary AFSC (AFSC, SDI, or RI) for each officer and enlisted Airman. It will be the AFSC, SDI, or RI in which the individual is most qualified to perform duty, but not always the identifier in which the Airman is currently performing duty. Use the following factors, in the order presented, to determine the Primary AFSC:

2.3.1.1. Skill and Qualification Level. Usually, the AFSC denoting an individual's highest level of skill/qualification is designated as the Primary AFSC. Award of higher skill levels (enlisted) or qualification levels (officer) is contingent on meeting the qualifications outlined in the appropriate specialty description contained in the AFOCD/AFECD. SDIs and RIs do not have skill levels and as such are not listed as the Primary AFSC unless the Airman possesses no awarded AFSCs (1XXX/1XXXX – 7XXX/7XXXX).

2.3.1.2. Experience. Length and currency of experience are to be considered. Length of experience can include comparable military or civilian experience.

2.3.1.3. Complexity of the specialty. Specialties requiring a comparatively high degree of knowledge and responsibility are given preference over the less complex, consistent with experience.

2.3.1.4. Formal education and training. The extent of an individual's formal education and training that led to specialty qualification is to be considered.

2.3.1.5. Currency of Equipment. Qualification on state-of-the-art equipment is to be considered.

2.3.1.6. Desires and interests of the individual (lowest priority).

### 2.3.2. Designating Other Classification Identifiers.

2.3.2.1. The FSS awards AFSCs, SDIs, or RIs representing additional qualifications, in the order of best qualification as second, third, and fourth AFSCs (enlisted only). Feeder AFSCs are retained according to [paragraph 2.2.4.3](#).

2.3.2.2. AFSCs, RIs, or SDIs showing additional qualifications beyond those identified in [paragraph 2.2.4.2](#) will not be designated. (T-2). There are no provisions to retain more AFSCs, RIs, or SDIs than are available in the MilPDS (enlisted may have four awarded AFSCs [Primary, Second, Third, and Fourth AFSC] and officers three [Primary, Second, and Third AFSC]).

2.3.2.3. Rated officers will possess a Primary, Second, and Third AFSC denoting best aircrew qualification. (T-3). "Best aircrew qualification" means aircrew AFSC 11XX, 12XX, 13BX and 18XX with suffix for aircraft type, including "other."

2.3.2.4. Designating SEIs. Designate (award) all SEIs for which qualified.

2.3.3. Designating a Duty AFSC. A Duty AFSC, including prefixes and suffixes, must match the authorized funded unit manpower document position except for the enlisted skill or officer qualification level. (T-2). For example, an entry level (31P1) Security Forces officer assigned to a position with the qualified (31P3) AFSC will have the 31P1 Duty AFSC. Upon meeting the requirements for and award of the 31P3 AFSC, change the Duty AFSC to 31P3.

2.3.3.1. Officers are not to be assigned duty to an AFSC in which they are not expected to progress to the qualified level, except for emergency short-term manning requirements.

2.3.3.2. Officer Duty AFSC changes are approved by both the losing and gaining AFPC assignment managers for RegAF officers. ANG/AFR CFM will approve or disapprove Authorization Change Requests and ETPs and will submit Manpower Change Requests to update the Unit Manpower Document (UMD) for ANG/AFR officers. (T-2).

2.3.3.3. **Table 2.10** provides Duty AFSC criteria for officer students.

2.3.3.4. If the authorized position does not accurately identify the duties being performed, the unit commander requests the FSS conduct a position analysis. The FSS corrects the Duty AFSC retroactively if the analysis results in a change to the UMD.

2.3.3.5. An officer appointed as a section commander may be awarded 38F3Q AFSC only when the officer so appointed is assigned to a valid 38F3Q UMD authorization and meets the eligibility requirements for award in the AFOCD. For units that do not qualify for a full-time section commander UMD authorization, officers may be appointed as the section commander and remain in their current AFSC without the 38F3Q AFSC. In this case, officers use the duty title "section commander" only when performing duties requiring command authority. In all cases, an officer's performance as section commander requires evaluation and recording under the provisions of AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

2.3.4. Awarding Special Duty Identifiers. SDIs are awarded to denote qualifications the same way AFSCs are awarded. SDIs are not awarded as the Primary AFSC unless the Airman possesses no awarded AFSCs (1XXX/1XXXX – 7XXX/7XXXX). The AFOCD and AFECD specify SDI qualifications for entry and retention. AFPC/DP2L, DP2O, and DP2N (Officer Assignments) approve award of RegAF officer SDIs according to **Table 2.9** Enlisted SDIs are awarded according to **Table 2.11** SDIs are withdrawn according to the appropriate subparagraph in **paragraph 2.4** of this manual. Airmen performing additional duty SDI roles are not authorized award of the SDIs.

2.3.5. Awarding or Designating Reporting Identifiers (RIs). RIs are established primarily to identify conditions or jobs where a specific specialty description is not practical, such as General Officer (90G0), Wing Commander (91W0), Chief Master Sergeant of the Air Force (9C000), student, patient, prisoner, disqualified Airman etc. RIs are awarded (if authorized for award) or designated to denote qualification or to report a condition the same way AFSCs are awarded. FSSs award or designate RIs as defined in the AFOCD/AFECD and according to **Tables 2.9, 2.10, and 2.11**, except Wounded Warrior (9WXXX or 92WX) and disqualified Airmen (9AXXX/96A0/96B0) RIs. AFPC/DPFW (Warrior and Survivor Care Division) is the only update and/or removal authority for Wounded Warrior RIs and AFPC/DP2SSM for disqualified Airmen RIs (RegAF). AFR and ANG FSSs are the authority for disqualified ARC Airmen. RegAF enlisted personnel released (not disqualified) from a SDI without an awarded AFSC to which the Airman is eligible to return, are to be declared surplus in accordance with AFI 36-2110. The Assignment Support Section (AFPC/DP2LW) may use these Airmen for continued utilization consideration.

2.3.6. Reinstating AFSCs, SDIs, RIs, SEIs. AFSCs, SDIs, RIs, and SEIs withdrawn using appropriate authority in this manual may be reinstated by the Air Force CFM if the original reason for withdrawal or disqualification no longer exists. Reinstatement requests originate with the Airman and may be in email or memorandum format, endorsed by the Airman's supervisor and commander, and forwarded by email (digitally signed and encrypted) to the FSS. The FSS ensures each request is fully documented and forwarded to AFPC/DP2SSM by CMS AFSC disqualification case for RegAF Airmen. The reinstatement request outlines the circumstances leading to withdrawal and/or disqualification, what has changed since removal, and justification for reinstatement. Requests without justification and supporting document(s) are unable to be processed. For RegAF Airmen, AFPC/DP2SSM coordinates with the appropriate Air Force CFM, approves or disapproves the request, and notifies the FSS. The FSS notifies the Airman requesting reinstatement and the Airman's parent unit. If approved for reinstatement, AFPC/DP2SSM will award the AFSC at the skill level designated by the Air Force CFM. **(T-2)**.

2.3.6.1. Reinstatement request for AFR members will be documented as above and the FSS will forward the reinstatement request electronically to HQ ARPC/DPAT for processing to AFR CFM for approval or disapproval. **(T-2)**. HQ ARPC/DPAT notifies the FSS of the AFR CFM's decision and the FSS will notify the individual requesting the reinstatement and the individual's unit. **(T-2)**. If approved for reinstatement, the FSS will award the AFSC at the skill level designated by the AFR CFM. **(T-3)**.

2.3.6.2. The FSS will forward the reinstatement request electronically to NGB/A1D via CMS for processing to the ANG CFM for approval or disapproval. **(T-2)**. The FSS will notify the individual requesting the reinstatement and the individual's unit. If approved for reinstatement, the FSS will award the AFSC at the skill level designated by the ANG CFM. **(T-2)**.

2.3.7. Waiving Mandatory Requirements. Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. Approval authority and procedures to request classification waivers are outlined in Tables 2.4 and 2.5. A waiver request originates with the individual or the individual's immediate supervisor. Waiver requests are to be fully justified and documented. Only requests for reinstatement recommended for approval are to be forwarded to the next review level (see paragraph 2.3.7.5 and Table 2.6 for processing instructions). **Note:** Procedures to request waivers pertaining to on-the-job training, time-in-training for AFSC upgrade are contained Table 2.7.

2.3.7.1. Experience: Consider waivers for individuals with experience in a closely-related AFS, or who have had civilian experience considered a counterpart of the military specialty being considered. The length of like civilian or related experience equaling the time required for upgrade is the basis for awarding the appropriate skill level (for enlisted) or qualified level (XXX3 for officers) in the AFSC.

2.3.7.2. Training: Consider waivers of training (formal, initial skills training, career development course, etc.) for individuals who have performed exceptionally well in the specialty over an extended period or have gained the required knowledge through other avenues.

2.3.7.3. Minimum Aptitude Scores for Retraining (Enlisted). Waiver requests need to explain why waiver of the mandatory aptitude score is in the best interest of the Air Force and not simply to allow retraining consideration for the individual. Consider requests for individuals who have a sustained record of outstanding performance and identify the specific rationale for supporting the waiver. Commanders should screen each waiver and only forward those justified and recommended for approval.

2.3.7.4. Other Mandatory Requirements. Waiver requests are to be justified and documented. Use Tables 2.4 and 2.5 to determine approval authorities for waivers of mandatory requirements. Forward officer medical, legal, and chaplain waivers as follows:

2.3.7.4.1. Medical Officers (AFSCs 4XXX): MAJCOM to HQ AFPC/DP2N.

2.3.7.4.2. Judge Advocates (AFSCs 51JX): HQ USAF/JAX.

2.3.7.4.3. Chaplains (AFSCs 52RX): HQ USAF/HC.

**Table 2.4. Waiver Authority for Mandatory Classification Requirements—Officers (See paragraph 1.3.7).**

| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | A                                                                                     | B                                                                                                                                                                                                                                                            | C                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If the requirement is (see <b>Note 1</b> )                                            | and the officer has                                                                                                                                                                                                                                          | then approval authority is                                                                                             |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | education                                                                             | provided justification                                                                                                                                                                                                                                       | Air Force CFM (see <b>Note 2</b> )                                                                                     |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | experience                                                                            | experience or other training which equates to that in the AFS                                                                                                                                                                                                |                                                                                                                        |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | a prerequisite AFSC (see <b>Note 3</b> )                                              | experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC, and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see <b>paragraph 2.3.7</b> ) |                                                                                                                        |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | training                                                                              | completed other training or has extensive experience which can be equated to the training requirement                                                                                                                                                        | Air Force CFM (see <b>paragraph 2.3.7</b> and <b>Note 2</b> )<br><br><b>Exception:</b> AFSC 71SX (see <b>Note 4</b> ). |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | other mandatory requirements (not specified above) in the AFOCD specialty description | provided justification                                                                                                                                                                                                                                       | HQ AFPC/DP2SSM (see <b>Notes 5, 6, and 3</b> ).                                                                        |
| <b>Notes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |                                                                                                                                                                                                                                                              |                                                                                                                        |
| <p>1. The FSS ensures the Airman requesting the waiver justifies why the waiver is warranted and includes appropriate supporting documentation (e.g., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying the request). (<b>T-2</b>).</p> <p>2. Waiver authority equivalent to that of the RegAF CFM is delegated to HQ-level ANG/AFR CFMs for ARC Airmen.</p> <p>3. Prerequisite AFSC requirements are listed in the “experience” or “other” paragraph of the specialty description. In either case, the RegAF CFM is contacted for a recommendation by the approval authority. ANG and AFR officers requesting waiver under this rule complete waiver requests in accordance with the respective Classification Waiver Guide and send to ANG/AFR CFM for review and coordination. Waiver packages are forwarded to AFPC/DP2SSM for coordination with the RegAF CFM.</p> <p>4. Approval authority for AFSC 71SX is HQ Air Force Office of Special Investigations (AFOSI) AFOSI/CC.</p> <p>5. If a waiver is requested for medical and/or physical reasons, forward only those recommended for approval by appropriate medical authority (AF Form 422, <i>Notification of Air Force Member’s Qualification Status</i>, AFMAN 36-2032, DD Form 2992, <i>Medical Recommendation for Flying or Special Operational Duty</i>).</p> <p>6. A copy of the waiver decision is forwarded to the Air Force CFM.</p> |                                                                                       |                                                                                                                                                                                                                                                              |                                                                                                                        |

**Table 2.5. Waiver Authority For Mandatory Classification Requirements—Enlisted Personnel (See paragraph 2.3.7).**

| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | B                                                                                                                                                                                                                                               |
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| 1<br>2<br>3<br>4<br>5<br>6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p data-bbox="289 422 938 520">If the enlisted Airman's waiver is for (see <b>Notes 1 and 4</b>)</p> <p data-bbox="289 520 938 590">mandatory training as listed in the specialty description</p> <p data-bbox="289 590 938 659">experience (including input AFSC for an AFSC or prefix in AFECD) (see <b>Note 8</b>)</p> <p data-bbox="289 659 938 728">mandatory education as listed in the specialty description</p> <p data-bbox="289 728 938 764">Career Development Course</p> <p data-bbox="289 764 938 800">Defense Language Aptitude Battery Score</p> <p data-bbox="289 800 938 835">other mandatory requirements (not specified above) in the specialty description or Other Mandatory Entry Requirements listed in the AFECD; or any of the above</p> | <p data-bbox="971 422 1435 457">then approval authority is (see <b>Note 2</b>)</p> <p data-bbox="971 457 1435 659">Air Force CFM (see <b>Notes 3 and 6</b>).</p> <p data-bbox="971 659 1435 737">HQ AFPC/DP2SSM (see <b>Notes 5 and 7</b>).</p> |
| <p data-bbox="201 772 282 800"><b>Notes:</b></p> <ol data-bbox="201 800 1435 1768" style="list-style-type: none"> <li data-bbox="201 800 1435 932">1. The FSS ensures the Airman requesting the waiver justifies (using official memorandum format) why the waiver is warranted and includes supporting documentation, (e.g., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying request).</li> <li data-bbox="201 932 1435 968">2. Follow the processing guidelines established in <b>paragraph 2.3.7.5</b>.</li> <li data-bbox="201 968 1435 1066">3. Before approving training and/or qualification waivers for RegAF enlisted Airmen with approved retraining class quotas, coordinate with AFPC/DP1SSR. For ARC Airmen, the FSS contacts NGB/A1D or HQ AFRC/DPAT, respectively.</li> <li data-bbox="201 1066 1435 1165">4. Prior to processing a waiver request, commanders ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable AFSC specialty description in the AFECD to identify specific mandatory requirements for award.</li> <li data-bbox="201 1165 1435 1201">5. A copy of the waiver decision is forwarded to the RegAF CFM or ANG/AFR CFM for ARC Airmen.</li> <li data-bbox="201 1201 1435 1299">6. Waiver authority equivalent to that of the Air Force CFM is delegated to the HQ-level ANG and AFR Command CFMs for their ARC Airmen. <b>Exception:</b> AFSC 3E7XX and 4N0XXX waiver authority remains with RegAF CFM.</li> <li data-bbox="201 1299 1435 1503">7. Waiver authority for two-time Career Development Course failures will not be further delegated. <b>(T-1)</b>. The Fire Protection Career Field (3E7XX) and Aerospace Medical Service (4N0XXX) Career Development Courses are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers (for locations not having a Base Training Manager, the senior training manager will fill this role) ensure waiver packages are properly documented and recommendations well justified. <b>(T-1)</b>.</li> <li data-bbox="201 1503 1435 1768">8. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. AFPC/DP2SSM coordinates waivers with the RegAF CFM. ARC enlisted Airmen requesting waiver under this rule complete waiver requests in accordance with the ARC Classification Waiver Guide and send to ANG/AFR CFM for review and coordination. Waiver packages are then forwarded to the waiver approval authority (AFPC/DP2SSM) for coordination with the RegAF CFM. Examples could be Armed Services Vocational Aptitude Battery, lift factor, physical stamina, upper body, lower body, hearing, eyes, stability, and any other requirements in the AFSC specialty description not identified in <b>Table 2.5 Rules 1-6</b>.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |

2.3.7.5. Processing Waiver Requests. Use **Table 2.6** (**Table 2.7** is for enlisted On-the-Job-Training, Time-in-Training) to determine appropriate routing for waiver requests. The individual's immediate supervisor recommends, and their commander decides when a waiver submission is appropriate. All waiver requests must be justified and include sufficient rationale or documentation for the next level of review to adequately and fairly determine disposition (**T-2**). Each level of review has the responsibility to use their best judgment of what is fair and equitable to the individual, and what is in the best interest of the Air Force. Return or disapprove cases lacking sufficient justification to warrant consideration. **Note:** There are no provisions to award additional AFSCs solely to match UMD authorization AFSCs, or to show future, potential, or possible utilization. Return such requests without action and advise the Airman to apply for formal retraining if they wish to pursue utilization in another specialty.

**Table 2.6. Processing of All Classification Waiver Requests (Except Enlisted On-the-Job-Training, Time-in-Training for AFSC Upgrade) (Note 1).**

| If the individual requests a waiver, then the (see <b>Note 2</b> ) | of organization | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisor                                                         | Unit            | decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force memorandum format, include rationale and attach documentation to support request. If applicable, coordinate with the Base Training Manager to evaluate the request and identify any deficiencies in the training or to request a recommendation and provide detailed rationale for the recommendation. If request is not appropriate, document why and return to individual. All completed requests must be forwarded to the commander. ( <b>T-3</b> ). |
| Commander                                                          | Unit            | review the request and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward complete request to the FSS. ( <b>T-3</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FSS                                                                | Unit            | review the request for thoroughness and forward to AFPC/DP2SSM (ANG/AFR CFM for ARC Airmen). (See <b>Notes 3 and 4</b> ). ( <b>T-2</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                                                                      |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If the individual requests a waiver, then the (see <b>Note 2</b> )                                   | of organization                                  | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ANG/AFR CFM                                                                                          | ANG/AFR                                          | evaluate the request to determine whether further evaluation is necessary. If request is not appropriate, document why and return to the action office for disposition. If recommended for approval and within the scope of ANG/AFR CFM approval authority, approve waiver. <b>(T-2)</b> . If not within the scope of ANG/AFR CFM approval authority, include appropriate endorsement and forward completed request to AFPC/DP2SSM for waivers requiring approval by Air Force CFM or DP2SSM. (See <b>Note 4</b> ). <b>(T-1)</b> . |
| Classification Representative (AFPC/DP2SSM for RegAF Airmen; HQ ARPC/DPAT or NGB/A1D for ARC Airmen) | HQ AFPC (HQ ARPC/DPAT or NGB/A1D for ARC Airmen) | evaluate request. Forward coordinated requests recommending approval, along with supporting documentation, to the applicable RegAF approval authority (see <b>Tables 2.4 and 2.5</b> ). Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the action office for disposition. <b>(T-1)</b> .                                                                                                                                                                              |
| Training Manager (DP2LT)                                                                             | AFPC                                             | If needed, evaluate request and identify any deficiencies in the training or the request. Provide a recommendation and coordinate it with the MAJCOM functional manager, if applicable (see <b>Tables 2.4 and 2.5</b> ). Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the Unit for disposition. <b>(T-2)</b> .                                                                                                                                                      |
| Air Force CFM                                                                                        | Air Force                                        | evaluate request and either approve or disapprove those within approval authority (see <b>Tables 2.4 and 2.5</b> ). Forward all other cases with recommendation to AFPC/DP2SSM. <b>(T-1)</b> .                                                                                                                                                                                                                                                                                                                                     |
| Classification Representative (DP2SSM)                                                               | AFPC                                             | evaluate request and either approve or disapprove. Approved requests are routed to the applicable office. Disapproved requests will be returned to the applicable action office with rationale for disapproval. A courtesy copy of all actions will be provided to the applicable RegAF CFM or ANG/AFR CFM. <b>(T-1)</b> .                                                                                                                                                                                                         |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------|
| If the individual requests a waiver, then the (see <b>Note 2</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | of organization | must: |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. AFR and ANG members and/or units will use their respective classification waiver guide for processing. <b>(T-2)</b>.</li> <li>2. All waiver requests are written in either email or official memorandum format.</li> <li>3. Requests to waive mandatory training or Career Development Courses are to be forwarded by email to AFPC/DP2SSM for further staffing to the AFPC Education and Training Branch, as necessary.</li> <li>4. ANG/AFR CFMs, consistent with waiver authority in <b>Table 2.5</b>.(Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel), approve or disapprove waivers within their authority. All others are sent with recommendation to AFPC/DP2SSM.</li> </ol> |                 |       |

**Table 2.7. Processing of On-the-Job-Training, Time-in-Training Waiver Requests for AFSC Upgrade for Enlisted RegAF, ANG, and AFR Airmen (See Note).**

| R<br>U<br>L<br>E | If an individual requests a waiver under <b>Table 2.5</b> , rule 1, then the | of organization | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                | Supervisor                                                                   | Unit            | RegAF/ANG/AFR: Review the member's request and, if concur, complete a memorandum for record detailing the request and justification for waiver approval. <b>(T-3)</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2                | Training Manager                                                             | Unit            | <p>RegAF: Review the request package for compliance with instructional guidance. If recommended for approval, place the memorandum for record on top of the waiver package and process through the unit commander, group commander, and finally to the wing commander or designee for final approval or disapproval authority. <b>(T-3)</b>.</p> <p>AFR: N/A; supervisor forwards to Unit Commander, Rule 3. <b>(T-3)</b>.</p> <p>ANG: Review the request package for compliance with instructional guidance. If recommended for approval, place the memorandum for record on top of the waiver package and forward to the unit commander for endorsement. <b>(T-3)</b>.</p> |

|                  |                                                                              |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------|------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R<br>U<br>L<br>E | If an individual requests a waiver under <b>Table 2.5</b> , rule 1, then the | of organization | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3                | Commander                                                                    | Unit or Wing    | <p>RegAF: Review the memorandum for record and corresponding package and determine whether further evaluation is necessary. If recommended for approval, commander will include appropriate endorsement and forward completed request to the Unit Training Manager for update. <b>(T-3)</b>.</p> <p>AFR: Review the memorandum for record and corresponding package and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed request to the Base Training Manager for processing. <b>(T-3)</b>.</p> <p>ANG: Unit commander reviews the memorandum for record and corresponding package to determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed package to the Force Development Office (FDO) for final review and processing with the Wing Commander or Mission Support Group Commander (determined at Wing level). <b>(T-3)</b>.</p> |
| 4                | Wing or Base Training Manager                                                | FSS/Wing        | <p>RegAF: Initiate upgrade action in MilPDS following Commander approval. <b>(T-2)</b>.</p> <p>AFR: Review and forward to HQ ARPC/DPAT. <b>(T-2)</b>.</p> <p>ANG: FDO initiate the upgrade action in MilPDS following the final approved package endorsement listed for the AFS in the ANG Classification Waiver Guide. <b>(T-2)</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5                | Military Personnel Management Office                                         | MAJCOM          | AFR ONLY: Review and add a concurrence or non-concurrence MFR to the electronic waiver package. Forward to MAJCOM functional manager for final disposition. <b>(T-2)</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                          |                                                                              |                     |                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R<br>U<br>L<br>E                                                                                         | If an individual requests a waiver under <b>Table 2.5</b> , rule 1, then the | of organization     | must:                                                                                                                                                                                                                                                                                                                                 |
| 6                                                                                                        | HQ ARPC/DPAT                                                                 | MAJCOM              | AFR ONLY: Review and add a concurrence or non-concurrence MFR to the electronic waiver package. Forward to MAJCOM functional manager for final disposition. <b>(T-2)</b> .                                                                                                                                                            |
| 7                                                                                                        | CFM                                                                          | HQ Air Force/MAJCOM | AFR ONLY: Once received from HQ ARPC/DPAT, CFM must evaluate request, approve or disapprove, complete a memorandum of record of action, and add it to the request as the first page. Approved request packages are sent back to HQ ARPC/DPAT via email and routed to the Wing Training and Education Office of origin. <b>(T-2)</b> . |
| 8                                                                                                        | Wing or Base Training Manager                                                | Wing                | AFR ONLY: Forward final disposition to unit of origin for appropriate action.                                                                                                                                                                                                                                                         |
| 9                                                                                                        | Unit Training Manager                                                        | FSS/Unit            | RegAF ONLY: Initiate upgrade action in the Personnel Data System. <b>(T-2)</b> .                                                                                                                                                                                                                                                      |
| <b>Note:</b> ANG and AFR units use their respective Classification Waiver Standard Operating Procedures. |                                                                              |                     |                                                                                                                                                                                                                                                                                                                                       |

### 2.3.8. Converting to New or Revised AFS.

2.3.8.1. Conversion instructions for establishing and revising an AFS are published in the Change Summary & Conversion Instruction Guide with each update to either the AFOCD or AFECD. The Change Summary & Conversion Instruction Guide specifies the action(s) required by the FSS, AFPC and Manpower.

2.3.8.2. If a review and evaluation of the Airman's qualification is required (e.g., an indirect conversion action), this is accomplished as a pre-conversion action to ensure award of the correct authorized AFSC occurs immediately following the AFSC conversion effective date (see the applicable Change Summary & Conversion Instruction Guide and AFSC Conversion execution guidance in the myPers website for detailed conversion instructions). Conversion actions are to be completed immediately following the conversion effective date. However, in cases where the actions are not completed, FSS are authorized to award AFSCs based on conversion instructions for up to 30 days after the effective date. Indirect conversion actions are tied to specific time periods identified in the Change Summary & Conversion Instruction Guide and are not open-ended.

2.3.8.3. Conversion to new or revised AFS is at a comparable skill and/or qualification level unless otherwise noted in the conversion guide instructions.

2.3.8.4. During the initial conversion period and for up to 30 days after the effective date, testing and mandatory training, experience, and education may be waived for awarding new AFSCs unless otherwise specified in conversion guide instructions. Waiver authorities are identified in Tables [2.6](#) and [2.7](#).

2.3.8.5. When existing AFSCs are revised and new mandatory prerequisites are established, personnel will retain their awarded AFSC even if they no longer meet the newly established prerequisites, unless otherwise specified in the Change Summary & Conversion Instruction Guide.

2.3.8.6. FSS will ensure individuals are classified in accordance with Change Summary & Conversion Instruction Guide. **(T-2)**. Technically qualified FSS personnel assist in the conversion process. For indirect conversions, the senior functional for the AFSC(s) concerned or a MAJCOM functional manager (ANG/AFR CFM) are to assist in identifying the correct AFSC(s) from those listed in the Change Summary & Conversion Instruction Guide.

2.3.9. Changes in Mission, Weapon System, or Equipment. A change in basic mission, weapon system, or equipment may require changes to authorized AFSCs and reevaluation of training and individual qualifications. Local functional manager for the specialty develop functional (from the RegAF CFMs for the AFSC[s] involved) conversion instructions for Airmen affected by the change in coordination with the MAJCOM Functional Area Manager, RegAF CFM, AFR CFM and ANG CFM.

2.3.9.1. Air Force CFM functional conversion instructions identify transitional training requirements and skill level determination procedures for accomplishing the conversion, if required.

2.3.9.2. FSS, with the help of the local functional representatives impacted by the conversion, determine appropriate Duty AFSC, Control AFSC (enlisted only), and awarded AFSCs according to the Change Summary & Conversion Instruction Guide and update accordingly.

2.3.9.3. Source documents for Control and awarded AFSC updates resulting from an indirect AFSC conversion are the conversion RIP (generated by the FSS from MilPDS within five days of the conversion cycle) or the manually prepared AF Form 2096. For either source document, forward to AFPC/DPIORM (Automated Records Management System office) for scanning into each Airman's digital Automated Records Management System record.

2.3.10. Using Suffixes. Suffixes identify positions and Airmen qualified to perform duty in those positions related to particular equipment or functions within an AFSC.

2.3.10.1. Classification actions for suffixes are the same as those prescribed for AFSCs. When AFSC suffixes are awarded, they become an integral part of the AFSC.

2.3.10.2. When an enlisted Airman is retraining into a different AFSC, including a different suffix of an AFSC, the Control AFSC is designated at the 1-skill level for the AFSC into which the Airman is retraining (see **Table 2.13, Rule 2**). In those rare instances where a RegAF CFM (or ANG/AFR CFM) determines an Airman possesses the knowledge and skills associated with the 3-skill level AFSC-awarding initial skills training, a CFM-approved waiver is required to designate the 3-skill level Control AFSC and awarded AFSC. Attach the approved waiver to the AF Form 2096 awarding the AFSC and send to AFPC/DPIORM for scanning into each Airman's digital Automated Records Management System record.

2.3.10.3. AFSCs authorized for use without shreds and/or suffixes are identified in the AFOCD by a (+) preceding the AFSC number on the Officer Classification Structure Chart and in the AFECD by an (\*) preceding the AFSC on the Enlisted Classification Structure Chart.

2.3.10.4. Enlisted Airmen awarded AFSCs authorized for use without shreds and/or suffix are considered proficient in the basic AFSC (non-shredded and/or suffixed) and may be used in either the shred and/or suffix or the basic AFSC. Example: An enlisted Airman's Primary AFSC is 1C551D. Because 1C551 is authorized to be used without the shred and/or suffix, the enlisted Airman is considered qualified to work in either AFSC 1C551 or 1C551D. **Note:** An Airman with a Primary AFSC of 1C551 requires eligibility per the 1C5X1 AFSC specialty description for award and utilization of the 1C551D AFSC. This is a retraining action unless the Airman has previously completed the 1C5X1D initial skills training.

2.3.11. Using Prefixes. Prefixes are authorized for use with specific AFSCs when there is a need to identify an ability or skill not restricted to a single utilization field or career field. A prefix used with the authorized AFSC in the prefix section of the AFOCD and AFECD identifies manning document position requirements (where required) and Airmen qualified to perform duty in the position.

2.3.11.1. More than one prefix to the same specialty is authorized (for example, Primary AFSC T3F071 and Second AFSC W3F071). However, do not award multiple prefixes to the same AFSC if it results in deleting another awarded AFSC qualification.

2.3.11.2. Prefix award is managed using the guidance contained in Section I of the AFOCD or AFECD. Award the prefixed AFSC when the Airman meets the specified award criteria in the prefix description.

2.3.11.3. Prefix withdrawal is managed using the same guidance as AFSC withdrawal (see [paragraph 2.4](#)). However, periods of nonperformance will not be used as a sole basis for withdrawing a prefix. Once awarded, prefixes will be retained as long as the authorized AFSC is retained. If an AFSC is withdrawn, the prefix associated with the AFSC is also withdrawn. This includes the officer C prefix. **Note:** The C prefix denotes commander duties within a functional AFSC, (i.e., C31P3, Commander, Security Forces). Award it according to the authorized prefix listing contained in the AFOCD stipulating the mandatory criteria for award.

2.3.11.4. When awarding officers prefix N or prefix P, an appropriate shred and/or suffix, specified in the AFOCD Section I explanation for the applicable prefix, must be affixed to the AFSC.

2.3.12. Classifying Patients. Use RI 93P0 as the Duty AFSC for officer patients and RI 9P000 for the Duty AFSC of enlisted patients hospitalized or expected to be hospitalized for 90 days or more. Airmen will retain their Control AFSC (enlisted only), Primary AFSC, and other awarded AFSCs unless withdrawn according to [paragraph 2.4](#). See the AFECD and AFOCD for other RIs and their applicability.

### 2.3.13. Managing Special Experience Identifiers.

2.3.13.1. SEIs are established to identify special experience and training not otherwise identified within MilPDS. SEIs complement the assignment process, but are not substitutes for AFSCs, Chief Enlisted Manager codes, prefixes, suffixes, SDIs, RIs, or professional specialty course codes. They are established when identifying training, skills or experience as critical to the assignment match, force management or deployment needs, etc., when no other MilPDS-based identification is appropriate or available. SEIs can be used to rapidly identify an already experienced resource 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 would otherwise be lost. Enlisted SEIs are three-character numeric or alpha-numeric codes. Officer SEIs are comprised of two separate codes: the activity code and experience set. See the AFECD/AFOCD for approved codes and requirements. **Note:** Once awarded, officer and enlisted SEIs simply exist in the Airman's record within the MilPDS. They do not expire nor are they automatically removed based on time or other eligibility requirements.

2.3.13.2. Responsibilities. RegAF CFMs, MAJCOM functional managers, ANG/AFR CFMs, commanders, supervisors, AFPC assignment managers, and AFPC military classification personnel share responsibility for overall management of the SEI program. They can determine how SEIs are tied to the assignment process, as required, when specific experience requirements are justified for specific situations for assignment selection to AFPC assignment teams.

2.3.13.2.1. AFPC/DP2SSM establishes, revises, and deletes SEIs from the AFECD/AFOCD and MilPDS SEI tables when requested by the RegAF CFM (or ANG/AFR CFM if ARC-specific). The RegAF CFM, in conjunction with MAJCOM functional managers and ANG/AFR CFMs, are responsible for annually reviewing established SEIs to determine validity and usefulness (see AFOCD and AFECD for additional SEI information). Notify AFPC/DP2SSM when SEIs are no longer needed in the MilPDS tables. AFPC/DP2SSM does not update SEIs for individual Airmen, but is the approval authority for all RegAF SEI withdrawal actions processed through CMS SEI Removal cases, in accordance with the SEIs Removal execution guidance in the myPers website. For ANG/AFR Airmen, the unit commander approves withdrawal of awarded SEIs and CMS is not used.

2.3.13.2.2. Commanders and supervisors review an individual's qualification for award and request SEI update by the servicing FSS using AF Form 2096 according to SEI execution guidance in the myPers website.

2.3.13.2.3. Functional managers at the appropriate level (RegAF CFM, ANG/AFR CFM, MAJCOM, field operating agency, direct reporting unit, detachment, etc.), in conjunction with Manpower, review authorizations to determine if positions require SEI coding. They review individual UMD authorizations to determine if the job will provide the incumbent with the special experience that the SEI denotes (enlisted only). A key element to the success of the SEI program is to identify the appropriate positions requiring the training and/or experience reflected by the SEI for assignment to the authorization.

- 2.3.13.2.4. AFPC assignment officers and/or managers may use SEIs, when appropriate, in the assignment selection process for RegAF Airmen.
- 2.3.13.2.5. RegAF Officers (lieutenant colonel and below) may request award or withdrawal of SEIs in accordance with the SEI execution guidance in the myPers website. If the AFOCD Experience Set criteria allows for removal based on the officer's request, AFPC/DP2SSM may approve the action.
- 2.3.13.3. FSS may award SEIs for colonels and colonel-selects according to SEI criteria specified in the AFOCD in accordance with the SEI execution guidance in the myPers website.
- 2.3.13.4. Enlisted SEIs. The FSS's role is to:
- 2.3.13.4.1. Update award of or request enlisted SEI removal actions. The commander, other designated representative (documented by a memorandum of delegation attached to the Air Force Form 2096) or as specified in the SEI award criteria is the approving authority (AF Form 2096, section VI).
  - 2.3.13.4.2. Monitor incoming and locally initiated assignment actions and consider special experience and training in determining an individual's duty position.
  - 2.3.13.4.3. Award SEIs during in-processing, classification interviews, or when determined appropriate by an individual's supervisor or commander.
- 2.3.13.5. The AFECD contains the complete list of authorized enlisted SEIs and includes designation criteria, authorized AFSC combinations where required, and special instructions. FSS awards the SEI to the appropriate AFSC (i.e., by AFSC type [Primary AFSC, 2/3/4 AFSCs]) in accordance with the SEI execution guidance in the myPers website, after the Airman meets experience, training, and any other requirements outlined in the AFECD. **Note:** Enlisted Airmen assigned to SEI-coded UMD authorizations either possess the necessary experience or be able to gain the necessary experience with training and time spent in the position. Enlisted SEIs encompass both general and restricted types, contain three characters and are in both alphabetical and alpha-numeric format. In the AFECD, general SEIs are identified as associated with "any AFSC." Restricted SEIs are identified as associated with the specific SEIs /skill levels stated or a range of AFSCs (e.g., 1XXXX or 1AXXX/1UXXX). In addition, certain SEIs have been designated as "auto award" or "auto notify" and provide limited MilPDS functionality to track and award the SEI or notify the commander that the Airman may be eligible for award. See the SEI execution guidance in the myPers website. Approved SEI tables are contained in the AFECD, available on the myPers website.
- 2.3.13.6. If the SEI area in MilPDS is full and a new SEI is to be awarded, consider the following factors in evaluating which SEIs to retain in MilPDS:
- 2.3.13.6.1. Retain experience on modern equipment or systems (functional managers determine equipment currency).
  - 2.3.13.6.2. Retain SEIs based on the extent of experience and training versus SEIs with minimum experience or those of lesser importance at the time of review.

2.3.13.6.3. Officer SEIs are all general as MilPDS has no capability to associate officer SEIs with AFSCs. In addition, the officer SEI is composed of two distinct data fields: the one-character alpha "Activity Code" and the two-character alpha or alpha-numeric "Experience Set." Approved activity code and experience set tables are contained in the AFOCD, available on the myPers website. Officer SEIs are not awarded for simply occupying an SEIs coded position. SEIs are only awarded once the officer meets the mandatory qualification criteria to include training and/or experience as identified in the AFOCD, whether occupying a coded position or not.

2.3.13.7. RegAF CFMs at the appropriate level may code appropriate "no name allocations" with desired SEI requirements when specific circumstances warrant SEIs matches. These actions are pre-coordinated with the AFPC assignment manager.

2.3.13.7.1. Code SEI positions on the manpower documents.

2.3.13.7.2. Assign individuals with desired SEIs to matching positions.

2.3.13.8. Process requests for withdrawal of awarded SEIs in accordance with the SEI execution guidance on the myPers website.

2.3.14. Classifying General Officers. RI 90G0 is the Primary and Duty AFSC of all general officers. Award it after confirmation of promotion to brigadier general and effective on the date selected for promotion by the Secretary of Defense. Withdraw all other awarded AFSCs when adding the 90G0 AFSC. Classification procedures contained elsewhere in this manual do not apply to general officers.

2.3.15. Awarding AFSCs to Officers. Use specialty description qualifications in the AFOCD and this manual to award or change AFSCs. An officer must meet the mandatory entry requirements for award of AFSCs, SDIs, or RIs. **(T-2)**. The specialty description contains mandatory and desirable entry, award, and upgrade criteria. In addition, for those AFSCs with a Career Field Education and Training Plan, officers must meet the requirements therein for upgrade. Designate other AFSCs according to **paragraph 2.3. (T-2)**.

2.3.16. Awarding Intermediate or Qualified AFSCs. Approval authority is the unit commander, unless otherwise specified in Tables **2.8** and **2.9**. The FSS monitors the eligibility of officers for upgrade to an intermediate (if applicable) or qualified AFSC. Establish a 6-month upgrade suspense date when no minimum experience is shown in the specialty description in the AFOCD. Use this date strictly to monitor the award action. It is not a minimum experience requirement; it is simply a monitoring tool. See paragraphs **2.3.17** and **2.3.18** for commanders' upgrade and award actions.

2.3.16.1. Use the officer upgrade RIP (or other communication, as applicable) to notify commanders or supervisors when officers have met identified experience requirements.

2.3.16.2. Commanders or supervisors review an officer's qualification for upgrade and return annotated RIP (or provide completed AF Form 2096) to the FSS. If an officer is not qualified for upgrade, the commander or supervisor advises the FSS in writing to establish a new suspense date. The new suspense date represents the commander's or supervisor's estimate as to when the individual should be ready for upgrade.



2.3.17. Classifying Commanders. A variety of AFSCs, SDIs, and Report Identifiers are available to identify commander UMD authorizations. Use the AFOCD to determine which identifier is appropriate for the role and position under consideration. Personnel selected for commander positions (AFSCs, SDIs, or RIs such as XXC0, SDI 80C0, SDI 81T0, RI 91C0, and RI 91W0) are considered qualified upon assignment to the position. Such commander specialties encompass command, direction, planning, and staff supervision; cut across career fields of diverse functions and activities; and are only awarded to officers assigned to valid commander or deputy commander authorizations. They carry a high level of responsibility and extreme care must be exercised in their award. They are not awarded to show potential qualification.

2.3.18. Using the Commander Prefix. Use the prefix "C" to identify functional AFSC commander positions below Group level. It is only authorized to be used with the 3 qualification level and is not available for use with the 1, 2 or 4 qualification levels. C-prefixed AFSCs at other than the 3 qualification level do not exist in MilPDS. **Note:** The C prefix denotes commander duties within a functional AFSC, (i.e., C31P3, Commander, Security Forces). Award it according to the authorized prefix listing contained in the AFOCD stipulating the mandatory criteria for award.

2.3.18.1. The minimum experience for award of the C prefix is 12 months assigned to a valid, funded C-prefixed authorization as a unit commander performing that role, provided the officer has already been upgraded to the qualified AFSC (XXX3) level in the non-prefixed AFSC at the time of award. Officers are not authorized award of the C-prefixed functional AFSC until they meet the prefix award criteria in the AFOCD and are awarded the qualified AFSC.

2.3.18.2. The C prefix is not authorized (nor are they in MilPDS as a valid prefix-AFSC combination) for specialties specifically established to identify commander functions as denoted by the term "commander" in the specialty title. **Example:** SDI 80C0, Commander, Cadet Squadron, USAFA; SDI 81C0, Training Commander, OTS; RI 91C0, Commander; RI 91W0, Wing Commander; AFSC 38P3Q, Section Commander; AFSC 10C0, Operations Commander; AFSC 20C0, Logistics Commander; AFSC 30C0, Support Commander; AFSC 40C0, Medical Commander; or AFSC 60C0, Program Director. **Note:** See C Prefix definition in the prefix listing contained in the AFOCD for a complete listing of AFSCs not authorized for use with the prefix.

2.3.18.3. Eligibility Criteria for Wear of Air Force Command Insignia.

2.3.18.3.1. The command insignia must be worn by all eligible commissioned officers in the rank of Colonel (O-6) and below as authorized in Air Force Instruction 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1)**.

2.3.18.3.2. Eligibility criteria. To wear the command insignia, an officer:

2.3.18.3.2.1. Must possess and exercise Uniformed Code of Military Justice authority via appointment on G-Series orders (Permanent Assumption or Permanent Appointment) and be serving in a position coded as a Command Billet with a C-prefix or a specified command AFSC such as 10C0, 30C0, etc. **(T-1)**.

2.3.18.3.2.2. RegAF units:

2.3.18.3.2.2.1. For Lieutenant Colonels and below: Must be competitively selected by an Air Force-level command board. **(T-1)**. This includes selectees from Air Force-level squadron commander boards, Military Entrance Processing Station Commander board, and USAFA Cadet Squadron and Group Air Officer Commander positions. **(T-1)**.

2.3.18.3.2.2.2. ANG units: Must be competitively selected for command at the Wing or State-level at either the wing, group, squadron, numbered flight, or detachment level. **(T-1)**. This includes Numbered Flights Commanders within the ANG that fall outside of normal reporting channels (i.e., the flight reports directly to a Group Level). **(T-1)**.

2.3.18.3.2.2.3. AFR units: Must fill one of the following positions: squadron commander, group commander or wing commander, and Readiness and Integration Organization (RIO) detachment commander. **(T-1)**.

2.3.18.3.2.3. Must serve a minimum of one year in command for permanent wear. **(T-1)**.

2.3.18.3.2.4. Command insignia will not be worn by:

2.3.18.3.2.4.1. Temporary, acting, detachment, element and section commanders as designated on G-series orders. **(T-1)**.

2.3.18.3.2.4.2. Vice and Deputy Commanders. However, they may wear the insignia as a graduated commander from previously held command positions. **(T-1)**.

2.3.18.3.2.4.3. General Officers. **(T-1)**.

2.3.18.3.2.4.4. Officers removed from command for cause are not authorized permanent wear of the command insignia. **(T-1)**. **Exception:** Officers authorized permanent wear of the command insignia due to prior successful commands. **(T-1)**.

2.3.18.3.2.5. ETPs: Previously granted exceptions to policy are no longer valid. Officers must meet the criteria above to be authorized wear of the command insignia. **(T-1)**. New ETP requests must be submitted to AF/A1S through the MAJCOM/A1. **(T-1)**.

2.3.19. Awarding Medical Utilization Field AFSCs (4XXX). Award medical AFSCs only to officers designated as members of the Medical Service, United States Air Force, according to Title 10, USC § 9063(a) through (f), *Designation, Officers to perform certain professional functions*. A medical officer may be awarded an AFSC other than those in the 4XXX series if approved by AFPC/DP2N, AFRC/SG, or NGB/SG, as applicable.

2.3.20. Awarding Chaplain Utilization Field AFSCs (52RX). Award and assign AFSCs 52RX only to officers who are accepted for Air Force service as chaplains, possess ecclesiastical endorsements listed in Department of Defense Directive 1304.19, *Appointment of Chaplains for the Military Departments*, and are accepted by HQ USAF/HC, Chief of Air Force Chaplains (RegAF and AFR only). Chaplains wear their occupational badge after graduating from

technical school (which for Chaplains is the Basic Chaplain Course). For specific award criteria refer to AFI 52-101, *Planning and Organizing*.

2.3.21. Awarding Legal Utilization Field AFSCs (51JX). A Juris Doctor degree issued by an accredited law school, active (or equivalent) status with a current license in good standing to practice law before the highest court of a U.S. state, commonwealth or territory, or the District of Columbia, and designation by The Judge Advocate General according to 10 USC § 9063(g), are mandatory for entry and award of 51JX AFSCs. In addition, award the qualified AFSC to those officers who have met all training and experience requirements prescribed in the AFOCD AFSC specialty description. Award 51JX AFSCs only to those ARC officers designated as judge advocates (JAs) by The Judge Advocate General, in accordance with AFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*. Officers awarded a 51JX AFSC, but who do not have an appointment in The Judge Advocate General's Corps Reserve in accordance with AFI 51-101, shall have the AFSC withdrawn and will be reclassified. **(T-2)**. Award the qualified AFSC to those officers who have met all training and experience requirements prescribed in AFI 51-101 and the AFSC specialty description in the AFOCD. For ANG officers reference AFMAN 36-2032.

2.3.22. Rated Officers. Loss of Aircraft Qualification. Rated officers placed in an inactive aviation service code (flying status codes J, K, L, P, S, or T) retain their awarded AFSC at the qualified or staff level. **Paragraph 2.4.3.3.9.2** contains guidance and instructions for rated officers disqualified from aviation service. There is no requirement to downgrade the AFSC as a result of these circumstances. An awarded AFSC will reflect the highest held qualification level, regardless if it is the Primary, Second, or Third AFSC. **(T-2)**.

2.3.23. Classifying Officers of Other Services Working in the Air Force. Assign officers of allied countries or other DoD agencies attached to the Air Force for duty in AFSCs authorized for Air Force use. Because these officers fill specific manning requirements within the Air Force, give them duty assignments that maximize their technical training and experience. Do not delete military specialties recorded by other departments from their records.

2.3.24. Competitive Category Transfers. For RegAF officers, requests to transfer between competitive categories are accomplished in accordance with AFMAN 36-2032, initiated by the officer, and coordinated through the appropriate functional assignment officer. Application requirements for a competitive category vary based on the gaining AFSC requirements. Transfer application requirements are available on the myPers website. **Note:** Officers eliminated from initial skills training may be reclassified under **paragraph 2.2.5** AFR and ANG competitive category transfers will be accomplished in accordance with AFMAN 36-2032. **(T-2)**.

2.3.25. Awarding AFSCs in Enlisted Career Fields. Award or change AFSCs based on specialty standards in the AFECDD, this manual, and the execution guidance in the myPers website.

2.3.25.1. Award of an AFSC must be based on one of the following:

2.3.25.1.1. Initial classification. **(T-3)**.

2.3.25.1.2. Enlisted skill level upgrade (see **Table 2.11**). **(T-3)**.

- 2.3.25.1.3. AFSC downgrade or withdrawal. **(T-3)**.
- 2.3.25.1.4. AFSC conversions (see Change Summary & Conversion Instruction Guide and periodic revisions to the AFECD). **(T-3)**.
- 2.3.25.1.5. Enlisted retraining (see **Chapter 6** for requirements). **(T-3)**.
- 2.3.25.1.6. Waiver of mandatory requirements (see **paragraph 2.3.7** and Tables **2.4** or **2.5**). **(T-3)**.
- 2.3.25.1.7. Awarding helper-level AFSCs to ANG and AFR enlisted personnel based on civilian experience. **(T-3)**.
- 2.3.25.2. Additional AFSCs will not be awarded solely to show future, potential, or possible utilization. **(T-3)**.
- 2.3.25.3. The 7-skill level will only be awarded to Staff Sergeant select through Master Sergeant. **(T-1)**. The 9-skill level will only be awarded to Senior Master Sergeant. **(T-1)**. The Chief Enlisted Manager code will only be awarded to Chief Master Sergeant and Chief Master Sergeant-select. **(T-1)**. Use **Table 2.12** for authorizing manpower positions. **Note:** AFSCs will only be awarded through the methods cited in **paragraph 2.3.25**. **(T-3)**. The FSS will return requests that do not comply with this paragraph to the originator. **(T-3)**.
- 2.3.26. Strength Aptitude. Mandatory strength standards for entry into all enlisted career fields are shown in the AFECD, Attachment 4.
- 2.3.27. Classifying Airmen in Retraining Status. Retrainees in the grade of Senior Master Sergeant and below must complete all mandatory requirements (see **Chapter 6**) to qualify for award of a new skill level unless waived by appropriate waiver authority in **Table 2.5** Review Tables **2.4**, **2.5**, and **2.6** for waiver approval levels and processing requirements. **(T-2)**.
- 2.3.27.1. AF/A1LE, Chiefs' Group, Assignments Division, manages cross-flow into other than an awarded Chief Enlisted Manager code for all RegAF Chief Master Sergeants and Chief Master Sergeant-selects. **Note:** ANG and AFR Command Chief Master Sergeants cross-flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to NGB/A1D for ANG personnel and HQ ARPC/DPAT for AFR personnel. **(T-2)**. NGB/A1D or HQ ARPC/DPAT will review for thoroughness and coordinate with ANG or AFR CFM and training managers before approving or disapproving. **(T-2)**.
- 2.3.27.2. Chief Enlisted Manager codes are awarded using Rule 6 of **Table 2.11**.
- 2.3.28. Classifying Students. Retain a student's awarded AFSC except as indicated in **paragraph 2.4.2** For classifying student officers refer to **Table 2.10** The Duty AFSC of enlisted personnel attending a formal school is the AFSC to which the course trains according to the Education and Training Course Announcement (ETCA) (an online version of the Air Force Course Catalog). If the course does not train to a specific AFSC, the Duty AFSC remains the same as it was at the base of assignment. Award a 3-skill level AFSC upon graduation from the AFSC-awarding course. To determine the Control AFSC of enlisted personnel in training status, see **Table 2.13**.

2.3.29. Classifying Religious Affairs Personnel. The 37th Training Wing, JBSA-Lackland TX, using policies established by HQ USAF/HC, determines initial entry of RegAF NPS enlisted Airmen into the Religious Affairs AFSC (5R0X1). The wing chaplain and chapel non-commissioned officer in charge interview retrainees into this AFSC, then forward recommendations to the AETC command chaplain for review or approval.

2.3.29.1. HQ AFRC/HC, using policies established by HQ USAF/HC, will approve or disapprove retraining applications for AFR enlisted Airmen into the Religious Affairs career field (AFR does not accept NPS Airmen into AFSC 5R0X1). (T-3). The wing chaplain and chapel non-commissioned officer in charge interview retraining applicants, then forward recommendations to HQ AFRC/HC for command chaplain review and/or approval. (T-3).

2.3.29.2. NGB Religious Affairs CFM approval is required for ANG enlisted personnel entry into the AFS and follow-on initial skills training (ANG does not accept NPS Airmen into AFSC 5R0X1).

2.3.30. Classifying Instrumentalists. The Air Force Military Training Center classifies initial enlistees into AFSCs 3N1X1 and 3N2X1 using AFMAN 36-2032, and AFI 35-101, *Public Affairs Operations*. Band commanders may award appropriate instrumental suffixes to qualified persons assigned and classified in AFSC 3N151 if there is a vacancy in the unit of assignment. Requirements and testing procedures are specified in AFI 35-101.

2.3.31. Classification Interviews and Audits.

2.3.31.1. Classification specialists (5-skill levels or higher with classification experience [for ANG, the Force Development Office]), conduct classification audits during in-processing and when an Airman receives an assignment in an AFSC other than their Control AFSC.

2.3.31.2. Auditors or Personnel specialists (AFPC for RegAF; HQ ARPC/DPAT or NGB/A1D for ARC Airmen) will:

2.3.31.2.1. Evaluate accuracy and currency of the AFSC data. (T-2). Ensure a source document (see [paragraph 2.3](#)) exists for each awarded AFSC, SDI, or RI and verify accuracy of awarded AFSC skill and/or qualification level. (T-2).

2.3.31.2.2. Downgrade or withdraw AFSCs according to [paragraph 2.4.1](#). (T-2).

2.3.31.2.3. Provide classification counseling. (T-2).

2.3.31.2.4. Determine whether designated SEIs are accurate. Work with units to award SEIs via AF Form 2096 or submit SEIs removal actions via CMS, as necessary. AFR and ANG SEI removals are not processed in CMS. (T-2).

2.3.32. Using Feeder AFSCs. When enlisted Airmen progress to the 5-, 7-, or 9-skill level AFSC or Chief Enlisted Manager code in which two or more AFSCs merge, retain the feeder AFSC (the AFSC from which they progressed) as an awarded AFSC. Retain only the feeder AFSC immediately preceding the enlisted Airman's highest awarded AFSC. **Example:** Primary AFSC 2A590, Second AFSC 2A573 would be retained as a feeder AFSC. When the enlisted Airman is selected for promotion to Chief Master Sergeant and is designated with Chief Enlisted Manager 2A300, Second AFSC 2A590 will be retained to denote the enlisted Airman's technical qualifications. AFSC 2A573 would be withdrawn. AFSCs with shreds

and/or /suffixes at the 3-skill level and combined at the 5-skill level are used to facilitate the first duty assignment. Therefore, delete the feeder 3-skill level AFSC when upgrading the enlisted Airman to the 5-skill level.

2.3.33. Designating Control AFSC. AFPC/DP3AM (Military Assignments Program Branch) manages Control AFSCs for RegAF enlisted Airmen; ANG/AFR FSSs manage Control AFSCs for assigned ARC Airmen.

2.3.33.1. The Control AFSC is initially based on the AFSC into which the member is classified at the time of enlistment or during basic training (See [Table 2.3](#)). It will be identical to the highest awarded AFSC or Chief Enlisted Manager code in the ladder in which the member is being used or trained with the following restrictions:

2.3.33.1.1. The Control AFSC for members performing duty in a 3-, 5-, 7-, or 9-skill level structure will not exceed the:

2.3.33.1.1.1. 3-skill level for Airman Basic through Airman First Class. **(T-2)**.

2.3.33.1.1.2. 5-skill level for Senior Airmen and Staff Sergeants. **(T-2)**.

2.3.33.1.1.3. 7-skill level for Technical Sergeants and Master Sergeants. **(T-2)**.

2.3.33.1.1.4. 9-skill level for Senior Master Sergeants. **(T-2)**.

2.3.33.1.2. The Control AFSC for members performing in an AFS without a 5-skill level will not exceed the:

2.3.33.1.2.1. 3-skill level for Airman Basic through Staff Sergeant. **(T-2)**.

2.3.33.1.2.2. 7-skill level for Technical Sergeants and Master Sergeants. **(T-2)**.

2.3.33.1.2.3. 9-skill level for Senior Master Sergeants. **(T-2)**.

2.3.33.1.3. The Control AFSC for Chiefs and Chief-selects is the Chief Enlisted Manager code of the career ladder to which assigned. **(T-2)**.

2.3.33.2. Although the FSS can change the Control AFSC, changes other than initial, retraining, normal skill-level upgrade, and SDI actions are reviewed for propriety by both the gaining and losing AFPC assignment managers for RegAF Airmen and ANG/AFR CFMs for ARC Airmen. Base-level changes of Control AFSC can be disapproved based on the overall Air Force resource need. **Note:** Airmen with more than one awarded AFSC can be assigned based on the needs of the Air Force in any of their awarded AFSCs for which they remain qualified. The date the Control AFSC is changed is based on how that change is affected. If an Airman is locally reassigned via Permanent Change of Assignment (PCA), the effective date of the Control AFSC is the date assigned to the position. If an Airmen is reassigned via Permanent Change of Station (PCS) to another base, the effective date of the Control AFSC is the date departed last duty station. Do not change the Control AFSC locally for an Airman being disqualified from their current Control AFSC and/or awarded AFSC (see [paragraph 2.4](#)).

2.3.33.2.1. Control AFSC changes are not authorized at base-level for Airmen who have received an initial enlistment bonus or receiving a selective reenlistment bonus in their current enlistment. For RegAF Airmen, contact AFPC/DPOSW, Procedures and Student Management Assignments Branch for assistance if Control AFSC change is

needed other than for AFSC disqualification. **Note:** Bonus termination and/or recouplement may occur if the Control AFSC changes from the Control AFSC in which the bonus was contracted. Contact AFPC/DP3SA (Airman Support Branch) for selective reenlistment bonus or DP2LT for initial enlistment bonus issues.

2.3.33.2.2. For ARC Airmen, the servicing FSS performs these actions. For IR and Reserve HQ Active Guard and Reserve (AGR)s, ARPC performs these actions.

2.3.34. Use of Outside of Control AFSC. Local emergencies or overages may be the basis for an Airman's prolonged assignment outside of the normal career progression pattern. However, to negate any career regression, such temporary assignments should be rotated among all Airmen in the same Control AFSC, if the source Control AFSC represents the most appropriate resource pool. If pulling from any AFSC, all available Airmen should rotate for periods not to exceed 130 days.

2.3.34.1. FSS (RegAF and ARC):

2.3.34.1.1. May authorize using Airmen through Senior Master Sergeant outside their Control AFSC up to 130 days in any 12-month period.

2.3.34.1.2. Are responsible for ensuring Chief Master Sergeants and Chief Master Sergeant-selects are not performing duty out of their Control AFSC for more than 270 days in a 12-month period.

2.3.34.2. Must request and receive an approved waiver from AFPC/DPOSW to use Airmen out of their Control AFSC if they have an assignment limitation code "O" which indicates receipt of an initial enlistment bonus in the current enlistment, a selective retention bonus (SRB), or a break in service. **(T-1)**. Airmen receiving an SRB may not perform duty outside their SRB specialty for more than 90 consecutive days within a 360-day period or a combined total of 90 days within a 360-day period. For Airmen receiving an SRB, see AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, Chapter 4. Duties in the Control AFSC skill are defined in accordance with the AFECD. Send waiver requests for RegAF Airmen to the Systems, Procedures and Student Management Assignments Branch at HQ AFPC/DPOSW. ARC waiver requests are to be coordinated with NGB/A1D or HQ ARPC/DPAT. **(T-2)**.

2.3.34.3. AFPC Assignment Managers or ANG/AFR CFMs may, upon receipt of the unit commander's memo or email (no specific format) with detailed justification:

2.3.34.3.1. Approve using Airmen through Senior Master Sergeant outside their Control AFSC in excess of 130 days.

2.3.34.3.2. Forward waiver request (memo or email; no specific format) with detailed justification for using RegAF Chief Master Sergeants and Chief Master Sergeant-selects outside their Control AFSC to HQ USAF/A1LE, Chiefs' Group Assignments. For NGB/AFR Chief Master Sergeants and Chief Master Sergeant-selects, forward waiver requests to the applicable ARC CFM.

2.3.34.4. Using outside of Control AFSC does not waive requirements to terminate special duty assignment pay when the period of temporary duty (TDY) exceeds 90 days (see AFMAN 36-3012, *Military Entitlements*). **Note:** The Airman continues to count in the unit's authorized versus assigned manning in the Control AFSC while performing duties outside of the Control AFSC.

**Table 2.8. Criteria for Awarding Officer Rated AFSCs (see Note 1).**

| R<br>U<br>L<br>E | A                                                                                                                                                                                                            | B                                                 |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|                  |                                                                                                                                                                                                              | If the officer serving in the position.           |
| 1                | is newly commissioned, and selected for Pilot training or is undergoing Basic Pilot training.                                                                                                                | RI 92T0.                                          |
| 2                | is newly commissioned, and selected for CSO or undergoing Basic CSO training.                                                                                                                                | RI 92T1.                                          |
| 3                | is newly commissioned, and selected for ABM training or undergoing Basic ABM training.                                                                                                                       | RI 92T2.                                          |
| 4                | is newly commissioned, and selected for RPA Pilot training or undergoing basic RPA Pilot training.                                                                                                           | RI 92T3.                                          |
| 5                | is a pilot (completed Pilot training), but does not meet mandatory specialty qualification for the qualified level AFSC (11X3X), including suffix.                                                           | entry AFSC (1 level).                             |
| 6                | is a qualified pilot or copilot in the aircraft identified by the suffix, but has not qualified as an aircraft commander (11X3X).                                                                            | intermediate AFSC (2 level, when available).      |
| 7                | meets all mandatory specialty qualifications, and is certified by the unit commander or designated representative as being aircraft commander qualified in the aircraft identified by the suffix.            | aircraft commander AFSC (3 level).                |
| 8                | is a CSO (completed CSO training), but does not meet mandatory specialty qualifications for the qualified level AFSC (12X3X), including suffix.                                                              | entry AFSC (1 level).                             |
| 9                | is a CSO who meets all mandatory specialty qualifications, and is certified by the unit commander or designated representative as being qualified in the specific weapon system as identified by the suffix. | qualified AFSC (3 level).                         |
| 10               | is a B-52 navigator but not a B-52 radar navigator.                                                                                                                                                          | intermediate AFSC (2 level) (see <b>Note 2</b> ). |
| 11               | possesses a rated qualified AFSC (3 qualification level) and is serving in a staff position (above wing level) in the same AFSC. The UMD must reflect a XXX4X authorization.                                 | staff AFSC (XXX4) (see <b>Note 3</b> ).           |



**Notes:**

1. Gaining commands conduct training for ANG and AFRs personnel (including IRs) for AFSCs listed in the AFOCD and AFECD according to the same standards as RegAF personnel.
2. A Bomber CSO qualified as B-52 radar navigator will possess a 12B3E AFSC. **(T-3)**. A Bomber CSO not qualified as B-52 navigator will possess a 12B2E AFSC. **(T-3)**.
3. Manpower will not change XXX3X authorizations at wing level and below to XXX4X. **(T-2)**. In addition, not all positions above wing level qualify for the staff AFSC. For those positions above wing level, Manpower will use the staff AFSC requirements for determining applicability: “Staff AFSC—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. **(T-2)**. Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling or have filled such positions are awarded the staff AFSC.”

**Table 2.9. Criteria for Awarding Officer AFSCs, SDIs and RIs Other Than Rated AFSCs (See Note 1).**

| L           | A                                                                                                                                                                                                                                                                                                                                                                           | B                                                                                        |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| I<br>N<br>E | If the officer meets AFSC entry qualifications contained in the specialty description in the AFOCD and                                                                                                                                                                                                                                                                      | then the officer qualifies for award of an (see <b>Note 2</b> ).                         |
| 1           | is assigned principal duty in an AFSC and continued assignment is intended, but the officer does not meet mandatory upgrade requirements in specialty description.                                                                                                                                                                                                          | entry AFSC (XXX1 qualification level).                                                   |
| 2           | possesses significant experience in an AFSC not previously awarded, but is not serving in the AFSC (for example, by performing in an AFSC as additional duty or through civilian experience or education).                                                                                                                                                                  | entry AFSC. This does not apply to award of commander specialties. (see <b>Note 3</b> ). |
| 3           | is a qualified deputy missile combat crew commander but has not qualified as a missile combat crew commander.                                                                                                                                                                                                                                                               | intermediate AFSC. (XXX2 qualification level).                                           |
| 4           | is currently serving in the AFSC and is demonstrating qualifying proficiency and meets mandatory upgrade requirements.                                                                                                                                                                                                                                                      | qualified (XXX3 qualification level) AFSC. (See <b>Note 4</b> ).                         |
| 5           | is serving in the SDI (assigned to a SDI/RI coded manpower authorization) or RI and meets mandatory qualifications identified in the AFOCD. Do not award to individuals performing a SDI role as an additional duty. Most RIs identify a status, not a role such as general officer or wing commander and as such may or may not have an associated manpower authorization. | SDI or RI.                                                                               |

| L<br>I<br>N<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | A                                                                                                                                                                                                                              | B                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | If the officer meets AFSC entry qualifications contained in the specialty description in the AFOCD and possesses a qualified AFSC (3 level) and is serving in a qualifying staff position (above wing level) in the same AFSC. | then the officer qualifies for award of an (see <b>Note 2</b> ).<br><br>Staff AFSC. (XXX4—4 qualification level) (see <b>Note 5</b> ). |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | is approved for Wounded Warrior designation by HQ AFPC/DPFW                                                                                                                                                                    | appropriate 92WX RI (see <b>Note 6</b> )                                                                                               |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Gaining commands conduct training for ANG and AFR personnel (including IRs) for AFSCs listed in the AFOCD and AFECDC according to the same standards as RegAF personnel.</li> <li>2. Only the AFOSI awards 71SX AFSCs. The parent MAJCOM commander or the Secretary of the Air Force approves the award of the 60C0 AFSC.</li> <li>3. Requests for award of additional AFSCs must include a recommendation by an individual possessing the specialty at the qualified level. If technical evaluation is not available at base level, then forward the request to the RegAF CFM or ANG/AFR CFM. If the officer lacks sufficient training and/or experience to perform the role of the AFSC, do not award.</li> <li>4. Time spent in staff duty positions (XXX4) can be applied to the award of the qualified level (3 or 4 level).</li> <li>5. Manpower will not change XXX3X authorizations at wing level or below to XXX4X. (<b>T-2</b>). In addition, not all positions above wing level qualify for the staff AFSC. For positions above wing level, Manpower will use the staff AFSC requirements for determining applicability (vice the 3-qualification level): Staff AFSC identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Qualified (XXX3) officers filling or who have filled such positions are awarded the staff AFSC.</li> <li>6. AFPC/DPFW determines Wounded Warrior eligibility and updates the appropriate 92WX RI to the secondary or third AFSC for tracking purposes only. No further updates or removals are allowed other than by AFPC/DPFW. RI 92WX will not be updated as the Primary AFSC or Duty AFSC. (<b>T-2</b>).</li> </ol> |                                                                                                                                                                                                                                |                                                                                                                                        |

**Table 2.10. Classifying Students—Officers.**

| R<br>U<br>L<br>E | A                                                                          | B                                                                                |
|------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                  | If the officer is                                                          | then the officer's awarded and duty AFSC will be                                 |
| 1                | attending a course of training that leads to the award of a nonrated AFSC. | an entry-level AFSC (XXX1) toward which the course trains. (see <b>Note 1</b> ). |

| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | A                                                                                           | B                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If the officer is                                                                           | then the officer's awarded and duty AFSC will be                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | a student who was previously awarded the qualified level of the AFSC into which training.   | at the qualified level (XXX3).                                                                                                                                                                                    |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | attending Undergraduate Flying Training.                                                    | RI 92T0 for Undergraduate Pilot Training and 92T1 for specialized Undergraduate Navigator Training or Undergraduate CSO Training. (see <b>Note 2</b> ).                                                           |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | attending Undergraduate ABM Training.                                                       | RI 92T2. (see <b>Note 2</b> ).                                                                                                                                                                                    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | attending Undergraduate RPA Pilot Training.                                                 | RI 92T3 (see <b>Note 2</b> ).                                                                                                                                                                                     |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | in TDY status while attending a course not leading to the award of a specific Control AFSC. | the duty AFSC indicated by the parent organization.                                                                                                                                                               |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | in PCS status while attending formal training not leading to the award of a specific AFSC.  | the same as previous duty AFSC, except rated officers in flying categories other than 2 and 3R. Give these officers a Duty AFSC in their best qualified rated AFSC if their previous duty was in a nonrated AFSC. |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | in PCS status while attending Professional Military Education (PME).                        | RI 92S0, except AFR non-EAD officers. These officers will have the Duty AFSC assigned to them at their Reserve unit of assignment.                                                                                |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Award a primary AFSC, at the entry-level, to officers selected for school when they do not already have an awarded AFSC. Otherwise, award the entry-level AFSC as the second or third AFSC.</li> <li>2. Following graduation from rated officer initial skills training (92T0, 92T1, 92T2 or 92T3), the FSS awards the officer the entry-level primary (or Second AFSC or Third AFSC if already awarded an AFSC 1XXX – 7XXX) and duty AFSC for the specific weapons system in which they are being trained.</li> </ol> |                                                                                             |                                                                                                                                                                                                                   |

**Table 2.11. Criteria for Awarding Enlisted AFSCs, SDIs, RIs or CEM Codes.**

| R<br>U<br>L<br>E | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | B                                                                                                                               |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                  | If the enlisted Airman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | then the enlisted Airman is qualified for award of AFSCs, SDI, or Chief Enlisted Manager code as indicated (See <b>Note 7</b> ) |
| 1                | is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the AFS as listed in the AFECD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1-skill level. (see <b>Note 1</b> ).                                                                                            |
| 2                | completes an AFSC-awarding course listed in the Education and Training Course Announcements, possesses an approved waiver (in accordance with <b>Table 2.5</b> ), or via on-the-job-training alone only when specified in the retraining instructions and as approved by the respective component CFM (see <b>Notes 2 and 8</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3-skill level.                                                                                                                  |
| 3                | Successfully completes mandatory Career Development Course (when required for AFSC) and applicable mandatory core tasks identified in the Career Field Education and Training Plan. Award of the 5-skill level (see parts 1 and 2 of the Career Field Education and Training Plan) also requires completion of time in upgrade training (if applicable) as determined by the Career Field Manager; mandatory requirements listed in the AFECD; a recommendation from their supervisor, and approval by their commander. Individuals in retraining status (Training Status Code F) are subject to the same training requirements and must complete time in upgrade training (if applicable) as determined by the Career Field Manager. Unit commanders may approve time-in-training waivers. Time-in-training waivers for ARC are processed according to <b>Table 2.7</b> . Coordinate requests for respective component CFM approval through the MAJCOM functional manager. <b>Note:</b> Supervisors may identify and standardize local tasks for upgrade with the RegAF CFM approval. | 5-skill level. (see <b>Notes 3 and 10</b> ).                                                                                    |
| 4                | is at least a Staff Sergeant select, completes mandatory Career Development Courses (when required for AFSC) and applicable mandatory core tasks identified in the Career Field Education and Training Plan (see parts 1 and 2). Supervisors may identify and standardize local tasks for upgrade with the RegAF CFM approval. Coordinate requests for RegAF CFM approval through the MAJCOM functional manager. Award of the 7-skill level also requires completion of a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 7-skill level. (see <b>Notes 3 and 7</b> ).                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | B                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | If the enlisted Airman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | then the enlisted Airman is qualified for award of AFSCs, SDI, or Chief Enlisted Manager code as indicated (See <b>Note 7</b> ) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 7-skill level craftsman course (if required), mandatory requirements listed in AFECD, completion of time in upgrade training (if applicable) as determined by the Career Field Manager, recommendation by the supervisor, and approval of the commander.<br>Individuals in retraining status (Training Status Code G) are subject to the same training requirements and completion of upgrade training timelines (if applicable) as determined by the Career Field Manager. Group Commanders may approve time-in-training waivers.<br><b>Note:</b> For additional information on time-in-training waivers see <b>Table 2.7</b> . |                                                                                                                                 |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | is a Senior Master Sergeant, possesses a 7-skill level AFSC which is the normal input source into 9-skill level AFSC (use the most current AFECD Structure Chart), meets mandatory 9-skill level requirements in the specialty description in the AFECD, is recommended by supervisor, and approved by their commander.                                                                                                                                                                                                                                                                                                          | 9-skill level. (see <b>Notes 3</b> and <b>7</b> ).                                                                              |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | is a Chief Master Sergeant or Chief Master Sergeant-select and has 9-skill level feeder AFSC that is normal input source into Chief Enlisted Manager code (use the most current AFECD Structure Chart).                                                                                                                                                                                                                                                                                                                                                                                                                          | Chief Enlisted Manager code. (see <b>Notes 3, 4, and 5</b> ).                                                                   |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | is approved for duty in a SDI or RI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SDI or RI. (see <b>Note 6</b> ).                                                                                                |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | is approved for Wounded Warrior designation by AFPC/DPFW.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | appropriate 9WXXX RI (See <b>Note 9</b> ).                                                                                      |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Designate 1-skill level AFSC to identify initial classification or retraining into an AFSC. Remove it when the member is upgraded to the 3-skill level following completion of the 3-skill level-awarding course, disqualified from the AFSC, or retrained into another specialty.</li> <li>2. Effective date of award is the course completion date or on-the-job-training completion date. Remove the 1-skill level AFSC.</li> <li>3. AFSCs withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the enlisted Airman meets all current mandatory requirements for the award of the withdrawn AFSC.</li> <li>4. Effective date of award for Chief Master Sergeant-selects is the date of release of the selection list.</li> <li>5. The 9-skill level feeder skill is not required for the award of Chief Enlisted Manager code to Chief Master Sergeant assigned or authorized permanent duty by HQ USAF/A1LE outside the career field ladder.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                 |

| R<br>U<br>L<br>E | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | B                                                                                                                               |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                  | If the enlisted Airman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | then the enlisted Airman is qualified for award of AFSCs, SDI, or Chief Enlisted Manager code as indicated (See <b>Note 7</b> ) |
|                  | <p>6. The effective date of the award of SDI or RI will coincide with the effective date of the Control AFSC according to <b>Table 2.13</b>.</p> <p>7. Must possess the prerequisite AFSC skill level for award of the next higher skill level. (<b>T-2</b>).</p> <p>8. Complete knowledge training on all tasks taught in the initial skills training; complete duty position requirements identified by the supervisor and all mandatory requirements.</p> <p>9. AFPC/DPFW determines Wounded Warrior eligibility and updates the appropriate 9WXXX RI to the secondary or third (or fourth for enlisted) AFSC for tracking purposes only. No further updates or removals are allowed other than by AFPC/DPFW. RIs 9WXXX will not be updated to the Primary AFSC, Control AFSC, or Duty AFSC.</p> <p>10. To be awarded AFSC 1AX5X/1UX5X, the trainee must complete requirements as listed in the applicable MAJCOM aircrew training directives, initial qualification training, and a successful AF Form 8, <i>Certificate of Aircrew Qualification</i>. (<b>T-2</b>).</p> |                                                                                                                                 |

**Table 2.12. Grade and Skill-Level Authorizations for Use in Establishing Manpower Positions.**

| I<br>T<br>E<br>M                                                                  | A                           | B                                   | C             | D              | E                  | F               | G                      | H                                                      |
|-----------------------------------------------------------------------------------|-----------------------------|-------------------------------------|---------------|----------------|--------------------|-----------------|------------------------|--------------------------------------------------------|
|                                                                                   | Required Skill-Level        | Authorized Grade (see <b>Note</b> ) |               |                |                    |                 |                        |                                                        |
|                                                                                   |                             | Airman 1st Class                    | Senior Airman | Staff Sergeant | Technical Sergeant | Master Sergeant | Senior Master Sergeant | Chief Master Sergeant or Chief Master Sergeant -select |
| <b>AFS With 5 Skill</b>                                                           |                             |                                     |               |                |                    |                 |                        |                                                        |
| 1                                                                                 | 3-skill level               | X                                   |               |                |                    |                 |                        |                                                        |
| 2                                                                                 | 5-skill level               |                                     | X             | X              |                    |                 |                        |                                                        |
| 3                                                                                 | 7-skill level               |                                     |               |                | X                  | X               |                        |                                                        |
| 4                                                                                 | 9-skill level               |                                     |               |                |                    |                 | X                      |                                                        |
| 5                                                                                 | Chief Enlisted Manager code |                                     |               |                |                    |                 |                        | X                                                      |
| <b>AFS Without 5 Skill</b>                                                        |                             |                                     |               |                |                    |                 |                        |                                                        |
| 6                                                                                 | 3-skill level               |                                     | X             | X              |                    |                 |                        |                                                        |
| 7                                                                                 | 7-skill level               |                                     |               |                | X                  | X               |                        |                                                        |
| 8                                                                                 | 9-skill level               |                                     |               |                |                    |                 | X                      |                                                        |
| 9                                                                                 | Chief Enlisted Manager code |                                     |               |                |                    |                 |                        | X                                                      |
| 10                                                                                | SDI or RI                   | X                                   | X             | X              | X                  | X               | X                      | X                                                      |
| <b>Note:</b> The authorized grade for SDI 8F000 must be Master Sergeant or higher |                             |                                     |               |                |                    |                 |                        |                                                        |

**Table 2.13. Determining the Control AFSC (CAFSC) for Enlisted Personnel in Training Status.**

| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | A                                                                                                                | B                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                  | If the enlisted Airman is                                          |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | a basic trainee or performing at a helper level and is entered into training for SDI, RI, or 3-skill level AFSC. | an SDI, RI, or a 1-skill level AFSC.                               |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | entered into retraining for SDI, RI, or 3-skill level AFSC.                                                      | an SDI, RI, or 1-skill level AFSC. (see <b>Notes 1, 2, and 3</b> ) |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | in normal upgrade training from awarded 3-skill level AFSC                                                       | the highest awarded AFSC in career ladder. (see <b>Note 4</b> )    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Chief Master Sergeant or Chief Master Sergeant-select in retraining status                                       | the Chief Enlisted Manager code of assignment.                     |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Effective date of change for the Control AFSC for unclassified enlisted personnel (9U000) is the date of receipt of training or transaction identifier code AA47Q, whichever comes first.</li> <li>2. Control AFSC effective date (for retraining through a formal school [including special duty]) is the date the Airman departed current duty station for TDY to accomplish required training (either en-route to new duty station or when returning to present duty station). If there is not a PCS or PCA and no formal training, the Control AFSC will be changed when assigned duty. Do not change Control AFSC prior to date of departure. <b>Exception:</b> For RegAF disqualified Airmen (9A000 or 9A100), upon retraining approval in MilPDS, the Control AFSC and Primary AFSC is automatically updated to the 1-skill level AFSC. For ANG Airmen, update the entry level Control AFSC (and award the entry level AFSC to the applicable Primary, Second, Third, or Fourth AFSC) at the time the Airman is assigned to the duty position with the AFSC in which they will be attending the 3-skill level-awarding course.</li> <li>3. Individuals returned to previous duty station following completion of training and who work in their previous AFSC will be reported as working duty out of Control AFSC. The Duty AFSC will match the position the individual is assigned to, but the Control AFSC will remain the new AFSC. <b>(T-3).</b></li> <li>4. Skill restrictions of <b>paragraph 2.3.33</b> apply.</li> </ol> |                                                                                                                  |                                                                    |



**Table 2.14. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

| R<br>U<br>L<br>E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | A                                                                                                                                                                                                                 | B                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                   | If the enlisted Airman                                                                                                                                                                                                 |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | is assigned permanent duty (assigned to a funded manpower authorization, RegAF only) in an already awarded AFSC other than Control AFSC                                                                           | highest awarded AFSC in ladder of assignment as identified in the AFECD Enlisted Classification Structure Chart. (see <b>Notes 1</b> and <b>3</b> )                                                                    |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | is assigned permanent duty (assigned to a funded manpower authorization, RegAF only) in Chief Enlisted Manager code, RI, or SDI                                                                                   | Chief Enlisted Manager code, RI, or SDI. (see <b>Notes 1, 2,</b> and <b>3</b> )                                                                                                                                        |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | is a prisoner, not dropped from rolls, and is in confinement (not to be used for pretrial status)                                                                                                                 | RI 9J000. (see <b>Note 4</b> )                                                                                                                                                                                         |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | is selected as an officer trainee                                                                                                                                                                                 | RI 9T100 effective on class start date.                                                                                                                                                                                |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC (1XXXX – 7XXXX)                                                                                                                             | RI 9A000, 9A100, 9A200 or 9A300 effective the date approved by AFPC/DP2SSM. Only AFPC/DP2SSM is authorized to update or change these RIs for RegAF. ANG/AFR FSSs update ARC Airmen. (see <b>Notes 2</b> and <b>5</b> ) |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | an Air Force Return to Duty program (see AFMAN 31-115, Vol 1, <i>Air Force Corrections System</i> ) candidate being returned to a regular unit and is no longer qualified to serve in previously awarded AFSC (s) | RI 9A400, (approved and updated by AFPC/DP2SSM only)                                                                                                                                                                   |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | is awaiting appellate review (duty status code 52)                                                                                                                                                                | RI 9A200 only (approved and updated by AFPC/DP2SSM only) if member is disqualified                                                                                                                                     |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | has had the awarded AFSC associated with the Control AFSC downgraded in accordance with <b>paragraph 2.4</b> .                                                                                                    | At the skill level authorized in <b>paragraph 2.3.31</b> .                                                                                                                                                             |
| <b>Notes:</b><br>1. See <b>Note 2, Table 2.11</b> .<br>2. RIs 9W000 – 9W900 are not authorized for Control AFSC.<br>3. Skill level restrictions reflected in <b>paragraph 2.3.33</b> apply.<br>4. Only use RI 9J000 upon confinement as a result of court-martial or when confined as the result of conviction by a United States state or federal court or foreign civilian court. Do not use for Airmen in pretrial confinement status. AFPC/DP3AM updates the Control AFSC to RI 9J000 following receipt of orders directing convicted or court-martialed individual(s) to enter civilian or military confinement under the administrative control of the Air Force Correction System at HQ AFSFC/SFC, JBSA-Lackland TX. |                                                                                                                                                                                                                   |                                                                                                                                                                                                                        |

5. Effective date of disqualification (and Control AFSC) for enlisted Airmen. Medical disqualification actions use the date of medical disqualification on the AF FM 422 or DD Form 2992 as the effective date of AFSC disqualification. For failure to maintain mandatory AFSC, SDI, RI, or Chief Enlisted Manager qualification standards, the disqualification (Control AFSC effective date) is the date of the triggering event and/or document rendering the Airman no longer eligible to retain the AFSC, SDI, RI, or Chief Enlisted Manager code in accordance with the requirements for retention of the identifier (AFSC, SDI specialty description, RI, Chief Enlisted Manager code, etc.).

## 2.4. Downgrading and Withdrawing AFSC.

2.4.1. Downgrading AFSCs or Withdrawing Awarded AFSCs, Chief Enlisted Manager Codes, SDIs, or RIs. The FSS and unit monitors the downgrade of AFSCs as well as the withdrawal of AFSCs, Chief Enlisted Manager codes, SDI, and RI codes and processes appropriate forms and actions according to this manual, the Officer and Enlisted AFSC Disqualification execution guidance in the myPers website and the AFOCD and AFECD (see [Table 2.17](#)). Commanders review conditions in paragraphs [2.4.1.3](#) through [2.4.3.3.11](#) to determine when to downgrade or withdraw an awarded AFSC, SDI, RI, or Chief Enlisted Manager code. FSSs ensure downgraded enlisted AFSCs match grade and skill-level authorizations in [Table 2.12](#). Commanders and supervisors considering downgrade or withdrawal recommendations need to carefully evaluate all of the facts before proceeding.

2.4.1.1. Actions under this chapter resulting in the downgrade of an awarded AFSC skill and/or qualification level or withdrawal of the AFSC, SDI, RI or Chief Enlisted Manager code (other than due to lack of recent performance) are categorized as either “not within the Airman’s control” (“not for cause”) or “within the Airman’s control (“for cause”).

2.4.1.1.1. Typical downgrade or disqualification actions characterized as “not within the Airman’s control” are medical disqualification (except alcohol and drug abuse prevention and treatment failure), some training failures (purely beyond the Airman’s capabilities despite meeting entrance requirements), some failures to maintain mandatory AFSC qualification requirements, etc.

2.4.1.1.2. Downgrade or withdrawal actions characterized as within the Airman’s control (“for cause”) include other training failures, medical disqualification due to alcohol and drug abuse prevention and treatment failure, substandard duty performance, denial and/or revocation of security clearance, failure to maintain AFSC qualification requirements, etc.

2.4.1.2. AFSC withdrawal cases (other than for lack of recent performance) are processed through the CMS as AFSC disqualification actions.

2.4.1.2.1. AFPC/DP2SSM is the approval authority for all RegAF AFSC disqualification actions and the resulting AFSC withdrawal, award, redesignation actions. See [Table 2.17](#) for approval authority.

2.4.1.2.2. For AFSC downgrade or withdrawal CMS case of ARC Airmen, AFPC/DP2SSM will forward the CMS case to NGB/A1D or HQ ARPC/DPAT, for internal processing. ANG and AFR squadron or flight commanders are the approval authority for their assigned Airmen (For IRs and/or Participating Individual Ready Reserve Airmen, the RegAF commander in coordination with the Airman’s detachment commander is the approval authority.) Detachment will update MilPDS. If approved,

the servicing ARC FSS updates MilPDS. AFPC/DP2SSM, NGB/A1D, or HQ ARPC/DPAT may initiate a disqualification action when available evidence in MilPDS indicates the Airman is ineligible to remain in the AFSC and direct the Military Personnel System or unit to complete the unit or base-level requirements for disqualification. Similarly, the same OPR may initiate or reopen a closed CMS AFSC disqualification case to change the RI to the most appropriate under the new circumstances when an enlisted Airman's eligibility for retraining changes following initial disqualification. AFPC/DP2SSM determines eligibility for award of and updates RI 9A400 (return to duty program) for RegAF Airmen.

2.4.1.3. Downgrading or withdrawing an AFSC, SDI, RI, or Chief Enlisted Manager code is not to be used as an alternative to more appropriate disciplinary or quality force action. Conversely, while punitive action may not be taken against an individual solely because of their failure to remain qualified in an AFSC at a specific skill level, the reason for downgrade may require appropriate administrative action.

2.4.1.4. Lack of Recent Performance (Enlisted Only). FSS will downgrade AFSCs using [Table 2.15](#).

2.4.1.5. Enlisted Airman Reduced in Grade (AFSC Skill Level Downgrade). The FSS (detachments for IRs) downgrades to the skill level as shown in [Table 2.16](#) Restore AFSCs downgraded due to reduction in grade effective upon promotion, provided the enlisted Airman meets all mandatory requirements. Reinstate original effective dates when demotion appeals result in restoration of former grade and original date of rank.

2.4.1.6. Downgrading a skill level for substandard duty performance (Enlisted Only). Use the same procedures outlined in [paragraph 2.4.4](#) for AFSC disqualification (except for CMS case initiation if the downgrade is concurred with at the local level). However, if the commander, supervisor, Airman, and FSS concur with the AFSC downgrade action, the FSS approves the downgrade. No CMS case is required under these circumstances. If one of the above non-concurs, create the CMS case for AFPC/DP2SSM processing and approval or disapproval. **Note:** See AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, for demotion instructions, as applicable.

2.4.1.7. Downgrading an improperly awarded AFSC. When discovered, the unit requests withdrawal of an improperly awarded enlisted AFSC. The request (official memorandum or email format) contains a synopsis of the requested action, supporting documentation, and a recommendation from the Airman's supervisor. An assessment by an individual technically proficient in the specialty accompanies the AFSC downgrade request. This assessment addresses the Airman's training and capability to perform in the AFSC at the current skill level. With FSS commander concurrence, the unit commander is the approval authority.

**Table 2.15. Downgrading Enlisted AFSCs for Lack of Recent Performance (see Note).**

| R<br>U<br>L<br>E                                                                                                                                     | A                                              | B                                                     | C                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------|------------------------------------|
|                                                                                                                                                      | If the Airman possesses an awarded AFSC at the | and the date last performed duty in the AFSC has been | then downgrade the awarded AFSC to |
| 1                                                                                                                                                    | 5-skill level                                  | 4 years                                               | 3-skill level                      |
| 2                                                                                                                                                    | 7-skill level                                  | 6 years                                               | 3-skill level                      |
| 3                                                                                                                                                    | 9-skill level                                  | 6 years                                               | 3-skill level                      |
| <b>Note:</b> AFSCs not downgraded using the above table are to be downgraded and/or withdrawn effective the date the action should have taken place. |                                                |                                                       |                                    |

**Table 2.16. Downgrading AFSCs as a Result of Demotion.**

| R<br>U<br>L<br>E                                                                                             | A                                     | B                             | C                                                                       |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------|-------------------------------------------------------------------------|
|                                                                                                              | If the enlisted Airman is demoted to  | downgrade the Control AFSC to | downgrade the Primary AFSC and other awarded AFSCs (when applicable) to |
| 1                                                                                                            | Senior Master Sergeant                | 9-skill level                 | 9-skill level                                                           |
| 2                                                                                                            | Technical Sergeant or Master Sergeant | 7-skill level                 | 7-skill level                                                           |
| 3                                                                                                            | Staff Sergeant (See <b>Note</b> )     | 5-skill level                 | 7-skill level                                                           |
| 4                                                                                                            | Senior Airman (see <b>Note</b> )      | 5-skill level                 | 5-skill level                                                           |
| 5                                                                                                            | Airman Basic through Airman 1st Class | 3-skill level                 | 5-skill level                                                           |
| <b>Note:</b> Downgrade the Control AFSC and awarded AFSC to 3-skill level for AFSCs without a 5-skill level. |                                       |                               |                                                                         |

2.4.2. Withdrawing Awarded AFSCs, Chief Enlisted Managers, SDIs, or Reporting Instructions (Non-Disqualification). The FSS monitors the withdrawal of AFSCs and processes appropriate forms and actions according to this manual. Unit commander is the approval authority.

2.4.2.1. 3-skill level AFSCs are withdrawn after two years of nonperformance whether downgraded using **Table 2.15** or never having been upgraded to the 5 or 7-skill level (See **Table 2.14** to determine Control AFSC).

2.4.2.2. SDIs and RIs are withdrawn after eight consecutive years of nonperformance.

2.4.2.3. Although downgrade action based on consecutive nonperformance in the specialty may or may not have been accomplished, AFSCs awarded at the 7- or 9-skill level are withdrawn after eight years, and 5-skill level (3-skill level, if no 5-skill level exists in the ladder) are withdrawn after six years. Failure to downgrade or withdraw AFSCs within the specified time frames does not indicate the Airman remains qualified. The AFSC(s) are downgraded and/or withdrawn (as appropriate) upon discovery effective the date the action should have taken place.

2.4.2.4. Re-awarding AFSCs that are withdrawn under this provision at the 3-skill level for RegAF Airmen requires approval by the Air Force Personnel Center assignment manager and RegAF CFM. The Airman is required to meet mandatory AFSC entry, award, and retention specialty requirements as listed in the AFECD for re-award. (T-2). The commander's request for re-award includes written certification by a technical advisor proficient in the AFSC of the Airman's eligibility and proficiency level for consideration. The technical advisor assesses the Airman's training, experience, and current capability to perform in the AFSC at the current 3-skill level. For those times when a technical advisor proficient in the AFSC is not available, nearby bases and the MAJCOM staff may be able to assist with the certification. Upgrade to the highest previously held skill level only requires qualification training and duty position certification by the supervisor.

2.4.2.4.1. ANG and AFR Command CFMs are the approval authorities for ARC enlisted actions review and approval in accordance with their waiver approval authority in [Table 2.5](#). The respective ARC FSSs finalize the action.

2.4.2.4.2. Documentation requirements for ARC Airmen include a copy of the certified Career Field Education and Training Plan, position description, or coordinated memorandum for record with supervisor and command of host location to document tasks performed. All documentation will be provided to the servicing FSS for ANG/AFR FSS verification. (T-2).

2.4.2.5. Lack of recent performance does not apply to feeder AFSCs (see [paragraph 2.3.32](#)). **Note:** Time spent in a TDY status (contingency or other) or performing duties in an AFSC, SDI, or RI other than the Control AFSC counts as time performing in the specialty. **Example:** An Airman's Primary AFSC, Control AFSC, and Duty AFSC is 3P0X1 and is on TDY performing duty in a previously awarded AFSC (that has not been withdrawn for lack of recent performance). This performance establishes a new date from which to count years outside of the AFSC.

2.4.2.6. Withdrawing due to lack of recent performance (Officer):

2.4.2.6.1. Rated AFSCs are not subject to withdrawal due to lack of recent performance.

2.4.2.6.2. Do not withdraw an awarded AFSC for at least three years after the date that duty was last performed.

2.4.2.6.3. Do not withdraw an awarded AFSC based on extensive formal training (20 weeks or longer) for at least five years after the date that duty was last performed.

2.4.2.6.4. Officers may request withdrawal of awarded AFSCs after meeting the requirements of paragraphs [2.4.2.6.2](#) or [2.4.2.6.3](#). The FSS reviews the request and forwards to AFPC assignment manager (RegAF) for final action.

2.4.2.6.5. Withdraw officer SDIs after eight years of non-performance.

2.4.2.6.6. Reporting Identifiers: Withdraw awarded training RIs following completion of training and award of the associated AFSC.

#### 2.4.2.7. Withdrawing due to prerequisite AFSC (FSS Action).

2.4.2.7.1. Enlisted. When an enlisted Airman progresses to the next higher skill level in the same career ladder, delete the lower skill level AFSC. **Exception:** When enlisted Airmen progress to a 5-, 7-, or 9-skill level AFSC or Chief Enlisted Manager code in which two or more AFSCs combine, retain the feeder AFSC as an awarded AFSC.

2.4.2.7.2. Officer. After award of the qualified or intermediate-level AFSC, remove the entry-level officer AFSC. After awarding the qualified (3-level) AFSC, remove the intermediate-level AFSC (2- level), as applicable.

2.4.2.8. Withdrawing an improperly awarded AFSC (Officer and Enlisted). When discovered, the FSS and/or unit requests withdrawal of an improperly awarded AFSC. The request is in official memorandum or email format and contains a synopsis of the requested action, supporting documentation, and a recommendation from the individual's supervisor. An assessment by an individual proficient in the specialty addresses the individual's training and capability to perform in the improperly awarded AFSC at the current skill and/or qualification level. The FSS submits an AFSC disqualification action with the request and assessment via CMS to AFPC/DP2SSM for approval or disapproval. Final approval authority for RegAF Airmen is AFPC/DP2SSM.

2.4.3. Withdrawing Awarded AFSCs, Chief Enlisted Manager Codes, SDIs, or RIs (Disqualification). The FSS and unit monitors report disqualifying circumstances for continued retention of Officer and Enlisted AFSCs, Chief Enlisted Manager Codes, SDIs, and RIs via a CMS AFSC disqualification case. Submit a CMS AFSC disqualification case with the draft (unsigned) Air Force Form 2096 and supporting documentation to AFPC/DP2SSM for review. Unit Commander is the approval authority where noted; otherwise approval authority for RegAF Airmen is AFPC/DP2SSM. Submit documentation in the CMS AFSC disqualification case according to this manual, the AFOCD/AFECD and the Officer and/or Enlisted AFSC disqualification execution guidance on the myPers website.

2.4.3.1. AFPC/DP2SSM determines qualifications for, approves or disapproves disqualification actions, and updates RIs (9A000, 9A100, 9A200, 9A300, 9A400 and 9A500) for RegAF enlisted Airmen upon initial disqualification from all awarded AFSCs and 96A0 or 96B0 for RegAF officers.

2.4.3.2. Follow-on utilization of disqualified Airmen will be in accordance with AFI 36-2110, AFI 36-3208, AFI 36-3209 *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members* for AFR, and **Chapter 6** of this manual.

2.4.3.3. Airmen disqualified from their current AFSC and retaining a valid AFSC to which eligible to return are normally returned to that AFSC instead of being considered for retraining. **Note:** AFSC disqualification actions involving AFSCs in which the Airmen have received or are receiving Initial Enlistment or Selective Reenlistment Bonus payments in their current enlistment require review by the appropriate AFPC/NGB/ARPC offices for bonus termination and/or recoument action according to AFMAN 36-2032 and AFI 36-2606.

2.4.3.3.1. Substandard Performance (Withdrawal (Disqualification)). Commander initiates withdrawal (disqualification) action when duty performance indicates an officer or enlisted Airman is not performing tasks associated with their skill and/or

qualification level over an extended period of time. Review the individual's record for adequate training. Substandard duty performance relates directly to the Airman having been trained to properly perform the assigned duties (and documented accordingly) and subsequently does not perform them correctly despite repeated task decertification, retraining, recertification, and continued substandard performance of the same task(s). **Note:** Most officer AFSCs do not require task certification. For RegAF Airmen, contact AFPC/DP2SSM to review circumstances or issues or documentation believed to support AFSC disqualification under this paragraph prior to creating the CMS case. If determined sufficient, the FSS submits an AFSC disqualification action via CMS (in accordance with the execution guidance in the myPers website) to AFPC/DP2SSM for processing.

2.4.3.3.2. Commander Actions. Notify the Airman by memorandum that AFSC withdrawal has been initiated on an Air Force Form 2096. The Airman concurs or non-concurs at the time of notification, and then signs and dates the Air Force Form 2096. The commander's notification will include: The reasons for the action (specifically each documented failure to perform the duties to standard) and advisement to the Airman that if the Airman non-concurs with the action, the Airman may submit a written rebuttal when interviewed by an evaluation official. **(T-2)**. The commander submits the following documentation to the FSS:

2.4.3.3.2.1. Notification letter signed by unit commander with the completed, signed, and dated Air Force Form 2096 prepared according to the Officer or Enlisted AFSC disqualification execution guidance in the myPers website.

2.4.3.3.2.2. Last three performance reports; or, if the Airman has not received a performance report, a memorandum from the member's immediate supervisor assessing past duty performance. **Note:** It is very difficult to support disqualification for substandard duty performance when the officer or enlisted performance report reflects the Airman is meeting or exceeding standards. However, if the substandard duty performance occurred after the closeout of the last performance report, provide a memorandum from the Airman's immediate supervisor assessing duty performance from the closeout date of that report to present.

2.4.3.3.2.3. Supporting training documentation. **Note:** This disqualification reason is the most difficult to use in that the enlisted Airman's training documentation needs to show the unit has decertified the enlisted Airman from specific tasks in which the enlisted Airman has performed in a substandard manner, been retrained, recertified, and continues to perform in a substandard manner despite the additional and/or remedial training, etc.

2.4.3.3.2.3.1. Two complete cycles of decertification, retraining, recertification, and monitoring performance are sufficient for this purpose.

2.4.3.3.2.3.2. For officers, if defined training requirements exist and the officer fails to perform to standards, use the same steps and documentation as identified for enlisted.



2.4.3.3.2.3.3. Depending on the AFSC, there may be no documentation to support the officer has been trained (initial skills training, Career Field Education and Training Plan, etc.) and substantiating the substandard duty performance may be much more difficult to support. Where such defined training requirements do not exist, use CFM guidance to validate substandard duty performance. Misconduct is not the same as substandard duty performance. While such documentation can be added as attachments to the notification memo, they may not be of value in determining approval or disapproval of the case.

2.4.3.3.2.4. Letters of counseling (or other administrative documentation) relative to the duty performance cited as the reason for the disqualification action.

2.4.3.3.2.5. Any additional documentation germane to the case.

2.4.3.3.3. If the commander, supervisor, Airman, and FSS/CC concur with the AFSC withdrawal (disqualification) action, the FSS or unit documents and forwards the action via CMS to AFPC/DP2SSM. AFPC/DP2SSM reviews and approves or disapproves and update MilPDS for RegAF approvals.

2.4.3.3.4. When the Airman or the FSS Chief does not concur with the withdrawal (disqualification) action, the FSS/CC either disapproves the request if it is considered without merit, or appoints a disinterested evaluation official.

2.4.3.3.4.1. The evaluation official is to be a field grade officer or Senior Non-Commissioned Officer, senior in grade to the individual being reviewed. The evaluation official cannot be in the member's chain of command. **(T-2)**.

2.4.3.3.4.1.1. The evaluation official must have a thorough understanding of AFSC withdrawal and downgrade procedures.

2.4.3.3.4.1.2. The evaluation official reviews the case file and the supporting documentation.

2.4.3.3.4.1.3. The evaluation official obtains a written evaluation of the substandard duty performance relative to the requirements of the AFSC by a technical advisor qualified with the technical aspects of the specialty involved (the technical advisor cannot be in the individual's chain of command).

2.4.3.3.4.1.4. The evaluation official explains the recommended action and counsels the Airman, advises him or her of the right to submit a written rebuttal that may include statements from people knowledgeable of the duty substandard performance identified, and helps the Airman prepare any written rebuttal. Airmen not submitting a rebuttal acknowledge such in writing as well as understanding of "disqualified Airman processing" according to the Officer or Enlisted AFSC disqualification execution guidance in the myPers website.

2.4.3.3.4.1.5. The evaluation official prepares a written summary within 30 days with recommendation as a part of the official disqualification case file for the FSS/CC. If base-level actions take more than 30 days to complete, include an explanation in the case file for the delay.



2.4.3.3.4.2. The FSS/CC reviews and disapproves the action (returns to unit) or recommends approval and forwards the case file via CMS to AFPC/DP2SSM for review and approval or disapproval for RegAF Airmen.

2.4.3.3.4.3. For technical evaluation of training provided for enlisted RegAF Airmen, DP2SSM may forward the CMS case to AFPC/DP2LWD and then to the RegAF CFM if additional evaluation is needed.

2.4.3.3.5. Certifying and Withdrawing Certification for AFOSI (AFSC withdrawal and/or disqualification).

2.4.3.3.5.1. The AFOSI/CC has sole authority for certifying and withdrawing AFOSI certification for RegAF and ARC Airmen in the 71XX and 7SXXX AFSCs.

2.4.3.3.5.2. Withdrawing certification requires the withdrawal of the AFSC (disqualification) unless the AFOSI/CC grants an exception. The FSS submits AFSC disqualification actions via CMS to AFPC/DP2SSM.

2.4.3.3.6. Failure to Maintain Mandatory AFSC, SDI, or Chief Enlisted Manager Qualification Standards (withdrawal (disqualification)).

2.4.3.3.6.1. The FSS and/or unit submits an AFSC disqualification action via CMS to AFPC/DP2SSM. For RegAF Airmen, if approved, DP2SSM will withdraw the AFSC, SDI, or Chief Enlisted Manager code if either of the following occurs:

2.4.3.3.6.1.1. An officer fails to maintain the mandatory award and/or retention (not entry) specialty requirements listed as "other" in the AFOCD specialty descriptions. (T-2). or

2.4.3.3.6.1.2. An enlisted Airman fails to meet award and retention (not entry) specialty requirements in specialty descriptions contained in the AFECD. (T-2).

2.4.3.3.6.2. For enlisted Airmen, do not use failure to meet a mandatory AFSC entry requirement as the basis for AFSC withdrawal after award of an AFSC above the 1-skill level.

2.4.3.3.6.3. For enlisted Airmen, request withdrawal of the AFSC or Chief Enlisted Manager Code if an Airman fails to maintain the mandatory qualifications listed as award and/or retention requirements for the 3-, 5-, 7-, 9-, or Chief Enlisted Manager skill level in the AFSC specialty description. **Exception:** An enlistee with PS, who has an AFSC awarded according to [paragraph 2.2.3](#), retains the AFSC pending determination of eligibility for reinstatement of mandatory security clearance if previously administratively withdrawn (DoDI 5200.02, *DoD Personnel Security Program (PSP)*, DoDM 5200.02\_AFMAN 16-1405, *Air Force Personnel Security Program*).

2.4.3.3.7. Medical Disqualification (Withdrawal (Disqualification)). When the medical evaluation reviewing or approving authority determines a medical defect prevents the individual from being used in the awarded AFSC, an AF Form 422 or DD Form 2992 is generated. The FSS submits an AFSC disqualification action via CMS to AFPC/DP2SSM for approval or disapproval. DP2SSM refers RegAF line of the Air Force officer disqualification cases to AFPC/DP2OSS, Special Duty Career

Management Section for review and follow-on utilization consideration, if disqualification is approved. See also DAFMAN 48-123, *Medical Examinations and Standards*, the Medical Standards Directory, and AFI 48-133, *Duty Limiting Conditions*, for further guidance.

2.4.3.3.7.1. A change of the physical profile from the AFSC entrance requirement alone (to include enlisted physical capacity and/or stamina, upper body, lower body, hearing, eyes, and stability minimums) does not disqualify an enlisted Airman for continued duty in the AFSC. Consider other factors (such as recorded evaluation of duty performance, extent to which physical restriction does or would affect duty performance, etc.) in determining whether the current non-temporary physical limitations preclude the Airman from performing effectively in the awarded AFSC. Submit documentation describing the impact for medical evaluation reviewing or approving authority consideration. Do not send in the AFSC disqualification case. Ensure the completed AF Form 422 or DD Form 2992 is submitted with the disqualification action. Temporary limitations do not qualify for disqualification under **paragraph 2.4.3.3.8**.

2.4.3.3.7.2. If the Airman has been processed through the Disability Evaluation System (AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*) and retained on active duty, the local Medical Evaluation Board reviewing and approval authority provides the FSS an AF Form 422. The AF Form 422 comments should clearly define the scope of the medical problem and whether the physical limitations preclude the Airman from performing effectively in the awarded AFSC. Complete the AF Form 422 using provisions in DAFMAN 48-123, the Medical Standards Directory, and AFI 48-133.

2.4.3.3.8. Prerequisite AFSC (FSS action):

2.4.3.3.8.1. Officers Withdrawal. After award of the qualified or intermediate-level AFSC, delete the entry-level officer AFSCs. After awarding the qualified 3-level AFSC, delete the intermediate-level AFSC (2-level).

2.4.3.3.8.2. Enlisted Withdrawal. When an enlisted Airman progresses to the next higher skill level in the same career ladder, delete the lower skill level AFSC. **Exception:** When enlisted Airmen progress to a 5-, 7-, or 9-skill level AFSC or Chief Enlisted Manager code in which two or more AFSCs combine, retain the feeder AFSC as an awarded AFSC.

2.4.3.3.9. Medically Disqualified for Aviation Services. Aviation service disqualification actions are processed in accordance with AFMAN 11-402, *Aviation and Parachutist Service*. Following disqualification from aviation service, AFSC disqualification actions are processed using the CMS, as indicated below. The FSS and/or unit submits an AFSC disqualification action via CMS to AFPC/DP2SSM for approval or disapproval on RegAF Airmen.

2.4.3.3.9.1. The effective date would be the date on the AF Form 422, DD Form 2992, or aeronautical orders provided by the flight records office.

2.4.3.3.9.2. Rated Officers. Rated AFSCs (11XX, 12XX, 13BX, 18XX) are retained for four years from the medical disqualification date from aviation service only if the officer continues to perform duty in the rated AFSC not involving flying. However, further duty not involving flying in a rated AFSC requires AFPC/DP2OR (NGB/A1PO or HQ ARPC/DPAT for ARC Airmen) approval. Four years after the medical disqualification from aviation service while performing duty in a rated AFSC not involving flying, the rated AFSC is withdrawn unless AFPC/DP2OR (NGB/A1PO or ARPC/DPAT for ARC Airmen) approves further duty beyond the initial four years. When rated officers medically disqualified from aviation service are not selected to perform non-flying rated duties and/or are determined no longer needed to perform in this capacity, the FSS and/or unit submits an AFSC disqualification action via CMS to AFPC/DP2SSM. Applicable medical disqualification supporting documents include AF Form 422, DD Form 2992, or an aviation order assigning Aviation Service Code 03. An AFSC withdrawn under this provision may be re-awarded at the appropriate qualification level in accordance with [paragraph 2.3.6](#) if the medical defect no longer exists (or is waived by appropriate authority) and the individual is returned to active flying status. The unit commander coordinates with AFPC/DP2OR (NGB/A1PO or ARPC/DPAT for ARC Airmen) prior to submission of the reinstatement request for proposed assignment instructions. Approval authority for reinstatement is the RegAF CFM for the rated AFSC per [paragraph 2.3.6](#).

2.4.3.3.9.3. Career Enlisted Aviators Withdrawal (Disqualification). Withdraw Career Enlisted Aviators AFSCs 365 days after medical authority signs AF Form 422, DD Form 2992, or aeronautical order placing Career Enlisted Aviator on duty not to include flying (Duty Not to Include Flying, Aviation Service Code 04), or when assigned Aviation Service Code 03 (medically disqualified), whichever occurs first.

2.4.3.3.9.4. Nonrated Officers. Withdraw officer nonrated AFSCs requiring qualification for aviation service or parachute duties when permanently medically disqualified via AF Forms 422, DD Form 2992, or aviation order assigning Aviation Service Code 03. Officers temporarily disqualified for failure to maintain medical fitness according to AFMAN 11-402, may retain their AFSCs for 9 months from the date assigned Aviation Service Code 03 (medical disqualification), unless further extended by AFPC/DP2SSM. An officer's non-prefixed AFSC in and of itself may not require qualification under AFMAN 11-402 to retain the AFSC. In these instances, the disqualification case is to address the X or J prefixes only and the officer retains the non-prefixed AFSC if still eligible.

2.4.3.3.10. Disqualified for Aviation Service for Other Than Medical Reasons (Withdrawal (Disqualification)). When an Airman is removed from aviation service for other than physical reasons (Aviation Service Codes 00, 01, 02, 05, 06, 07, 08, or 09), the FSS submits an AFSC disqualification action via CMS to AFPC/DP2SSM for review and approval or disapproval. The CMS case includes the documentation supporting the disqualification (loss of security clearance, training failure, failure to maintain AFSC specialty description qualification requirements, etc.). AFPC/DP2SSM is the approval authority for RegAF Airmen. The effective date, if

approved, will be the effective date on the aeronautical order. (T-2). DP2SSM refers the disqualification case to AFPC/DP2OSS for review and follow-on utilization consideration for RegAF officers, if approved.

2.4.3.3.11. Failing to Progress While in Upgrade Training (Withdrawal (Disqualification)):

2.4.3.3.11.1. Officers.

2.4.3.3.11.2. For officers failing to meet proficiency requirements for upgrade to the intermediate (if applicable) or qualified AFSC, identify the training provided and other associated documentation supporting the denial of upgrade via CMS to AFPC/DP2SSM for approval or disapproval.

2.4.3.3.11.3. Reclassification or retention of the officer will be considered based on Air Force needs.

2.4.3.3.11.4. Enlisted.

2.4.3.3.11.4.1. If the training manager removes an individual in upgrade training in accordance with AFI 36-2670, *Total Force Development*, the FSS submits an AFSC disqualification action via CMS to HQ AFPC/DP2SSM.

2.4.3.3.11.4.2. Withdraw the AFSC when an enlisted Airman is eliminated from an AFSC-awarding course or formal training course required for skill progression and listed as mandatory in the AFECD. **Note:** See **Chapter 6** of this manual for disposition of retraining formal school eliminees.

2.4.3.3.11.5. AFSC withdrawal (disqualification) for Airmen returned to active duty under the Return To Duty Program (AFMAN 31-115, Volume 1, *Department of the Air Force Corrections System*) and who no longer qualify to retain awarded AFSCs. HQ AFSC initiates withdrawal of awarded AFSCs for which the Airman no longer qualifies via CMS to Reenlistments and Special Programs (AFPC/DPSIC) for review, processing, and updating of RI 9A400. This RI remains until such time as the Airman is retrained or separated and/or discharged.

2.4.3.3.11.6. Enlisted Airmen leaving a SDI, regardless of reason (Voluntary or Involuntary) without an awarded military skill (valid awarded AFSC at the 3-level or higher) to which they are eligible to return, must be reviewed for future utilization.

2.4.3.3.11.6.1. Assess feasibility of returning to AFSCs previously withdrawn (or to have been withdrawn) for lack of recent performance.

2.4.3.3.11.6.2. If the RegAF Airman cannot be utilized in a prior AFSC, the unit commander or FSS notifies AFPC/(DP2L, DP2O, or DP2N, as applicable) that the Airman is surplus to requirements and does not possess a valid AFSC (not 8XXXX or 9XXXX) for continued utilization. Airmen eligible for retraining consideration in accordance with **Chapter 6** may be referred to Air Force Personnel Center Retraining.

2.4.3.3.11.6.3. AFR and ANG Airmen will be considered for continued utilization by HQ ARPC/DPAT or ANG/A1D, respectively. (T-2).

2.4.3.3.11.7. Airmen disqualified in accordance with this manual from an awarded AFSC, yet qualified for reclassification into a designated alternate AFSC (see AFSC specialty description), provided all entrance, award, and retention requirements in the AFSC specialty description are met, require review for future utilization. While the AFSC disqualification action is processed to conclusion, the Airman may be awarded the designated alternate AFSC. AFECDD AFSC specialty descriptions designate the alternate AFSC if Airmen are not qualified to retain their awarded AFSC but are qualified for reclassification into the designated alternate AFSC. Examples include 1A8X1X no longer qualified for aviation service to 1N3X1X, 1Z4X1 no longer qualified for the additional requirements in that AFSC but remaining qualified for 1W0X1.

2.4.3.3.11.7.1. For RegAF Airmen, the AFPC/DP2LT functional assignment manager for the designated alternate AFSC reviews the AFSC disqualification case to determine Airman's qualifications and utilization potential. For Airmen not selected for the designated alternate AFSC, Airmen are disqualified and classified as disqualified Airmen accordingly (RI 9AXXX), provided Airmen do not have another awarded AFSC in which still qualified for return.

2.4.3.3.11.7.2. For Airmen not selected for the designated alternate AFSC, Airmen are disqualified and classified as disqualified Airmen accordingly (RI 9AXXX), provided Airmen do not have another awarded AFSC in which still qualified for return (For ANG Airmen, NGB/A1D provides RI guidance).

#### 2.4.3.3.12. Certifying Intelligence Officers for Security Access (AFSCs 14NX):

2.4.3.3.12.1. Department of Defense Central Adjudication Facility (DoD CAF), is solely responsible for determining and certifying eligibility for access to sensitive compartmented information; see DoDM 5200.02\_AFMAN 16-1405.

2.4.3.3.12.2. Personnel security certification standards are established by the Director of National Security.

2.4.3.3.12.3. Sensitive Compartmented Information certification authority will not be delegated.

2.4.3.3.12.4. Revocation of Sensitive Compartmented Information eligibility requires withdrawal of 14NX AFSC, unless an exception is granted by the Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (HQ USAF/A2/6).

2.4.3.3.12.5. Revocation of an officer's security clearance by DoD CAF requires withdrawal of AFSC 14NX (disqualification), without exception under **paragraph 2.4.3.3.12.4. (T-2)**.

#### 2.4.4. Effective Date of Downgrade or Withdrawal and/or Disqualification Actions:

2.4.4.1. The effective date for the AF Form 2096, Section II, line 5 is directly related to the disqualification reason and date of the action and/or documentation (or effective date if identified therein) driving the disqualification action.

2.4.4.1.1. AFSC disqualification for medical or disqualification from aviation service and/or jump and/or marine dive reasons will take effect on the date of the disqualification as specified on the AF Form 422, DD Form 2992, or aeronautical order.

2.4.4.1.2. AFOSI agent decertification is the date of the AFOSI/CC decertification memo.

2.4.4.2. Withdrawing an Airman's awarded AFSC and designating a new awarded AFSC (if applicable) are concurrent actions.

2.4.4.3. If an Airman does not have an awarded AFSC (1XXX/1XXXX – 7XXX/7XXXX) other than the one withdrawn via AFSC disqualification action under this chapter, AFPC/DP2SSM designates RIs 9A000, 9A100, 9A200, 9A300, 9A400, or 9A500 (as applicable) as the primary and control AFSC for RegAF enlisted Airmen or 96A0 or 96B0 as the primary AFSC for RegAF officers. RegAF FSSs will not award 9AXXX or 96XX RIs and may delete only when departing for approved retraining; otherwise, retain until the Airman is designated into a new AFSC (RegAF officers), separated, retired, or discharged. Air Force Personnel Center will update all disqualified Airmen RIs following approval of the disqualification action for RegAF Airmen (officer and enlisted).

**Table 2.17. Processing Downgrade and Withdrawal and/or Disqualification Actions.**

| If the downgrade or withdrawal is for:                                                           | then the: | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lack of Recent Performance, <b>paragraphs 2.4.1.4, 2.4.2.1, or 2.4.2.2</b> (see <b>Note 1</b> ). | FSS       | review request and complete AF Form 2096 to document downgrade or withdrawal action. FSS will only approve substantiated cases where non-performance in the specialty is verified (see <b>Note 2</b> ). If request is not substantiated, disapprove and return to individual or unit with rationale.                                                                                                                                                                                                                                                                                                                              |
| Substandard Performance, <b>paragraph 2.4.1.6 or 2.4.3.3.1</b> .                                 | FSS       | ensure appropriate documentation outlined in <b>paragraphs 2.4.3.3.2.1 through 2.4.3.3.2.5</b> is included. Disapprove and return to the unit if all requirements have not been met and/or if the documentation is incomplete. If all coordinating agencies and the member agree on downgrading the AFSC, approve the downgrade and update MilPDS accordingly. If the member, commander, and FSSs are not in concurrence with the withdrawal, forward the case to the FSS Commander for continued processing. If complete and (1) the commander has requested withdrawing the AFSC and (2) the member, commander, and FSS concur, |

| If the downgrade or withdrawal is for:                                                                                                                                                                                                                                                                                                            | then the:               | must:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                   |                         | recommend approval and forward the CMS case to AFPC/DP2SSM, ANG/A1D, or HQ ARPC/DPAT for processing. The servicing ARC FSS will finalize the action and, if approved, and update MilPDS.                                                                                                                                                                                                                                                                                                                                                  |
| Substandard Performance, <b>paragraph 2.4.1.6</b> or <b>2.4.3.3.1.</b>                                                                                                                                                                                                                                                                            | Force Support Commander | either disapprove the request if considered to be without merit, or appoint a disinterested evaluation official (Field Grade Officer or Senior Non-Commissioned Officer, senior in grade to member being reviewed). Evaluation official cannot be in the member's chain of command and will make a recommendation to FSS/CC. Commander then forwards their final recommendation to AFPC/DP2SSM as the approval authority for RegAF Airmen. The servicing ARC FSS will finalize the action for RC members and, if approved, update MilPDS. |
|                                                                                                                                                                                                                                                                                                                                                   | Evaluation Official     | follow procedures outlined in <b>paragraphs 2.4.3.3.4.1 through 2.4.3.3.4.5.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li><b>Table 2.15</b> applies for enlisted skill level downgrade.</li> <li>Time spent in a TDY status (to include deployment) in the AFSC to be downgraded or withdrawn counts as time performing in the specialty. Airman's time starts over from the return date of the TDY.</li> </ol> |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## Chapter 3

### APPLYING FOR FLYING TRAINING, AIR BATTLE MANAGER, AND ASTRONAUT PROGRAMS

#### 3.1. Overview and Purpose.

3.1.1. This publication prescribes policies, responsibilities, and procedures for applying for flying training, ABM Training, and astronaut programs. Information regarding exceptions to policy is located in [paragraph 3.5](#).

#### 3.1.2. Purpose.

3.1.2.1. The purpose of the Undergraduate Flying Training Selection Board is to select individuals whose previous experience and qualifications merit assignment to the rated specialties of Pilot, RPA Pilot, CSO, and ABM.

3.1.2.2. The purpose of the United States Air Force Astronaut Nomination Program is to ensure Air Force members have the opportunity to compete for the National Aeronautics and Space Administration (NASA) crew positions. Upon nomination, members compete with representatives from the other services for the chance to become an astronaut candidate and serve with the NASA.

#### 3.2. Program Processes.

3.2.1. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

3.2.1.1. Maintains overall responsibility for the execution and oversight of program in concert with the Air Force Reserve and Air National Guard.

3.2.1.2. Collaborates with the AFRC/CC and NGB/CF to develop, manage, and execute Undergraduate Flying Training policies, with a Total Force perspective.

3.2.1.3. Approves eligibility requirements.

3.2.2. Director, Military Force Management Policy (AF/A1P) will:

3.2.2.1. Approve and disapprove qualification standard ETPs.

3.2.2.2. Approve age and TFCS ETPs for all RegAF. **(T-1)**.

3.2.2.3. Approve all ineligibility factor ETPs for all RegAF applicants. **(T-1)**.

3.2.3. Deputy Chief of Staff, Operations (AF/A3) will establish rated specific career field goals and stop limits to maintain acceptable operational manning levels.

3.2.4. Air Force Reserve Command Directorate of Air, Space and Information Operations (AFRC/A3) will:

3.2.4.1. Conduct Undergraduate Flying Training selection boards as required for accessions or affiliations into AFR rated positions.

3.2.4.1.1. Advertise AFR Undergraduate Flying Training Boards.

3.2.4.1.2. Select Undergraduate Flying Training board members, including a rated colonel board president.



- 3.2.4.1.3. Ensure the board receives all required application materials.
- 3.2.4.2. Approve AFR Undergraduate Flying Training Board results, notifies non-selects, and prepares message to be released through command channels for maximum dissemination of select list.
- 3.2.5. Commander, Air Force Personnel Center Commander (AFPC/CC) will:
  - 3.2.5.1. Recommend eligibility requirements to AF/A1.
  - 3.2.5.2. Approve RegAF Undergraduate Flying Training Selection Board results.
  - 3.2.5.3. Approve Astronaut Nomination Board results.
  - 3.2.5.4. Approve ETPs for astronaut nominees with fewer than 5 years of Total Active Federal Commissioned Service for officers or 5 years of Total Active Federal Military Service.
- 3.2.6. Directorate of Personnel Operations (AFPC/DP2) will:
  - 3.2.6.1. Implement and manage RegAF Undergraduate Flying Training Boards.
  - 3.2.6.2. Announce each RegAF Undergraduate Flying Training Board no later than 120 days before the board date.
  - 3.2.6.3. Ensure the board receives all required application materials.
  - 3.2.6.4. Process applications.
  - 3.2.6.5. Review and coordinate ETP requests.
  - 3.2.6.6. Convene a RegAF Undergraduate Flying Training Board consisting of the following members:
    - 3.2.6.6.1. Board president (non-voting), rated colonel.
    - 3.2.6.6.2. Board chairman, rated colonel from Air Force Personnel Center.
    - 3.2.6.6.3. Board members are to be lieutenant colonels who are current or graduated flying squadron commanders (minimum one from AETC).
    - 3.2.6.6.4. To the greatest extent possible, different MAJCOMs and at least one rated AFS from each rated category should be represented.
  - 3.2.6.7. Notify selectees following AFPC/CC approval of board results.
  - 3.2.6.8. Implement and manage Astronaut Nomination Boards. (RegAF only)
    - 3.2.6.8.1. Announces Astronaut Boards once NASA announces its intent to hire astronauts; no later than 120 days before the board date.
    - 3.2.6.8.2. Verifies eligibility and sends application packages to qualified applicants.
    - 3.2.6.8.3. Convenes an Astronaut Nomination Board with the following characteristics:
      - 3.2.6.8.3.1. Board president, brigadier general.
      - 3.2.6.8.3.2. Board chairman, rotates between rated colonel from Air Force Personnel Center and the senior Air Force NASA Astronaut board member.

3.2.6.8.3.3. Two colonels.

3.2.6.8.3.4. Two Air Force Astronauts (colonel or lieutenant colonel).

3.2.6.8.3.5. MAJCOMs, on a rotational basis, appoint one Command Chief Master Sergeant to assist the board in reviewing enlisted applicants. This requirement is not filled if there are no enlisted applicants for a selection board.

3.2.6.8.4. Forwards each nominee's NASA application package to NASA.

3.2.6.8.5. Releases the list of selected candidates to all Military Personnel Flights (MPFs) after NASA completes the selection process and notifies selectees.

### 3.2.7. NASA will:

3.2.7.1. Determine which applicants meet basic requirements.

3.2.7.2. Interview qualified candidates.

3.2.7.3. Select candidates for astronaut duty.

3.2.7.3.1. Assignment to NASA shall in no way affect the selectee status, office, rank or grade which they may occupy or hold, or any emolument, prerequisite, right, privilege, or benefit incident to or rising out of any such status, office, rank, or grade.

3.2.7.3.2. Officers and enlisted members assigned to NASA are subject to the Uniform Code of Military Justice and to Air Force policies and directives regarding military discipline, leave, flying requirements, and other policies and directives which do not affect responsibilities exercised in NASA.

3.2.7.4. Notify selected candidates.

3.2.7.5. Prepare each military member's performance report in accordance with AF Form 707, *Officer Performance Report (Lt thru Col)*, AF Form 910, *Enlisted Performance Report (AB thru TSgt)*, AF Form 911, *Enlisted Performance Report (MSgt thru SMSgt)*, AF Form 912, *Enlisted Performance Report (CMSgt)*.

3.2.8. HQ Air Force Direct Reporting Units, Field Operating Agencies and MAJCOMs will review and process ETP requests.

### 3.2.9. Military Personnel Flight.

3.2.9.1. Base focal point for applications in accordance with the annually released board Personnel Services Delivery Memorandum which can be found at: [https://mypers.af.mil/app/answers/detail/a\\_id/12973](https://mypers.af.mil/app/answers/detail/a_id/12973).

3.2.9.2. Shall provide a copy of the program messages to Commanders, First Sergeants, Career Assistance Advisors, and MPF Career Development Elements. **(T-1)**.

### 3.2.10. Squadron Commanders and Senior Raters.

3.2.10.1. Squadron Commander will:

3.2.10.1.1. Verify applicant meets requirements and standards of this manual. **(T-3)**.

3.2.10.1.2. Sign the AF Form 215, *Aircrew Training Candidate Data Summary* and provides a recommendation or non-recommendation in the comments section. Legible, handwritten comments are acceptable. (Not applicable for AFR). **(T-3)**.

- 3.2.10.1.3. Forward application and required documentation to the Senior Rater. The Senior Rater is a wing commander or equivalent in a Senior Rater position. **(T-3)**.
- 3.2.10.1.4. Coordinate on ETP. **(T-3)**.
- 3.2.10.1.5. Monitor selectee's (if applicable) performance from selection until they depart for training. Notify HQ Air Force Personnel Center (RegAF), NGB (ANG), or AFRC/A3R (AFR) if a selectee's performance or conduct becomes questionable and provide a recommendation as to whether the selectee should be removed from the select list for cause. **(T-1)**.
- 3.2.10.2. Senior Rater will:
  - 3.2.10.2.1. Verify applicant meets requirements and standards of this manual. **(T-3)**.
  - 3.2.10.2.2. Sign the Air Force Form 215. (Not Applicable for AFR). **(T-3)**.
  - 3.2.10.2.3. Coordinate on ETP. **(T-3)**.
  - 3.2.10.2.4. Submit complete applications including all required waivers and ETPs to AFPC/DP2O for RegAF; to Numbered Air Force/CC for AFR; and to TAG for ANG. **(T-3)**.
- 3.2.11. Individual Applicant will:
  - 3.2.11.1. Meet eligibility criteria as specified in **paragraph 3.3.1** (Undergraduate Flying Training) or **paragraph 3.4.1** (NASA) of this manual. **(T-3)**.
  - 3.2.11.2. Initiate ETPs. **(T-3)**.
  - 3.2.11.3. Advise commanders and supervisors who are providing comments on the Air Force Form 215 of the application deadline. **(T-3)**.
  - 3.2.11.4. Attend medical flight screening prior to entry into Undergraduate Pilot Training or Undergraduate RPA Pilot Training, to include Initial Flight Training or RPA Flight Training, if required. **(T-3)**.
- 3.2.12. Air National Guard Directorate of Operations (NGB/A2/3/6) will:
  - 3.2.12.1. Schedule ANG selectees for all mandatory Undergraduate Flying Training prerequisites after applicants complete and submit all required officer commissioning and Undergraduate Flying Training application documentation.
  - 3.2.12.2. ANG applicants do not meet a central Undergraduate Flying Training Board. Each ANG unit holds its own Undergraduate Flying Training Board for its Undergraduate Flying Training allocations.

### **3.3. Undergraduate Flying Training Board.**

- 3.3.1. Eligibility Requirements.
  - 3.3.1.1. Age and TFCS
    - 3.3.1.1.1. RegAF and AFR applicants must not be beyond their 33rd birthday nor have more than 8 years of by the date as specified in the Undergraduate Flying Training Selection Board announcement message (generally two months after board convenes). **(T-1)**.

3.3.1.1.2. ANG applicants must not be beyond their 33rd birthday nor have more than 8 years of TFCS by the date as specified in the individual unit's Undergraduate Flying Training Selection Board announcement message. **(T-2)**.

3.3.1.1.3. Exception for Undergraduate RPA Training: must meet maximum age for appointment in the various grades as specified in AFMAN 36-2032. **(T-1)**.

3.3.1.1.4. Undergraduate Flying Training eliminees recommended for another Undergraduate Flying Training program may exceed the age and TFCS limits if they meet all of the following requirements:

3.3.1.1.4.1. Must be selected for initial skills training reclassification while in eliminee status and the Undergraduate Flying Training program must be the initial follow on training. **(T-1)**.

3.3.1.1.4.2. Must meet the minimum Air Force Officer Qualifying Test requirements outlined in AFMAN 36-2664, *Personnel Assessment Program*, Attachment 2, and academic requirements established by AETC. **(T-1)**.

3.3.1.1.4.3. RegAF eliminees will lose their eliminee status if they depart PCS from the Undergraduate Flying Training location or are awarded a new AFSC. **(T-1)**.

3.3.1.1.4.4. AFR and ANG Undergraduate Flying Training eliminees may return to their home station to await the next available training class start date without having to apply for an ETP.

### 3.3.1.2. Qualification Standards

#### 3.3.1.2.1. Air Force Officer Qualifying Test.

3.3.1.2.1.1. Shall attain minimum required Air Force Officer Qualifying Test scores as outlined in AFMAN 36-2664. **(T-1)**. For the purpose of this application, Air Force Officer Qualifying Test scores do not expire. **(T-1)**.

3.3.1.2.1.2. Contact the MPF or the base education office, or refer to AFMAN 36-2664, Attachment 2, for more information regarding the Air Force Officer Qualifying Test.

#### 3.3.1.2.2. Test of Basic Aviation Skills.

3.3.1.2.2.1. Pilot, RPA Pilot, CSO, and ABM applicants must complete Test for Basic Aviation Skills. **(T-1)**.

3.3.1.2.2.2. Contact the MPF or the base education office, or refer to AFMAN 36-2664, Attachment 3, for more information regarding the Test for Basic Aviation Skills.

#### 3.3.1.2.3. Pilot Candidate Selection Method.

3.3.1.2.3.1. Applicants must obtain minimum required Pilot Candidate Selection Method score as outlined in AFMAN 36-2664, Attachment 3 if qualified and applying for Pilot and RPA Pilot training through any of the Air Force accession sources. **(T-1)**.

3.3.1.2.3.2. The Pilot Candidate Selection Method combines the Test for Basic Aviation Skills scores (aptitude) with the Air Force Officer Qualifying Test pilot composite score (knowledge) and previous flying time (experience) to predict probability of success in pilot training. AFMAN 36-2664 clarifies the procedure for applicants to follow when updating flying hours used in the Pilot Candidate Selection Method calculation. Applicants must enter the Pilot Candidate Selection Method score in the block provided on the AF Form 215. The AF Form 215 will be submitted per the instructions in the Personnel Services Delivery Memorandum (Active Duty Undergraduate Flying Training (UFT) Board applicants only) or per instructions provided by your recruiter (OTS applicants only).

3.3.1.2.3.3. Candidates may update flying hours used in the Pilot Candidate Selection Method calculation by follow the procedures listed on the Pilot Candidate Selection Method Website at <https://access.afpc.af.mil/pcsm/mz/flighthourupdate.html>. Questions can be directed to the Pilot Candidate Selection Method Program Office at [AFPC.pcsm@us.af.mil](mailto:AFPC.pcsm@us.af.mil) or (877) 977-8995.

### 3.3.1.3. Medical.

3.3.1.3.1. Shall meet all medical standards for Pilot, RPA Pilot, CSO, or ABM training as specified in DAFMAN 48-123. **(T-1)**.

3.3.1.3.2. RegAF officers attending Undergraduate Flying Training who are eliminated due to short-term (less than 1 year) medical reasons (as determined by the eliminating authority) will be re-entered into the same Undergraduate Flying Training program following medical requalification. **(T-1)**. Those officers who are eliminated due to long-term (1 year or more) medical reasons may reapply for consideration on the first Undergraduate Flying Training selection board following medical requalification as long as they remain otherwise eligible.

3.3.2. Ineligibility Factors. The following individuals will be ineligible for Undergraduate Flying Training consideration:

3.3.2.1. Officers not on EAD for 1 year by first available class start date for a given Undergraduate Flying Training board. (RegAF only). **(T-1)**.

3.3.2.2. Officers selected for or currently enrolled in a course of training as a Pilot, RPA Pilot, CSO or ABM. (RegAF only). **(T-1)**.

3.3.2.3. USAFA Cadets, AFROTC Cadets, and OTS Cadets not on EAD. (RegAF only). **(T-1)**.

3.3.2.4. Officers of the Biomedical Sciences Corps, Medical Service Corps, Dental Corps, Nurse Corps, Judge Advocate General's Corps, or Chaplain's Corps unless submitting a written request for transfer out of their respective AFSC with the application package. **(T-1)**.

3.3.2.5. Members permanently disqualified for aviation service. **(T-1)**.

3.3.2.6. Officers with a pending or established Date of Separation (DOS). **(T-1)**.

3.3.2.7. Officers who have any quality control assignment restrictions per AFI 36-2110. **(T-1)**.

3.3.2.8. Individuals enrolled in an Alcohol and Drug Abuse Prevention and Treatment Program per AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*. **(T-1)**.

3.3.2.9. Nonrated officers who will not have completed at least half of any incurred ADSC for training prior to their selected Undergraduate Flying Training class start date. (RegAF only). **(T-1)**.

3.3.2.10. Officers currently performing duty as a Pilot, RPA Pilot, CSO or ABM who will not have served a minimum of two and a half years after award of aeronautical rating in that specialty prior to the date specified in the UFT Selection Board Announcement message (RegAF) or prior to the assigned UFT class start date (ANG and AFR). **(T-1)**.

3.3.2.11. Officers selected for or currently attending Air Force Institute of Technology (AFIT)-funded education programs (e.g., Airman Education and Commissioning Program, AFIT School of Engineering, or AFIT Civilian Institution (AFIT/CI) regardless of scholarship or non-scholarship status). **(T-1)**. Officers may apply to meet any board that, if selected, will result in serving the entire education ADSC by their selected class start date for a given selection board. (RegAF only).

3.3.2.12. Officers, enlisted members, or cadets, regardless of branch of service, who have at any time:

3.3.2.12.1. Voluntarily declined flying training (including, but not limited to, Undergraduate Pilot Training, European-North Atlantic Treaty Organization Joint Jet Pilot Training, Undergraduate RPA Training, Undergraduate CSO Training, ABM Training, and any prerequisite training programs required for these course) after being selected more than once. **(T-1)**.

3.3.2.12.2. Been eliminated from a flying training course conducted by or for the Armed Forces of the United States for military deficiency, academic deficiency, or due to self-initiated elimination reasons before, during, or after actual course completion. **(T-1)**.

3.3.2.12.3. Been eliminated for reasons other than those mentioned above, unless specifically recommended for further flying training by the eliminating (or approving) authority. Members are only eligible for the type of Undergraduate Flying Training recommended by the eliminating (or approving) authority. **(T-1)**.

### 3.3.3. Application Documentation.

#### 3.3.3.1. AF Form 215.

3.3.3.1.1. Non-rated applicants must rank order all Air Force Specialties for which they are qualified. **(T-1)**. Applicants who are currently rated seeking to cross-train to another rated specialty may rank order only those specialties for which the applicant is a volunteer. If an ETP is requested and approved, applicants consider any restrictions associated with ETP approval when making their training selections. (RegAF only).

- 3.3.3.1.2. ANG and AFR applicants must only rank order the types of training requested. Applicants are considered to be volunteers for any selection they include on the AF Form 215. **(T-1)**.
- 3.3.3.2. Letter of Recommendation.
- 3.3.3.3. Personal Letter. (Not Applicable for AFR).
- 3.3.3.4. Applicants currently performing duty and/or holding an aeronautical rating in a rated AFS are to include:
- 3.3.3.4.1. Copy of current DD Form 2992.
  - 3.3.3.4.2. Copy of most recent AF Form 942, *Record of Evaluation*.
  - 3.3.3.4.3. Copy of any Q-3 (qualification level three) AF Form 8 evaluation.
- 3.3.3.5. Copy of Federal Aviation Administration Certificate
- 3.3.3.6. Private and/or Commercial Airman Certificate (pilot's license), if applicable.
- 3.3.3.7. Flying Class physical with DD Form 2808, *Report of Medical Examination*, complete and certified by appropriate certification authority, which corresponds with all applicant rated preferences and must remain valid through the last available training class start date in accordance with DAFMAN 48-123. **(T-1)**.
- 3.3.3.7.1. Undergraduate Pilot Training applicants require a Flying Class I physical (must be current within 48 months prior to starting Undergraduate Pilot Training). **(T-1)**. Undergraduate Pilot Training applicants must meet Flying Class I standards to be eligible for entry into the Medical Flight Screening program. **(T-1)**.
  - 3.3.3.7.2. Undergraduate RPA Training applicants require a Flying Class II physical (must be current within 48 months prior to starting Undergraduate RPA Training). **(T-1)**. Undergraduate RPA Training applicants must meet Flying Class II standards to be eligible for Medical Flight Screening-Neuropsychiatric screening. **(T-1)**.
  - 3.3.3.7.3. Undergraduate CSO Training applicants require a Flying Class IA physical (must be current within 48 months prior to starting Undergraduate CSO Training). **(T-1)**.
  - 3.3.3.7.4. Undergraduate ABM training applicants require a Flying Class III physical.
- 3.3.3.8. Statement of agreement to serve the minimum service commitment.
- 3.3.3.8.1. RegAF applicants must sign an ADSC (see [Attachment 5](#) for a sample statement). **(T-1)**.
  - 3.3.3.8.2. AFR applicants must sign a contract for Reserve Service Commitment. **(T-1)**.
  - 3.3.3.8.3. ANG applicants must sign an ANG service commitment in accordance with AFI 36-2110 (ANG). **(T-1)**.

3.3.3.9. Copy of approved or requested ETP, if applicable. See [paragraph 3.5.1](#) for ETP guidance.

3.3.3.10. Written request for transfer to the Line of the Air Force (if applicable – see [paragraph 3.3.2.4](#)).

3.3.3.10.1. Transfers become effective on the date flying training is entered. Individuals eliminated from flying training may or may not be returned to the previous AFSC, depending on the needs of the Air Force.

3.3.3.10.2. Members must acknowledge that they understand and accept the possibility of appointment to a lower grade and a date of rank adjustment. **(T-1)**. The request must be signed and dated. **(T-1)**.

### **3.4. United States Air Force Astronaut Nomination Program (RegAF Only).**

#### 3.4.1. Eligibility Requirements.

3.4.1.1. Pilot and mission specialist (enlisted applicants are restricted to the mission specialist category):

3.4.1.1.1. Must have a minimum of 5 years Total Active Federal Commissioned Service for officers or 5 years Total Active Federal Military Service for enlisted members by the board month. **(T-1)**.

3.4.1.1.2. Must be a United States citizen. **(T-0)**.

3.4.1.1.3. Must meet the basic education requirements for NASA engineering and scientific positions, which includes possession of at least a bachelor's degree from an accredited institution in engineering, biological science, physical science, or mathematics. **(T-0)**. An advanced degree is desirable. See [Attachment 6](#) for qualifying degrees.

#### 3.4.1.2. Pilot:

3.4.1.2.1. Must have at least 1,000 hours of pilot-in-command time (aircraft commander qualification or higher) in jet aircraft. **(T-0)**. Flight test experience is highly desirable.

3.4.1.2.2. Must have at least three years of related, progressively responsible, professional experience after completing a bachelor's degree. **(T-0)**. United States Air Force Pilots (not RPA Pilots) may substitute flying experience for part of or the entire experience requirement.

3.4.1.2.3. Must be able to pass a NASA Class I space physical (United States Air Force Flying Class I, long physical). **(T-0)**. United States Air Force flight physicals must be current within 1 year of the selection board date. **(T-0)**. See [Attachment 7](#) for a synopsis of medical standards for pilot astronaut candidates. There are no provisions for waivers or ETP of NASA medical standards.



### 3.4.1.3. Mission Specialist:

3.4.1.3.1. Must have at least three years of related, progressively responsible, professional experience after completing a bachelor's degree. **(T-0)**. An advanced degree is desirable and may be substituted for part of or the entire experience requirement (master's degree = 1 year; doctoral degree = 3 years). **Note:** Pilots and CSOs (not RPA Pilots or ABMs) may substitute flying experience for part of or the entire experience requirement.

3.4.1.3.2. Must be able to pass a NASA Class II space physical (United States Air Force Flying Class II, long physical). **(T-0)**. United States Air Force flight physicals must be current within one year of the selection board date. See [Attachment 7](#) for a synopsis of medical standards for mission specialist astronaut candidates. **(T-0)**. There are no provisions for waivers or ETP of NASA medical standards.

### 3.4.2. Ineligibility Factors. The following individuals will be ineligible for the Astronaut Board Nomination Program:

3.4.2.1. Officers selected for or currently enrolled in a course of training as a Pilot, RPA Pilot, CSO or ABM. **(T-0)**.

3.4.2.2. Members permanently disqualified for aviation service. **(T-0)**.

3.4.2.3. Officers with a pending or established DOS. **(T-0)**.

3.4.2.4. Officers who have any quality control assignment restrictions per AFI 36-2110. **(T-0)**.

3.4.2.5. Individuals enrolled in an Alcohol and Drug Abuse Prevention and Treatment program per AFI 44-121. **(T-0)**.

3.4.2.6. Officers, enlisted members, or cadets, regardless of branch of service, who have at any time:

3.4.2.6.1. Voluntarily declined flying training (including, but not limited to, Undergraduate Pilot Training, European-North Atlantic Treaty Organization Joint Jet Pilot Training, Undergraduate RPA Training, Undergraduate CSO Training, Undergraduate ABM Training, and any prerequisite training programs required for these courses) after being selected. **(T-0)**.

3.4.2.6.2. Been eliminated from a flying training course conducted by or for the Armed Forces of the United States for military deficiency, academic deficiency, or due to self-initiated elimination reasons before, during, or after actual course completion. **(T-0)**.

### 3.4.3. Application Documentation.

3.4.3.1. Application for Astronaut Duty (see [Attachment 8](#)).

3.4.3.2. A memorandum of recommendation (in triplicate) The memorandum of recommendation should assess and recommend the applicant as a prospective astronaut.

3.4.3.3. One complete copy (no originals) of all medical records. Sort records in chronological order with most recent documents on top. Send them in an AF Form 2100A, *Health Record - Outpatient (Orange)*. AF Form 2100A may be obtained from your medical provider.

- 3.4.3.4. Standard Form 93, *Report of Medical History*.
- 3.4.3.5. Johnson Space Center Form 465, *Supplemental Medical History*.
- 3.4.3.6. Johnson Space Center Form 490, *Supplemental Information*.
- 3.4.3.7. Complete college transcripts from all schools (undergraduate and graduate).
- 3.4.3.8. Graduate Record Examination results, if available.
- 3.4.3.9. Johnson Space Center Form 603, *Summary of Aeronautical Experience* (for pilot applicants).
- 3.4.3.10. Standard Form 181, *Ethnicity and Race Identification*; this form is optional and voluntary.

### 3.5. ETP.

#### 3.5.1. ETP Requests.

- 3.5.1.1. An ETP may be requested when an Undergraduate Flying Training Board applicant does not meet requirements. ETP should only be requested in rare circumstances when a commander can document sustained, exceptional performance and the deviation from policy is minor.
- 3.5.1.2. Commanders should specifically and explicitly justify why supporting an ETP for an individual, considering a large pool of fully qualified applicants, is in the best interests of the RegAF, AFR or ANG. Only the rare, truly exceptional individual should be endorsed and forwarded through the chain of command for ETP consideration.
- 3.5.1.3. ETP requests judged, by the Wing/CC or equivalent for RegAF and AFR applicants or TAG for ANG applicants, to have insufficient support or merit should be denied and returned to the applicant.

#### 3.5.2. Types of ETP. An ETP may be requested only for the following circumstances:

- 3.5.2.1. Applicant exceeds age and/or TFCS limits in [paragraph 3.3.2.12](#). (T-1).
- 3.5.2.2. Applicant possesses one or more of the ineligibility factors listed in [paragraph 3.3.2.9](#) through [paragraph 3.3.2.12](#) (T-1).
- 3.5.2.3. Applicant does not meet medical standards in [paragraph 3.3.1.3](#) and has been denied a medical waiver. AETC/SGPS is the certification and waiver authority for Undergraduate Flying Training medical examinations (T-1).

#### 3.5.3. ETP documentation.

- 3.5.3.1. For age, Total Federal Commissioned Service, Ineligibility Factor, and Medical ETP requests, include the following documentation with the request:
  - 3.5.3.1.1. Memo that clearly describes the circumstances of the ETP request.
  - 3.5.3.1.2. AF Form 215.
  - 3.5.3.1.3. A completed Flying Class Physical (with DD Form 2808) and any approved medical waivers or ETP, certified by AETC/SGPS. If requesting a medical ETP, applicants may submit their non-certified Flying Class physical.

3.5.3.2. OTS applicants requesting an age ETP per AFMAN 36-2032, include the following documentation with the request:

3.5.3.2.1. Memo that clearly describes the circumstances of the ETP request.

3.5.3.2.2. Applicant details to include age, total years of active federal service (if applicable), and planned OTS start date.

3.5.3.2.3. Air Force Officer Qualifying Test and Pilot Candidate Selection Method scores.

3.5.4. ETP Routing. Submit ETP requests in endorsement memorandum format (See AFH 33-337, *The Tongue and Quill*).

3.5.4.1. For Age, Total Federal Commissioned Service, and Ineligibility Factor ETP, refer to [Table 3.1](#).

3.5.4.2. For Medical ETP, refer to [Table 3.2](#).

**Table 3.1. Age, Total Federal Commissioned Service, and Ineligibility Factor ETP Routing.**

|                                         |                                                                                                                                      |              |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>RegAF</b>                            | Submit request with MAJCOM/A1 concurrence to AFPC/DP2O. AFPC/DP2O reviews and coordinates for AF/A1P approval.                       | <b>(T-1)</b> |
| <b>Air Force Reserve Command (AFRC)</b> | Submit request to AFRC/A3. AFRC/A3 reviews and coordinates with Rated Management and Personnel Policy sections for AFRC/CC approval. | <b>(T-2)</b> |
| <b>ANG (Colonel and below)</b>          | Submit request to NGB/A1. NGB/A1 reviews and coordinates with Rated Management and Personnel Policy sections for NGB/CF approval.    | <b>(T-2)</b> |

**Table 3.2. Medical ETP Routing.**

| <b>Medical ETP Routing</b> |                                                                                                                        |  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|--|
| <b>RegAF</b>               | Submit request with MAJCOM/CC through to Headquarters Air Force (HAF) HAF/A1P for AF/CV approval.                      |  |
| <b>AFR</b>                 | Submit request with AFRC or HQ RIO (IR) through AF/REP and HAF/A1P for AF/CV approval.                                 |  |
| <b>ANG</b>                 | Submit request with NGB/A1, through all appropriate organizations including TAG through to HAF/A1P for AF/CV approval. |  |

## Chapter 4

### ACTIVE DUTY SERVICE COMMITMENTS AND RESERVE SERVICE COMMITMENTS

**4.1. Overview.** This publication prescribes guidance, responsibilities, and procedures for ADSCs and RSCs for members of the RegAF, the ANG, and the AFR.

4.1.1. ADSCs. ADSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment of money and/or time in training, education, and bonuses. They also assure open communication to Air Force members regarding the periods of obligated service they must complete before becoming eligible to request to separate or retire from active duty.

4.1.1.1. Officers in the grade of colonel and below and all enlisted personnel incur an ADSC when they complete all or a portion of ADSC-incurring events.

4.1.1.2. An ADSC does not establish, and is independent of, a DOS.

4.1.1.2.1. Enlisted personnel serve on active duty in accordance with their enlistment contracts.

4.1.1.2.2. Officers serve indefinite active duty tours by appointment of the President and must request release or discharge from their appointment from the Secretary of the Air Force. **(T-0)**. Needs of the Air Force may require continued service beyond an ADSC.

4.1.1.2.3. Time spent in an excess leave status, as defined in AFI 36-3003, *Military Leave Program*, does not count toward fulfilling any ADSCs.

4.1.1.2.4. An ADSC is not affected by a change in a member's Duty AFSC unless the member completed an ADSC incurring event that resulted in the change in the member's Duty AFSC.

4.1.2. ADSC-Incurring Events.

4.1.2.1. Events that incur ADSCs are established by statute or by Air Force policy. See [Attachment 2](#) for a summary of ADSC-incurring events.

4.1.2.2. Members usually serve new ADSCs concurrently with existing ADSCs; however, some ADSCs are served consecutively and are outlined in [Attachment 2](#) or in the ADSC agreement form.

4.1.2.3. ADSCs incurred for training will become effective upon graduation date or completion of required training. **(T-2)**.

4.1.2.3.1. The estimated graduation or completion date is utilized when initially adding the ADSC for training to a member's record upon selection to attend the course.

4.1.2.3.2. AFPC will update the member's ADSC to reflect the member's actual graduation or completion date after graduation or completion of training, except for JA officers, whose ADSCs are updated by AF/JAX. **(T-2)**.

4.1.3. Advising Members of ADSCs. The FSS (FSS) (or delegated authority) advises members of ADSC commitments and ensures each member accepts or declines the ADSC in accordance with paragraphs [4.1.4](#), [4.3.5](#) or [4.3.6](#) of this manual (see paragraphs [4.2.6](#) and [4.2.7](#) for health professions officers and JAs). **Note:** PCS orders will not be authenticated until a member has formally acknowledged understanding of the ADSC and the appropriate documentation is loaded into the member's record. **(T-2)**.

4.1.3.1. In most cases, the AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement* formally documents the member's knowledge and acceptance of the ADSC. In cases where the AF Form 63 is not required, another source document serves as the member's knowledge and acceptance (see [paragraph 4.1.3.2](#)). Failure to be notified or to complete an AF Form 63 (or other prescribed documentation) does not relieve the member of the ADSC if the member attends the ADSC-incurring event. In these cases, the member must follow the provisions outlined in [paragraph 4.3.9](#) to request removal of the ADSC. **(T-1)**.

4.1.3.2. The following ADSC-incurring events require documentation other than the AF Form 63:

4.1.3.2.1. Entry on EAD. AFROTC cadets. See AFMAN 36-2032.

4.1.3.2.2. PCS (see AFI 36-2110). **Exception:** The AF Form 63 is required only for members (officer and enlisted) moving Continental United States (CONUS)-to-CONUS and then only if they are or will become eligible for retirement before completing the associated ADSC. In these cases, the AF Form 63 is not to be used as the official assignment notification but should be signed by member within 7 calendar days of official notification.

4.1.3.2.3. Accepting special and incentive pays (Health Professions, see DoDI 6000.13\_DAFI 41-110, *Medical Health Care Professions Scholarship Programs*; Aviation Bonus see AFMAN 36-3004, *Aviation Bonus (AVB) Program*).

4.1.3.2.4. Changing competitive categories.

4.1.3.2.5. Tuition Assistance (see [paragraph 4.2.3](#)).

4.1.3.2.6. Participating in education or training programs listed in [Attachment 2](#) (see AFI 41-117, *Medical Service Officer Education*).

4.1.3.2.7. ADSC-incurring events affecting enlisted personnel. AF Form 63 is required only if the member is or will become eligible for retirement before completing the ADSC (see AFI 36-2606).

4.1.3.2.8. Enlisted promotion to Master Sergeant, Senior Master Sergeant and Chief Master Sergeant will be documented on a Promotion Statement of Understanding regardless of member's Total Active Federal Military Service Date. **(T-1)**.

4.1.3.2.9. Rated specialty begins at the completion of training and award of wings and/or aeronautical rating. The ADSC is documented within the commissioning contract or initial rated selection.

4.1.4. Retainability. Members who accept an ADSC-incurring event must have or obtain retainability to serve the ADSC required for the event. **(T-2)**.

4.1.4.1. Enlisted members who lack the necessary retainability must obtain it, if eligible, through reenlistment or extension. **(T-2)**. When an enlisted member cannot obtain the retainability for an ADSC-incurring event, the MPF or Education Service and Human Resource Flight must notify the selection authority and the member may apply for a waiver of retainability. **(T-2)**. Enlisted members who decline to obtain retainability must document that decision on AF Form 964, *PCS, TDY, or Training Declination Statement*. **(T-2)**.

4.1.4.2. Airmen with an indefinite DOS will acknowledge the ADSC utilizing the AF Form 63.

## 4.2. Program Processes.

4.2.1. Air Force Personnel Center, Accessions Branch (AFPC/DP3DA):

4.2.1.1. Provides policy interpretations to higher HQ and to the field.

4.2.1.2. Validates AFPC/DP2LT ADSC verifications and identifies necessary policy changes to AF/A1P.

4.2.1.3. Adjudicates most ADSC disputes, but forwards some ADSC dispute requests to AF/A1P for further staffing. **Example:** When a member disagrees with an ADSC, even when it is clear one is applicable.

4.2.2. Air Force Personnel Center, Military Accessions Branch (AFPC/DP2LT):

4.2.2.1. As OPR for the ADSC Program, will execute all ADSCs, except for health professions and JA officers.

4.2.2.2. Will determine and establish ADSC Dates (ADSCD) requiring an adjustment after the initial ADSC-incurring event.

4.2.2.3. Is the office authorized to update ADSCs listed in AETC's ETCA program and the Oracle Training Announcement (OTA) database.

4.2.2.4. This office may establish an ADSC on an individual basis to cover a unique situation as an ETP. Unique ADSCs are just as valid as any other ADSC. MAJCOM and other Air Force activities may submit recommendations, with full justification, for the establishment of a unique ADSC. The request can be for an event listed or not listed in this manual.

4.2.3. Air Force Personnel Center, Military Training and Education Operations Section (AFPC/DP2SST):

4.2.3.1. Is the OPR for ADSCs involving Tuition Assistance and the Post 911 GI Bill.

4.2.3.2. Will issue a Category One processing discrepancy to the responsible FSS who allows a member to depart and/or enter into an ADSC-incurring event without proper ADSC documentation.

4.2.4. Air Force Personnel Center, Military Accessions and Assignment Section (AFPC/DP1TAM) will initiate the AF Form 63 for all members selected for ADSC-incurring events and sends to the member for signature and processing to the personnel record.

4.2.5. Air Force Personnel Center AFSC Assignment Team: When selecting someone for a PCS that encompasses attending training in a PCS status for over 20 weeks or with Air Force Training en-route will:

4.2.5.1. Notify AFPC/DP2LT of the selection through written or electronic means with all available course information.

4.2.5.2. Provide course identification (Air Force Training only) to AFPC/DP2LT when the Air Force Training Management System quotas or OTA updates are not available.

4.2.5.3. Notify AFPC/DP2LT when an ADSC for a PCS move is changed in accordance with AFI 36-2110.

4.2.6. Nurse Utilization & Education Branch (AFPC/DP2NN) will:

4.2.6.1. Calculate and update ADSCs for health professions officers.

4.2.6.2. Ensure member completes the AF Form 63 or other required ADSC acknowledgment and maintains original.

4.2.7. Office of The Judge Advocate General, Professional Development Directorate (AF/JAX) will:

4.2.7.1. Calculate and update ADSCs for Funded Legal Education Program and/or Excess Leave Program (FLEP/ELP) selectees.

4.2.7.2. Ensure member completes the AF Form 63 or other required ADSC acknowledgment and forwards the signed original to AFPC/DP2LT.

4.2.8. AFIT/CI will:

4.2.8.1. Categorize AFIT students as scholarship or non-scholarship.

4.2.8.2. Ensure AFPC/DP2LT receives the AFIT Form 9, *Initial or Change to Reporting Instructions*, which can be found at <https://www.afit.edu/CIP/>, or monthly production roster, Initial or Change to Reporting Instructions. DP2LT will provide a copy to DP1TSA to prepare extended active duty orders.

4.2.8.3. Inform AFPC/DP1TAM of any change to AFIT class dates or elimination and/or removal of any Line, Chaplain or JA officer from the AFIT program.

4.2.9. FSS Commander (FSS/CC) will:

4.2.9.1. Ensure all TDY and PCS orders reflect the ADSC associated with the event in accordance with AFMAN 36-2102, *Base-Level Relocation Procedures*. **(T-1)**.

4.2.9.2. Ensure members (officers and enlisted) have either sufficient retainability to complete the commitment associated with the ADSC-incurring event or a retainability waiver prior to the members departure. **(T-1)**.

4.2.9.3. Thoroughly review the Automated Records Management System to ensure it contains the appropriate ADSC counseling statements for unexpired or projected ADSC dates. **(T-1)**.



4.2.9.4. Establish coordination procedures among and maintain an active liaison with all MPF and Education Service and Human Resource Flight work centers and base units, to ensure effective ADSC management. **(T-1)**.

4.2.9.5. Ensure Education Services Officers and all serviced unit commanders understand their responsibilities. **(T-1)**.

4.2.9.6. At bases conducting any ADSC-incurring training, ensure all individuals attending such training have a completed AF Form 63 on the first day of training **(T-1)**. Also ensures enlisted members have sufficient retainability to fulfill the ADSC associated with the education or training. **(T-1)**.

4.2.9.7. Not allow members to proceed to education or training contained in **Attachment 2** without a completed AF Form 63 or other ADSC acknowledgment when required. **(T-1)**. Will not allow enlisted members without sufficient retainability to proceed to education or training. **(T-1)**.

4.2.9.8. Contact HQ AFPC/DP2LT for any ADSCD adjustments to include excess leave adjustments (see **paragraph 4.3.2**). **(T-1)**.

4.2.9.9. Verify the ADSCD on receipt of a notice of establishment or change of ADSCD (see **paragraph 4.2.11**). **(T-1)**.

4.2.9.10. Process requests for formal ADSC reviews (see **paragraph 4.3.9**).

#### 4.2.10. Education Services Officer:

4.2.10.1. When a member accepts Tuition Assistance, the Education Service Officer will update the Air Force Automated Education Management System (AFAEMS). **(T-1)**. Normally, the update to AFAEMS will flow an update to the MilPDS to capture the appropriate ADSC.

4.2.10.2. In the event the ADSC does not update automatically, the Education Service Officer will utilize the AFAEMS to obtain the necessary documentation to send to AFPC/DP2LT for a manual update. **(T-1)**.

4.2.11. Unit Commander will ensure members who are directed to attend an education or formal training course, whether via PCS, TDY, or PCA, process through the FSS's MPF for ADSC counseling and completion of the AF Form 63 or other required ADSC acknowledgment before entering an ADSC-incurring event. **(T-1)**.

4.2.12. Training Course Managers: Notify AFPC/DP2LT when new courses are added to ETCA program or ADSC information on an existing course has changed in ETCA.

### 4.3. ADSC Procedures.

4.3.1. Completing an ADSC agreement (AF Form 63, AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, or Statement of Understanding) (OPR: AFPC/DP2LT).

4.3.1.1. The FSS's MPF counsels the member on the ADSC-incurring event.

4.3.1.1.1. Accepting an ADSC-incurring event:



4.3.1.1.1.1. For officers: the member formally accepts the ADSC-incurring event on the AF Form 63, Section II. Upon completion, the member returns the completed form to AFPC/DP1TAM.

4.3.1.1.1.2. For enlisted the AF Form 63 is required only if the member is/or will become eligible for retirement before completing the ADSC. The member formally accepts the ADSC-incurring event on the AF Form 63, Section II. Upon completion, the member returns the completed form to AFPC/DP2LT.

4.3.1.1.2. If a member declines an ADSC-incurring event:

4.3.1.1.2.1. For officers: The member formally declines the ADSC-incurring event on the AF Form 63, Section II and returns it to AFPC/DP1TAM. The MPF suspends all processing for the ADSC-incurring event.

4.3.1.1.2.2. For enlisted only. The member formally declines the ADSC-incurring event on the AF Form 964 to the MPF of the FSS. The MPF updates the assignment availability code to reflect mandatory separation (in accordance with AFI 36-2110). **Exceptions:** For members applying for separation or retirement via the virtual Military Personnel Flight self-service applications, the in-system application automatically updates the assignment availability code. For members declining a PCS only, the member signs an AF Form 964.

4.3.1.2. The MPF distributes a copy of the AF Form 964 to the member's respective AFPC AFSC Assignment Team.

4.3.2. Updating the ADSCD and ADSC Reason Code (see **Attachment 2** for Reason Code listing) (OPR: AFPC/DP1TAM and AFPC/DP2LT).

4.3.2.1. AFPC/DP1TAM updates the MilPDS with the ADSCD and ADSC Reason Code for all members (except health professions and JA officers) upon receipt of completed AF Form 63 or other ADSC documentation. **Exception:** AFPC/DP1TAM will update ADSCD for the Air Force Intern Program or PME regardless of competitive category. Also, after a decision is made by AF/JAX, AFPC/DP1TAM will update AFIT ADSCD for JA officers. ADSCD begins upon graduation or completion date of training or education, unless otherwise stated. ADSCD for Key Leadership Position (KLP) begin upon duty effective date.

4.3.2.2. If course graduation date changes or the member does not complete the training, the MPF will contact AFPC/DP1TAM to adjust the ADSCD.

4.3.2.3. When adjusting a person's service dates to account for lost time (e.g., confinement), AFPC/DP2LT will adjust the ADSCD upon receipt of the AF Form 2098, *Duty Status Change*, from AFPC/DP2LT by adding one day for each lost day. AFPC/DP2LT will also adjust ADSCDs by adding one day for each day of excess leave.

4.3.2.4. The OPR for ADSC MilPDS updates is:

4.3.2.4.1. Office of The Judge Advocate General, Professional Development Directorate (AF/JAX) for JA officers who participated in ELP.

4.3.2.4.2. Nurse Utilization & Education Branch (AFPC/DP2NN) for Health professions officers.

4.3.3. Verifying the ADSCD on receipt of a notice of establishment or change of ADSCD RIP. The FSS will:

4.3.3.1. Ensure the ADSCD is correct on the RIP. If incorrect, contact AFPC/DP2LT. (T-2).

4.3.3.2. Ensure supporting documents are archived in Automated Records Management System. (T-2). If the documentation is not on file, the current servicing MPF should immediately advise member of the ADSC and the requirement to document it. (T-3).

4.3.3.3. Give the RIP to the member if the ADSCD is correct and the documentation is in the Automated Record Management System. (T-2).

4.3.4. Missing Documentation (OPR: AFPC/DP2LT). When a member's personnel record does not contain an AF Form 63 or other required ADSC acknowledgment for a specific ADSC-incurring event in which the member participated, the current servicing MPF or member takes the following actions:

4.3.4.1. Contact AFPC/DP2LT to determine if AFPC has a copy of the documentation.

4.3.4.2. If no copies of the documentation are found:

4.3.4.2.1. Advise the member of the discrepancy using documentation provided by AFPC/DP2LT.

4.3.4.2.2. When the member in-processes for a PCS or on TDY without an AF Form 63, contact AFPC/DPTO to issue a Category One processing discrepancy (see AFMAN 36-2102) to the losing MPF. If the gaining MPF allows the member to enter the ADSC-incurring event without requesting an AF Form 63, AFPC/DPTO will also charge the gaining MPF with a Category One processing discrepancy. (T-2).

4.3.5. Declining an ADSC (7-day Option). A member who declines the ADSC for a PCS or training must request separation or retirement within 7 calendar days of official notification (Excludes Health Professions Officers sponsored for education in [Table A2.2](#)). (T-1).

4.3.5.1. Members who establish a separation or retirement date under the 7-day option provisions as an alternative to accepting an ADSC, who subsequently complete the ADSC-incurring event based on needs of the Air Force, are not obligated to serve beyond their established DOS or retirement date unless they withdraw their DOS or retirement (see AFI 36-3206 or AFI 36-3208).

4.3.5.2. Those who decline an ADSC and establish a DOS or retirement date must serve all existing ADSCs before separation or retirement unless an earlier DOS is approved. (T-2).

4.3.6. Refusing to sign an ADSC Acknowledgment Form.

4.3.6.1. If a member is advised of an ADSC and is presented the AF Form 63, the member cannot proceed on the ADSC-incurring event without completing the AF Form 63 and returning it to the appropriate office at AFPC.

4.3.6.2. If a member refuses to sign the AF Form 63 to accept the ADSC, the member cannot proceed on the ADSC-incurring event unless the member has met the provisions of [paragraph 4.3.5](#).

4.3.6.3. If a member attends an ADSC-incurring event, but did not sign the AF Form 63 (at no fault of the member), the member will not later be administered the ADSC without proper adjudication and advisement.

4.3.6.3.1. If evidence is presented that the member was or should have been aware of the ADSC, the member will be required to complete the necessary paperwork and have the ADSC applied to the member's MilPDS record. **(T-1)**.

4.3.6.3.2. If the member believes the member is receiving an ADSC in error, the member may follow the provisions in [paragraph 4.3.9](#).

4.3.7. ADSC Waivers. The Secretary of the Air Force or the Secretary's designee may, in appropriate cases, waive an unfulfilled ADSC when requested by a member in conjunction with applying for separation or retirement in accordance with provisions outlined in AFI 36-3206 and AFI 36-3208. **Note:** This process is not for Airmen that believe they have had an ADSC erroneously applied. For those cases, please refer to [paragraph 4.3.9](#).

4.3.8. Failure to Complete the ADSC for Education, Bonus, or Similar Benefit.

4.3.8.1. Members who fail to complete their ADSC may be subject to recoupment, unless waived in accordance with Title 37 USC § 303a(e), *Special pay: general provisions*, or § 373, *Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met*.

4.3.8.2. Unless a waiver is obtained, members remaining on active duty do not have the option of reimbursing the government in lieu of fulfilling an ADSC. **Exception:** Members who must repay Tuition Assistance in full as directed by the government (incomplete grade, failing grade, or class dropped) may request removal of the ADSC. The MPF or Education Services Officer will confirm recoupment action and coordinate with AFPC/DP2LT to remove ADSC from member's records. **(T-2)**.

4.3.9. Resolving an ADSC discrepancy (Formal Review Process) (OPR: AFPC/DP2LT). It is vital members and the Air Force quickly resolve ADSC issues surfaced by the member, record reviews, or other means. The FSS does not make the final decision on ADSC issues, but should advise members of the information discovered. The FSS and/or the member ensures a review of the member's record is complete and at a minimum complete the following actions:

4.3.9.1. Review the member's ADSC documentation.

4.3.9.2. Contact the Flight Management Office for record of all flying training the member has completed.

4.3.9.3. Contact the Education Center to verify all ADSCs for tuition assistance are properly recorded.

4.3.9.4. Ensures the Automated Record Management System contains the appropriate AF Form 63 and, if missing, follows the steps in [paragraph 4.3.4](#).

4.3.9.5. The FSS, during initial notification sends the supporting documents to AFPC/DP2LT and requests a review of the ADSC in question.

4.3.9.6. Upon receipt of AFPC/DP2LT's review response, the FSS notifies the member of the results and provides a copy to the member.

4.3.9.7. If the member disagrees with the AFPC/DP2LT ADSC decision, the FSS will notify AFPC/DP2LT. AFPC/DP2LT will forward the case to AFPC/DP3DA for an additional review. (T-2).

4.3.9.8. AFPC/DP3DA will then adjudicate the case. If the answer is clear that the member should incur the ADSC, AFPC's adjudication is final. However, if there is any question to applicability, AFPC/DP3DA will forward the case to AF/A1P for further staffing.

4.3.9.9. AF/A1P will facilitate staffing the request to SAF/MR for final adjudication. **Note:** A proper package should include all relevant information regarding why a member should or should not receive the ADSC.

4.3.9.10. In cases where there is a question regarding applicability of the ADSC, the decision of SAF/MR is binding.

#### 4.4. ANG Reserve Service Commitments.

4.4.1. Service commitments are needed to ensure the ANG receives a return on its investments in its members. All service commitments will be served concurrently and not be added together to increase a member's obligation to the ANG unless specifically indicated otherwise in this publication. (T-2).

4.4.2. Service commitment waivers should be approved only when it is in the best interest of the ANG or for hardship not common to other ANG members. TAG is the waiver authority for service commitments. This authority may not be delegated below TAG. (T-2).

4.4.3. The FSS will ensure each member is properly and thoroughly briefed on each commitment incurred as a result of action taken in accordance with [Attachment 3](#). The FSS will ensure commitment requirements such as extensions or reenlistments are completed to cover the required period prior to entering into the required or requested action. (T-2). The remarks section of the DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States*, or AF Form 1411, *Extension of Enlistment in the Air Force*, or AF Form 1411-1, *Cancellation of Extension of Enlistment in the Air Force*, will specify the reason and duration of each service commitment. No member will be allowed to attend a training course that cannot be expected to meet service commitment requirements, regardless of the reason. (T-2).

4.4.4. All ANG service commitments will be documented. Members will not be allowed to attend training unless service commitment agreements are completed prior to attendance (see [Attachment 5](#)). (T-2).

4.4.5. All commitments incurred as a result of training begin on the day after that training is completed. (T-1).

**4.5. Reserve Service Commitments (RSCs) (General).** RSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment in training and education. RSCs also communicate to Air Force members the periods of obligated service they must complete before becoming eligible to separate, transfer, or retire from Selected Reserve (SELRES). SELRES refers to Air Reserve Technicians (ARTs), Traditional Reservist, IRs and AGRs. All RSCs must be served in the SELRES unless waived. (T-2). This includes training not provided by the Air Force.

#### 4.5.1. Program Processes specific to AF Reserve.

4.5.1.1. HQ USAF/REP. HQ USAF/REP is the OPR for policy for the RSC Program, and determines all RSCs.

4.5.1.2. AFRC/CD. Through the Numbered Air Force (NAF)/Wing/DET Groups/Unit and MPS Commanders ensure the following is accomplished:

4.5.1.2.1. Initiate Implementation instructions and forward to the field. **(T-2)**.

4.5.1.2.2. Ensure members are counseled on their ensuing commitment. **(T-2)**.

4.5.1.2.3. Ensure members have sufficient retainability to attend RSC incurring events.

4.5.1.2.4. Ensure Reserve Service Contracts are properly completed and filed in the Automated Records Management System (ARMS).

4.5.1.2.5. Ensure recall procedures are in effect for those who are identified as unsatisfactory participants.

4.5.1.2.6. Ensure all (20 weeks or more) orders, to include PCSs, reflect the RSC associated with the event.

4.5.1.2.7. Adjust the RSC date if course graduation date changes or the member does not complete the training. **(T-2)**.

4.5.1.3. ARPC/CC will (Applies to IRs only):

4.5.1.3.1. Ensure each detachment commander advises respective members on the ensuing commitment they incur by entry into any of the events in **Table 4.1** or **Table 4.2** and member acknowledges same by executing an AF Form 64, *Reserve Service Commitment Acknowledgement/Declination*. **(T-2)**.

4.5.1.3.2. Ensure that all in-residence course orders of 20 weeks or more, to include PCS, reflect the RSC associated with the event. **(T-2)**.

4.5.1.3.3. Ensure the appropriate office files RSC documentation in ARMS and updates MilPDS. **(T-2)**.

4.5.1.3.4. Ensure members are not allowed to proceed to training or education contained in **Table 4.1**, without a completed AF Form 64. If course graduation date changes or the member does not complete the training, HQ ARPC will adjust RSC Date in accordance with **Note 2** of **Table 4.1**. **(T-2)**.

4.5.1.4. ARPC's Directorate of Assignments (ARPC/DPA).

4.5.1.4.1. Calculates and updates RSCs for health profession officers in accordance with **Table 4.2, Rules 1 through 6**.

4.5.1.4.2. Ensures health profession member completes AF Form 64 and maintains a copy and submits the original for filing in ARMS and MilPDS update.

4.5.1.4.3. If course graduation date changes or the member does not complete the training, or if the member has a period of non-availability, HQ ARPC/DPA will adjust RSC Date. In coordination with ARPC/DPA, the MPS (Unit), HQ ARPC (IRs) will adjust RSC Date.

4.5.1.5. Headquarters Active Guard and Reserve. ARPC's Directorate of Assignments (ARPC/DPA):

- 4.5.1.5.1. Ensures all AGR members obtaining RSCs are counseled on their ensuing commitment. Normally AGRs assigned to HQ AFRC or HQ ARPC do not attend a school 20 weeks or more in duration, except resident PME, but in the event that it is required, then ARPC/DPA must be notified. **(T-1)**.
  - 4.5.1.5.2. Ensures that all (20 weeks or more) orders, to include PCS, reflect the RSC associated with the event. **(T-2)**.
  - 4.5.1.5.3. Monitors in coordination with servicing personnel offices that members have sufficient retainability to attend the RSC-incurring events. **(T-1)**.
  - 4.5.1.5.4. Coordinates with servicing personnel office to ensure members are not allowed to proceed to training or education contained in **Table 4.1** without a completed AF Form 64.
  - 4.5.1.5.5. Processes requests for formal RSC reviews (see **paragraph 4.3.9**).
  - 4.5.1.5.6. Forwards RSC documentation to the responsible force support unit for filing in Electronic Records Managements (ERM) or placed in ARMS. **(T-1)**.
  - 4.5.1.5.7. Updates MilPDS. **(T-1)**.
  - 4.5.1.5.8. If course graduation date changes or the member does not complete the training, ARPC/DPA will adjust RCSD in coordination with servicing personnel office.
  - 4.5.1.5.9. Ensures AGR Tour curtailments are processed in accordance with procedures in accordance with AFI 36-2110 and that RSCs are maintained following tour curtailments (as applicable).
- 4.5.1.6. Servicing MPS/CC for unit members (includes unit AGRs) will:
- 4.5.1.6.1. Ensure members are counseled on the ensuing commitment. **(T-2)**.
  - 4.5.1.6.2. Ensure that all (20 weeks or more) orders, to include PCS, reflect the RSC associated with the event. **(T-2)**.
  - 4.5.1.6.3. Ensure that members have sufficient retainability to attend the RSC-incurring events. **(T-2)**.
  - 4.5.1.6.4. Ensure all individuals attending Air Force Training have a completed AF Form 64 on the first day of training. **(T-2)**.
  - 4.5.1.6.5. Process requests for formal RSC reviews (see **paragraph 4.3.9**). **(T-2)**.
  - 4.5.1.6.6. Ensure RSC documentation is filed in Electronic Records Managements (ERM) or placed in ARMS. **(T-1)**.
  - 4.5.1.6.7. Adjust RSC Date in accordance with **Table 4.1, Note 2** for course graduation date changes or if the member does not complete the training. **(T-2)**.

4.5.1.7. Unit Commander (Unit Program): Ensures members who are directed to attend an RSC- incurring event process through the MPS for RSC counseling and completion of the AF Form 64.

4.5.1.8. Detachment Commander for IR Members will:

4.5.1.8.1. Ensure members are counseled on the ensuing commitment. **(T-1)**.

4.5.1.8.2. Ensure that members have sufficient retainability to attend the RSC-incurring events. **(T-1)**. When a member cannot obtain the retainability for a Reserve Service Commitment incurring event, the detachment commander must notify the selection authority and the member may apply for a waiver of retainability. **(T-1)**. Enlisted members who lack the necessary retainability must obtain it, if eligible, through reenlistment or extension. **(T-1)**.

4.5.1.8.3. Ensure that the AF Form 64 is forwarded to the office at HQ ARPC responsible for the RSC incurring event program (e.g., careering for enlisted promotions, education and training for formal schools), so that the contract can be filed in Electronic Records Management (ERM) or placed in ARMS. **(T-1)**.

4.5.2. The Air Force Reserve establishes RSCs for all SELRES members who participate in RSC-incurring events. As such, it is imperative that RSCs and associated policies in this manual be clearly communicated by responsible officials and fully understood by SELRES members. In the event of a conflict, commitments set by law, DoD, or other Air Force Instructions take precedence over time commitments established in this manual. **(T-0)**.

4.5.3. Officers in the grades of colonel and below and all enlisted personnel incur RSCs when they complete all or a portion of RSC-incurring events. Two or more RSC-incurring events are served concurrently, not consecutively. When two or more RSC-incurring events overlap, the RSC-incurring event with the longest remaining obligation will take precedence. AF Form 64 must be completed and filed in Electronic Records Management (ERM) or placed in ARMS. The AF Form 64 with the greatest expiration date is adjusted or waived, the RSC expiration date is then adjusted to the next longest intervening contract. **(T-2)**.

4.5.4. An RSC does not establish a DOS.

4.5.4.1. Enlisted personnel serve in accordance with their enlistment and/or extension contracts. **(T-1)**.

4.5.4.2. Officers serve indefinitely by appointment of the President and must request release or discharge from their appointment from the Secretary of the Air Force after serving their RSC. **(T-0)**.

4.5.5. AGRs who receive (voluntary or involuntary) tour curtailments may still have a commitment to fulfill the RSC and procedures are outlined in AFI 36-2110.

4.5.6. Needs of the Air Force Reserve may require continued service beyond an RSC such as mobilization.

4.5.7. The Air Force may release the member from the obligations of the AF Form 64 when in the best interests of the Air Force.

4.5.8. Members who decline to incur an RSC should do so by filling Section II of the AF Form 64. (T-1).

4.5.9. RSC-Incurring Events. Tables 4.1 and 4.2 identify RSC-incurring events.

**Table 4.1. Line, Chaplain, Judge Advocate General Officer, and All Enlisted RSCs (T-1).**

| <b>R U L E</b> | <b>A</b>                                                                                  | <b>B</b>                                                                                                                                             | <b>C</b>           |
|----------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                | <b>If the RSC incurring event is for:</b>                                                 | <b>Then the RSC is served concurrently unless otherwise noted: (this only applies to members accepting an RSC on or after 1 October 03) (Note 1)</b> | <b>Reason Code</b> |
| <b>1</b>       | Officer Training School                                                                   | 4 years, plus one month for each additional month of scholarship benefits beyond 4 years ( <b>Note 2</b> )                                           | <b>81</b>          |
| <b>2</b>       | Air Force Reserve Officer Training Corps (AFROTC)                                         | 4 years, plus one month for each additional month of scholarship benefits beyond 4 years ( <b>Note 2</b> )                                           | <b>31</b>          |
| <b>3</b>       | Promotions: AGRs, Unit Reservist, and IR                                                  | 2 years, Time in Grade for grades E-7, E-8, and E-9. Commissioned officers: Per Reserve Officer Personnel Management Act ( <b>Note 3</b> )           | <b>10</b>          |
| <b>4</b>       | Undergraduate Pilot Training                                                              | 10 years ( <b>Notes 2 and 4</b> )                                                                                                                    | <b>80</b>          |
| <b>5</b>       | Undergraduate Navigator Training & ABM Undergraduate Training                             | 6 years ( <b>Notes 2 and 4</b> )                                                                                                                     | <b>04</b>          |
| <b>6</b>       | Undergraduate RPA Training                                                                | 6 years ( <b>Note 2</b> )                                                                                                                            | <b>37</b>          |
| <b>7</b>       | Advanced Flying Training (AFT) (follow on), Test Pilot School Pilot, Navigation, Engineer | 3 years ( <b>Note 2</b> )                                                                                                                            | <b>05</b>          |



|           |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     |           |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------|
|           | <p>Career Enlisted Aviators (CEA major weapons system (MWS Qual) 1AXXX or 1UXXX AFSCs) Major Weapons System Qualification (PIQ, TX1 and IQT-B Course), Applicable AFT courses must be listed in ETCA at <a href="https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx</a> Initial qualification. RSC applies to in-residence only.</p> |                                                                     |           |
| <b>8</b>  | <p>USAF Weapons Instructor Course in-residence</p>                                                                                                                                                                                                                                                                                                                                                         | <p>3 years for Intermediate and Senior schools) (<b>Note 2</b>)</p> | <b>76</b> |
| <b>9</b>  | <p>Instructor Qualification courses in- residence. Only those courses listed in the ETCA at <a href="https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx</a> (Applies to PIT, TX-2 and TX-3) RSC applies to in-residence only.</p>                                                                                                    | <p>2 years (<b>Note 2</b>)</p>                                      | <b>77</b> |
| <b>10</b> | <p>Any formal schools and in-residence education less than 16 calendar days receive a 1-year RSC; courses exceeding 16 calendar days, receive a 2-year RSC and courses which are 20 or more weeks, receive a 3-year RSC. This RSC only applies in the event this publication,</p>                                                                                                                          | <p>1-3 years (<b>Notes 2 and 5</b>)</p>                             | <b>78</b> |

|           |                                                                                              |                                             |           |
|-----------|----------------------------------------------------------------------------------------------|---------------------------------------------|-----------|
|           | the ETCA or applicable course guidance does not prescribe a specific commitment requirement. |                                             |           |
| <b>11</b> | Officer PME in-residence                                                                     | <b>(Notes 2 and 6)</b>                      | <b>07</b> |
| <b>12</b> | NPS Enlistment                                                                               | 6 years, Term of Enlistment <b>(Note 7)</b> | <b>82</b> |
| <b>13</b> | Officer Tuition Assistance                                                                   | 2 years per AFI 36-2670                     | <b>09</b> |
| <b>14</b> | Enlisted PME in residence                                                                    | 2 years                                     | <b>07</b> |

**Notes:**

1. Members who decline to sign the RSC event will sign an AF Form 64. All formal training will incur a RSC. **(T-1)**.
2. Individuals withdrawn or eliminated from education or training program will incur a 2-year RSC from the date the member was withdrawn or eliminated. **(T-1)**. NPS members are not required to sign a contract for training, however, reference AFMAN 36-2136, *Reserve Personnel Participation*, for recall procedures. **(T-1)**.
3. Members who are demoted will have RSC-incurred in Rule 2 removed. **(T-1)**.
4. Pilot RSC: 10 years, NAV/CSO RSC: 6 years, Undergraduate ABM RSC: 6-Years, Undergraduate RPA Training (URT) RSC: 6. **(T-1)**.
5. In the event that a Chaplain's ecclesiastical endorsement is withdrawn, the discharge authority outlined in AFI 36-2110, will take precedence over the RSC. **(T-1)**.
6. The Reserve Service Commitment will be 3 years for intermediate and senior service schools. **(T-1)**. It will be one year for primary service schools. **(T-1)**.
7. This applies to all NPS enlistees regardless of school length. **(T-1)**. NPS members are not required to sign an AF Form 64, however, RSC code 82 will be updated in MilPDS with an expiration date equal to their term of enlistment. AFMAN 36-2136, gives the authority for recall of NPS unsatisfactory participants for up to 45 days. Recall procedures are to be accomplished in accordance with RSC recall procedures as outlined in this guideline. **(T-1)**.

**Table 4.2. Health Profession Officer and Enlisted Education/Training (T-1).**

| <b>R U L E</b>                                                                                                                                                                                        | <b>A</b>                                                                                    | <b>B</b>                                                                                                                 | <b>C</b>                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------|
|                                                                                                                                                                                                       | <b>If the RSC incurring event is for</b>                                                    | <b>Then the RSC is (Note 6)</b>                                                                                          | <b>RSC Reason for code</b> |
| <b>1</b>                                                                                                                                                                                              | Direct Accession and/or Minimum Term of Service                                             | 3 years                                                                                                                  | <b>12</b>                  |
| <b>2</b>                                                                                                                                                                                              | Ready Reserve Health Professions Stipend Program (See <b>Notes 1-4</b> )                    | 1 year in the Selected Reserves for each 6 months, or part thereof for which stipend is paid ( <b>Note 4</b> )           | <b>32</b>                  |
| <b>3</b>                                                                                                                                                                                              | Graduate Medical Education or Graduate Dental Education Residency (deferred or re-deferred) | 1 year for each year, min 2 years ( <b>Notes 1 and 2</b> )                                                               | <b>45</b>                  |
| <b>4</b>                                                                                                                                                                                              | Military Physician Assistant Training                                                       | 4 years ( <b>Notes 1 and 3</b> )                                                                                         | <b>81</b>                  |
| <b>5</b>                                                                                                                                                                                              | Any In-residence formal training in duration of 20 weeks or more                            | 3 years concurrent with other RSCs (5 years for Doctoral programs)                                                       | <b>78</b>                  |
| <b>6</b>                                                                                                                                                                                              | Officer PME in-residence                                                                    | 3 years for intermediate and senior service schools, 1 year for primary service schools ( <b>Note 5</b> )                | <b>07</b>                  |
| <b>7</b>                                                                                                                                                                                              | Promotions: AGRs, Unit Reservists, and IRs                                                  | 2 years, Time in Grade for grades E-7, E-8, and E-9, Commissioned officers: Per Reserve Officer Personnel Management Act | <b>10</b>                  |
| <b>8</b>                                                                                                                                                                                              | Incentive Pay, Accession Bonus,                                                             | 1 year per payment ( <b>Note 4</b> )                                                                                     | <b>47</b>                  |
| <b>9</b>                                                                                                                                                                                              | Retention Bonus                                                                             | In accordance with FY Health Professions Special & Incentive (HPS&I) Pay Plan published by AFRC/SG                       | <b>47</b>                  |
| <b>Notes:</b>                                                                                                                                                                                         |                                                                                             |                                                                                                                          |                            |
| 1. Members who withdraw or are eliminated from school will be processed for discharge due to their violation of DoDI 1205.21, <i>Reserve Component Incentive Program Procedures</i> . ( <b>T-0</b> ). |                                                                                             |                                                                                                                          |                            |
| 2. Do not use any part of the educational or training program period to satisfy any existing RSC.                                                                                                     |                                                                                             |                                                                                                                          |                            |
| 3. Members serve this RSC after fulfilling all previously existing RSCs.                                                                                                                              |                                                                                             |                                                                                                                          |                            |
| 4. Members who received funds are subject to recoupment.                                                                                                                                              |                                                                                             |                                                                                                                          |                            |
| 5. Waivable only by HQ USAF/RE. ( <b>T-1</b> ).                                                                                                                                                       |                                                                                             |                                                                                                                          |                            |
| 6. Members who decline to sign an RSC event will sign a declination statement (AF Form 64).                                                                                                           |                                                                                             |                                                                                                                          |                            |

4.5.10. Advising Members of RSCs. Prior to the member accepting a RSC, ARPC/DPA (AGR Assignments), the MPS for unit members, or program manager for IRs, advises members of RSC commitments and documents RSCs (see [paragraphs 3.4](#) for health professions officers). **(T-3)**.

4.5.11. AF Form 64 - Officer and Enlisted RSC. Formally documents the member's acknowledgement and acceptance with the acceptance of the RSC. Failure to complete the contract does not relieve the member or the command of the RSC. **(T-2)**. Undergraduate Flying Training (orders) **(T-2)**, and/or any participation in education or training programs listed in Tables [4.1](#) and [4.2](#) **(T-1)** also require an RSC.

4.5.12. Enlisted Retainability. Prior to entering an AF Form 64, enlisted members who lack the necessary retainability to complete their RSC must obtain the time, if eligible, through reenlistment or extension. **(T-2)**. When an enlisted member cannot obtain the retainability for an RSC-incurring event, HQ ARPC/DPA, the MPS for unit members, and HQ RIO for IRs, must notify the selection authority and the member must apply for a waiver of retainability. If member is within HYT and will not have enough time to fulfill the RSC incurring event, member will have to apply for an HYT waiver, if approved, then member can obtain necessary retainability. **(T-2)**. Unit member's requests for waivers must be processed through the member's chain of command to the NAF/CC for approval or disapproval. **(T-2)**. For IRs the request must go through their RIO/Dets to HQ RIO/CC, who will then forward the request to HQ ARPC/CC for approval/disapproval. **(T-2)**. Unit member's requests for waivers must be processed through the member's chain of command to the NAF/CC. **(T-2)**. For AGRs, the approval authority for waivers is the AFRC/CD.

4.5.13. RSC Waivers. AFRC/CD or designated representative may, in appropriate cases, waive an unfulfilled RSC when applying for separation, reassignment, or retirement from the SELRES (see AFI 36-3203, *Service Retirements* and AFI 36-2110). Members must request a RSC to be excused in writing to applicable commander through command channels prior to submitting request for separation, reassignment, or retirement. **(T-2)**. IRs must process their request through their program manager to ARPC/CC. **(T-2)**. Intervening command channels have disapproval authority only. Where more than one AF Form 64 exists, it is important to understand that waiver of RSC is specific to the RSC event that is being considered for waiver. Hence, if an individual is seeking waiver of all commitments, a waiver request must address all existing AF Form 64s. **(T-2)**. The Commander of the Air Force Reserve (or designee) shall excuse members from their obligation to serve on Reserve duty for the period specified in their contract when such authority deems release in the best interests of the Air Force. **(T-1)**.

4.5.13.1. Members with an RSC may seek conditional release to another component or service **(T-1)**.

4.5.13.2. Period of commitment with another component or service shall be commensurate with remaining RSC. **(T-1)**.

4.5.13.3. For the purpose of conditional release to another component or service AFRC NAF/CC or ARPC/CC is the designee for approval for SELRES members. **(T-1)**.

4.5.14. Resolving Administrative RSC issues. It is vital that members and the Air Force Reserve quickly resolve RSC issues surfaced by the member to include missing documents, signatures, records reviews, or other means that may preclude the member from meeting RSC requirements. **(T-2)**.

4.5.14.1. AGRs. ARPC/DPA makes the final decision on RSC issues. **(T-2)**.

4.5.14.2. Unit program. The force support unit makes the final decision on RSC issues. **(T-2)**.

4.5.14.3. IR program. The Commander, Individual Reserve Readiness and Integration Organization (RIO/CC) makes the final decision on RSC issues. **(T-2)**.

4.5.15. Sabbaticals. Religious sabbaticals are not an RSC-incurring event. Religious sabbaticals will necessitate an adjustment to an AF Form 64 upon return to the participating status. Period of adjustment will be commensurate with the period of the sabbatical. This time will not count toward a member's RSC. Members who are approved for a religious sabbatical will be transferred to the Standby Reserve in accordance with AFI 36-2110. At the end of the obligation ARPC will send a letter to the member, with a courtesy copy to 367th Recruiting Group. **(T-2)**. At the end of the sabbatical the member will be placed back into the position (or an equitable position in the SELRES) from where they were reassigned. **(T-2)**. If the member fails to report, the gaining commander/Program Manager will be responsible to start the recall procedures. **(T-2)**.

4.5.16. Recall Procedures. When a member with a current RSC fails to satisfactorily participate follow procedures in accordance with AFMAN 36-2136, recall procedures under Title 10 USC § 12303 and Title 10 USC § 10148, (involuntary recall for up to 45 days) will be initiated. **(T-0)**.

## Chapter 5

### TECHNICAL TRAINING PROGRAMS REQUIREMENTS

#### 5.1. Technical Training Requirements Purpose and Responsibilities.

5.1.1. Purpose. The purpose of this chapter is to manage the Air Force (AF) technical training program to ensure maximum utilization in support of the AF mission. This chapter defines the roles, responsibilities, programs, and procedures necessary for technical training management across the planning, programming, budgeting, and execution cycle. All individuals and organizations involved in the technical training requirements process are subject to the directive guidance and procedures established in this publication and those generated by AETC. This chapter provides directive guidance to ensure Air Force meets both Air Force and applicable non-Air Force technical training requirements. Some non-Air Force requirements are applicable due to industry standards (e.g., set by US government agencies or certification requirements). Other non-Air Force training requirements may become applicable when Air Force personnel are assigned outside the Air Force, or when non-Air Force personnel are assigned to the Air Force.

#### 5.1.2. Program Procedures.

5.1.2.1. AFPC Chief, Personnel Sustainment Division (AFPC/DP1S). Manages the overall development and integration of the MilPDS/OTA and provide AETC/A3LZ/A3LR with utilization data needed for monitoring and/or reallocating funded class allocations.

5.1.2.2. AFPC/DP2LWD is the OPR for all training requester quota identifier system access.

5.1.2.3. Force Development Resources Branch (AETC/A3LR) will:

5.1.2.3.1. Along with AETC/A3LZ, use the program requirements document as a planning tool to prioritize funding requirements for submission throughout the planning, programming, budgeting, and execution cycle and to submit Air Force requirements into the sister services' and other US government agencies' training processes.

5.1.2.3.2. Build the mission readiness training program budget requirements in program objective memorandum submissions, funding a specific number of allocated training quotas.

5.1.2.3.3. Work in conjunction with the Financial Management Analysis Division (AETC/FMA) to establish unfunded requirements during the operations and maintenance execution plan, initial distribution, quarterly program execution review and mid-year execution review.

5.1.2.3.4. Develop proposed distribution of mission readiness training program funded allocations with AETC/FMA coordination. Initiates and coordinates action with the AF/AIPT to amend the mission readiness training program guidance letters to resolve any associated disconnects in the program objective memorandum with program requirements, e.g., when funds approved by the Air Force corporate structure will not support execution of training requirements. (See AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*).

5.1.2.4. Technical Training Requirements Branch (AETC/A3LZ) will:

5.1.2.4.1. Develop the programmed technical training documents, which serve as planning documents for the number of entries or seats resourced, scheduled and executed in technical training to meet the requirements in the program guidance letters and program requirements documents. Will staff the programmed technical training for schoolhouse capacity assessment to include course level schoolhouse capacity, aggregate installation level base operating support, and basic military training capacity.

5.1.2.4.2. For initial skills, AETC/A3LZ will work in conjunction with AF/A1PT to ensure the accession levels are balanced with the enlisted initial skills program guidance letters and the programmed technical training. AETC/A3LZ works with Air Force Personnel Center and AF/A1PT to ensure accession levels are balanced with the officer initial skills program guidance letters and programmed technical training.

5.1.2.4.3. For mission readiness training, trained dog requirements, field training detachment, and non-resident programs, AETC/A3LZ will collect, develop and forward the emergent FY training requirements documents to AF/A1PT, in accordance with the annual AF/A1PT technical training data call message. Will ensure user requirements fall within the maximum baselines of the program guidance letters and program requirements documents by the data call message suspense date.

5.1.2.4.4. Serve as Air Force quota management authority (including language training and sister service and/or other agency training) to ensure effectiveness and efficiency of technical training programs. For quota management details, refer to AETCI 36-2651, *Basic Military and Technical Training*.

5.1.2.4.5. Determine if and when available technical training allocations may be utilized by unscheduled users. Users may allow use of unscheduled seat that will go unfilled by the original user. For quota management details, refer to AETCI 36-2651.

5.1.2.4.6. When Air Force members are trained by a sister service, AETC/A3LZ will work in conjunction with Army and Navy to ensure the Air Force requirements are scheduled and executed based on enlisted initial skills and officer initial skills programmed technical training documents and mission readiness training programmed technical training documents.

5.1.2.4.6.1. For initial skills programs, AETC/A3LZ will receive and forward user requirements turn-in requests to AF/A1PT for consideration and approval.

5.1.2.4.6.2. Upon AF/A1PT approval, AETC/A3LZ forwards approved turn-in(s) to Second Air Force or applicable organization (e.g., USAF School of Aerospace Medicine, Air Force Personnel Center, etc.) who disseminates to the appropriate schoolhouse for action with a courtesy copy to the training requester quota identifier. Then, AETC/A3LZ updates the programmed technical training to reflect the approved turn-in(s).

5.1.2.4.6.3. Upon disapproval, AETC/A3LZ returns the turn-in request to the training requester quota identifier with AF/A1PT's decision.

- 5.1.2.4.7. After scheduling and resourcing the program guidance letters, users submit change requests to AETC/A3LZ. AETC will work the requirements(s) and elevate any related recommendations, concerns, or questions to AF/A1PT.
- 5.1.2.4.7.1. For mission readiness training, trained dog requirements, field training detachment and non-resident programs, AETC/A3LZ can adjust the number of quotas allocated to conform to the AF/A1PT program guidance letters or to initial distribution of mission readiness training program funds. Proper coordination with the training requester quota identifier manager will be made to ensure accurate accountability and tracking.
- 5.1.2.4.7.2. For mission readiness training, trained dog requirements, field training detachment and non-resident programs, AETC/A3LZ will validate, coordinate and track all program users' AF Form 3933, *MAJCOM Mission Training Request* actions. Will ensure that any AF/A1PT approved changes to program guidance letters and program requirements documents are adhered to by program administrators and users.
- 5.1.2.5. Financial Management Analysis Division (AETC/FMA) will:
- 5.1.2.5.1. Prepare the AETC budget submission for mission readiness training, in coordination with AETC/A3LR, for operations and maintenance execution plan, initial distribution, quarterly program execution review, mid-year execution review, end-of-year spend plan, end-of-year close out, and various cost exercises (e.g., impact of lodging and per diem increases).
- 5.1.2.5.2. Track mission readiness training program expenditures, funded execution rates and the actual allocations used per travel orders. AETC TDY-to-school centrally-funded orders for RegAF trainees are certified through the following web site: <https://tdyotoschool.us.af.mil/login/>.
- 5.1.2.5.3. Compute the average cost to send a student TDY to an AETC owned, operated or controlled formal training course.
- 5.1.2.5.4. Convert funds into allocations based on funding approved by the Air Force corporate structure and average cost per student. Releases to AETC/A3LZ in coordination with AETC/A3LR.
- 5.1.2.5.5. Prepare a funded mission readiness training program letter and sends to the Second Air Force mission readiness training office at initial distribution.
- 5.1.2.5.6. Identify execution year funding shortfalls, which may drive the reduction of quotas to AETC/A3LR.
- 5.1.2.6. 502d Comptroller Squadron will issue fund-cites for travel, per diem and lodging for non-pipeline students. (T-2).
- 5.1.2.7. The following roles and responsibilities are related to the mission readiness training, trained dog requirements, field training detachment, and non-resident programs:



5.1.2.7.1. Second Air Force (2 AF) will:

5.1.2.7.1.1. Produce the monthly execution report tracker. This AF/A1PT requested report identifies the mission readiness training program funding level-1 baseline execution rates during the year of execution. Forwards monthly to AF/A1PT, AETC/A3LR/A3LZ/FMA. Forwarded quarterly to the following training requester quota identifiers and users: Air Force directed, AFPC/DP2LWD, MAJCOMs (warfighters and support), and non-Air Force users.

5.1.2.7.1.2. Produce mission readiness training program funding level-2 annual execution report. This AF/A1PT requested report is produced at the end of each FY; identifies mission readiness training program funding level-2 execution rates. Forwards report by 1 November to AF/A1PT, AETC/A3LR/A3LZ/FMA, as well as the following training requester quota identifiers and users: Air Force directed, AFPC/DP2LWD, MAJCOMs (warfighters and support), and non-Air Force users.

5.1.2.7.1.3. Assist with the day-to-day management, oversight, and accountability of the mission readiness training program during the year of execution, to include managing special authorizations (see [paragraph 5.5.3](#)).

5.1.2.7.1.4. Ensure maximum utilization of allocations. Unexecuted quotas may be redistributed quarterly by the training requester quota identifier manager within 30 days of notification (i.e., unexecuted quotas are quotas that have not been sub-allocated). If not sub-allocated by the training requester quota identifier manager, the Second Air Force mission readiness training office will notify the training requester quota identifier manager at the time of redistribution. **Exception:** Though the total baselines may appear on the mission readiness training program guidance letter, redistribution of officer and enlisted initial skills quotas must be approved by AF/A1PT through the chain of command before implementation.

5.1.2.7.1.4.1. No earlier than 60 days from the class start date for course types: 5, 8, 9, A, B, C, D (2nd position of the course number “Training type designator”).

5.1.2.7.1.4.2. No earlier than 45 days from the class start date for course types: 4 or 7 (2nd position of the course number “Training type designator”).

5.1.2.7.1.4.3. No earlier than 30 days from the class start date for course types: 2 or 3 (2nd position of the course number “Training type designator”).

5.1.2.7.1.4.4. Second Air Force monitors, on a monthly basis, total program execution of allocations (Air Force directed and MAJCOM mission) to prevent over or underutilization by program users.

5.1.2.7.2. MAJCOMs, ANG, AFR, Direct Reporting Units, Forward Operating Agencies, Sister Services, or Other US government agencies.

5.1.2.7.2.1. MAJCOM/CC (or equivalent) will ensure a rigorous review and validation of annual requirements and maximum utilization of limited training resources.

5.1.2.7.2.2. Director of Manpower and Personnel (A1) or equivalent (i.e., the agency's manpower and personnel office when the customer is not a MAJCOM) will:

5.1.2.7.2.2.1. Establish command process involving base-level units, functional managers, and commanders in identifying and validating mission essential, executable training requirements.

5.1.2.7.2.2.2. Notify functional managers, wing commanders, and unit commanders of the annual screening for formal training requirements.

5.1.2.7.3. MAJCOM functional managers or equivalent. Examples: For the AFR, these functions are performed by the AFR Command Education and Training Operations Support (AFRC/A1KE). For the ANG, these functions are performed by the ANG Force Development Division (NGB/A1D).

5.1.2.7.3.1. Serve as liaison between AFPC/DP2LWD, the training requester quota identifier manager, and the base-level functional manager and/or unit training manager.

5.1.2.7.3.2. Maintain awareness of available training for respective career field using the Education and Training Course Announcements (ETCA) website <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>.

5.1.2.7.3.3. Monitor current FY allocations.

5.1.2.7.3.3.1. Execute quotas, both funded and unfunded.

5.1.2.7.3.3.2. Move or release funding, if unable to fill or use quota.

5.1.2.7.3.3.3. Seek funding for quotas if needed.

5.1.2.7.3.3.4. Utilize program out-of-cycle process for unforeseen requirement needs. Obtain worksheets from the Second Air Force Quota Management SharePoint® site at <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>. Refer to AETCI 36-2651.

5.1.2.7.3.3.5. Submit training requests using the Air Force Personnel Center's Workforce Development organizational email box at [afpc.dp2lwd.mrt@us.af.mil](mailto:afpc.dp2lwd.mrt@us.af.mil), (**Exception:** lateral training, retraining, officer crossflow training, NPS training, accessions, craftsman, PALACE ACQUIRE, PME, and recruiting (refer to myPers)). Prior to submitting requests to AFPC/DP2LWD, the MAJCOM or Air Reserve Component, the functional manager will ensure the trainee meets all mandatory prerequisites for course eligibility. (**T-3**). If the member reports to school without a valid training line number or without meeting prerequisites, the schoolhouse has the option to return the member to the parent organization without attending the training, and the parent organization will incur any and all associated costs. Prerequisites are listed on the Education and Training Course Announcements SharePoint® site at <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>.

5.1.2.7.3.3.6. Approve and/or validate each S-record (force gain) for the quota type loaded by the schoolhouse by the designated suspense date. Upon approval or disapproval action, notify the AFPC/DP2LWD training requester quota identifier manager. If the MAJCOM functional manager disapproves the S-record as it is reflected on the OTA report, MAJCOM functional manager will notify the schoolhouse and request deletion of the current record. Once the schoolhouse deletes the records, the force-gain will be resubmitted with the appropriate quota type.

5.1.2.7.3.4. Conduct annual screening process for respective career field training.

5.1.2.7.3.4.1. Validate projected FYs' training requirements during annual screening.

5.1.2.7.3.4.2. Program new FY training based on requirements received from the base-level functional manager.

5.1.2.7.3.4.3. Do not over estimate program requirements. MAJCOM functional managers should know the historical execution success rate. Justify any requirement increases clearly and accurately based on projected mission changes or emerging missions.

5.1.2.7.3.4.4. Consolidate requirements from each base-level functional manager or unit training manager, and forward to the training requester quota identifier manager.

5.1.2.7.4. Base-Level functional managers will:

5.1.2.7.4.1. Identify training requirements that exceed the mission readiness training program guidance letter's baseline using AF Form 3933. **(T-1)**. Ensure the AF Form 3933 is prepared, certified, and coordinated per the detailed instructions provided in the AF/A1P technical training data call message. **(T-1)**.

5.1.2.7.4.2. Forward training requirements through the commander (as designated by the MAJCOM, but no lower than unit level) to the MAJCOM functional manager. Base requirements on the actual number of personnel that require the training and can be released to attend the requested courses (i.e., the executable requirement). **(T-2)**.

5.1.2.7.5. Training Requester Quota Identifier Managers will:

5.1.2.7.5.1. Provide up-to-date training requester quota identifier manager (primary and/or alternate) appointment letter to the Second Air Force mission readiness training office to maintain current points of contact information. Refer to the mission readiness training program SharePoint® site at <https://cs2.eis.af.mil/sites/12821/default.aspx>. **(T-2)**.

5.1.2.7.5.2. Conduct annual screening, including specialized skills training requirements. **(T-2)**.

5.1.2.7.5.2.1. Based upon provided guidance, training requester quota identifier managers will consolidate and enter all training requirements into MilPDS/OTA by the date specified in the AF/A1P data call message. **(T-1)**. If

mission readiness training program funding needs exceed the AF/A1P prescribed funding level-1/2 program guidance letters' baseline levels, the training requester quota identifier manager may submit a request for increase to AETC/A3LZ per the detailed instructions in the data call message. Use AF Form 3933.

5.1.2.7.5.2.2. Involve base-level units, MAJCOM functional managers, and Air Force CFMs in identifying and validating training needs. Approve training requirements based on priority and execution history.

5.1.2.7.5.2.3. Consolidate and forward all functional training requirements to the appropriate MAJCOM, functional manager, forward operating agency, or direct reporting unit A1 or equivalent for final assessment.

5.1.2.7.5.3. Maintain copy of the functional annual submission until allocations are received from the MAJCOM, AFPC/DP2LWD, functional managers, forward operating agency, or direct reporting unit A1s or equivalent.

5.1.2.7.5.4. Monitor the utilization of allocations.

5.1.2.7.5.4.1. Execute allocated requirements or turn-in any unused quotas as early as possible.

5.1.2.7.5.4.2. Ensure an allocation is not deleted from the system once the student has entered or been sent to class. Funding is tied to each training line number and deletion in the MilPDS/OTA will cause the member to not be reimbursed. A new training line number and allocation must be reissued if the student is sent again to the same class. **(T-3)**. The student's home base FSS must ensure the student is not kept on medical, administrative hold, reclassification, or washback, etc. for more than seven days without amendment of orders and prior coordination with AETC/FMA (NGB/A1D for ANG) for financial impact. **(T-3)**.

5.1.2.7.5.4.3. Process initial scheduling, cancellations, replacements, swaps, out-of-cycle, and quota movement requests within 10 duty days of receipt from the MAJCOM functional manager, forward operating agency, direct reporting unit, or designated training representative. For details, refer to AETCI 36-2651.

5.1.2.7.5.4.4. Process and confirm 'no-shows' in OTA.

5.1.2.7.5.4.5. Generate and manage reports for 'no-shows,' S-records (force gains), overdue training line numbers, and open seat rosters at least monthly. Reports for mission readiness training program courses (except lateral training, retraining, officer crossflows, NPS training, accessions, craftsman, PALACE ACQUIRE, PME, and recruiting) will be posted monthly to the Air Force Personnel Center's Workforce Development SharePoint® site at <https://usaf.dps.mil/teams/11842/default.aspx>.

5.1.2.7.5.4.6. Send overdue training line number reports to the formal training sections at each DoD site for required action and/or confirmation.

5.1.2.7.5.5. Provide assistance, guidance, and training to the MAJCOM or Air Reserve Component functional managers.

5.1.2.7.5.6. Maintain oversight on quota usage and have final approval authority on mission readiness training funding issues, baseline distribution of funding and quota allocations.

5.1.2.8. Training requester quota identifier managers for officer and enlisted initial skills programs will:

5.1.2.8.1. Execute allocated requirements or turn-in any unused quotas as early as possible.

5.1.2.8.2. Submit their request to turn-in any unused officer or enlisted initial skills training requirements to AETC/A3LZ no later than 60 days prior to class start date. (T-2).

5.1.2.8.2.1. Make an effort to see if other users have a need for the requirements prior to requesting requirements turn-in. (T-2).

5.1.2.8.2.2. Send a request to AETC/A3LZ to request a change to their requirements once coordination with other users is complete. (T-3).

## 5.2. HQ Air Force Technical Training Programs.

5.2.1. Enlisted Initial Skills. Enlisted initial skills reflects the total validated enlisted technical training requirements necessary for force sustainment in each AFSC. It includes initial skills technical training requirements for Total Force, international, sister service and Air Force civilian personnel.

5.2.1.1. Trained Personnel Requirement. Trained personnel requirement states the RegAF need for trained personnel by AFSC. From this requirement, Air Staff projects the NPS, PS, and retraining required by FY to keep the active enlisted force at manning levels needed by the Air Force. Air Staff communicates the trained personnel requirement to AETC as the total Air Force production requirements for a given AFSC. The trained personnel requirement does not include ANG, AFR, sister service, international or Air Force civilian personnel. **Note:** The process to satisfy trained personnel requirements is not limited to AETC formal schools.

5.2.1.2. Student Training Requirement. Student training requirement is the sum of ANG, AFR, sister service, international, and Air Force civilian training requirements for initial skills training. It represents all resource categories *except* active duty Air Force NPS, PS, and retrainees.

5.2.2. Officer Initial Skills. The officer initial skills reflects the non-rated line officer technical training requirements for force sustainment in each officer AFSC. It includes initial skills technical training requirements for Total Force, international, and Air Force civilian personnel.

5.2.3. Mission Readiness Training Program. The mission readiness training program reflects baseline requirements for RegAF directed, component, and MAJCOM (warfighter and support) technical training (PS, retraining, supplemental, 7-level, etc.).

5.2.4. Trained Dog Requirements. Trained dog requirements reflect the military working dog technical training requirements for sustainment across the DoD and Transportation Security Administration, based on the outcome of the annual meeting of the Joint Services Military Working Dog Committee, whose inputs are vetted, consolidated and submitted by the HQ Air Force Director of Security Forces (AF/A4S) to AF/A1PT.

5.2.5. Field Training Detachment (Type-4). The field training detachment reflects TDY and TDY en-route funds to achieve mission requirements through technical training at worldwide field training detachments.

5.2.6. Non-Resident Training (Type-6). The non-resident training reflects requirements to fund the analysis, design, implementation and maintenance for non-resident courses.

5.2.7. Language Program. The language program reflects validated technical training requirements necessary for force sustainment in airborne and ground linguist AFSCs, as well as requirements for basic, intermediate and advanced language training for non-linguists requiring specialized language skills (e.g., attachés serving outside of the US).

5.2.8. Sister Service. The sister service reflects validated technical training requirements necessary for force sustainment when Air Force members attend other services' course(s) of training. It includes Air Force officer and enlisted initial skills training and mission readiness training programs.

### 5.3. HQ Air Force Technical Training Tasking Documents.

5.3.1. Tasking Documents. Technical training requirements must be aligned with the planning, programming, budgeting, and execution cycle. (T-3). The primary vehicles that capture and align training requirements to resources are the program requirements documents and the program guidance letters. See [Table 5.1](#) for program guidance letters and program requirements documents programs and users.

5.3.2. Technical Training Data Call Message.

5.3.2.1. AF/A1PT disseminates an annual technical training data call message that provides guidance and timelines for submitting technical training requirements for three years out.

5.3.2.2. Training requester quota identifier managers input their training requirements into the MilPDS/OTA. From these inputs, the training manager validates training requirements and builds class schedules. Those schedules then flow back to OTA to the training requester quota identifiers for sub-allocation (loading of names) and execution.

5.3.2.3. Specific timelines and deadlines are provided in the data call. **Exceptions:**

5.3.2.3.1. The process of establishing the Air Force airborne (1A8X1) and ground linguist (1N3XX) training requirements is different from all other enlisted career fields. The specific shred and/or suffix and language requirements are established by the Air Force CFMs in coordination with AF/A1PT.

- 5.3.2.3.2. The Army is the executive agent for global language training. Therefore, the Air Force follows the Army's process and timeline for requesting and updating language training requirements.
- 5.3.2.3.3. Air Force language out-year requirements are projected at the annual Structure Manning Decision Review. In addition, execution year and out year language training requirements are reviewed and updated on a quarterly basis at the Training Requirement Arbitration Panel.
- 5.3.2.4. AETC/A3LZ serves as the Air Force requirements manager for language training and sister service skills training.
- 5.3.2.5. The process of establishing sister service and/or other agency training requirements differs from all career fields where training is provided by Air Force. Where sister services and/or other agencies are the training providers, AETC/A3LZ serves as the Air Force requirements manager for sister service and/or other agency training.
- 5.3.2.6. Air Force must follow the sister service and/or other agency processes and timelines for requesting and updating training requirements. **(T-3)**.
- 5.3.3. Program Guidance Letters, Program Requirements Documents, Programs, and Users. The technical training requirements are identified for each of the programs listed in **Table 5.1** below. Each program has a set of requirements documents that is broken down by the training requester quota identifiers. Training requester quota identifiers are four-character communication codes within MilPDS/OTA used to convey annual or supplemental training requirements, quota allocations, quota confirmations, and student-tracking information between a training user and the training provider (owner). The Air Force assigns training requester quota identifiers to sister services, components, MAJCOMs, forward operating agencies, direct reporting units and functional areas to ensure training accountability.

**Table 5.1. Program Guidance Letters, Program Requirements Documents Programs and Users.**

|          | <b>Technical Training Program</b>       | <b>Training Requester Quota Identifiers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Enlisted Initial Skills                 | AJ10, AJ30 - RegAF NPS / Follow-On<br>AJ1J, AJ3J, AMDO, AJ50 - Retrainee<br>AJ1K - Regular PS<br>CC10 - ANG NPS, PS (Non-Flying)<br>CNN0 - ANG NPS, PS (Flying)<br>RR10 - AFR NPS, PS<br>A0M0 - AFR ART<br>DA00 - United States Army<br>DANG - Army National Guard<br>DAAR - Army Reserve<br>DN00 - Navy<br>DM00 - Marine Corps<br>DP10 - United States Coast Guard<br>A2C0 - PALACE ACQUIRE (Civilian)<br>MX20 - Air Force Security Assistance Training/Royal Saudi Air Force |
| <b>2</b> | (Non-Rated Line) Officer Initial Skills | AM10 - RegAF Accessions<br>AM11 - RegAF Crossflows<br>CC10 - ANG Non-Flying<br>CNN0 - ANG Flying<br>RR10 - AFR<br>A0M0 - AFR ART<br>MX20 - Air Force Security Assistance Training<br>A2C0 - PALACE ACQUIRE (Civilian)<br>Multiple Training Requester Quota Identifiers - Civilian or Other                                                                                                                                                                                     |
| <b>3</b> | Mission Readiness Training              | Wide variety of training requester quota identifiers for the following categories: warfighter, support, AF directed, MAJCOM equivalent, special categories.                                                                                                                                                                                                                                                                                                                    |
| <b>4</b> | Trained Dog Requirements                | Multiple Training Requester Quota Identifiers - RegAF<br>DA00 - United States Army<br>DN00 - United States Navy<br>DM00 - United States Marine Corps<br>TSA (Transportation Security Administration)                                                                                                                                                                                                                                                                           |
| <b>5</b> | Non-Resident Training                   | Wide variety of training requester quota identifiers for distance learning (Type-6) courses for the following categories: warfighter, support, Air Force directed, MAJCOM equivalent.                                                                                                                                                                                                                                                                                          |



|                                                                                                      | Technical Training Program | Training Requester Quota Identifiers                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6                                                                                                    | Field Training Detachment  | AJ40 - Type-4 courses conducted at operational locations primarily use this training requester quota identifier<br>CC10 - ANG NPS, PS (Non-Flying)<br>CNN0 - ANG NPS, PS (Flying)<br>RR10 - AFR NPS, PS<br>A0M0 - AFR ART<br>DP10 - United States Coast Guard<br>MX20 - Air Force Security Assistance Training/Royal Saudi Air Force |
| <b>Note:</b> See the master training requester quota identifier list for an explanation of each code |                            |                                                                                                                                                                                                                                                                                                                                      |

#### 5.3.4. Reclassification Guidance.

##### 5.3.4.1. Enlisted.

5.3.4.1.1. AF/A1PT provides reclassification guidance to HQ AETC annually based upon current Department of the Air Force needs.

5.3.4.1.2. The reclassification process is covered in more detail in an AETCI 36-2651.

5.3.4.2. Officers. Line officer initial skills training eliminees, whether elimination was self-initiated or not, and whether before or after training commences (to include initial training declination), may be considered for reclassification contingent on current RegAF, ANG, and AFR requirements. Guidance for initial skills training eliminees is covered in more detail in [Chapter 2](#), AFI 36-2110, and AFPCI 36-112.

#### 5.4. Capacity Assessment and Constraints.

5.4.1. Tasking. Upon receiving the draft program guidance letters from AF/A1PT, AETC assesses capacity to determine capability to train stated requirements.

5.4.2. Schoolhouse Capacity Assessment. This assessment includes course level schoolhouse capacity and aggregate installation level base operating support and basic military training capacity. Technical training constraints include AETC and sister service and/or other agency limitations and shortfalls.

5.4.3. Constraints. If entries identified on the programmed technical training exceed existing schoolhouse capacity, schoolhouse personnel complete a constraint worksheet that identifies any combination of facility, equipment, base operating support, and/or instructor limitations. AETC identifies these constraints to AF/A1PT if these resource shortfalls cannot be met within the MAJCOM. For officer and enlisted initial skills, AF/A1PT uses the constraints identified (e.g., facility, equipment, base operating support) to advocate for additional resources to unconstrain the AFSC/course. When the constraint cannot be resolved immediately, AF/A1PT considers the re-distributing the training requirement delta to other AFSC(s) on the program guidance letter(s).

5.4.4. AETC Process. The capacity and constraint processes are covered in more detail in AETCI 36-2651.

## 5.5. Technical Training Requirements Working Groups.

5.5.1. Enlisted Initial Skills. AF/A1PT and AETC/A3LZ co-chair the annual Training Flow Management Working Group to provide a forum for timely detailed discussion of all issues regarding requirements and schoolhouse capacity and to facilitate cross feed of information between users and providers of initial skills training.

**Table 5.2. Training Flow Management Working Group Organization.**

|   | Category  | Participants                                                                                                                                                                                                                                                                                                                                                       |
|---|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Co-chairs | AF/A1PT and AETC/A3LZ                                                                                                                                                                                                                                                                                                                                              |
| 2 | Attendees | Representatives from AETC Personnel Division (A1K), Manpower and Organization Division (A1M), A3LR, Graduate Flying Training Division (A3Z), Undergraduate Flying Training Division (A3F), Surgeon General (SGU), 2 AF, schoolhouses, ANG, AFR, sister services, internationals, AFPC Retraining, Air Force Recruiting. Representatives are usually TRQI Managers. |

5.5.2. Officer Initial Skills. AF/A1PT and AETC/A3LZ co-chair the annual Officer Initial Skills Working Group to provide a forum for timely detailed discussion of all issues regarding requirements and schoolhouse capacity and to facilitate cross feed of information between users and providers of initial skills training.

**Table 5.3. Officer Initial Skills Working Group Organization.**

|   | Category  | Participants                                                                                                                                                                                            |
|---|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Co-chairs | AF/A1PT and AETC/A3LZ                                                                                                                                                                                   |
| 2 | Attendees | AFPC Officer Accessions, AFPC Officer Crossflows, HQ AETC/A1M, 2 AF, schoolhouses, ANG, sister service, internationals, CFMs. Representatives are usually training requester quota identifier managers. |

5.5.3. Mission Readiness Training Program. AF/A1PT and AETC/A3LZ co-chair the annual Mission Readiness Training Program Working Group to provide a forum for timely detailed discussion of all issues regarding requirements to facilitate cross feed of information between users and providers. The working group covers training requirements for the following programs: mission readiness training program, trained dog requirements, non-resident, and field training. The AF/A1PT technical training data call message triggers a critical data gathering point for all out-year technical training requirements.

5.5.3.1. AETC/A3LZ works pre-scheduling requirements and prepares the mission readiness training, non-resident, trained dog requirements, and field training detachment spreadsheets.

5.5.3.2. Key purposes of the working group are to educate training requester quota identifier managers and establish out-year requirements to be incorporated into the program guidance letters and program requirements documents.

**Table 5.4. Mission Readiness Training Program Working Group Organization.**

|          | <b>Category</b> | <b>Participants</b>                                                                                                                            |
|----------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Co-chairs       | AF/A1PT and AETC/A3LZ                                                                                                                          |
| <b>2</b> | Attendees       | 2 AF, MAJCOMs, forward operating agencies, direct reporting units, training requester quota identifier managers (Air Force and non-Air Force). |

**5.6. Program Guidance Letter Changes (Adjustments and Quota Management).**

## 5.6.1. Program Guidance Letter Adjustments.

5.6.1.1. AF/A1PT transmits budget year and execution year adjustments to AETC representing AF customer requirements.

5.6.1.2. When AF/A1PT requests proposed adjustments to the program guidance letters, AETC/A3LZ updates the programmed technical training document(s) to identify the proposed change to the specific pipeline(s) and publishes to the appropriate electronic portal site. AETC/A3LZ then staffs an electronic staff summary sheet (with link to website) with all appropriate organizations (AETC, A-Staffs, Second Air Force, Air Force Personnel Center, etc.) requesting impacted organizations assess capacity and identify if all, part or none of the proposed change(s) (increase or decrease) can be implemented with existing resources. Once notification is received identifying what part of the change(s) can be supported, AETC/A3LZ updates the applicable programmed technical training with the portion that can be executed and notifies AF/A1PT of the portion that could not be supported without additional resources. If additional resources are required, AETC/A3LZ notifies AETC/A3LR (and/or other users of required unfunded resources). For Total Force, AETC/A3LR will request that an unfunded requirement submission be placed in the execution plan to the Air Force corporate structure. For non-AF requirements, AF/A1PT will work with affected users to resolve resource shortfalls. The applicable programmed technical training will not be updated with the proposed change until the resources are procured. **Exception:** AETC/A3LZ updates applicable mission readiness training programmed technical training and/or relevant requirements (i.e., trained dog requirements and non-resident) only after completion of capacity and resource assessments and final approval from AF/A1PT.

5.6.1.2.1. Total Force Adjustments. RegAF end strength, accession balancing and overall field sustainment follow the process in [paragraph 5.6.1.2](#).

5.6.1.2.2. Non-Total Force (Other Users') Adjustments. Follow the quota management adjustment process in [paragraph 5.6.2](#) when non-Total Force tech training users request scheduled unfilled seats. This process assumes post-scheduling activity. If officer and/or enlisted initial skills or mission readiness training changes and/or adjustments affect resources, multiple FYs, or multiple program guidance letters, use process in [paragraph 5.6.1.2](#).

### 5.6.2. Quota Management.

5.6.2.1. Quota management is the operation of swapping or moving scheduled quotas between non-Total Force users or requesting the use of another non-Total Force training user's future scheduled unfilled seats. Air Force customers manage quotas during the execution year to ensure the most efficient use of training resources. The quota management authority requires properly completed worksheets for quota movements and out-of-cycles promoting a quota management discipline among Air Force customers and reducing risks of erroneous or unintended actions. All training requester quota identifier managers are eligible to make quota management requests *except* for regular training requester quota identifiers (regular Air Force NPS, PS, and retrainees). The quota management authority may reallocate scheduled training quotas after coordination with the training manager for the following resource categories in the execution year: ANG, AFR, sister services, internationals and civilians. Training requester quota identifier managers may request quota management actions (*except* for regular training requester quota identifiers) to the quota management authority using the prescribed worksheets. The quota management authority and the affected training manager will coordinate on each request. **(T-3)**.

5.6.2.2. The training requester quota identifier manager uses the training quota movement worksheet to request a movement of quota(s) from one class to another class and convert quota types (whether it is for the first or second digit). This can be done for a class-to-class move or a same class seat conversion. For officer and enlisted initial skills, the training requester quota identifier manager's total number of quotas in the course should not increase or decrease without AF/AIPT approval.

5.6.2.2.1. For mission readiness training courses under Second Air Force's purview, the training requester quota identifier manager sends all completed worksheets impacting AP, OP, or CP quota types (See [paragraph 5.7.4](#) for definition) and AN, ON, or CN quota types to the appropriate Second Air Force program manager and all completed worksheets impacting AT, OT, or CT quota types to the Second Air Force mission readiness training office execution manager. **Note:** Ensure the email subject line includes the course number and class start date. For technical training initial skills courses, submit change requests to AETC/A3LZ.

5.6.2.2.2. For mission readiness training program, the training requester quota identifier manager uses the out-of-cycle request worksheet to request the use of another training user's unfilled seats or request new seats be added.

5.6.3. AETC Process. For further details on AETC's role in requirement adjustments and quota management, refer to AETCI 36-2651.

## 5.7. Mission Readiness Training Program.

5.7.1. General Information. The mission readiness training program objectives are to develop and maintain professional and technical skills, knowledge, and abilities to meet Air Force needs. The mission readiness training program provides travel, per diem, lodging, and special authorization funds for AETC CONUS formal training courses to aid mission accomplishment as specified in this chapter. It provides advanced, supplemental, and residential craftsman technical training for courses of up to 99 academic days (less than 20 calendar weeks), for officers, enlisted and civilian personnel when other types of training such as on-the-job-training, unit training, exportable, or mobile training will not satisfy the need.

5.7.1.1. Air Force civilians, foreign direct or indirect hires in validated funded DoD positions, non-appropriated fund employees in validated (appropriated funded or unfunded) services manpower positions, or foreign exchange military officers filling Air Force validated UMD positions are authorized to utilize AETC central funds.

5.7.1.2. The ANG provides active duty training days, travel, per diem, lodging, and special authorizations funds for formal training courses. These courses support mission accomplishment through NGB/A1D school day funding authorization or unit level funding.

5.7.2. Scope and Structure. The mission readiness training program is a key part of the Air Force's training resource and plays a vital role in maintaining readiness and a quality force. It consists of two categories – Air Force-directed training and MAJCOM (warfighter and support) training. During the identification and validation process, training requirements must be priority ranked based on levels of training urgency. **(T-3)**. Mission readiness training program requirements will be categorized as priority level-1 (mission accomplishment), priority level-2 (mission sustainment) or priority level-3 (mission enhancement). **(T-3)**. The mission readiness training program functions through a series of processes ensuring mission accomplishment training (priority level-1) is accomplished first and that there is a maximum use of funding level-1 (AETC centrally-funded allocations, "T"-allocations). The mission readiness training program includes the following types of training:

5.7.2.1. Air Force-Directed Training. Training in support of trained personnel requirements to replenish and balance the force. It ensures enough trained personnel are in each skill to accomplish the Air Force mission. It also includes training incidental to assignment action, certain special assignments, upgrade training, promotions, and unique training as specified by the Air Staff. Air Force-directed training requirements are categorized as priority level-1 and include:

5.7.2.2. Air Force Legal Services. AETC centrally-funded courses attended by members of the Air Force Judge Advocate General's Corps.

5.7.2.3. Colonel's Group. Training support for officers identified by the colonels' group.

5.7.2.4. Senior Leader's Group. Training for general officers and senior executive service civilians.

5.7.2.5. Lateral Training. Enlisted personnel retraining into a career field that does not accept active duty Air Force NPS students; such pipelines are called lateral skills.

5.7.2.6. NPS Training (Initial). NPS enlisted personnel who flow from an initial skills course of 20 calendar weeks or longer into an initial skills course shorter than 20 weeks. These personnel are still in the training pipeline; however, since their first initial skills course was 20 weeks or longer and classified as a PCS, any subsequent training at a different location that is up to 99 academic days (shorter than 20 calendar weeks) entitles the member to per diem and is classified as a TDY. NPS students attending TDY-length training (less than 99 days), after being assigned to a PCS-length training course (over 99 days), will attend the subsequent training using a MRT Level 1 quota (unless the subsequent and/or follow-on training is medical which is funded by the Defense Health Program (DHP) Appropriation).

5.7.2.7. NPS (Follow-On). NPS enlisted personnel (see [paragraph 5.7.2.6](#)) continuing their initial skills training in follow-on courses. These personnel are still in the pipeline; however, since their first initial skills course is 20 calendar weeks or longer and classified as a PCS, any subsequent training of up to 99 academic days (shorter than 20 calendar weeks) entitles the member to per diem and is classified as a TDY. NPS students attending TDY-length training (less than 99 days), after being assigned to a PCS-length training course (over 99 days), will attend the subsequent training using a MRT Level 1 quota (unless the subsequent and/or follow-on training is medical which is funded by the Defense Health Program (DHP) Appropriation).

5.7.2.8. Officer Accessions. Initial skills training for all new officer accessions following their commission through OTS, AFROTC or USAFA.

5.7.2.9. Advanced Training. Officer and enlisted advanced training.

5.7.2.10. Officer Crossflows. Initial skills training for all officers crossflowing or retraining into a new AFSC.

5.7.2.11. PALACE ACQUIRE. Training for newly acquired civilian employees under the Air Force Personnel Center's PALACE ACQUIRE intern program.

5.7.2.12. PME Assignments. TDY en-route training for officers requiring prerequisite language training prior to attending international PME courses. Mission readiness training program only funds language training, which is up to 99 academic days (or less than 20 calendar weeks), and does not fund any part of the PME course. The majority of officers attending prerequisite language training attend in a PCS status.

5.7.2.13. Retraining (Initial). Enlisted personnel retraining into new career fields.

5.7.2.14. Retraining (Follow-On). Enlisted personnel continuing their retraining in follow-on pipeline courses.

5.7.2.15. Active Duty Air Force PS. PS enlisted personnel who require all or part of a training pipeline to meet career field qualifications leading to award of the Apprentice, 3 skill level.

5.7.2.16. Recruiter and Instructor. Enlisted personnel attending the basic recruiter, military training instructor, or military training leader course.

5.7.2.17. Secretary of the Air Force Public Affairs. Advanced training for senior non-commissioned officers or officers in the public affairs career field.

5.7.2.18. Support Officers. Normally, related to embassy and attaché assignments.

5.7.2.19. Seven-Level Craftsman Training. Upgrade training for all active duty military attending resident 7-Level Craftsman courses.

### 5.7.3. Mission Readiness Training Program Funding & Priority Levels.

5.7.3.1. Mission Readiness Training Program Funding Levels. Mission readiness training allocations are divided into two funding categories: funding level-1 and funding level-2.

5.7.3.1.1. Mission readiness training program funding level-1; AETC TDY-to-school centrally funded quotas identified with a “T” in the 2nd position of the quota type (Example: AT, OT, or CT).

5.7.3.1.2. Mission readiness training program funding level-2; unit or other than AETC centrally funded quota; identified with a P or N in the 2nd position of the quota type (Example: AP, OP, CP, AN, ON, or CN). See quota type definition in [paragraph 5.7.4](#) for detailed breakout information.

5.7.3.2. Mission readiness training must be prioritized by each MAJCOM and/or organization according to its capabilities to meet the user’s mission. **(T-3)**. Use the following priority level definitions:

5.7.3.2.1. Priority Level-1 (Mission Accomplishment). Accomplishment of the Air Force mission objective will not occur if training requirement is not satisfied. Requestor(s) will fund their requirement(s) if not supported by mission readiness training program funding. **(T-3)**.

5.7.3.2.2. Priority Level-2 (Mission Sustainment). Training required to sustain the Air Force readiness posture.

5.7.3.2.3. Priority Level-3 (Mission Enhancement). Training fosters the effective use of resources to enhance the Air Force mission capability.

### 5.7.3.3. Funding Level and Priority Level Relationships.

5.7.3.3.1. Funding Level-1 and/or Priority Level-1 (T-Quotas). These quotas are AETC centrally funded requirements and represent training the user considers essential to mission accomplishment. This total requirement will not exceed the funding level-1 baseline stated in the mission readiness training program guidance letters or program requirements documents issued by AF/A1P. **(T-3)**.

5.7.3.3.2. Funding Level-2 and/or Priority Level-1 (P/N-Quotas). These quotas are must have requirements, regardless of funding, for training the user considers mission accomplishment (essential). These quotas represent the requirement needs above the user’s funding level-1 mission readiness training program guidance letters baseline and will be reflected on an AF Form 3933. The user acknowledges the certification statement of AF Form 3933, Section III - this training requirement meets the criteria for priority level-1 urgency, and if Air Force funds cannot support the request, then unit funds will be utilized. **(T-3)**.

5.7.3.3.3. Funding Level-2 and/or Priority Level-2/3 (P/N-Quotas). These quotas are unit funded and represent requirements for training the user considers mission sustainment (priority-2) or mission enhancement (priority-3) and will be budgeted for within the unit. The total requirement of funding level 2 and/or priority levels-2/3 (P/N-quotas) cannot exceed the funding level-2 (unit funded) baseline stated in the AF/A1PT issued mission readiness training program guidance letters. Quotas above the funding level-2 (P/N-quota) baseline represent additional requirement needs and will be reflected on an AF Form 3933, request for increase. **(T-3)**.

5.7.3.3.4. The schoolhouse must accommodate all funding level-1 and/or priority level-1 requirements before they fulfill any lower funding level and/or priority level requirements. **(T-3)**.

5.7.4. Quota Type. A two-character code within MilPDS/OTA used to indicate the student's active duty status (i.e., enlisted, officer, or civilian) and the travel funding status (e.g., AETC centrally-funded, unit-funded, or non-TDY). The particular codes are as follows, with the understanding that any code in the 1st digit can be paired with any code in the 2nd digit:

**Table 5.5. Quota Type Breakdown (Mission Readiness Training Program).**

| <b>1st Digit (Active Duty Status)</b> | <b>2nd Digit (Travel Funding Status)</b>          |
|---------------------------------------|---------------------------------------------------|
| <b>A</b> (Enlisted Airman)            | <b>T</b> (AETC – Centrally Funded; TDY-to-School) |
| <b>O</b> (Officer)                    | <b>P</b> (Unit Funded, see <b>Note 1</b> )        |
| <b>C</b> (Civilian)                   | <b>N</b> (Other, see <b>Note 2</b> )              |

**Notes:**

1. “P” may be used in the 2nd digit if the student is co-located with the training location.
2. “N” funding status is usually used for NPS pipeline students, PCS-length schools (20 calendar weeks or longer), contractors, foreign nationals, or Air Reserve Component users.

#### 5.7.5. Special Funding Restrictions.

5.7.5.1. AETC funds will not be used for RegAF members and Air Force civilian personnel assigned or on permanent duty outside of Air Force but otherwise within the DoD, unified commands or Joint Service activities.

5.7.5.2. Students who are not RegAF members are funded by the component or branch of service or US government agency to which they are assigned.

5.7.5.3. Travel and per diem expenses for students or instructors at command courses are the funding responsibility of the Air Force activity to which the individual student or instructor is assigned.

5.7.5.4. ANG students are funded by NGB/A1D or the wing publishing the travel orders.

5.7.5.5. HQ AFRC funds AFR members and ARTs who have military allocations. However, AETC funds civilians, RegAF members assigned to AFR and ARTs who have civilian allocations, with the same limitations as for RegAF personnel within their allocated baseline.



5.7.5.6. The unit training manager and supervisor will ensure students are fully qualified to attend or enroll in required courses. **(T-3)**. The schoolhouse will contact the servicing FSS, who will direct the return of the students to their parent organization as a result of being unqualified to enter an Air Force training program course. **(T-3)**. The member's unit will bear all TDY expenses to and from the school. **(T-3)**. If the school finds the member unqualified for training, the member's orders issuing authority will immediately amend the orders. **(T-3)**. The organization selecting and publishing orders on the student concerned will ensure the orders are amended to reflect the parent unit's fund citation. A copy of this amendment must be sent to the 502d Comptroller Squadron, JBSA-Randolph, Texas. **(T-3)**.

5.7.5.7. Unqualified ANG students removed from training will only be returned to formal training once full qualification is obtained using unit level funding.

5.7.5.8. AETC mission readiness training program technical training funds will not be used for: special contract training (type-1), field training detachment (type-4), distance learning (non-resident) training (type-6) courses. Authorization to use mission readiness training funds to travel to attend mobile training team (type-7) courses is handled under the special authorization process.

5.7.5.9. Courses that are 20 calendar weeks or longer are considered a PCS and AETC mission readiness training program funds are not authorized for the travel, per diem, lodging or special authorization expenses. All expenses will be charged to the PCS fund citation. **(T-3)**. Additionally, students are considered to be in a PCS status when attending two or more courses at one location and the courses, combined, total 20 weeks or longer in duration. Secretary of the Air Force is the waiver authority **(T-1)**; UTMs route requests for waiver through command channels to AF/AIPT for processing. For current list of approved Secretary of the Air Force waivers, contact AF/AIPT. Refer to AFI 36-2110, and the JTR.

5.7.5.10. The travel, per diem, lodging, and special authorization expenses for attendance to Air University, AFIT, flying, survival, medical, and command specific courses are not funded with AETC mission readiness training program funds.

#### 5.7.6. Special Authorizations.

5.7.6.1. When the RegAF AETC TDY-to-school fund-citation is used on orders, it is only for normal travel, per diem and lodging for non-initial skills training pipeline student allowance. The FSS or student must request and receive prior approval from Second Air Force mission readiness training program for any additional expenditure(s) before including special authorizations in orders that use the RegAF AETC TDY-to-school central fund-cite. **(T-3)**. Special authorizations include, but are not limited to, travel to attend type-7 courses, rental cars and vicinity mileage, when requested as more advantageous to the government. **(T-3)**. Requests are evaluated on a case-by-case basis and will not be approved solely for the convenience of the member. **(T-3)**. NGB/A1D processes special authorization requests for ANG funded orders.

5.7.6.2. The Second Air Force mission readiness training office is the point of contact for all technical training (to include 7-level and type-7) special authorization requests. All individuals requesting special authorizations involving the use of AETC centralized funds

will submit their requests through their servicing FSS's formal training and/or base training office or commander's support staff. **(T-3)**. The Second Air Force mission readiness training office will process the request in order of receipt. **(T-3)**. **Note:** The Second Air Force mission readiness training office does not process special authorizations for flying, medical, survival, AFIT, Defense Acquisition University, and Air University training because those organizations have their own points of contact and approval processes.

5.7.6.3. Students eligible for training using AETC funds will request a special authorization memorandum from [2af.mrtp@us.af.mil](mailto:2af.mrtp@us.af.mil). Requests must be received no later than seven duty days prior to class start date. **(T-2)**.

5.7.6.3.1. Students and/or travelers must provide a non-availability letter/statement, if billeted off base and requesting a rental car or vicinity mileage. **(T-3)**. Approved vicinity mileage requests will be processed upon the completion of the course. **(T-3)**.

5.7.6.3.2. Students using AETC funds must provide a copy of TDY orders (both front and back) to the Second Air Force mission readiness training office, if published. **(T-3)**.

5.7.6.3.3. Prior to class start date, students must refer to <https://www.defensetravel.dod.mil/> for the availability of service lodging and dining facilities at each installation. **(T-3)**.

5.7.6.3.4. Rental cars are issued one per five AETC centrally-funded students per class and are authorized on a first come, first come, first served basis. AETC centrally-funded students take passenger precedence over any other student(s). **Note:** ANG rental cars are issued at one car per five students per class. ANG CFMs validate rental car requests and manage car assignment after approval by NGB/A1D.

5.7.6.3.5. If approved, vicinity mileage is paid for training days only and is defined as the distance to or from school; the distance from the off-base quarters to training location (e.g., Four miles from hotel to base x 2 = 8 round trip miles x training days.)

5.7.6.3.6. Vicinity mileage may not be authorized if government transportation has been provided by the Second Air Force mission readiness training office, i.e., maximum rental cars have been provided for a class.

5.7.6.3.7. Approval of special authorizations must be received by the Second Air Force mission readiness training office prior to travel of the trainee and stated in the member's travel orders (except vicinity mileage requests). **(T-3)**. If not, amendments to member's orders will need to be accomplished. **(T-3)**. **Note:** For NGB funded orders, approval for special authorizations must be received from NGB/A1DU prior to travel and stated in the member's travel order. **(T-3)**.

5.7.6.3.8. Eligible members traveling by air requiring additional clothing may be authorized excess baggage. This applies when training extends over two seasons or special circumstances dictate additional gear described in the Education and Training Course Announcements and justified by the Second Air Force mission readiness training office. **Note:** For NGB funded orders, ANG students request excess baggage authorization through NGB/A1D.

5.7.6.3.9. Eligible members who drive their privately owned vehicles are not authorized shipment of household goods or do-it-yourself moves. Members who are PCS with TDY en-route may request shipment of household goods under PCS funds and not mission readiness training program TDY funds.

5.7.6.3.10. Request for shipping of household goods and/or do-it-yourself moves for TDY personnel are usually disapproved. All required items should already be at the training location. Approval may be granted for shipment of household goods and/or do-it-yourself moves if a member is housed in field conditions.

## **5.8. Metrics Submissions.**

5.8.1. AETC Force Development Planning and Analysis Division (AETC/A3L). Develops and submits to AF/A1PT semi-annual budget justification books (J-Books) for each calendar year as prescribed by AF/A1X. Develops and submits to AF/A1PT annual institutional training readiness report.

5.8.2. Second Air Force. Develops and submits to AETC and AF/A1PT the following:

5.8.2.1. Monthly Execution Report Tracker. Required for the mission readiness training and/or trained dog requirements, and field training detachment programs. Identifies the funding level-1 baseline execution rates of the approved training requester quota identifiers during the year of execution.

5.8.2.2. Annual Funding Level-2 Execution Report. Required for the mission readiness training and/or trained dog requirements, field training detachment, and non-resident programs. Identifies the unit funded or co-located execution rates of the programs at the end of the FY.

5.8.2.3. Reports tasked in the enlisted reclassification rack and stack guidance.

## Chapter 6

### AIRMAN RETRAINING PROGRAM

#### 6.1. Officer Crossflow and Reclassification Programs.

##### 6.1.1. Purpose.

6.1.1.1. The Nonrated Line crossflow program is a process to more effectively balance officer inventory to AF requirements. It addresses AFSC manning shortages and over manning situations, and uses a methodology to facilitate shaping the officer force within authorized, funded end strength. To execute this process, a crossflow panel is convened when needed to select the best qualified officers to fill the required vacancies.

6.1.1.2. The Missileer Crossflow Program is a process ensuring the Nuclear and Missile Operations (13N) AFSC remains balanced for sustainment by crossflowing excess officers at the 4-year point back to donor career fields. Donor career fields are those who have provided a portion of their annual accessions to support the 13N community intercontinental ballistic missile crew force mission needs. During this process the AF simultaneously selects officers to stay in the 13N AFSC and to crossflow to undermanned donor career fields.

6.1.1.3. Out-of-cycle crossflow requests from individual officers occur only when participation in a formal board process is not practical. Approval or disapproval is based on a variety of factors including gaining and losing career field manning, CFM, Air Force Personnel Center (AFPC), and AF, Force Management Policy (AF/A1P) coordination.

6.1.1.4. Initial skills training eliminee reclassification occurs when Regular AF (RegAF) line officers on EAD are eliminated from training in accordance with AFPCI 36-112. Initial skills training elimination panels convene regularly to consider these officers for reclassification or separation based on current AF requirements.

##### 6.1.2. Program Processes.

6.1.2.1. AFPC, Special Duty Career Management Section (AFPC/DP2OSS) will:

6.1.2.1.1. Select panel members and execute Nonrated Line crossflow program and Missileer Crossflow Program. **(T-2)**.

6.1.2.1.2. Serve as approval authority if immediate out-of-cycle crossflow actions are necessary. **(T-1)**. Action is to be coordinated with AF/A1P and does not require a crossflow panel or program. **(T-2)**.

6.1.2.1.3. Notify officers of their eligibility. **(T-2)**.

6.1.2.1.4. Prepare results package for AFPC/CC approval and provide courtesy copy to AF/A1P. **(T-2)**.

6.1.2.2. AFPC/DP2L will serve as initial skills training elimination panel president, selects panel members, and executes the initial skills training eliminee reclassification process. **(T-2)**.

6.1.2.3. Wing Commander or equivalent (Nonrated Line Panel and Missiler Crossflow Panel programs only) will endorse nomination package providing comments on whole-person concept and recommendation for crossflow. **(T-2)**.

6.1.2.4. AFPC Judge Advocate (AFPC/JA) will perform a legal review of all initial skills training eliminee cases when documentation in the elimination package indicates that discharge is for substandard performance of duty or misconduct, moral or professional dereliction, or for other reasons under AFI 36-3206 as appropriate. **(T-2)**.

6.1.2.5. Applicants will complete nomination packages in accordance with AFPC instructions, prioritize available AFSC crossflow or reclassification opportunities as desired, declare volunteer status, and submit documents through the proper channels. **(T-2)**. For out-of-cycle crossflow requests, applicants will contact their assignments manager for specific instructions. **(T-2)**.

### 6.1.3. Nonrated Line Crossflow Program.

6.1.3.1. A panel competitively selects volunteers and non-volunteers from career fields with overages for crossflow or retraining into shortage career fields using specific qualification and established selection and scoring criteria.

6.1.3.2. AFPC/DP2OSS will select five AF officers in the grade of colonel as panel members. **(T-1)**. The panel is held to affect formal training and PCS moves.

6.1.3.3. Crossflow Panel Purpose. The panel's goal is to competitively select officers who have the greatest opportunity to gain the experience with the highest potential for success serving in their gaining career field.

6.1.3.3.1. The panel considers the whole-person concept, including, but not limited to, the officer's application, overall record of performance, senior rater recommendations, academic degrees and transcripts (if required), specific qualifications in accordance with the AFOCD, officer professional development, career timing to assess the officer's relative standing among the officer's peers, and time on station.

6.1.3.3.2. If necessary, select non-volunteers to crossflow based on a reverse seniority criteria (most junior officers in a year group first) and the whole-person concept to maximize return on training.

6.1.3.3.3. Seniority is defined in AFI 36-2501, *Officer Promotions and Selective Continuation*. The panel considers the career development of Nonrated Line officers, however, it does not function as a development team.

### 6.1.3.4. Eligibility and/or Exemptions:

6.1.3.4.1. AF/A1P will determine eligible AFSCs and year groups based on sustainment requirements, manning, and other factors. Waiver authority for AFSC and year group eligibility is also AF/A1P. Field grade officers or officers within the 12-month period before meeting (prior to) a promotion board to Major in the primary zone may apply for crossflow but are not involuntarily selected for crossflow. Consideration

for crossflow to the 19ZXA Special Tactics, 19ZXC Combat Rescue, and 19ZXB Tactical Air Control Party AFSCs is on a voluntary basis only. Officers requesting crossflow into the above AFSCs are directed to contact the appropriate CFM for consideration first but are also vectored by the Nonrated Line crossflow program with a secondary career field as a back-up.

6.1.3.4.2. Officers meeting the following criteria are exempt from involuntary crossflow consideration and ineligible to apply for voluntary crossflow consideration. Only waivers for Total Active Federal Military Service are considered. Waiver authority for Total Active Federal Military Service is AFPC/DPA.

6.1.3.4.2.1. Officers with an established DOS, including officers not selected for retention via Force Shaping Board or Reduction in Force.

6.1.3.4.2.2. Officers with quality control indicators (e.g., Unfavorable Information File, unsatisfactory performance, deferred for promotion, referral performance reports).

6.1.3.4.2.3. Officers enrolled in and/or selected for AF-sponsored advanced academic degrees or Education with Industry, or with an ADSC from a completed advanced academic degrees or Education with Industry program.

6.1.3.4.2.4. Officers who are in-residence graduates of Intermediate Developmental Education, designated for the next Intermediate Developmental Education class entry, or Intermediate Developmental Education selects.

6.1.3.4.2.5. Officers already formally selected for reassignment as of panel convening date.

6.1.3.4.2.6. Officers selected for a 365-day deployment as of panel convening date or currently serving on a 365-day deployment and redeployment date is after the first day of the second month of the targeted move cycle; e.g., 1 July for the summer cycle that starts in June.

6.1.3.4.2.7. Sitting squadron commanders or officers on a Squadron Command Candidate List.

6.1.3.4.2.8. Officers with cyberspace warfare operations qualifications (17X, 17DXX and 17SXX).

6.1.3.4.2.9. Officers with nuclear qualifications (SEI codes: IWF, MWA, MWB, MWC, MQT, MQU, MQV; and AFSCs (AFSCs): 21MXN, 21MXI and 31P when duty experience includes military installations with nuclear missions).

6.1.3.4.2.10. Officers with Psychological Operations qualifications (SEI 9Q).

6.1.3.4.2.11. Officers with 15 or more years Total Active Federal Military Service.

6.1.3.4.2.12. Developmental Engineers who are Test Pilot School graduates.

6.1.3.4.2.13. 38F Field Grade Officers with 2 or more years of manpower experience.

6.1.3.4.2.14. Officers previously selected for crossflow by any previous panel.

6.1.3.4.2.15. Officers in the Air Force Judge Advocate General's Corps.

6.1.3.4.2.16. Officers in CONUS with less than 2-years' time on station at the beginning of the first month in the targeted move cycle.

6.1.3.4.2.17. Officers assigned Outside of Continental United States with a date eligible for return from overseas (DEROS) equal to or greater than the first day of the fourth month beyond the targeted move cycle; e.g., 1 January for the summer cycle that goes through September.

6.1.3.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC in accordance with the AFOCD. **(T-1)**.

6.1.3.6. Outcome. AFPC will match officers selected to crossflow to the next available crossflow training course via the normal assignment process. **(T-3)**. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option. Officers who fail their initial skills training course return to their previous career field. Subsequent panels may be necessary to meet career field and AF emerging mission requirements. **(T-3)**.

#### 6.1.4. Missileer Crossflow Program.

6.1.4.1. The Missileer Crossflow Program selects volunteers and non-volunteers from the Nuclear and Missile Operations (13N) AFSC who have completed their initial 4-year intercontinental ballistic missile crew force tour to crossflow back into donor career fields or remain in the 13N career field.

6.1.4.2. Colonel representatives from gaining donor career fields with shortages in the year groups available for crossflowing should, when possible, be part of the Missileer Crossflow Program, to include participation in the crossflow panel.

6.1.4.3. Crossflow Process Purpose. The Missileer Crossflow Program's goal is to simultaneously identify officers to remain in the 13N career field and to crossflow officers to undermanned donor career fields.

6.1.4.3.1. The process starts with the 13N development team providing AFPC a stratified list of all eligible officers based on the whole person concept, regardless of their status as a volunteer or non-volunteer to continue in missile operations. This data is used to determine quartile distribution for the AFPC classification model.

6.1.4.3.2. AFPC will convene a crossflow panel to determine final AFSC classification. **(T-3)**. The panel considers the following:

6.1.4.3.2.1. The initial classification results from the AFPC classification model.

6.1.4.3.2.2. The 13N development team-provided list of prioritized officers approved to continue as 13Ns with enough names to accommodate 1.5 times the number of officers expected to continue in missile operations for a career.

6.1.4.3.2.3. Senior Rater recommendations, Records of Performance, and officer preferences.

#### 6.1.4.4. Eligibility and/or Exemptions.

6.1.4.4.1. AF/A1P will determine eligible AFSCs and year groups based on 13N officers who are completing their initial intercontinental ballistic missile crew force tour.

6.1.4.4.2. Officers have the opportunity to volunteer to crossflow to the following non-donor AFSCs: 11X Pilot, 12X CSO, 13B ABM, 13C Special Tactics, 13D Combat Rescue, 13L Air Liaison, and 18X RPA Pilot. Officers requesting crossflow into the above AFSCs need to contact the appropriate CFM for consideration first but are also classified by the Missileer Crossflow Program with a secondary career field as a back-up.

6.1.4.4.3. Officers with an established DOS, including officers not selected for retention via a Force Shaping Board, do not meet the Missileer Crossflow Program and remain with the 13N AFSC until separation.

6.1.4.4.3.1. Officers meeting the following criteria are exempt from the Missileer Crossflow Program. They remain in the 13N AFSC.

6.1.4.4.3.2. Officers with quality control indicators (e.g., Unfavorable Information File, unsatisfactory performance, deferred for promotion, referral performance reports).

6.1.4.4.3.3. Officers with 15 or more years Total Active Federal Military Service.

6.1.4.4.3.4. Officers with 6 or more years Total Active Federal Commissioned Service.

6.1.4.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC in accordance with the AFOCD. **(T-1)**.

#### 6.1.4.6. Outcome.

6.1.4.6.1. AFPC will match crossflow officers to the first Master Vulnerability List after completion of the fourth year of their intercontinental ballistic missile crew force tour. **(T-3)**. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option.

6.1.4.6.2. AFPC will send crossflow officers to initial skills training en-route to their first duty assignment whenever practical. **(T-3)**. Officers who fail initial skills training are considered for retention commensurate with AF needs, or separated from the service.

6.1.4.6.3. AF, Directorate of Force Development (AF/A1D) will allocate approximately 100 Missileer Crossflow Program quotas a year to AFPC in the Squadron Officer School Program Requirement Document or Program Guidance Letter to provide priority allocation to all Missileer Crossflow Program officers selected to crossflow out of the 13N career field. AFPC assignment teams will use these quotas to schedule Missileer Crossflow Program officers for Squadron Officer School with a priority to the first available class. **(T-3)**.



#### 6.1.5. Out-of-Cycle Crossflows

6.1.5.1. Out-of-cycle Crossflow Purpose. The goal is to allow officers who are ineligible to participate in other crossflow programs to request reclassification into another AFSC. Requests are handled on a case-by-case basis with limited approvals given if crossflowing is in the best interest of the AF.

6.1.5.2. The process starts with the officer contacting the officer's current AFPC assignment team with a request. Disapproval at any step below ends the process with a notification to the officer. **(T-3)**.

6.1.5.2.1. AFPC assignment team reviews the current officer sustainment matrix to ensure the crossflow is from an over-manned year group in the current AFSC to an under-manned year group elsewhere.

6.1.5.2.2. If sustainment supports and the gaining and losing assignment teams believe the rationale from the officer is in the best interests of the AF, they will seek their respective CFM's approvals or disapprovals. **(T-3)**.

6.1.5.2.3. The request with rationale and supporting CFM approvals is forwarded to AFPC/DPA for review to determine if retraining is in the best interests of the AF based on training availability, manning, qualification in accordance with the AFOCD, and other factors as required.

6.1.5.2.4. If AFPC/DPA approves, the crossflow package is forwarded to AF/A1P for coordination prior to the individual being notified.

6.1.5.3. Outcome. AFPC will match the approved officer to crossflow in the next available training course via the normal assignment process. **(T-2)**. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option. Officers who fail their initial skills training course will return to their previous career field. **(T-2)**.

#### 6.1.6. Initial Skills Training Eliminee Reclassification

6.1.6.1. An initial skills training eliminee reclassification panel will review and consider all RegAF line officer eliminees for reclassification or separation based on AF requirements whether elimination was self-initiated or not, and whether before or after training commenced (to include initial training declination). **(T-2)**. **Exception:** Officers with a previously awarded AFSC, which they are still qualified to hold, will be returned to that AFSC instead of meeting the panel. **(T-2)**.

6.1.6.2. Panel members will be selected by AFPC/DPS. **(T-3)**. The panel will consist of five field grade officers in the grade of lieutenant colonel or higher with AFPC/DPS as the panel president. **(T-3)**.

6.1.6.3. Officer eliminees will complete initial skills training packages for the panel to review. Guidance on the package contents and instructions on completing are contained in the Initial Skills Training Elimination Package Guide located on the myPers website, key word search "IST." **(T-3)**.

6.1.6.4. The panel will consider the following to determine if reclassification is in the best interests of the AF:

6.1.6.4.1. A whole-person concept review, which includes the commander's assessment on the officer's commitment to the AF along with any quality force issues.

6.1.6.4.2. Unique or special abilities, degrees, or high demand language skills that could benefit subject career field or the broader AF in the future.

6.1.6.4.3. Consider educational investment already made, officer's potential to complete the required training, and the potential payback to the AF. While this should not be an overriding factor, it must be a consideration.

6.1.6.5. Legal Review. AFPC/JA will perform a legal review of all eliminee cases when documentation in the elimination package indicates that discharge for substandard performance of duty or misconduct, moral or professional dereliction, or for other reasons under AFI 36-3206, as appropriate. **(T-3)**. AFPC/JA will, as appropriate, discuss the case with the legal office responsible for providing advice to the officer's commander and make recommendations to the reclassification panel and the AFPC/CC on whether the case should be referred to the officer's command for action under AFI 36-3206. **(T-3)**.

6.1.6.6. Specific Qualifications for Reclassification. Officers must be qualified for retraining in the selected AFSC in accordance with the AFOCD. **(T-2)**.

6.1.6.7. Outcome.

6.1.6.7.1. The panel president will coordinate on the panel results and forward the completed recommendations to the reclassification and separation authority. **(T-3)**.

6.1.6.7.2. Based on the panel's recommendations, the Reclassification and Separation Authority (AFPC/CC) will approve reclassification or separation of an officer; refer a case to the officer's command for processing under AFI 36-3206; or forward the case to the Secretary of the AF's Personnel Council (SAF/PC) for action. **(T-3)**.

6.1.6.7.3. Officers approved for reclassification will be matched in the next available training course via the normal assignment process. **(T-2)**. Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option.

6.1.6.7.4. Officers not approved for reclassification panel will be separated with recoupment of educational costs as directed by the Reclassification and Separation Authority. **(T-3)**.

6.1.6.7.5. If the Reclassification and Separation Authority recommends waiver of recoupment of an unearned and/or unserved portion of any educational assistance, bonus, or special pay in excess of \$500, the case must be referred to SAF/PC for decision regarding recoupment liability. **(T-3)**.

## 6.2. Enlisted Retraining Program Elements.

6.2.1. Retraining Purpose. Retraining is a force management program used primarily to balance the enlisted force across all AFSCs and ensure sustainability of career fields. Retraining also provides a means to return disqualified Airmen to a productive status. Additionally, the program allows a limited number of Airmen the opportunity to pursue other career paths within the AF. The AF encourages Airmen to voluntarily retrain first, however, the needs of the AF may require Airmen to be involuntarily retrained to meet sustainment objectives.

6.2.2. Retraining Advisory. The Retraining Advisory is the primary means to advertise retraining requirements by fiscal year FY and is maintained on the AFPC myPers website. Retraining requirements are established via the Program Guidance Letter, identifying the corporate AF approved training requirements and resources to support execution of training in accordance with **Chapter 5**. The retraining advisory advertises two types of requirements:

6.2.2.1. Objective Out. AFSCs where the AF has determined an overage and/or surplus exists. The AFSCs listed identify by grade the number of Airmen required to retrain out of these AFSCs. **Exception:** Does not apply to First Term Airmen.

6.2.2.2. Objective In. AFSCs where the AF has determined shortages exists. The AFSCs listed identify by grade the number of Airmen required to retrain into these AFSCs. Airmen use these AFSCs to determine their preferences when applying for retraining.

6.2.2.3. Retraining Advisory Notes. This product is co-located with the Retraining Advisory on the AFPC myPers website. It provides specific guidelines and special or unique requirements for each AFSC. Airmen should review the retraining advisory notes for both retraining in and out AFSCs prior to submitting an application. Applicant should check these notes closely to avoid delays in the application process.

6.2.3. Personnel Services Delivery Guide. The execution guidance in the myPers website provides documentation and procedural guidance for personnel processes redesigned as part of the Personnel Services Delivery Transformation. The execution guidance in the myPers website is revised continually with additional details for web-based personnel processing applications to ensure availability of the most current information and guidance.

6.2.4. AFECD. This product is located on AFPC myPers website, Airmen should review the AFECD prior to applying for retraining to ensure they meet the mandatory AFSC entry requirements. Each Career Field functional manager is responsible for maintaining the accuracy of AFSC code entry requirements published within the AFECD and will coordinate changes with HQ AFPC, Workforce Development and Career Programs Branch (AFPC/DP3DW). (T-2).

## 6.3. Enlisted Retraining Program Processes.

6.3.1. AF, Accessions and Training Management Division (AF/A1PT) will:

6.3.1.1. Establish overall AF retraining policy.

6.3.1.2. Monitor and evaluate the Airman Retraining Program.

6.3.1.3. Advise AFPC/DP3DW of policy, procedures, and retraining requirements.

6.3.1.4. Develop the Enlisted Initial Skills Program Guidance Letter on an annual basis and adjust as necessary.

6.3.1.5. Coordinate retraining requirements with AF, Human Resources Data Analytic and Decision Support Division (AF/A1XD) to validate against force management sustainment objectives.

6.3.1.6. Coordinate ETP requests with CFMs and AF/A1XD before approving or disapproving exception to policies.

6.3.1.7. Coordinate retraining advisory with AFPC/DP3DW before release to the field.

6.3.2. AFPC/DP3DW will:

6.3.2.1. Execute established retraining policy, establish procedural guidance, and provide guidance to the field and manages overall Airman Retraining Program. **(T-2)**.

6.3.2.2. Update and manage the Retraining Advisory and Advisory Notes. **(T-2)**.

6.3.2.3. Monitor disqualified Airmen and quality control standards for retrainees. **(T-2)**.

6.3.2.4. Process ETP requests. **(T-2)**.

6.3.2.5. Identify vulnerable Airmen upon annual implementation of a Noncommissioned Officer Retraining Program (Phase I and II). **(T-2)**.

6.3.3. AFPC, Formal Training and Retraining Section (AFPC/DP1SST) will:

6.3.3.1. Advise interested Airmen on AF retraining policy. **(T-2)**.

6.3.3.2. Review, process, and approve or disapprove retraining applications. **(T-2)**.

6.3.3.3. Coordinate ETP or waiver requests with AFPC/DP3DW. **(T-2)**.

6.3.3.4. Schedule approved members for formal training. **(T-2)**.

6.3.3.5. Manage class seats, in coordination with AFPC/DP3DW, to include processing quota movement and quota change requests. **(T-2)**.

6.3.3.6. Review retraining quotas on the Retraining Advisory and ensure the applicant meets the prerequisites outlined in AFECD, and the Retraining Advisory Notes before completing the application for enlisted retraining. **(T-2)**.

6.3.3.7. Close all pending retraining applications with no activity within 60 days. **(T-2)**.

6.3.4. AFPC Military Assignments Programs Branch (AFPC/DP3AM) will:

6.3.4.1. Finalize requests for deferment and/or waiver of Assignment Limitation Codes, Assignment Availability Codes, DEROS window waivers, and waiver of projected assignment on Airmen applying for retraining. **(T-2)**.

6.3.4.2. Identify CONUS overseas imbalance Airmen returning from overseas for which no CONUS vacancies exist in the imbalanced AFSC. **(T-2)**.

6.3.4.3. Provide end assignment for retrainees, and reassign Airmen in a PCS status eliminated from formal training. **(T-2)**.

6.3.5. AFPC/DP3AM will coordinate with AFPC/DP3DW and AFPC, Assignment, Support Section (HQ AFPC/DP2LWA) on approvable humanitarian and Exceptional Family Member Program cases when the gaining base does not have authorizations for member's awarded AFSCs. (T-2).

6.3.6. HQ AFPC/DP3DW will coordinate Disqualified Airmen actions with AFPC/DP1SST. (T-2).

6.3.7. AETC Technical Training Strategic Planning and Policy (AETC/A3P) will:

6.3.7.1. Provide AFPC/DP3DW FY requirements upon approval of Enlisted Initial Skills Program Guidance Letter to allow for the comprehensive program management and student reporting instructions.

6.3.7.2. Monitor programmed versus actual students and graduates for each FY.

6.3.7.3. Provide AF/A1PT with predicted production statistics for the annual Enlisted Initial Skills Program Guidance Letter conference.

6.3.7.4. Coordinate quota movement requests and quota change requests.

6.3.7.5. Update class seats in accordance with Enlisted Initial Skills Program Guidance Letter changes.

6.3.8. Force Support Squadron (FSS).

6.3.8.1. Military Personnel Flight (MPF) will:

6.3.8.1.1. Update Control AFSC (CAFSC) to 1-skill level on member's scheduled departure to formal training or start of On-the-Job Training (OJT), whichever applies as per **Chapter 2 (T-2)**. If an Airman is eliminated from formal training, and is attending in a temporary duty TDY and return status, update the member's previously awarded CAFSC and Primary AFSC.

6.3.8.1.2. Update the Assignment Availability Code 29 to expire 24 months from the formal training graduation date or the effective date of OJT, whichever applies. (T-2). **Exception:** Do not update an Assignment Availability Code 29 on individuals in an overseas imbalanced AFSC.

6.3.8.1.3. Provide Airman with Retraining RIP. (T-2). Send the original retraining approval notification RIP for filing in member's personnel record in Automated Records Management System. (T-2).

6.3.8.1.4. Ensure Airmen obtain required retainability and if the Airman is restricted by High Year Tenure, notify AFPC/DP3DW immediately. (T-2).

6.3.8.1.5. Process AF Form 964, update applicable Assignment Availability Code, Assignment Limitation Code, and Reenlistment Eligibility codes for Airman declining retainability for formal training.

6.3.8.2. Formal Training Office will ensure Airmen have the required retainability 30 days prior to the class start date. (T-2). **Note:** If the Airman does not have the required retainability, request cancellation of retraining to AFPC/DP3DW.

6.3.9. Unit Commander will:

6.3.9.1. Notify AFPC/DP1SST of approved retraining applicants who fail to maintain quality control standards, or quality factors not visible in MilPDS, prior to attending formal schools. **(T-2)**.

6.3.9.2. Ensure Airmen comply with all eligibility and reporting instructions. **(T-2)**. Notify AFPC/DP1SST when Airmen are unable to meet class start date. **(T-2)**.

6.3.9.3. Immediately notify AFPC/DP3DW if an Airman approved for retraining is selected to deploy and the class dates conflict with the deployment. **(T-2)**. Unit CCs must ensure all requests are submitted at least 30 days prior to scheduled deployment. **(T-2)**. Failure of notification may result in a lost retraining opportunity for the Airman and/or class seat.

6.3.10. Airmen applying or identified for retraining will:

6.3.10.1. Apply for retraining via electronic application process. **(T-2)**.

6.3.10.2. Submit required retraining documentation to AFPC/DP1SST as requested. **(T-2)**. The initial retraining application is not considered complete until all required documentation is submitted. Update AFPC/DP1SST on documentation status at least every 30 days for all outstanding documents. **(T-2)**. **Note:** Failure to update AFPC/DP1SST for 60 days may result in the pending application being closed.

6.3.10.3. Select up to five AFSCs. **(T-2)**. While five choices are not required, it greatly increases the member's chances of getting approved retraining.

6.3.10.4. If selected for promotion, applicant must apply for shortages in projected grade. **(T-2)**.

6.3.10.5. Obtain the required retainability within 30 days of notification. **(T-2)**.

#### 6.4. Enlisted Retraining Administrative Actions.

6.4.1. Eligibility. AFPC/DP1SST uses the criteria outlined in **Table 6.1** in determining eligibility.

6.4.2. Disqualifying Factors. The below listed factors automatically disqualify Airmen for retraining. Input of any of the disqualifying factors before class start date results in retraining cancellation.

6.4.2.1. Under investigation by the Office of Special Investigation or law enforcement officials (excluding normal security clearance).

6.4.2.2. Most recent Enlisted Performance Report met some but not all expectation or is a referral.

6.4.2.3. Airmen are currently in a retraining status or not recommended for entry into upgrade training.

6.4.2.4. Does not possess local network access.

6.4.2.5. Ineligible for promotion or reenlistment. **Exception:** A disqualified Airman, awaiting retraining, with a RI of 9A000 or 9A100 may have reenlistment eligibility code of 4G, in accordance with AFI 36-2606 and may apply for retraining.

6.4.2.6. Does not have current passing physical fitness score, in accordance with AFMAN 36-2905, *Air Force Physical Fitness Program*, within 30 days of class start date.

6.4.2.7. Airmen with Assignment Limitation Code L.

6.4.2.8. Does not have 24 months retainability beyond class graduation date.

6.4.3. Initial Enlistment Bonus and Selective Retention Bonus and Retraining. Repayment and Recoupment of a bonus is governed by DoDI 7000.14, *DoD Financial Management Policy*. Retraining into a Selective Retention Bonus skill: Individuals selected for retraining into a Selective Retention Bonus AFSC should refer to AFI 36-2606, regarding their eligibility to receive a Selective Retention Bonus. Individuals who received an Initial Enlistment Bonus or Selective Retention Bonus are identified by Assignment Limitation Code of O.

6.4.4. Class Change Requests. MPF or Airman may send the request to AFPC/DP1SST no later than 30 days prior to class start date. Class date changes are subject to availability and should only occur in the same FY. **Note:** Class change requests for unit manning or readiness inspections are not considered.

6.4.5. All Exceptions to Policy must be endorsed by the unit commander and per **paragraph 6.3.1.6. (T-2)**. AF/A1PT approves or disapproves ETP requests after coordination with the appropriate CFM and AF/A1XD. **(T-1)**.

6.4.5.1. If member is attempting to prove miscounseling and/or an injustice occurred, then the ETP request must include a statement from the organization that provided the counseling, indorsed by the commander, and explaining the circumstances. **(T-2)**.

6.4.5.2. Exceptions are not granted based on personal convenience (e.g., individual's indecision, lack of employment or educational opportunities, etc.).

6.4.5.3. Airman may request to apply for any available AFSC on the Shortfalls Requirements list.

6.4.6. Disposition of Retraining Formal Training Eliminees. The Technical Training Wing electronically completes and forwards the elimination source document (e.g., AETC Form 125A, *Record of Administrative Training Action* or AETC Form 126A, *Record of Commander's Review Action*) to AFPC/DP3DW within 3 duty days of elimination. **Note:** Not applicable to pipeline students.

6.4.6.1. If the Airman is attending in a TDY and return status, the Technical Training Wing returns the Airman to home station. AFPC/DP1SST notifies the Airman if further retraining actions are required.

6.4.6.2. If the Airman is attending in a TDY en-route or in a PCS status, the Technical Training Wing holds the Airman in place until receipt of final disposition instructions from AFPC/DP3DW to return the member to a previously awarded AFSC or retrain.

6.4.7. Retainability Requirements. All Airmen must have 24 months retainability beyond the class graduation date of the AFSC awarding course or date entered OJT, unless otherwise specified on the training RIP as directed by the CFM. Airmen selected for retraining may decline only if they have insufficient retainability.

6.4.8. Withdraw or Cancel Approved Retraining. Airmen may request to withdraw an approved retraining application prior to receipt of official electronic notification from AFPC/DP1SST. In addition, they may request cancellation of approved retraining for personal hardship or other justifiable reasons. Members will submit electronic memorandum, endorsed by unit commander, requesting withdrawal to AFPC/DP1SST. (T-1).

6.4.9. Directed Travel Status Change Request. Airmen may request specific travel status (for example, TDY and return, PCS, TDY en-route); however, the needs of the AF take precedence. Request is sent to AFPC/DP1SST and members are encouraged not to make any financial commitments until the travel status has been confirmed.

**Table 6.1. Eligibility for Voluntary and Involuntary Retraining.**

| R<br>U<br>L<br>E | A                                           | B                                                     | C                                                          | D                                                |                                                  | E                                          |                                           |
|------------------|---------------------------------------------|-------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------|-------------------------------------------|
|                  |                                             |                                                       |                                                            | and Retraining<br>Advisory                       |                                                  | then the applicant<br>is eligible for      |                                           |
|                  | If the<br>applicant                         | is a<br>First<br>Term<br>Airmen<br>(see<br>Note<br>1) | is a<br>Second-<br>Term<br>and/or<br>a<br>Career<br>Airman | shows<br>an<br>overage<br>for<br>current<br>AFSC | shows a<br>shortage<br>for<br>retraining<br>AFSC | voluntary<br>retraining<br>(see<br>Note 3) | involuntary<br>retraining<br>(see Note 2) |
| <b>1</b>         | is within 2<br>years of High<br>Year Tenure | N/A                                                   | YES                                                        | N/A                                              | N/A                                              | NO                                         | NO                                        |
| <b>2</b>         | selected for an<br>assignment               | YES                                                   | YES                                                        | N/A                                              | N/A                                              | NO<br>(see Note 4)                         | YES                                       |
| <b>3</b>         | selected for<br>contingency<br>deployment   | YES                                                   | YES                                                        | YES                                              | YES                                              | YES<br>(see Note 5)                        | NO                                        |



| R<br>U<br>L<br>E | A                                                                                                                                                               | B                                   | C                                       | D                                 |                                      | E                                  |                                     |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|-----------------------------------|--------------------------------------|------------------------------------|-------------------------------------|
|                  |                                                                                                                                                                 |                                     |                                         | and Retraining Advisory           |                                      | then the applicant is eligible for |                                     |
|                  | If the applicant                                                                                                                                                | is a First Term Airmen (see Note 1) | is a Second-Term and/or a Career Airman | shows an overage for current AFSC | shows a shortage for retraining AFSC | voluntary retraining (see Note 3)  | involuntary retraining (see Note 2) |
| <b>4</b>         | is serving in CONUS on stabilized tour (e.g., Assignment Availability Code 43 or Assignment Availability Code 50) according to AFI 36-2110 (see <b>Note 6</b> ) | YES                                 | YES                                     | YES                               | YES                                  | YES                                | YES                                 |
| <b>5</b>         | is serving overseas and desires retraining w/ Date Eligible for Return from Overseas. (see <b>Note 7</b> )                                                      | YES                                 | YES                                     | YES                               | YES                                  | YES                                | YES                                 |

| R<br>U<br>L<br>E | A                                                                                                                                                                                            | B                                                     | C                                                          | D                                                |                                                  | E                                              |                                               |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|------------------------------------------------|-----------------------------------------------|
|                  |                                                                                                                                                                                              |                                                       |                                                            | and Retraining<br>Advisory                       |                                                  | then the applicant<br>is eligible for          |                                               |
|                  | If the<br>applicant                                                                                                                                                                          | is a<br>First<br>Term<br>Airmen<br>(see<br>Note<br>1) | is a<br>Second-<br>Term<br>and/or<br>a<br>Career<br>Airman | shows<br>an<br>overage<br>for<br>current<br>AFSC | shows a<br>shortage<br>for<br>retraining<br>AFSC | voluntary<br>retraining<br><br>(see<br>Note 3) | involuntary<br>retraining<br><br>(see Note 2) |
| 6                | is a volunteer<br>for special<br>duty<br>assignment,<br>AF<br>Educational<br>Leave of<br>Absence<br>Program,<br>commissionin<br>g program, or<br>In-Place<br>Consecutive<br>Overseas<br>Tour | YES                                                   | YES                                                        | YES                                              | YES                                              | NO (see<br>Note 8)                             | YES                                           |
| 7                | Holds a<br>Control<br>AFSC or has<br>AFSC on the<br>Shortfall<br>Requirements<br>List (see<br>Note 9)                                                                                        | Yes                                                   | N/A                                                        | N/A                                              | N/A                                              | Yes                                            | N/A                                           |

|                            |                             |                                                                    |                                                                         |                                                              |                                                             |                                                           |                                                         |
|----------------------------|-----------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|
| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                    | <b>B</b>                                                           | <b>C</b>                                                                | <b>D</b>                                                     |                                                             | <b>E</b>                                                  |                                                         |
|                            |                             |                                                                    |                                                                         | <b>and Retraining<br/>Advisory</b>                           |                                                             | <b>then the applicant<br/>is eligible for</b>             |                                                         |
|                            | <b>If the<br/>applicant</b> | <b>is a<br/>First<br/>Term<br/>Airmen<br/>(see<br/>Note<br/>1)</b> | <b>is a<br/>Second-<br/>Term<br/>and/or<br/>a<br/>Career<br/>Airman</b> | <b>shows<br/>an<br/>overage<br/>for<br/>current<br/>AFSC</b> | <b>shows a<br/>shortage<br/>for<br/>retraining<br/>AFSC</b> | <b>voluntary<br/>retraining<br/><br/>(see<br/>Note 3)</b> | <b>involuntary<br/>retraining<br/><br/>(see Note 2)</b> |

**Notes:**

1. Airmen must not have reenlisted. **(T-1)**.
2. Individuals who have retrained in the past 4 years will be exempt from Noncommissioned Officer Retraining Program Phase II. **(T-1)**.
3. Airmen eligible under First Term Airman Retraining Program, with an Assignment Limitation Code O, may apply during their normal retraining window; however, if approved for retraining, AFPC/DP1SST will schedule Class Start Dates after the expiration date of the code unless AF/A1XD authorizes an exception. **(T-1)**.
4. If Assignment Selection Date is before the date AFPC/DP1SST receives the completed retraining application, then assignment remains firm. If the Assignment Selection Date is after the date AFPC/DP1SST received the completed retraining application, then retraining processing continues (If retraining is approved, AFPC/DP1SST will request assignment cancellation. **(T-1)**).  
**Exception:** Airmen with approved follow-on and home basing assignments are authorized to process retraining applications.
5. Airmen eligible during their normal retraining window may apply for retraining. If unable to complete the application process due to deployment, the member must submit application within 60 days of return. **(T-1)**.
6. All Airmen may apply within 12 months of date of availability and there must be retraining in objectives on the Retraining Advisory for the FY matching member's date of availability. **Note:** AFPC/DP3AM is the OPR for the stabilized tour program.
7. DEROS coincides with class start date. Airmen with an indefinite DEROS must complete the original tour length before departing for training. **(T-1)**. **Note:** DEROS curtailment or extension request is submitted with completed retraining application, if needed.
8. An Airman may become eligible for voluntary retraining by withdrawing volunteer statement or application (if otherwise eligible).
9. The Shortfall Requirements List is located on the Personnel Services website.

## 6.5. Enlisted Retraining Programs.

6.5.1. First Term Airman Retraining Program. The First Term Airman Retraining Program is designed to retrain First Term Airmen in conjunction with a reenlistment, into skills where shortages exist and additionally, allows a limited number of Airmen the opportunity to pursue other career paths in the AF. Airmen maybe selected for involuntary retraining based on AF needs to balance the force.

6.5.1.1. CONUS assigned Airmen. Airmen may apply not earlier than the 1st duty day of the month during which they complete 35 months of their current enlistment (59 months for 6-year enlistees), but not later than the last duty day of the 43rd month of their current enlistment (67 months for 6-year enlistees). In order to determine if an Airmen is within their retraining window AFPC/DP1SST utilizes the Total Active Federal Military Service Date.

6.5.1.2. Airmen may apply for retraining if they are in the same FY and have met the First Term Airman Retraining Program retraining window (35th month for 4-year enlistee or 59th month for 6-year enlistee) on or before DEROS. **Note:** If an Airmen has a DEROS in the months of October to February and have met the service requirement, it is imperative to establish a DEROS in the months of March through September by requesting a 6 month DEROS extension on the DEROS option RIP. **(T-1)**. (Guidance is available at the local military personnel flight.)

6.5.1.3. Selection Process. AFPC/DP1SST will rank the applications on the last duty date of each month. **(T-1)**. Applications are approved and disapproved NLT the 15th of the following month. **(T-1)**.

6.5.1.3.1. Applications are prioritized on quality indicators; e.g., current grade; projected grade; last two years enlisted performance report ratings; date of rank; total active federal military service date; Aptitude Qualification Examination score in the applicable area (electrical, mechanical, administrative, general or combination in accordance with AFECD, Part II, Attachment 4 (Additional Qualifications)); requested AFSC preferences.

6.5.1.3.2. Available quotas are evenly distributed throughout the FY. **Note:** Exceptions are made based on AF needs.

6.5.1.3.3. Applications remain pending a maximum of three months. Each month the same prioritization is performed; however, there are always new applications updated as each month more Airmen become eligible or ineligible. Each month, applications not selected for approval remain pending until the next month for a maximum of three months, as long as retraining in objectives are available. If no retraining in-objectives are available, pending applications are disapproved.

6.5.1.3.4. Members may reapply once only under the following conditions:

6.5.1.3.4.1. The Airman is on the AF Career Job Reservation waiting list.

6.5.1.3.4.2. The Airman was removed from the AF Career Job Reservation waiting list, and is not within 120 days of DOS. Airmen in this category are ranked for the month in which their retraining application is received.

6.5.2. Noncommissioned Officer Retraining Program. The Noncommissioned Officer Retraining Program is designed to retrain second-term and career Airmen from overage Air Force Specialties into shortage specialties to optimize the enlisted force to best meet current and future mission needs. Airmen possessing a secondary, or additional AFSC in a shortage skill, may be returned to the shortage skill if it is in the best interest of the AF. This program consists of three phases.

6.5.2.1. Phase I Retraining. The objective of Phase I is to obtain volunteer applicants from identified overage AFSCs to fill requirements in shortage AFSCs. All Airmen with retraining out objectives may apply for any available AFSC with retraining in objectives for which they qualify. **Note:** Some AFSCs have retraining out restrictions. During Phase I if sufficient applications are not received and retraining objectives for the FY are not met, implementation of Phase II is necessary. **Note:** All Airmen may not be eligible based on personnel restrictions.

6.5.2.2. Phase II Retraining. Airmen are selected for mandatory retraining based on AF needs to balance the force. The Master Vulnerability List is used to select Airmen for mandatory retraining.

6.5.2.3. Phase III Retraining. All remaining objective in (OBJ IN) quotas are opened to second-term and/or career airmen that were not identified during Phase's I and II. If holding a CAFSC not annotated with an objective out (OBJ OUT) quota, member must submit an ETP, endorsed by respective unit commander requesting release from CAFSC. **(T-1)**. E.g., 1A8X1 AFSC shows OBJ OUT with the number of members needed to retrain out is 25 that are at the rank of SSgt. This means that for the current FY, there is an availability for 25 SSgts to retrain out of that AFSC. 1B4X1 shows OBJ IN with the number 48 at or under the rank of SSgt. This means for the current FY, there is an availability for 48 SSgts to retrain into this AFSC.

6.5.3. Disqualified Airmen Retraining Program. AF guidance is to retrain only those Airmen who have demonstrated the ability to successfully complete training and whose past record clearly justifies further investment. Retraining is not a guarantee and is subject to quota availability at the time of disqualification and individual qualification for an AFSC and retraining eligibility. **Note:** Not applicable to pipeline students.

6.5.3.1. Disqualified Airman, Awaiting Retraining, Disqualified for Reasons beyond Airman's Control (RI 9A000). Airman with a RI of 9A000 and otherwise eligible for retraining, are considered based on entry requirements, class start date, and availability date. Airmen are considered for retraining within 180 days of AFSC disqualification notification from HQ AFPC/DP3DW through their MPF. Those not selected for retraining after 12 months from disqualification are no longer eligible for retraining consideration. **Exceptions:** Medical processing or other reasons deemed appropriate by AFPC/DP3DW do not result in RI change after 12 months of consideration.

6.5.3.2. Disqualified Airman, Awaiting Retraining-Disqualified for Reasons within Airman's Control (RI 9A100). Airmen with a RI of 9A100, are only considered for available AFSCs for which they qualify and are otherwise eligible with formal training starting within 60 days.

#### 6.5.4. Humanitarian and Exceptional Family Member Program Retraining.

6.5.4.1. To be eligible, Airman must have a valid humanitarian or Exceptional Family Member Program application pending AFPC/DP3XAA approval and be a volunteer to retrain if utilization in an awarded AFSC at the designated location is disapproved. **(T-1)**. AFSC preferences are not considered.

6.5.4.2. Retraining applications are updated by AFPC/DP3DW using retraining code RF.

6.5.4.3. Humanitarian retraining is via OJT using Career Field Education and Training Plans and Specialty Training Standard to document three level training.

6.5.4.4. Exceptional Family Member Program retraining is determined on a case by case basis.

6.5.5. Other Retraining Options. The Shortfall Requirements List consists of those skills identified with unfilled class seats, short notice class start dates (<60 days), quotas that have historically been difficult to fill and/or with unique retraining challenges (e.g., demanding entry requirements, high attrition, etc.).

6.5.5.1. The Shortfall Requirements List is located on the AFPC myPers website. Airmen must review the AFECDD (also available on the AFPC myPers website) and meet mandatory AFSC entry requirements prior to applying **(T-1)**.

6.5.5.2. Airmen may apply for these AFSCs throughout the year under [paragraph 6.4.5 ETP](#).

#### 6.5.6. Deployed Overseas Medical Limitations.

6.5.6.1. Some retraining AFSCs require an AF Form 422 that can be completed by the Medical Group at members' home station. While other AFSC(s) only require an AF Form 422 for a retraining package.

6.5.6.2. In the deployed area the services to complete an AF Form 422 or other medical clearances are limited to the available equipment and human resources.

6.5.6.3. This limitation is recognized by the medical community as they try to assist the Airman with the resources available. Unfortunately, this can be an obstacle when an Airman is pursuing voluntary retraining before or during a deployment.

6.5.6.4. The Airman Retraining Program does allow Airmen to complete all retraining actions no later than 60 days after return to home station.

### 6.6. AFR Retraining Program.

6.6.1. AFR Retraining Program. The purpose of the AFR Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet AFR mission requirements. The program allows eligible Airmen a choice of career fields from which to pursue an AF career and provides a method to return Airmen disqualified from their current AFSC to a productive status. Continuous efforts should be made to eliminate unprogrammed overages and over-grades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

## 6.6.2. Types of Retraining for Unit Program.

6.6.2.1. Voluntary Retraining. An application initiated by an eligible Airman into a chosen specialty where there is a retraining need and mandatory requirements and quality standards are met. Eligibility:

6.6.2.1.1. All personnel, including ARTs, must meet retraining AFSC entry requirements as outlined in AFECD or AFOCD, and be in compliance with AFI 36-2903 and AFMAN 36-2905. **(T-1)**.

6.6.2.1.2. Retraining can only be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages.

6.6.2.1.3. Personnel must have or attain at least 36 months retainability to voluntarily retrain. **(T-1)**. If additional retainability is required to meet the requirement in Education and Training Course Announcements, it must be obtained prior to attending technical school. **(T-1)**.

6.6.2.1.4. Personnel are ineligible for voluntary retraining for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with grade. Unit commanders can make exceptions for humanitarian reasons and for those members who fail a Career Development Course or End of Course exam twice.

6.6.2.1.5. Generally, personnel will not retrain out of a shortage or critical AFSC. **(T-1)**. A shortage AFSC is any AFSC below the standard set by AFRC/CC manning policy. A critical AFSC (established by HQ USAF) is a specialty having unique requirements or is typically hard to fill. Wing or HQ Reserve Individual Reservist detachment commander (HQ RIO/Det CC), or designated representatives, may deviate from this requirement to meet manning level and mission needs. Wing FSSs will develop local policies in accordance with local needs, budget, and mission. **(T-3)**.

6.6.2.1.6. PS accessions with an awarded and/or convertible AFSC are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy and/or authorization in their current AFSC. Convertible AFSCs are new AFSCs due to establishing a new AFS.

6.6.2.1.7. A PS accession from another service, with a military specialty that does not convert to an AFSC must attend technical school within 12 months.

6.6.2.1.8. Mobilized personnel and personnel in Stop Loss AFSCs are ineligible to apply for retraining. Waivers are not accepted. Stop Loss AFSCs are those AFSCs that are affected by the involuntary extension of a service member's active duty.

## 6.6.2.2. Involuntary Retraining.

6.6.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated UMD reductions and/or changes, force structure changes, crew ratio reduction, medical unit type code reduction, weapons system conversions, withdrawal of an AFSC because of medical disqualification or the inability of a member to maintain currency requirements for flying status.

6.6.2.2.2. Involuntary retraining is primarily for the benefit of the AFR and does not require the concurrence of the member.

6.6.2.2.3. Retraining application (AF Form 3920, *Request for Reservist Voluntary Retraining*), is not required.

### 6.6.3. Responsibilities.

6.6.3.1. AFRC, Personnel Utilization (AFRC/A1KK) will:

6.6.3.1.1. Administer and/or coordinate retraining policies and procedures.

6.6.3.1.2. Monitor and evaluate the AFR Retraining Program in conjunction with AFRC MAJCOM functional managers

6.6.3.1.3. Coordinate requests for waiver of requirements specified in the AFSC specialty descriptions contained in the AFECD or AFOCD in accordance with [Chapter 2](#).

6.6.3.1.4. Forward waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than AFRC.

6.6.3.1.5. Notify MPF of final approval or disapproval.

6.6.3.2. AFRC MAJCOM functional manager provides recommendation or final disposition on waiver requests using guidelines in [Chapter 2](#), Tables [2.4](#), [2.5](#), and [2.6](#).

6.6.3.3. AFRC Recruiting Service (AFCRS) in conjunction with AFRC, Personnel, Manpower and Services (AFRC/A1) will establish guidelines to ensure the enlistment and/or assignment packages on PS retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant.

6.6.3.4. Wing/ARPC/CC or designated representative will:

6.6.3.4.1. Administer final approval authority for local retraining applications.

6.6.3.4.2. Waive manning level and other requirements as exception when faced with unique requirements or hard to fill. **(T-1)**. Otherwise, ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs or retrain into overages, unless previously approved. **(T-1)**.

6.6.3.5. Unit Commander will:

6.6.3.5.1. Recommend approval or disapproval of retraining applications and certify school funds availability. **(T-1)**.

6.6.3.5.2. Delegate, if necessary, this authority to the senior ART at geographically separated units. **(T-1)**.

6.6.3.5.3. Negotiate the effective date of retraining, as the losing or gaining commander, provided the member is assigned to the retraining position no later than 30 days prior to the formal school class start date. **(T-1)**.

6.6.3.5.4. Recommend retraining only for those Airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFI 36-2903, and AFMAN 36-2905. **(T-1)**.



- 6.6.3.5.5. Interview personnel as the gaining unit commander (or designated representative) applying for retraining to a flying position and makes appropriate recommendation on the retraining application. **(T-1)**.
- 6.6.3.5.6. Ensure technical school quotas are requested and certify member's availability. **(T-1)**.
- 6.6.3.5.7. Ensure retrainees attend mandatory technical school within 12 months of approval of the retraining action. **(T-1)**.
- 6.6.3.6. Unit Commander Support Staff will:
- 6.6.3.6.1. Verify member's retraining eligibility prior to initiating retraining application. **(T-1)**.
- 6.6.3.6.2. Prepare Section I of the AF Form 3920. **(T-1)**. Ensure a formal school request is processed. **(T-1)**. Prepare the AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training* or SF 182, *Authorization, Agreement and Certification of Training* as appropriate, to accompany the AF Form 3920. **(T-1)**.
- 6.6.3.7. MPF/Personnel Employment Element will:
- 6.6.3.7.1. Schedule unit applicants for retraining interview. **(T-1)**. Interview should include at a minimum the information relevant to the retraining processing and the roles, responsibilities and entrance requirements of AFSC specialty description in the AFECD.
- 6.6.3.7.2. Verify member's retraining eligibility prior to coordinating retraining application. **(T-1)**.
- 6.6.3.7.3. Verify AF Form 1288, *Application for Ready Reserve Assignment* or DD Form 1966, *Record of Military Processing - Armed Forces of the United States*, contains the retraining eligibility statement in the remarks section. **(T-1)**.
- 6.6.3.7.4. Coordinate voluntary retraining applications. **(T-1)**.
- 6.6.3.7.5. Develop internal processing controls. **(T-3)**.
- 6.6.3.7.6. Assist units and/or Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. **(T-3)**.
- 6.6.3.7.7. Ensure classification waivers are processed in accordance with **Chapter 2** and identifies the type of waiver required on the cover memorandum when forwarding waiver requests to higher HQ; e.g., medical, minimum aptitude score(s), AFSC prerequisites. **(T-1)**.
- 6.6.3.7.8. Ensure Force Development Flight Education & Training counsels retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. **(T-1)**.
- 6.6.3.7.9. Ensure Force Development Flight Education & Training coordinates on the AF Form 3920 and annotate the respective Training Status Code prior to approval **(T-1)**.

- 6.6.3.7.10. Complete final review, interview and forwards the retraining application to final approval authority for approval. **(T-1)**.
- 6.6.3.7.11. For internal retraining actions, block position on UMD or the Reserve Management Vacancy System. **(T-1)**.
- 6.6.3.7.12. Maintain the approved AF Form 3920 and forward a copy of the approved retraining action and school request to MPF and/or Education and Training Element for processing. **(T-1)**.
- 6.6.3.8. MPF and/or Education and Training Element will:
- 6.6.3.8.1. Request formal school quota upon receipt of unit request and approved retraining application. **(T-1)**.
- 6.6.3.8.2. Review applicant's technical school waiver documentation when applicable and ensures completeness prior to forwarding to AFRC/A1. **(T-1)**.
- 6.6.3.9. MPF/Career Development will:
- 6.6.3.9.1. Verify member is or is not retraining out of, or into, a bonus AFSC. **(T-1)**. Individuals retraining from a bonus AFSC into a non-bonus AFSC require a continuation waiver from AFRC/A1KK in order to continue receiving bonus payments in their new AFSC. **(T-1)**. However, payments are suspended until the individual is awarded a three skill-level CAFSC. If continuation is granted, payments are retroactive (as appropriate) to the retraining effective date. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments. **(T-1)**.
- 6.6.3.9.2. Ensure current expiration term of service is a special interest item during the screening and coordination of the retraining request. **(T-1)**. Applicants, who may be potentially eligible for bonus program participation, must be within 36 months of normal expiration term of service upon completion of technical school in order to remain eligible for a bonus. **(T-1)**.
- 6.6.3.9.3. If approved, and upon completion of technical school, allow individuals to reenlist for up to 36 months from current expiration term of service to qualify for a retraining bonus. **(T-1)**.
- 6.6.3.10. Reserve Recruiters for new gains to the SELRES will:
- 6.6.3.10.1. Determine applicant's eligibility in accordance with the AFSC specialty descriptions contained in the AFECD, this manual and the current AFRC/CC manning policy. **(T-1)**.
- 6.6.3.10.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or AF Form 1288. **(T-1)**. The statement reads, "I certify member meets eligibility for retraining into AFSC\_\_\_\_\_, from AFSC."
- 6.6.3.10.3. If a waiver is needed, indicate type waiver on cover letter when forwarding requests to higher HQ, e.g., technical school, medical, minimum aptitude score(s), AFSC prerequisite. **(T-1)**.

6.6.3.11. Applicant will:

6.6.3.11.1. Ensure all appropriate information for retraining is complete, to include extending and/or reenlisting for retraining eligibility. **(T-1)**.

6.6.3.11.2. Attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, or be reassigned to the Inactive Ready Reserve (IRR).

6.6.4. Retraining Guidelines.

6.6.4.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.

6.6.4.2. Airmen are recruited for training and assignment in a specific specialty, based on the current AFRC/CC manning policy, AFR needs, and the member's qualifications.

6.6.4.3. If additional retainability is needed to meet AF Education and Training Course Announcements specifications, member will obtain it prior to attending technical school. **(T-1)**.

6.6.4.4. Chief master sergeants selected to crossflow out of their career ladder are not considered retraining and do not have to meet minimum retraining eligibility requirements. Skill level training waivers are submitted in accordance with [paragraph 2.3.7](#) and AFRC, Education and Training Operations Support (AFRC/A1KE) Automated Training Waiver Policy.

6.6.4.5. Retraining applications and interviews are only required for voluntary retraining and used as source documents to approve voluntary retraining actions. The Personnel Employment Element will maintain retraining applications for a period of 24 months. **(T-1)**.

6.6.4.6. Once Airmen are approved for retraining, block them in the applicable position in the Reserve Management Vacancy System but don't reassign enlisted Airmen until completion of any technical training required for award of a 3-skill level.

6.6.4.7. Upon approval of the retraining application, the member's Training Status Code reflects awaiting technical school (Training Status Code-M).

6.6.4.8. Award a 1-skill level in accordance with [Chapter 2, Table 2.10](#) for officers or [Table 2.11](#) for enlisted, placed in the position at the time of approval.

6.6.4.9. Prior retrainees must obtain a skill level commensurate with grade. **(T-1)**.

6.6.4.10. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining if the Airman has a reserve service commitment or reassign to IRR if the Airman doesn't have a reserve service commitment.

6.6.4.11. All new enlisted ART hires or retrainees who meet requirements of the AFSC specialty description in the AFECD, or obtained appropriate waiver in accordance with **Chapter 2** and have satisfied the minimum Office of Personnel Management standard are immediately militarily classified at the entry level AFSC.

6.6.4.11.1. The supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current Career Field Education Training Plan to assess apprentice skill-level qualifications. **(T-2)**. This includes completion of all mandatory requirements contained in the AFECD AFSC specialty description.

6.6.4.11.2. After completion of the initial evaluation and the supervisor determines the member warrants award of the 3-skill level, the AFRC functional manager through AFPC/DPAT, must sanction the award. **(T-1)**. Waiver requests are submitted through channels to ARPC/DPAT in accordance with **Chapter 2** and USAFR functional manager Automated Training Waiver Policy. Disapproval by the AFRC functional manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school. **(T-1)**.

6.6.4.11.3. **Withdrawing Approved Retraining.** An Airman can voluntarily request withdrawal of approved retraining application up until the time when funds are expended for technical school. The Wing Commander is final approval authority.

#### 6.6.5. Retraining Formal School Eliminees.

6.6.5.1. Eliminated for reasons not within control.

6.6.5.1.1. Gaining unit commander may retain and return to school previously attended except for personnel eliminated for academic deficiency.

6.6.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

6.6.5.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2110, or administratively discharge in accordance with AFI 36-2110.

6.6.5.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.

6.6.5.2. Eliminated for reasons within control.

6.6.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

6.6.5.2.2. If member declines any action to qualify for a position, reassign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2110.

#### 6.6.6. PALACE CHASE and PALACE FRONT Program. Retraining is an option if:

6.6.6.1. The PALACE CHASE applicant holds an AFSC which is not authorized, in the gaining unit.

6.6.6.2. There is no vacancy and/or authorized overage in the PALACE CHASE applicant's current AFSC.

6.6.6.3. A genuine, mission based need exists for the gaining organization to retrain the PALACE CHASE applicant.

6.6.6.4. PALACE CHASE retraining prohibition outlined in AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs* is not applicable: Enlisted personnel who have retrained or who have attended their initial technical training course of more than ten academic days during the past 12 months may not enter the AFR under the PALACE CHASE program in a different AFSC from their current control or duty AFSC.

6.6.7. Retraining Process for IRs. The purpose of the IR retraining program is to assist HQ RIO/Det CC in achieving and maintaining a level of trained resources required to meet the needs of the AF. Retraining within the IR program is normally generated due to a reassignment action. Retraining is solely on a voluntary basis and requires securing a position that requires the award of an AFSC not currently held. Place emphasis on requesting training waivers if member has civilian skills applicable to the proposed retraining AFSC. Personnel must have or attain at least 36 months retainability to voluntarily retrain. **(T-1)**. If additional retainability is needed to meet requirements in the Education and Training Course Announcements, member obtains it prior to attending technical school. **(T-1)**. Personnel must submit waiver of technical training within 6 months of assignment to the position through HQ RIO/Det CC to ARPC/DPAT. **(T-1)**. The waiver package is forwarded to AFRC/A1.

6.6.7.1. Retraining Guidelines.

6.6.7.1.1. Retrainees must acquire a skill level commensurate with grade. **(T-1)**. Retraining is only for those Airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with AFI 36-2903 and AFMAN 36-2905.

6.6.7.1.2. All retraining actions are into an AFSC manned at levels less than those described in the command manning policy. Applicant must not be retraining out of a shortage or critical AFSC. **(T-1)**.

6.6.7.1.3. Personnel displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid requirement as authorized by the HQ RIO/Det CC or voluntarily retrain to fill a valid authorization. **(T-1)**.

6.6.7.1.4. Retrainees will apply for technical training within 3 months of assignment to position unless a technical training waiver is submitted. **(T-1)**.

6.6.7.1.5. Applications for technical training include a requested class start date within 12 months of assignment date if a quota is available.

6.6.7.1.6. Personnel must submit technical training waiver if needed and provide documentation for waiver process in accordance with AFRC/A1 guidelines. Personnel must submit waivers in sufficient time for waiver to reach AFRC/A1 within 3 months of assignment to position. **(T-1)**. OJT at home station is not allowed as criteria for a

waiver of technical training. Formal school applications cannot be submitted at the same time a waiver is being considered.

6.6.7.1.7. If waiver is disapproved, application for tech school is made immediately upon notification of disapproval and request course attendance within 12 months of assignment date. (**Note:** Failure to comply in a timely manner results in applicant being returned to a position in the previously awarded AFSC or being reassigned to the IRR if no position is available).

#### 6.6.7.2. Responsibilities.

6.6.7.2.1. HQ Readiness Integration Organization (HQ RIO). Upon receipt of the AF Form 1288, HQ RIO/Det CC will review qualifications and AFSC requirements to ensure all waiver packages are complete according to AFRC/A1 guidelines. (**T-2**).

6.6.7.2.2. HQ RIO/Det CC will:

6.6.7.2.2.1. Administer, coordinate, and monitor retraining policies and procedures. (**T-1**). Notify Program Managers of waiver procedures or requirement for requesting 3-level technical training. (**T-1**).

6.6.7.2.2.2. Ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs. (**T-1**). A shortage AFSC is any AFSC below the standard set by the IR enlisted incentive program manned at less than 100 percent. A critical AFSC within the AFR is identified within the parameters of the policy set forth by Chief of AF Reserve (AF/RE) and are normally specialties having unique requirements or are typically hard to fill. (**T-1**).

6.6.7.2.2.3. Ensure retraining applicants who may be eligible for the bonus program be within 36 months of normal expiration term of service upon completion of technical training in order to remain eligible for a bonus. (**T-1**).

6.6.7.2.2.4. Ensure funding is programmed. (**T-1**).

6.6.7.2.3. HQ AFRC/ARPC DPAT will:

6.6.7.2.3.1. Evaluate IR retraining actions in conjunction with HQ ARPC/DPAT and Headquarter AFRC functional managers.

6.6.7.2.3.2. Receive, evaluate, and process all IR retraining packages or training waivers, or AF Form 2096. Coordinate with appropriate offices for award of the entry level (1-skill level) AFSC in accordance with [Table 2.13](#).

6.6.7.2.3.3. Assist HQ RIO/Det CC in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.

6.6.7.2.3.4. Identify the type of waiver required when coordinating waiver requests through appropriate channels (i.e., technical school, medical, aptitude score, AFSC prerequisites).

6.6.7.2.3.5. RegAF Unit Training Manager will coordinate with HQ RIO/DET Training to process requests for school quotas.

### 6.6.7.3. Eliminated Retrainees.

#### 6.6.7.3.1. No fault of member:

6.6.7.3.1.1. HQ RIO Detachment attempts to place member within AFSC previously held.

6.6.7.3.1.2. Member will be reassigned to the IRR in accordance with AFI 36-2110. **(T-1)**.

#### 6.6.7.3.2. With cause (fault of member):

6.6.7.3.2.1. If HQ RIO Detachment recommends member be retained, they attempt to place member within AFSC previously held.

6.6.7.3.2.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2110.

## 6.7. ANG Retraining Program.

6.7.1. ANG Retraining Program. The purpose of the ANG Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet ANG mission requirements. The program allows eligible Airmen a choice of career fields from which to pursue an AF career and provides a method to return Airmen disqualified from their current AFSC to a productive status. Continuous efforts should be made to eliminate un-programmed overages and over-grades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

### 6.7.2. Types of Retraining for Unit Program.

6.7.2.1. Voluntary Retraining. ANG members desiring to retrain into a new career field meet with the Retention Office Manager to discuss opportunities and possibly loss or gain of additional entitlements. The Retention Office Manager is able to identify vacant positions and AFECD requirements for AFSCs.

6.7.2.1.1. Eligibility. All personnel, must meet retraining AFSC entry requirements of **Chapter 2**, AFECD or AFOCD, and be in compliance with AFI 36-2903, and AFMAN 36-2905. **(T-1)**.

6.7.2.1.2. Retraining can only be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages. Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with ANG, Force Management (NGB/A1P) manning policy.

6.7.2.1.3. Enlisted members who have received an incentive who elect to retrain into another AFSC may be subject to recoupment in accordance with Air National Guard Instruction (ANGI) 36-2602, *Air National Guard Retention Programs*.

6.7.2.1.4. Personnel are ineligible for voluntary retraining until any service commitment for training is met and/or for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with the skill level of the AFSC from which they previously retrained. **(T-1)**. Wing/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs.

6.7.2.1.5. Generally, personnel will not retrain out of a shortage or critical AFSC. (T-1). Wing Commanders, or designated representatives, may deviate from this requirement to meet manning level and mission needs. Wing FSSs will develop local policies in accordance with local needs, budget, and mission. (T-3).

6.7.2.1.6. PS accessions with an awarded and/or convertible AFSC identified in the AFECD Part II, Attachment 6 are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy and/or authorization in their current AFSC. Wing/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs in accordance with NGB/A1P manning policy. Wing FSSs will develop local policies in accordance with local needs, budget, and mission. (T-1).

6.7.2.1.7. Mobilized personnel and personnel in a Stop Loss AFSC are ineligible to apply for retraining. Waivers are not accepted.

6.7.2.1.8. Guidance for ANG Career Field Service Obligation and Commitments is covered in more detail in AFI 36-2110.

#### 6.7.2.2. Involuntary Retraining.

6.7.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated UMD reductions and/or changes, force structure changes, crew ratio reduction, medical unit type code reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

6.7.2.2.2. Involuntary retraining is primarily for the benefit of the ANG and does not require the concurrence of the member.

6.7.3. Retraining Request Process. A Career Change Worksheet from the AF Recruiting Information Support System – Total Force (AFRISS-TF) is needed for all voluntary and involuntary requests for Retraining. Upon completion of worksheet the member will be gained into new squadron awarded the new AFSC, and scheduled for all required training within 12 months. (T-1).

#### 6.7.4. Responsibilities.

##### 6.7.4.1. ANG, Force Development (NGB/A1D) will:

6.7.4.1.1. Administer and/or coordinate retraining policies and procedures.

6.7.4.1.2. In conjunction with NGB CFMs monitor and evaluate the ANG Retraining Program.

6.7.4.1.3. Coordinate requests for waiver of AFSC entry requirements in accordance with **Chapter 2** and AFSC specialty description in the AFECD with NGB CFMs.

6.7.4.1.4. Forward waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than NGB in accordance with **Chapter 2**.



6.7.4.2. NGB CFMs will:

6.7.4.2.1. Provide recommendation or final disposition on waiver requests using guidelines in Tables **2.4, 2.5, and 2.6** and ANG Classification Waiver Guide which can be found at <https://usaf.dps.mil/sites/12866/GUIDANCE/Shared%20Documents/Classification%20Waiver%20Guide%20Final%201%20Oct%2019%20ASD.pdf>.

6.7.4.2.2. Notify MPF of final approval or disapproval.

6.7.4.3. NGB/A1Y and NGB/A1. NGB/A1Y in conjunction with NGB/A1 will establish guidelines to ensure the enlistment and/or assignment packages on PS retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the individual recruiter.

6.7.4.4. Unit Commander Support Staff will verify member's retraining eligibility prior to coordinating on career change worksheet and training request. **(T-1)**.

6.7.4.5. Unit Commander will:

6.7.4.5.1. Recommend approval or disapproval of retraining requests and certify member meets all requirements. **(T-1)**.

6.7.4.5.2. Elevate disagreements between the gaining and losing commander and the Personnel Employment Element to the group commander for a final decision. **(T-3)**.

6.7.4.5.3. Recommend retraining only for those Airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFI 36-2903 and AFMAN 36-2905. **(T-1)**.

6.7.4.5.4. Gaining unit commander or designated representative, interviews all personnel applying for retraining to a flying position and makes appropriate recommendation on the retraining application. **(T-1)**.

6.7.4.5.5. Ensure technical training quotas are requested and certify member's availability **(T-1)**.

6.7.4.5.6. Ensure retrainees attend mandatory technical training within 12 months of approval of the retraining action. **(T-1)**.

6.7.4.6. Retention Office Manager will:

6.7.4.6.1. Schedule unit applicants for retraining interview. Interview should include at a minimum the information relevant to the retraining processing and the requirements of AFSC specialty description in the AFECD and Part II, **Attachment 6** on the AFPC myPers website. **(T-1)**.

6.7.4.6.2. Verify member retraining eligibility prior to coordinating career change worksheet. **(T-1)**.

6.7.4.6.3. Coordinate voluntary retraining requests. **(T-1)**.

6.7.4.6.4. Develop internal processing controls in accordance ANGI 36-2602. **(T-1)**.

- 6.7.4.6.5. Ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs, in compliance with current NGB/A1P manning policy, Yearly Recruiting and Retention Initiatives, and as updates are needed. **(T-1)**. A shortage AFSC is any AFSC below the standard set by NGB/A1P manning policy. A critical AFSC is a specialty having unique requirements or is typically hard to fill.
- 6.7.4.6.6. Verify member is or is not retraining out of, or into, a bonus AFSC. **(T-1)**. Refer to current FY ANG Incentive Program Operational Guidance for bonus program implications. **(T-1)**.
- 6.7.4.6.7. Maintain the approved career change worksheet, within the AFRISS-TF database. **(T-1)**.
- 6.7.4.7. FSS or Force Development Office will:
- 6.7.4.7.1. Assist units and/or Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. **(T-1)**.
- 6.7.4.7.2. Verify member retraining eligibility prior to coordinating career change worksheet. **(T-1)**.
- 6.7.4.7.3. Coordinate voluntary retraining requests. **(T-1)**.
- 6.7.4.7.4. Develop internal processing controls. **(T-1)**.
- 6.7.4.7.5. Ensure classification waivers are processed in accordance with **Chapter 2**, the ANG Classification Waiver Guide and identify the type of waiver required on the cover memorandum when forwarding waiver requests to higher HQ; e.g., medical, aptitude score, AFSC prerequisites. **(T-1)**.
- 6.7.4.7.6. Counsel retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. **(T-1)**.
- 6.7.4.7.7. Coordinate on the career change worksheet and AF Form 2096 and annotates the respective training status code prior to approval. **(T-1)**.
- 6.7.4.7.8. Complete final review, interview, and approve or disapprove formal training request. **(T-1)**.
- 6.7.4.7.9. Maintain the approved formal training request. **(T-1)**.
- 6.7.4.7.10. Request formal school quota upon receipt of unit request and approved retraining application. **(T-1)**.
- 6.7.4.7.11. Review applicant's technical school training waiver documentation when applicable and insure completeness prior to forwarding to higher HQ. **(T-1)**.

6.7.4.8. Applicant must:

6.7.4.8.1. Ensure all appropriate information for retraining is complete, to include extending and/or reenlisting for retraining eligibility. **(T-1)**.

6.7.4.8.2. Apply for, and attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, be reassigned or separate from the ANG. **(T-1)**.

6.7.5. Retraining Guidelines.

6.7.5.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.

6.7.5.2. Airmen are recruited for training and assignment in a specific specialty, based on the current NGB/A1P FY manning policy, ANG needs, and the member's qualifications.

6.7.5.3. If additional retainability is needed to meet AF ETCA specifications, member will obtain it prior to attending technical school. **(T-1)**.

6.7.5.4. Chief master sergeants selected to cross flow out of their career ladder are not considered retraining and do not have to meet minimum eligibility requirements of ANG retraining requirements unless specified in ANG Classification Waiver Guide, Table 2. Chief Enlisted Manager Codes are non-interchangeable. Skill level training waivers are submitted in accordance with [paragraph 2.3.27](#) and ANG Classification Waiver Guide.

6.7.5.5. Career Change Worksheets are required for all retraining actions and used as source documents to approve all retraining actions. **(T-1)**. The Retention Office Manager will maintain them. Once members are approved for retraining and AF Form 2096 is completed, block them in the position on the UMD. **(T-1)**.

6.7.5.6. Upon approval of the retraining application, AF Form 2096 is initiated to change the member's training status code to reflect awaiting technical school (training status code M) and AFSCs as necessary.

6.7.5.7. Award a 1-skill level in accordance with [Table 2.11](#) for personnel placed in the position at the time of approval.

6.7.5.8. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

6.7.5.9. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

6.7.5.10. If member declines any action to qualify for a position, commander must review for separation actions. **(T-1)**.

6.7.5.11. **Withdrawing Approved Retraining.** An Airman can voluntarily request withdrawal of approved retraining requests up until 45 days prior to the class start date of formal training. The Wing Commander is final approval authority.

6.7.6. Retraining Formal School Eliminees.

6.7.6.1. Eliminated for reasons not within control.

6.7.6.1.1. Gaining unit commander can retain and return to school previously attended except for personnel eliminated for academic deficiency or identified on AETC Form 125A.

6.7.6.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

6.7.6.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2110, or administratively discharge in accordance with AFI 36-2110.

6.7.6.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score. **(T-1)**.

6.7.6.2. Eliminated for reasons within control.

6.7.6.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

6.7.6.2.2. If member declines any action to qualify for a position, commander must review for potential separation. **(T-1)**.

JOHN A. FEDRIGO, SES  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*
- 10 USC § 653, *Minimum service requirement for flight crew positions*
- 10 USC § 708, *Educational leave of absence*
- 10 USC § 972, *Members: effect of time lost*
- 10 USC § 1168, *Discharge or release from active duty: limitations*
- 10 USC § 1734, *Career development*
- 10 USC § 2004, *Detail as students at law schools; commissioned officer; certain enlisted members*
- 10 USC § 2005, *Advanced education assistance: active duty agreement; reimbursement requirements*
- 10 USC § 2006, *Department of defense education benefits fund*
- 10 USC § 2007, *Payment of tuition for off-duty training or education*
- 10 USC §§ 2101-2111b, *Senior reserve officers' training corps*
- 10 USC § 2114, *Students: selection, status, obligation*
- 10 USC § 2603, *Acceptance of fellowships, scholarships, or grants*
- 10 USC § 9013, *Secretary of the Air Force*
- 10 USC § 9063, *Designation: officers to perform certain professional functions*
- 10 USC § 9448, *Cadets: agreement to serve as officer*
- 10 USC § 10148, *Ready reserve: failure to satisfactorily perform prescribed training*
- 10 USC § 12301, *Reserve components generally*
- 10 USC § 12303, *Ready Reserve: members not assigned to, or participating satisfactorily in, units*
- 10 USC § 12319, *Ready Reserve: muster duty*
- 32 USC § 502, *Required drills and field exercises*
- 32 USC § 709, *Technicians: employment, use, status*
- 37 USC § 303a(e), *Special pay: general provisions*
- 37 USC § 373, *Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met*
- 38 USC § 3319, *Authority to transfer unused education benefits to family members*
- DoDI 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*, 15 April 2020

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DoDI 5200.02, *DoD Personnel Security Program (PSP)*, 21 March 2014

DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, 3 May 2016

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AFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, 19 February 2019

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 22 August 2019

AFPD 36-26, *Total Force Development and Management*, 18 March 2019

AFPD 41-1, *Health Care Programs and Resources*, 3 October 2018

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 1 February 2021

AFI 36-2110, *Total Force Assignments*, 5 October 2018

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AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 July 2004

AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 12 December 2014

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019

AFI 36-2670, *Total Force Development*, 25 June 2020

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020

AFI 36-3003, *Military Leave Program*, 24 August 2020

AFI 36-3012, *Military Entitlements*, 23 August 2019

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AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003

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AFI 36-3208, *Administrative Separation of Airmen*, 09 July 2004

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AETCI 36-2651, *Basic Military and Technical Training*, 08 August 2019

*Training Administration*, 20 August 2018

*Air Force Enlisted Classification Directory (AFECD)*

*Air Force Officer Classification Directory (AFOCD)*

ANGI 36-2602, *Air National Guard Retention Programs*, 14 June 2019

### ***Prescribed Forms***

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 64, *Reserve Service Commitment Acknowledgement/Declination*

AF Form 215, *Aircrew Training Candidate Data Summary*

### ***Adopted Forms***

AETC Form 125A, *Record of Administrative Training Action*

AETC Form 126A, *Record of Commander's Review Action*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*

AF Form 964, *PCS, TDY, Deployments, or Training Declination Statement*

AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*

AF Form 1288, *Application for Ready Reserve Assignment*

AF Form 1411, *Extension of Enlistment in the Air Force*

AF Form 2096, *Classification/On-the-Job Training Action*

AF Form 2098, *Duty Status Change*

AF Form 2100A, *Health Record - Outpatient (Orange)*

AF Form 3933, *MAJCOM Mission Training Request*

AF Form 3920, *Request for Reservist Voluntary Retraining*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 707, *Officer Performance Report (Lt thru Col)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 910, *Enlisted Performance Report (AB thru TSgt)*

AF Form 911, *Enlisted Performance Report (MSgt thru SMSgt)*

AF Form 912, *Enlisted Performance Report (CMSgt)*

AF Form 942, *Record of Evaluation*



AF Form 964, *PCS, TDY, Deployment, or Training Declination Statement*  
AF Form 1411-1, *Cancellation of Extension of Enlistment in the Air Force*  
AFIT Form 9, *Initial or Change to Reporting Instructions*  
SF 93, *Report of Medical History*  
SF 181, *Ethnicity and Race Identification*  
SF 182, *Authorization, Agreement and Certification of Training*  
DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States*  
DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*  
DD Form 1966, *Record of Military Processing - Armed Forces of the United States*  
DD Form 2808, *Report of Medical Examination*  
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*  
Johnson Space Center Form 465, *Supplemental Medical History*  
Johnson Space Center Form 490, *Supplemental Information*  
Johnson Space Center Form 603, *Summary of Aeronautical Experience*

### ***Abbreviations and Acronyms***

**2 AF**—Second Air Force  
**ABM**—Air Battle Manger  
**ADSC**—active duty service commitment  
**AETC**—Air Education and Training Command  
**AFAEMS**—Automated Education Management System  
**AFECD**—Air Force Enlisted Classification Directory  
**AFI**—Air Force Instruction  
**AFIT**—Air Force Institute of Technology  
**AFOCD**—Air Force Officer Classification Directory  
**AFOSI**—Air Force Office of Special Investigations  
**AFPD**—Air Force Policy Directives  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFRCI**—Air Force Reserve Command Instruction  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFS**—Air Force specialty  
**AFSC**—Air Force specialty code

**AFSOC**—Air Force Special Operations Command  
**AFT**—Advanced Flying Training  
**AGR**—Active Guard and/or Reserve  
**ALO**—Air Liaison Officer  
**ANG**—Air National Guard  
**ANGI**—Air National Guard Instruction  
**ARC**—Air Reserve Component (both Air National Guard and Air Force Reserve)  
**ARMS**—Automated Records Management System  
**ARPC**—Air Reserve Personnel Center  
**ART**—Air Reserve Technician  
**CAFSC**—Control AFSC  
**CFM**—career field manager  
**CIP**—Career Intermission Program  
**CONUS**—Continental United States  
**CRO**—Combat Rescue Officer  
**CSO**—Combat System Operator  
**DEROS**—date eligible for return from overseas  
**DET**—detachment  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**EAD**—extended active duty  
**ELP**—Excess Leave Program  
**ETCA**—Education and Training Course Announcements  
**ETP**—exception to policy  
**FBI**—Federal Bureau of Investigation  
**FLEP**—Funded Legal Education Program  
**FSS**—force support squadron  
**FY**—fiscal year  
**GPE**—graduate professional education  
**HAF**—Headquarters Air Force  
**HQ**—headquarters  
**IR**—individual reservist

**IRR**—inactive ready reserve  
**JA**—judge advocate  
**JBSA**—Joint Base San Antonio  
**JTR**—Joint Travel Regulations  
**KLP**—key leadership position  
**MAJCOM**—Major Command  
**MilPDS**—Military Personnel Data System  
**MPF**—military personnel flight  
**MPS**—military personnel section  
**MWS**—major weapons system  
**myPers**—My Personnel Services  
**NAF**—Numbered Air Force  
**NASA**—National Aeronautics and Space Administration  
**NGB**—National Guard Bureau  
**NPS**—non-prior service  
**OBJ IN**—objective in  
**OBJ OUT**—objective out  
**OJT**—on-the-job training  
**OPR**—office of primary responsibility  
**OTA**—Oracle Training Announcement database  
**OTS**—Officer Training School  
**PCA**—permanent change of assignment  
**PCS**—permanent change of station  
**PDS**—permanent duty station  
**PIT**—Pilot Instructor Training  
**PME**—Professional Military Education  
**PS**—prior service  
**RegAF**—Regular Air Force  
**RI**—reporting identifiers  
**RIO**—Readiness and Integration Organization  
**RIP**—report on individual person  
**RPA**—Remotely Piloted Aircraft

**RSC**—reserve service commitment  
**SDI**—Special Duty Identifier  
**SEI**—Special Experience Identifier  
**SELRES**—Selected Reserve  
**SG**—Surgeon General  
**SRB**—selective retention bonus  
**STO**—Special Tactics Officer  
**TAG**—The Adjutant General  
**TFCS**—Total Federal Commissioned Service  
**TDY**—temporary duty  
**UFT**—Undergraduate Flying Training  
**UMD**—Unit Manpower Document  
**UPT**—Undergraduate Pilot Training  
**US**—United States  
**USC**—United States Code  
**USAFA**—United States Air Force Academy  
**USAFR**—United States Air Force Reserve  
**USAF**—United States Air Force  
**USUHS**—Uniformed Services University of the Health Sciences

### *Terms*

**Accession**—Newly commissioned officer or new enlisted recruit entering EAD with no prior military service. Refers to student entries rather than graduates.

**Accessions Program Guidance Letter**—AF/A1PT document identifying aggregate enlisted (NPS and PS) and officer (rated and non-rated; line and non-line) accession levels for a given FY.

**Active Component**—Any organization of a regular component or defense agency to which an IR is assigned.

**Active Duty**—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve Component. The term active duty for a period of more than 30 days means active duty under a call or order that does not specify a period of 30 days or less.

**Active Duty Service Commitment (ADSC)**—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

**Active Guard and Reserve (AGR)**—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. Members of a reserve component who are on active duty pursuant to 10 USC § 12301(d), or a member of the Air National Guard, on full-time National Guard duty pursuant to 32 USC § 502(f) and who is performing AGR duty. The Secretary of the Air Force may order a member of the AFR to active duty at any time, or retain him or her on active duty, with the consent of that member, to perform AGR duty organizing, administering, recruiting, instructing, or training the reserve components.

**Administrative Control**—Direction or exercise of authority over subordinate or other organizations in respect to administration and support. Also called ADCON, including organization of service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, and mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.

**ADSC-Incurring Event**—Any event for which a member incurs an ADSC.

**Advanced Training**—Formal course that provides individuals who are qualified in one or more positions of their Air Force specialty with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the Air Force specialty.

**Agency**—A military organization constituted by directives issued by United States Air Force.

**Air Force Specialty (AFS)**—A group of positions requiring common qualifications. Each AFS has a title and a code.

**Air Force Specialty Code (AFSC)**—A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters and/or digits. Airmen AFSCs consist of five characters and/or digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

**Air Reserve Component**—An overarching term used when referring to both the ANG and AFR together.

**Airman or Airmen**—A member or members of the US Air Force, which include officer and enlisted and civilian members.

**Aptitude Index**—A number that represents the percentile score made on a single cluster.

**Assignment**—The permanent change of an Airman's duty station from one location to another. Also refers to duties performed. (Used alternately with the term "reassignment.")

**Awarded AFSC**—An AFSC awarded to an individual as primary, second, third, or fourth AFSC after certification of ability to perform in positions of an Air Force Specialty at a certain skill level. Fourth AFSC applies only to enlisted personnel.

**Basic Military Training**—Training provided to NPS Airmen to effect an orderly transition from civilian to military life.

**Career Airman (Enlisted)**—An enlisted Airman serving on the Airmen's second or subsequent enlistment.

**Career Enlisted Aviator**—An enlisted Airman awarded and performing permanent duty in AFSCs 1AXXX/1UXXX.

**Career Field**—A group of closely related Air Force Specialties (or a single Air Force Specialty when there are not related specialties) requiring basically the same knowledge and skills. A career field includes subdivisions and ladders.

**Career Field Ladder**—A division of a career field in which closely related Air Force specialties are arranged in one or more ladders to indicate lateral functional relationships merging at the 7- or 9-skill level.

**Career Field Manager**—Office of primary responsibility appointed to ensure assigned Air Force specialties are trained and utilized to support Air Force mission requirements. Works in concert with MAJCOM, forward operating agency, direct reporting unit, ANG, and AFRC functional managers as required.

**Category One processing discrepancy**—A discrepancy found in the PCS process of an Airman and/or a discrepancy found in the Personnel Reliability Program.

**Chief Enlisted Manager Code**—A five-digit code ending in "00" to identify Chief Master Sergeant and Chief Master Sergeant selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

**Command**—and/or **Commander**—The authority that a commander in the armed forces lawfully exercises over subordinates by virtue of rank or assignment. A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a command. This designation is used in all AF units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school and/or academic units, which may be commanded by commandants.

**Commander**—An Air Force Specialty that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Competitive Category**—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Line of the Air Force-Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

**Control AFSC**—A management tool used to make enlisted Airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Convertible AFSC**—Change in basic mission, weapon system, or equipment may require changes to authorized AFSCs and reevaluation of training and individual qualifications for individual AFSCs. Establishing a new AFS or revising existing ones usually requires changes to accession targets, training courses and requirements, initial and selective reenlistment bonus applicability, and manning documents as well as reevaluating entry, award, and retention qualification criterion.

**Corporate Structure**—Embodies the corporate review process for HQ Air Force. The primary groups of the corporate structure are the Air Force Council, the Air Force Board, the Air Force Group, the fourteen mission and mission support panels, and integrated process teams. This structure increases management effectiveness and improves cross-functional decision making by providing a forum in which senior Air Force leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or DoD civilian personnel assigned to the Air Staff or Office of the Secretary of the Air Force may serve as members of the corporate structure.

**Craftsman Course**—Course required by the Career Field Education Training Plan to attain the 7-skill-level within an Air Force specialty.

**Data Call**—Process of polling users of Air Force training programs to capture their technical training requirements triggered by the data call message.

**Date Eligible for Return From Overseas (DEROS)**—Date established for a member to complete the member's overseas tour and be eligible to return from overseas.

**Date of Separation (DOS)**—Date established by law and/or policy for the termination of active or Reserve duty.

**Development Team**—Development teams are the responsibility of individual career field functional authorities, functional managers, and the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Development teams identify and provide vectors for education, training, and experiences appropriate for personnel within each functional community based on current and future requirements.

**Direct Accession**—The accession of individuals who receive their commission prior to attending OTS when they are in a professional discipline like health professions, chaplaincy, or law.

**Disqualified Airman**—An Airman whose skill has been withdrawn due to not meeting the mandatory AFSC award and/or retention requirements in the AFECD Directory, or who cannot maintain the skill according to **Chapter 2** and has no other awarded skill.

**Drill Status Guardsman**—A unit member who participates in unit training assemblies, traditionally one weekend per month and a two-week annual training period. Member's status can be verified through member's servicing personnel office. Also known as Traditional Guardsman.

**Dual Status**—An individual simultaneously assigned to a position number in excess and over grade status.

**Duty AFSC**—The AFSC denoting the specialty in which the individual is performing duty.

**Duty Station**—The place where an Airman performs military duty. Also see the JTR, Appendix A.

**Eliminee**—Member who has been eliminated from training.

**Emolument**—A salary, fee, or profit from employment or office.

**Enlisted Initial Skills Training**—A formal training pipeline that results in the attainment of the 3-skill-level in an Air Force specialty.

**Entitlement**—As used in manning considerations, an alternate form of “Requirement.”

**Entry AFSC**—An AFSC showing potential or partial qualification in the Air Force Specialty. The 4th digit of this code is always 1.

**Evaluation Official**—A disinterested field grade officer, Chief Master Sergeant, Senior Master Sergeant, or Master Sergeant appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

**Exception**—A request involving guidance, procedures, or other actions in this manual which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

**Extended Active Duty**—A tour of active military service (usually for more than 90 active duty days) performed by a member of the Air Reserve Component when strength accountability changes from the ARC to the active Air Force.

**Feeder AFSC**—The awarded AFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC or Chief Enlisted Manager code when two or more AFSCs combine.

**Field Training**—Technical, operator, and other training either a training detachment or mobile training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**First Term Airman**—Individuals who are on their: (1) first enlistment (including Airmen who have extended their enlistments for 23 months or less); (2) first EAD tour, or; (3) first enlistment with prior active service of less than 24 months.

**Force Support Squadron**—This squadron provides personnel, manpower, morale and recreation services, food service and lodging support, child care, training, education and family readiness functions to military personnel, their dependents and other eligible parties.

**Fourth AFSC**—The awarded AFSC in which an individual is fourth best qualified to perform duty (enlisted only).

**Full Time Support**—Members of the Reserve component assigned to organize, administer, instruct, recruit and train; maintain supplies, equipment and aircraft; and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in 10 USC § 12301, *Reserve components generally*. Collectively, Full Time Support personnel consist of five categories that are Traditional Reservist, AGR, ART, Active Component personnel and civilian employees.

**Functional Manager**—Senior leader designated by the appropriate functional authority, who provides day-to-day management responsibility over specific functional communities at the MAJCOM, forward operating agency, direct reporting unit, or Air Reserve Component level. While they should maintain an institutional focus on resource development and distribution, functional managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission, as well as encouraging force development opportunities in order to meet future needs of the total Air Force mission.

**Headquarters Active Guard and Reserve**—AGRs at the seat of government (or office that exercises its authority to govern), and at HQ responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components



**Health Professions Officer**—Includes Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, and Biomedical Sciences Corps officers, and applicants selected for or undergoing training or schooling to qualify them for service in those corps.

**Health Professions Scholarship Program**—Members appointed as officers in the Ready Reserve, who have completed their 4-year college degree, and are attending an accredited health professions school. They receive a scholarship from the Air Force in return for pay back via active and Reserve service.

**Individual Mobilization Augmentee (IMA)**—An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization.

**Individual Ready Reserve**—A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve, and may have some period of their military service obligation remaining. This section consists of both participating and non-participating members. Some of these members are those who completed their 4 years of AD and serve the remainder of their 8 year obligation in the IRR. These members are subject to involuntary recall by the President and Congress, and are also required to participate in Muster or Push-Pull screenings.

**Individual Reservist**—An individual who is either an Individual Mobilization Augmentee or a Participating Individual Ready Reserve member.

**Initial Qualification**—A course of instruction which qualifies any rated officer to be an instructor at a Formal Training Unit, or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

**Initial Skills Training**—An overarching term for enlisted initial skills and (non-rated line) officer initial skills technical training. For enlisted, it refers to a formal school pipeline, comprised of one or more courses, that results in the award of the 3-skill-level in an Air Force specialty. For officers, it refers to a formal school pipeline comprised of one or more courses of mandatory training needed to become qualified in their Air Force specialty.

**Instructor Qualification**—Course of instruction qualifying any rated officer to be an instructor, or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

**Judge Advocate Officer**—An officer of the Judge Advocate General's Corps of the Army, Air Force, or Navy, or officers of the Marine Corps or Coast Guard designated as a judge advocate. Officers designated as judge advocates do so in accordance with AFI 51-101 and serve in the Judge Advocate General's Corps. Selectees and officers in training are not judge advocates until designated by The Judge Advocate General. By statute, only attorneys qualified and designated by TJAG as judge advocates may perform judge advocate functions. 10 U.S.C. § 9063(g); AFI 51-101, Chapter 6.

**Lateral AFSC**—An AFSC that requires prior qualification at the semiskilled or higher skill level as specified in the specialty description in AFECDD, Airman Classification.

**Lost Time**—Time during which a member is in desertion, absent without leave, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct. (See 10 USC § 972, *Members: effect of time lost*).

**Major Command**—A major subdivision of the Air Force, directly subordinate to HQ US Air Force.

**Major Command Functional Managers**—Serve as MAJCOM liaisons for their respective Air Force CFM. Monitor the health and manning of their career fields within their command and elevate concerns to the Air Force CFMs while managing command training for their career field and coordinate command training and personnel issues across their MAJCOM staff and with Air Force CFMs.

**Medical Service Officers**—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.

**MilPDS**—A collective term encompassing the total vertical computerized MilPDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost effective management and administration of active duty military, ANG, USAFR, retired, and civilian personnel.

**Military Personnel Section**—Is the strategic advisor for military personnel policies and programs. The mission of the MPS is to provide quality personnel support in both peacetime and wartime to commanders, Air Force members and their families.

**Military Technicians (Dual Status)**—A Federal civilian employee providing full-time support to a National Guard, Reserve, or Active Component organization for administration, training, and maintenance of the Selected Reserve. ART and accepted Civil Service employees who are members of the AFR or ANG (Title 32 USC § 709, *Technicians: employment, use, status*) unit hired as technicians.

**Mission Readiness Training**—Formal training courses to aid mission accomplishment. Mission readiness training provides advanced, supplemental and residential craftsman technical training for courses of up to 99 academic days (less than 20 weeks), for officers, enlisted and civilian personnel when other types of training (on-the-job-training, unit training, and exportable and mobile training) will not satisfy the need.

**Mission Readiness Training Program Working Group**—Annual working group co-hosted by AF/AIPT and AETC, focusing on the education of training requester quota identifier managers, MAJCOM functional managers, and/or their representatives. In addition, the working group is the forum where training requester quota identifier baseline adjustments can be made. Finally, it offers an opportunity for all parts of the mission readiness training program process to interact and share new information, while addressing any areas of concern, i.e., increased mission requirements or emerging missions that may impact execution rates.

**Muster**—Formal gathering of IRR troops, especially for inspection, display or training, or military exercise purposes. Under regulations prescribed by the Secretary of Defense, a member of the Ready Reserve may be ordered without consent to muster duty one time each year. A member ordered to muster duty under this section shall be required to perform a minimum of two hours of muster duty on the day of muster in accordance with 10 USC § 12319, *Ready Reserve: muster duty*.

**Objective In**—the number of members needed to retrain into a given AFSC based on the current FY PGL

**Objective out**—the number of members needed to retrain out of a given AFSC based on the current FY PGL

**Officer Core ID**—Initially based on the AFSC into which the member is classified at the time of accession, approved for retraining, or approved for Competitive Category Transfer in accordance with AFMAN 36-2032, *Military Recruiting and Accessions*. For officers accessed to the Ready Reserve under an inter-service program, the Core ID will be determined utilizing the Defense Manpower Data Center Occupational Database unless approved for retraining in conjunction with accession to the USAFR.

**Officer Initial Skills Training**—Provides skill sets required to be successful in awarded AFSC. Officer initial skills training is not AFSC awarding, but is used in conjunction with experience, on-the-job-training, and other supplemental training to provide required skill sets.

**Officer Sustainment Matrix**—Spreadsheet provided by A1XD identifying shortfalls and overages in the non-rated line officer inventory by AFSC and Commissioned Years of Service.

**Out-year**—The year(s) beyond a current FY.

**Participating Individual Ready Reserver**—Individual reserve members that participates for points only status. Eligible to perform Military Personnel Appropriation man-days.

**Permanent Change of Assignment (PCA)**—The permanent change of assignment of an Airman from one unit to another (with or without concurrent change of PDS).

**Permanent Change of Station (PCS) Notification**—Official notification that Airmen have been selected for reassignment. Airmen receive notification by accessing the Virtual Military Personnel Flight after receiving an email advising they have been selected for an assignment. Alternatively, commanders or other authorized officials notify Airmen by requiring them to sign the PCS notification report on individual person notification message or notification memorandum acknowledging assignment selection. When Airmen are TDY or on leave, notification is the date they receive the notice.

**Permanent Duty Station (PDS)**—A service member's official station or a civilian employee or invitational traveler's permanent workplace.

**Personnel Data System**—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost effective management, and administration of active duty military, ANG, AFR, retired, and civilian personnel.

**Pipeline**—The strength accounting status of those members of the ANG assigned to a Student Flight who are not qualified for mobilization and/or operational assignment because of training not yet completed.

**Pipeline Student**—Newly accessed Airman undergoing processing, orientation, basic training, or formal training immediately following Basic Military Training and have not PCSed to an operational unit as a permanent party member.

**Primary AFSC**—The awarded AFSC in which an individual is best qualified to perform duty. It will always be the AFSC with the highest skill level.

**Program Guidance Letter(s) Adjustment**—HQ Air Force-directed changes that modify a program guidance letters baseline (e.g., increases) because of out-of-cycle training requests that occur during budget or execution year. Also may include HQ Air Force-directed changes made to training requirements resulting in a change to AETC aggregate funding. May be driven by force management actions and user-requested changes.

**Program Guidance Letters**—Establishes training requirements for AETC execution. Program Guidance Letters are the official tasking documents enabling AETC planners and programmers to acquire the necessary resources for accomplishment of the tasking. The Program Guidance Letters align the AF requirements with the Planning, Programming, Budgeting, and Execution process. Includes Enlisted Initial Skills, Officer Initial Skills, Trained Dog Requirements, Mission Readiness Training, Field Training, and Non-Resident training. If the funding changes in the DoD Program Objective Memorandum process, AF/A1 determines how the changes will affect the Program Guidance Letters and publishes official amendments as necessary.

**Program Objective Memorandum**—Office of the Secretary of Defense, service developed document identifying money, people and equipment requirements and allocations over a specified period of time, covering a five year period, e.g., FY 13-17. Program objective memorandum funding baselines are used to develop budget level detail for distribution of resources during budget execution years. The program objective memorandum is developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense.

**Programmed Technical Training**—AETC documents reflecting training requirements by training requester quota identifier and course. For enlisted, the documents include projected elimination rates for active duty Air Force NPS students. Unlike the program guidance letters, which reflect graduate requirements into the field for each Air Force specialty, the programmed technical training documents reflect entries (or allocations, or class seats) by Air Force specialty, course, and training requester quota identifier.

**Push-Pull**—A reserve action that is typically conducted every other year and is designed to exercise and evaluate the mobilization process and crisis action procedures of individuals. Ensuring the nation has an adequate source of deployable, highly skilled reservists to support any contingency is critical. Occasional reorientation or re-bluing is required for Airmen who are no longer actively serving but still have a commitment to the Air Force.

**Qualified AFSC**—An officer AFSC showing full qualification in the Air Force Specialty. The 4th digit is always "3" and is authorized at any level.

**Quota Management**—The operation of swapping or moving scheduled quotas between non-Total Force users or requesting use of another non-Total Force training user's future scheduled unfilled seats.

**Quota Type**—A two-character code within MilPDS/OTA used to indicate the student's duty status (i.e., Airman, officer, or civilian) and the travel funding status (i.e., AETC centrally-funded, unit-funded, or non-TDY).

**Rated AFSC**—Aircrew AFSCs (11XX, 12XX, 13BX, and 18XX) identify aircrew members serving in, or qualified to serve in, Pilot, CSO, flight test positions, astronaut, ABM, and RPA Pilot.

**Requirement (Enlisted)**—A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the ladder manning is adequate only because of overmanning at the 3 or 5-skill level, Career Field Managers may identify requirements at the 7 or 9-skill level.

**Requirement (Officer)**—An actual or projected vacancy of a funded manpower authorization.

**Requirements**—The documented number of graduates by user as identified on the enlisted initial skills, officer initial skills, trained dog requirements, mission readiness training, field training, distance learning or language training program guidance letters, program requirements documents, or corresponding planning spreadsheets.

**Reserve Service Commitment (RSC)**—A period of SELRES duty a member must serve before becoming eligible for voluntary separation or retirement.

**Reserve Service Commitment Date**—The date the RSC expires.

**Reserve Service Commitment Incurring Event**—Any event for which a member incurs an RSC.

**Resource**—Airmen who possess a required skill and who are available for assignment to meet manning requirements.

**Retainability**—Obligated military service. Time remaining on an overseas tour (including any extensions) or time remaining in the Air Force SELRES.

**Retrainee**—A previously trained enlisted Airman in the process of gaining qualifications in a new AF specialty under an approved retraining program.

**Retraining Advisory**—An application in the MilPDS used at all levels of management that shows AF retraining needs. AFPC/DP3DW manages the MilPDS Retraining Advisory folder.

**Retraining AFSC**—The AFSC for which an Airman is approved. It is not an awarded AFSC and does not reflect the individual's qualification level.

**Retraining**—Either formal school or on-the-job training which qualifies an Airman for award of a new AFSC or AFSC shred and/or suffix, to include lateral AFSCs.

**Sabbatical**—A temporary obligation of a member that does not allow participation in the SELRES. The most common example is that of a church or denominational missionary tour requirement. This is usually a period of two years. These members are placed in the Active Standby while they serve their missionary obligation. The member will resume participation immediately following the obligation.

**Schoolhouse**—Primarily refers to: Air University, AFIT, Goodfellow AFB, JBSA-Lackland, JBSA-Fort Sam Houston, Keesler AFB, Sheppard AFB, Vandenberg AFB, USAF Academy, and the USAF School of Aerospace Medicine.

**Secondary AFSC**—The awarded AFSC in which an individual is second best qualified to perform duty.

**Second-Term Airman (Enlisted)**—See Career Airmen.

**SELRES**—A member of the Selected Reserve who is an actively serving Airmen and is currently assigned to an Air Force Reserve, Air National Guard, or active duty unit (Traditional Reservists, ARTs, IRs, and AGR members).

**Separation**—A general term encompassing discharge, retirement or release from reserve duty. Separation and discharge are frequently simultaneous but not identical actions. A discharge severs all ties to the military and occurs in accordance with the requirements of 10 USC § 1168, *Discharge or release from active duty: limitations*. Release occurs when a member leaves one status and goes to another (e.g., active to Reserve; release from ANG to Reserve; release from Reserve to non-participating). Retirement places a member into an inactive reserve status potentially subject to recall.

**Shreds**—positions within an AFSC associated with a particular airframe, piece of equipment, or functions within that specialty

**Sister Service**—Another branch of military service within the DoD, i.e., Army, Navy, Marine Corps, and Coast Guard.

**Sister Service**—and/or **Other Agency Capacity**—When Air Force members attend sister service and/or other agency training, the number of seats given to Air Force can be a limiting factor that can drive a capacity constraint. Air Force must follow the sister service and/or other agency processes and timelines when requesting training seats.

**Skill Level**—The level of qualification within an awarded enlisted AFS, shown by the fourth character of an enlisted AFSC.

**Special Duty Identifier**—A four- or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field. Has a complete specialty description. Examples: 83RO Recruiting Service (Officer), 8P000 Courier (Enlisted).

**Specialty Description**—A description of an Air Force Specialty or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

**Staff AFSC**—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling or who have filled such positions are awarded the staff AFSC.

**Stop Loss AFSCs**—Those AFSCs that are affected by the involuntary extension of a service member's active duty under the enlistment contract in order require to retain them beyond their initial end of term of service (ETS) date and up to their contractually agreed end of active obligated service.

**Standby Reserve**—Those units and members of the Reserve Component (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the Title 10 USC §§ 10151, 12301, and 12306. Comprised of Reserve members who have no military Reserve obligation, or those who have been temporarily excused from Reserve participation, or those who have been designated as key or essential in their present civilian position. It is also used to place members who have reached Reserve Sanctuary, Non-Affiliated Reserve Section-NC (18 but less than 20 years satisfactory service for retirement) and are unable to participate in the SELRES.

**Strength Aptitude**—An individual's strength ability as measured by the Air Force Strength Aptitude Test. The AFECD lists strength requirements for each AFSC.

**Sub-allocation**—Refers to a user's allocation or class seat after a student name has been assigned.

**Supplemental Training**—Formal Air Force specialty specific training (post initial skills training) on new equipment, methods or technology that are not suited for on-the-job training.

**Surplus**—When there are Airmen assigned to a location that has zero manpower authorizations in a career field (Example: Senior Master Sergeant and below in 3S0X1). A surplus does require assignment action because either there are no authorizations for the career field, manning at that location will not support them to remain due to manning and/or requirements at other locations, or they have been disqualified for duties. An overage does not require assignment action since there are authorizations for the career field and the manning at that location, as well as overall manning in the career field, allows them to remain. An overage or surplus situation may be impractical or unnecessary to resolve by reassignment when it is the result of intentional action (possible plus up, change in mission, career field manned at 133%) which has been approved by the assignment OPR and functional assignment manager.

**Sustainment**—The provision of logistics and personnel services required to maintain and prolong operations until successful mission accomplishment. Required number of officers throughout the career field to accomplish the mission. Accounts for authorized versus assigned billets, retention rates, career broadening and PME assignments drawing officers from core AFSC billets. Calculations for sustainment incorporate career field health considerations.

**Technical Advisor**—Any military person awarded the AFSC at the 5-skill level or above that can evaluate an individual's specialty qualifications. Does not require formal designation.

**Temporary Duty (TDY)**—For assignment purposes, non-contingency duty performed at a location other than an Airman's permanent duty station. Also see JTR, Appendix A and DoDI 1315.18, Glossary.

**Third AFSC**—The awarded AFSC in which the individual is third best qualified to perform duty.

**Total Force**—Overarching term used when referring to the combination of RegAF, ANG, AFR, and DoD civilians.

**Trained Personnel Requirement (TPR)**—A statement by AFSC of projected training and retraining required by FY to keep the active Airman force at manning levels supportive of the Air Force mission. The active duty Air Force Trained Personnel Requirement categories are NPS, PS, and retrainees. It does not include ANG, AFR, sister service, international or civilian personnel.

**Training Detachment**—AETC detachment that provides technical training, at an operational location, on specific systems and aerospace ground equipment. A training detachment aims to qualify personnel on new equipment or in new techniques and procedures, maintain proficiency

and to increase skill and knowledge, acquaint personnel with specific systems, and keep personnel aware of changing concepts and requirements.

**Training Flow Management Working Group**—Annual conference focused on refining enlisted initial skills training requirements while addressing course capacity, constraints and shortfalls.

**Training Requester Quota Identifier**—A four-character communication code within Oracle® Training Administration used to convey annual or supplemental training requirements, quota allocations, allocation confirmations, and student-tracking information between a user of training and the provider (owner) of training. Training requester quota identifiers are assigned to a service branch, component, MAJCOM, forward operating agency, direct reporting unit, or functional area to ensure training accountability. Only one training requester quota identifier is assigned to a functional entity or training category.

**Training Requester Quota Identifier Manager**—Person(s) appointed to gather and report annual training requirements and manage quotas. While only one training requester quota identifier code is assigned to a functional entity, there can be multiple managers handling courses.

**Training**—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

**Transaction**—Any computer action and/or process used to create and/or change an Airman's personnel data.

**Unit**—Any military element whose structure is prescribed by competent authority. 2.An organization title of a subdivision of a group in a task force. A separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a Personnel Accounting Symbol code. However, operating locations and detachments, which have their own Personnel Accounting Symbol codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers will be treated as units

**Utilization Field**—A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and do not relate to other officer specialties.

**Vector**—The development team's recommendation for training or education opportunities (e.g., resident Developmental Education, advanced functional training), assignments (e.g., Joint Staff, Air Staff, MAJCOM, base level, etc.) or position type (e.g., flight commander, division chief, instructor, special duty, etc.) a member is considered for in the next or subsequent assignments.

**Voluntary Retraining**—An application by an eligible Airman into a chosen skill where there is a retraining need and mandatory quality standards.

**Volunteer**—An Airman who formally states the desire to accept a defined assignment.

**Vulnerability**—The relative standing of an Airman among the Airman's peers for assignment selection.

**Waive or Waiver**—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.



## Attachment 2

**OFFICER AND ENLISTED ADSCS AND HEALTH PROFESSIONS OFFICER ADSCS**

**A2.1. Officer and Enlisted ADSCs.** Specific ADSC information for training courses are listed in the ETCA website (<https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>) or via the OTA database within MilPDS.

**A2.2.** Contact the Air Force Personnel Center, Accessions Branch (AFPC/DP3DA) for any questions regarding this table or ETP request.

**Table A2.1. Officer and Enlisted ADSCs.**

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b> | <b>ADSC is</b>                                                                                                                                     | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>                   | EAD from a service academy (10 USC § 9448)                                                           | 5 years<br><b>(T-0).</b>                                                                                                                           | 29                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur an ADSC of 2 years.                                                                                                                                                                                                                                                                             |
| <b>2</b>                   | EAD from AFROTC                                                                                      | 4 years<br><b>(T-1).</b>                                                                                                                           | 31                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33 as defined in AFMAN 36-2032.<br>2. If one accepted extended scholarship entitlements, the member will serve an additional ADSC equivalent to the entitlement extension. The additional ADSC runs consecutively not concurrently to the original 4 year ADSC. |
| <b>3</b>                   | EAD for all other commissioning sources (see <b>Table A2.2</b> for Medical)                          | 4 years for Line of the Air Force (including Judge Advocate General Corps) officers<br><b>(T-1).</b><br><br>3 years for Chaplains<br><b>(T-1).</b> | 31                                         |                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                               | <b>ADSC is</b>                                                                                                                     | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b>                   | EAD for recall to active duty                                                                                                                      | Equal to DOS on EAD orders ( <b>T-1</b> ).                                                                                         | 31                                         |                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5</b>                   | Direct Accession (i.e., the accession of a individual in a professional discipline prior to OTS), Minimum Term of Service, and Constructive Credit | 3 years ( <b>T-1</b> ).                                                                                                            | 12                                         |                                                                                                                                                                                                                                                                                                                                                                            |
| <b>6</b>                   | PCS (CONUS to CONUS) (DoDI 1315.18 and AFI 36-2110)                                                                                                | 2 years ( <b>T-1</b> ).                                                                                                            | 11                                         | <ol style="list-style-type: none"> <li>1. Excludes “low cost” and “no cost” PCS. See AFI 36-2110 for additional details.</li> <li>2. Permissive and Humanitarian PCS still incur an ADSC. However, the humanitarian PCS ADSC may be reduced to a six-month commitment if a hardship condition exists after PCS move.</li> </ol>                                            |
| <b>7</b>                   | PCS (Overseas to CONUS) (DoDI 1315.18 and AFI 36-2110)                                                                                             | 1 year ( <b>T-1</b> ).                                                                                                             | 11                                         | <ol style="list-style-type: none"> <li>1. No AF Form 63 required for this PCS</li> </ol>                                                                                                                                                                                                                                                                                   |
| <b>8</b>                   | PCS (CONUS to Overseas or Overseas to Overseas) (DoDI 1315.18 and AFI 36-2110)                                                                     | Equal to initial DEROS; or subsequent changes to DEROS ( <b>T-1</b> ).                                                             | 11                                         | <ol style="list-style-type: none"> <li>1. As an example: If a curtailment or extension occurs to the DEROS, the ADSC will be adjusted to match the new DEROS.</li> <li>2. No AF Form 63 required for this PCS</li> </ol>                                                                                                                                                   |
| <b>9</b>                   | Promotions                                                                                                                                         | <p>2 years for promotion to Master Sergeant, Senior Master Sergeant (<b>T-1</b>).</p> <p>3 years for promotion to Chief Master</p> | 10                                         | <ol style="list-style-type: none"> <li>1. There is no ADSC for officer promotions.</li> <li>2. There is no ADSC for enlisted promotions from Airman Basic through TSgt.</li> <li>3. See AFI 36-3203 for retired grade requirements.</li> <li>4. Demotion action does not automatically relieve an enlisted member of an ADSC previously incurred for promotion.</li> </ol> |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                | <b>ADSC is</b>             | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                  |
|----------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                     | Sergeant<br><b>(T-1)</b> . |                                            |                                                                                                                                                  |
| <b>10</b>                  | Undergraduate Pilot Training (UPT)<br>(10 USC § 653, <i>Minimum service requirement for flight crew positions</i> ) | 10 years<br><b>(T-1)</b> . | 80                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. |
| <b>11</b>                  | Undergraduate Navigator Training and Combat Systems Officer (CSO)<br>(10 USC § 653)                                 | 6 years<br><b>(T-0)</b> .  | 04                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. |
| <b>12</b>                  | Undergraduate ABM Training                                                                                          | 6 years<br><b>(T-1)</b> .  | 35                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. |
| <b>13</b>                  | Undergraduate RPA Training                                                                                          | 6 years<br><b>(T-1)</b> .  | 37                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38. |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>ADSC is</b>                 | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14                         | <p>AFT: courses in the following categories:</p> <ul style="list-style-type: none"> <li>- Initial qualification (any fixed, rotary wing aircraft, or unmanned aerial system RPA)</li> <li>- Requalification (any fixed, rotary wing aircraft, or unmanned aerial system RPA), including senior officer qualification courses as defined in AFMAN 11-202 V1, <i>Aircrew Training</i></li> <li>- AETC Pilot Instructor Training (PIT), including senior officer qualification courses as defined in AFMAN 11-202v1</li> <li>- Rated Non-Commissioned Officer Aircrew members attending AFT (Enlisted Pilots)</li> </ul> | No ADSC                        | 05                                         | <ol style="list-style-type: none"> <li>1. Owing MAJCOM of the course can make exceptions to the No ADSC requirement.</li> <li>2. HAF/A3 will ensure updated ADSCs are warranted and do not cause any unforeseen issues.</li> <li>3. The ADSC will be updated in ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP. <b>(T-1)</b>.</li> <li>4. ETPs have an expiration date (not to exceed 10 years).</li> </ol>                                                                                           |
| 15                         | Test Pilot School (all AFSCs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Please see ETCA <b>(T-1)</b> . | 05                                         | <ol style="list-style-type: none"> <li>1. Owing MAJOM/CC of the course can prescribe ADSC requirement.</li> <li>2. HAF/A3 will ensure updated ADSCs are warranted and do not cause any unforeseen issues.</li> <li>3. Upon formal withdrawal or elimination from the training, the member will incur a 2-year ADSC from the course elimination date, using Reason Code 33.</li> <li>4. Test Pilot School graduates do not incur an ADSC for initial qualification, requalification, or PIT training if the training is in direct support of Flight Test or Test</li> </ol> |

| R<br>U<br>L<br>E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)         | ADSC is                | ADSC Reason code (see Attachment 4) | Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|-------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                                                                       |                        |                                     | Pilot School Instructor duty. For these occurrences, AFMC will coordinate with AFPC for adjudication of these ADSCs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 16               | USAF Weapons Instructor Course (all AFSCs)<br><br>Career Enlisted Aviator Advanced Instructor Courses | Please see ETCA (T-1). | 76                                  | <ol style="list-style-type: none"> <li>1. Owning MAJOM/CC of the course can prescribe ADSC requirement.</li> <li>2. HAF/A3 will ensure updated ADSCs are warranted and do not cause any unforeseen issues.</li> <li>3. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33.</li> <li>4. Members selected for formal in-unit or unit funded courses that are listed in ETCA <a href="https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx</a> will still incur the ADSC. This rule is not intended to drive an ADSC for a non-formal course.</li> </ol> |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                       | <b>ADSC is</b> | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>17</b>                  | Flying Instructor Qualification courses                                                                                    | No ADSC        | 77                                         | <ol style="list-style-type: none"> <li>1. Owning MAJOM/CC of the course can prescribe ADSC requirement.</li> <li>2. HAF/A3 will ensure updated ADSCs are warranted and do not cause any unforeseen issues.</li> <li>3. The ADSC will be updated in the ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP (<b>T-1</b>).</li> <li>4. ETPs have an expiration date (not to exceed 10 years).</li> </ol> |
| <b>18</b>                  | TG-16A Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)                             | No ADSC        | 89                                         | <ol style="list-style-type: none"> <li>1. Owning MAJOM/CC of the course can prescribe ADSC requirement.</li> <li>2. HAF/A3 will ensure updated ADSCs are warranted and do not cause any unforeseen issues.</li> <li>3. The ADSC will be updated in the ETCA for the AFT courses that are covered by this rule; if there are changes to this rule, they will require an ETP (<b>T-1</b>).</li> <li>4. ETPs have an expiration date (not to exceed 10 years).</li> </ol> |
| <b>19</b>                  | TG-15A/B Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)                           | No ADSC        | 89                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>20</b>                  | Power Flight Program Pilot and Mission or Instructor Pilot Qualification (applies only to the 306th Flying Training Group) | No ADSC        | 91                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>21</b>                  | T-41 Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)                               | No ADSC        | 87                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>22</b>                  | T-51, T-52, T-53A Pilot and Mission or Instructor Pilot (applies only to the 306th Flying Training Group)                  | No ADSC        | 87                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>23</b>                  | UV-18 Pilot Initial Qualification                                                                                          | No ADSC        | 92                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>24</b>                  | Initial Training: Combat Rescue Officer (AFSC 13DX), Air Liaison Officer                                                   | 6 years        | 84                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                  | <b>ADSC is</b>                         | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | (AFSC 13LX), and Special Tactics Officer (AFSC 13CX)                                                                                  |                                        |                                            | ADSC using Reason Code 33, in accordance with Rule 38.<br>2. The ADSC for CRO will be associated with the AETC Combat Rescue Officer course. The ADSC for STO will be associated with the Air Force Special Operations Command (AFSOC) Advanced Skills Training course. The ADSC for ALO will be associated with the AETC Air Liaison Officer Basic course.                                          |
| <b>25</b>                  | Combat Aviation Advisor initial Mission Qualification Course (applies only to AFSOC)                                                  | 4 years                                | 93                                         | 1. Due to operational requirements, Combat Aviation Advisor aircrew members may be required to crossflow and/or retrain into aircraft or airframes for AFSOC and/or Special Operations Command -directed missions. Therefore, they will not incur any additional AFT ADSCs while they are serving as Combat Aviation Advisors.<br>2. AFSOC will notify AFPC/DP2LT of the effective date of the ADSC. |
| <b>26</b>                  | Career Enlisted Aviators attending AFT<br><br>-Initial qualification (any fixed, rotary wing aircraft, or unmanned aerial system RPA) | 4 years<br><b>(T-2)</b> .              | 05                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33.<br><br>2. This rule does not apply to NPS Accessions attending initial and/or mission qualification training into their first major weapons system.                                                                                                                             |
| <b>27</b>                  | Joint Interface Control Officers                                                                                                      | 2 years                                | 39                                         | ACC/A3 will notify AFPC/DP2LT of the effective date of the ADSC.                                                                                                                                                                                                                                                                                                                                     |
| <b>28</b>                  | Federally-sponsored fellowships and educational programs lasting 10 weeks (approx. 70 calendar days)                                  | 3 years<br><br>For Master's Degrees, 3 | 78                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38.                                                                                                                                                                                                                                                     |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                                                                                                                                                                                                                                                                                                           | <b>ADSC is</b>                                                                                                                                                                                                                        | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, Air Force funded industry training and AFIT non-clinical fellowships (10 USC § 2005, <i>Advanced Education Assistance: Active Duty Agreement; Reimbursement Requirements &amp; DoDI 1322.10, Policy on Graduate Education for Military Officers</i> ) | times the length of the period of the education or training with a maximum of a 4.5 year ADSC ( <b>T-1</b> ).<br><br>For Doctoral programs, 5 years (Health Professionals Officers follow <b>Table A2.2</b> guidance) ( <b>T-1</b> ). |                                            | 2. Members selected for in-unit or unit funded courses will still incur the ADSC.<br>3. Examples of federally-sponsored fellowships include, but are not limited to, Secretary of Defense Corporate Fellowships, National Defense Fellowships, RAND Research Fellowships, White House Fellowships, Legislative Fellowships, Council on Foreign Relations Fellowships, and National Security Fellowships.<br>4. AFIT students who are attending AFIT on a part-time basis will not incur an ADSC for completion of AFIT courses.<br>5. For AFIT students attending civilian institutions, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC. |
| <b>29</b>                  | Corporate, foundation, or educational institution sponsored fellowships, scholarships, and grants (10 USC § 2603, <i>Acceptance of fellowships, scholarships, or grants</i> )                                                                                                                                                                                                                                                  | 3 times the length of training (Health Professionals Officers follow <b>Table A2.2</b> guidance) ( <b>T-0</b> ).                                                                                                                      | 32                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 2-year ADSC using Reason Code 33, in accordance with Rule 38.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                                 | <b>ADSC is</b>                                                                                       | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>30</b>                  | Computer Network Operations Development Program                                                                                                      | 5 years                                                                                              | 38                                         | 1. The ADSC begins on the Course Graduation Date.<br>2. Upon formal withdrawal or elimination from the program, the member will incur an ADSC using Reason Code 33 for 1 year or equivalent to the time spent in training, whichever is greater.                                                                                                                                                                                |
| <b>31</b>                  | Remote Interactive Operator Training or National Security Agency or United States Cyber Command training equivalent                                  | 3 years                                                                                              | 38                                         | 1. The ADSC begins 24 months from the start of the first (1 of 3) course date.<br>2. The ADSC will be adjusted to reflect the Course Graduation Date from course 3 of 3 if the individual graduates prior to the 24 month mark.                                                                                                                                                                                                 |
| <b>32</b>                  | Tuition assistance of any length or cost (commissioned officers only) (10 USC § 2007, <i>Payment of tuition for off-duty training or education</i> ) | 2 years (T-1).                                                                                       | 09                                         | 1. The ADSC begins after the last date of the term                                                                                                                                                                                                                                                                                                                                                                              |
| <b>33</b>                  | Post-911 GI Bill transfer of education (38 USC § 3319, <i>Authority to Transfer Unused Education Benefits to Family Members</i> )                    | 4 years (T-0).                                                                                       | 85                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>34</b>                  | Legal education-- FLEP/ELP (10 USC § 2004, <i>Detail as students at law schools; commissioned officers; certain enlisted members</i> )<br><br>ELP    | FLEP: 2 years for each year of education (T-0);<br><br>ELP: 4 years (T-1);<br><br>FLEP/ELP combined: | 79                                         | 1. ADSC begins upon completion of any other unfulfilled ADSC (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC.<br><b>Exception:</b> The ADSC for initial PCS to Law School is fulfilled during the education period.<br>2. FLEP students who withdraw or eliminate must serve one year for each year, or part thereof, of participation in the program. |

| R<br>U<br>L<br>E | If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)                                                                                                                     | ADSC is                                                                                                                 | ADSC Reason code (see Attachment 4) | Remarks:                                                                                                                                                                                                                     |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                                                                                                                                                                                   | minimum of 5 years (T-0).                                                                                               |                                     | 3. ELP students who withdraw or eliminate must serve one month for each month of participation in the program.                                                                                                               |
| 35               | Air Force educational leave of absence (10 USC § 708, <i>Educational Leave of Absence</i> )                                                                                                                       | 2 months for each month of the period of the leave of absence program (T-1).                                            | 08                                  |                                                                                                                                                                                                                              |
| 36               | Assignment to a critical acquisition position under the Acquisition Professional Development Program (10 USC § 1734, <i>Career Development</i> , and AFI 63-101/20-101, <i>Integrated Life Cycle Management</i> ) | 3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager (T-0). | 72(3yrs),<br>73(4yrs)               |                                                                                                                                                                                                                              |
| 37               | Assignment to a KLP (AFI 63-101/20-101)                                                                                                                                                                           | Determined by the Service Acquisition Executive prior to selection of position (T-0).                                   | 86                                  | 1. ADSC will begin from effective duty date into KLP position. If member is transferred and/or removed from the KLP position, the ADSC incurred will be adjusted and/or removed on the effective date to a non-KLP position. |
| 38               | Eliminated, withdrawal, or resignation of training                                                                                                                                                                | 2 years or the length of the program ADSC, whichever is less                                                            | 33                                  | <b>Note:</b> ADSC is calculated from the original projected course graduation date.                                                                                                                                          |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b> | <b>ADSC is</b>                                                                        | <b>ADSC Reason code (see Attachment 4)</b>           | <b>Remarks:</b>                                                                                                                                                                                                                                                                         |
|----------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>39</b>                  | Aviation Bonus                                                                                       | Reference Aviation Bonus Agreement                                                    | 70                                                   | See AFMAN 36-3004                                                                                                                                                                                                                                                                       |
| <b>40</b>                  | Blended Retirement Continuation Pay                                                                  | 4 years                                                                               | 55                                                   |                                                                                                                                                                                                                                                                                         |
| <b>41</b>                  | Judge Advocate Continuation Pay                                                                      | ADSC is stipulated by AFI 51-101                                                      | 90                                                   |                                                                                                                                                                                                                                                                                         |
| <b>42</b>                  | Inter-Service Transfers                                                                              | 6 years for rated officers<br><br>3 years for Chaplains<br><br>4 years for all others | 98 (3 years)<br><br>31 (4 years)<br><br>98 (6 years) |                                                                                                                                                                                                                                                                                         |
| <b>43</b>                  | Career Intermission Program (CIP) (10 USC §710 and DoDI 1327.07)                                     | 2 months for every 1 month in CIP (T-0).                                              | 08                                                   | 1. This ADSC is consecutive to other service commitments                                                                                                                                                                                                                                |
| <b>44</b>                  | World Class Athlete Program                                                                          | 3 years                                                                               | 98                                                   | 1. Member will incur a 2-year ADSC for voluntary withdrawal from the WCAP, except in the case where an injury results in the member's inability to continue training.<br>2. AFSVA/SVOR will notify AFPC/DP2LT when a member is selected for WCAP to ensure the AF Form 63 is completed. |

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for: (Rules apply to all personnel unless otherwise indicated)</b>                                                                                                                                | <b>ADSC is</b>            | <b>ADSC Reason code (see Attachment 4)</b> | <b>Remarks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>45</b>                  | Career Enlisted Aviators attending AFT<br><br>- Requalification (any fixed, rotary wing aircraft, or unmanned aerial system RPA)<br><br>- Transition Courses (CEAs cross-flowing to a different airframe within their current AFSC) | 2 years<br><b>(T-1)</b> . | 05                                         | 1. Upon formal withdrawal or elimination from the program, the member will incur a 1-year ADSC using Reason Code 33.<br><br>2. Members selected for formal in-unit or unit funded courses that are listed in ETCA <a href="https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx</a> will still incur the ADSC. This rule is not intended to drive an ADSC for a non-formal course. |

**Table A2.2. Health Professions Officer ADSCs.**

| <b>R<br/>U<br/>L<br/>E</b> | <b>If the ADSC incurring event is for</b>                                                                    | <b>ADSC is</b>                                                                                                                 | <b>ADSC Reason code</b> | <b>Legal Citation</b>                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------|
| <b>1</b>                   | EAD from a service academy                                                                                   | 5 years (see <b>Notes 1 and 3</b> ) <b>(T-1)</b> .                                                                             | 29                      | 10 USC § 9448                                                    |
| <b>2</b>                   | Direct Accession and/or Minimum Term of Service                                                              | 2 years following internship for physicians <b>(T-1)</b> .<br>3 years for all other Health Professions Officers <b>(T-1)</b> . | 12                      | DoDI 1322.10                                                     |
| <b>3</b>                   | EAD from AFROTC                                                                                              | 4 years (see <b>Notes 1 and 3</b> ) <b>(T-1)</b> .                                                                             | 50                      | 10 USC §§ 2107, 2101-2111b<br>AF Form 1056                       |
| <b>4</b>                   | Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine degree awarding program only | 7 years (see <b>Notes 1, 3, 4, 5 and 7</b> ) <b>(T-1)</b> .                                                                    | 53                      | 10 USC § 2114,<br><i>Students: selection, status, obligation</i> |

| R<br>U<br>L<br>E | If the ADSC incurring event is for                                                                     | ADSC is                                                                                                                                         | ADSC Reason code | Legal Citation |
|------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| 5                | Armed Forces Health Professions Scholarship Program                                                    | ½ year for each ½ year or portion thereof, minimum 2 years; concurrent with minimum term of service (see <b>Notes 3, 4, 5, 7 and 9</b> ) (T-1). | 52               | DoDI 6000.13   |
| 6                | Initial One Year Advanced Education in General Dentistry and General Practice Residency (Dental Corps) | Participation in these two skill enhancement programs incurs no additional ADSC for the officer and does not fulfill any existing ADSC. (T-1).  | 45               | DoDI 6000.13   |
| 7                | Graduate Professional Education (GPE) internship and/or residency (in a military training program)     | ½ year for each ½ year or portion thereof, minimum 2 years (see <b>Notes 1, 3, 5, 6, 7, 9 and 10</b> ) (T-1).                                   | 45               | DoDI 6000.13   |
| 8                | GPE internship and/or residency (sponsored in a civilian training program, e.g., AFIT)                 | ½ year for each ½ year or portion thereof, minimum 2 years (see <b>Notes 1, 3, 4, 5, 7, 9 and 10</b> ) (T-1).                                   | 45               | DoDI 6000.13   |
| 9                | GPE internship and/or residency (deferred or re-deferred)                                              | Existing ADSC, minimum 2 years (see <b>Notes 1, 3, 7 and 10</b> ) (T-1).                                                                        | 45               | DoDI 6000.13   |
| 10               | Financial Assistance Program                                                                           | ½ year for each ½ year or portion thereof, minimum 2 years; concurrent with minimum term of service (see <b>Notes 3, 5, 7 and 9</b> ) (T-1).    | 45               | DoDI 6000.13   |
| 11               | GPE (clinical) fellowship (in a military training program)                                             | ½ year for each ½ year or portion thereof, minimum 2 years (see <b>Notes 1, 3, 5, 6, 9 and 10</b> ) (T-1).                                      | 32               | DoDI 6000.13   |

| R<br>U<br>L<br>E | If the ADSC incurring event is for                                                                                                                                                                                                                                                                       | ADSC is                                                                                                         | ADSC Reason code | Legal Citation                                                                        |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| 12               | GPE (clinical) fellowship (sponsored in a civilian training program, e.g., AFIT)                                                                                                                                                                                                                         | ½ year for each ½ year or portion thereof, minimum 2 years (see <b>Notes 1, 3, 4, 5, 9 and 10</b> ) (T-1).      | 32               | DoDI 6000.13                                                                          |
| 13               | Federally-sponsored fellowships and educational programs lasting 20 weeks (140 calendar days) or longer including, but not limited to, all advanced graduate programs, in-residence PME, Education with Industry, Advanced Studies Group programs, technical training, and AFIT non-clinical fellowships | 3 years (see <b>Notes 1, 3, 4 and 8</b> ) (T-1).                                                                | 78               | DoDI 1322.10<br>AFPD 36-26<br>AFPD 41-1,<br><i>Health Care Programs and Resources</i> |
| 14               | Inter-Service Physician Assistant Program and Nurse Enlisted Commissioning Program                                                                                                                                                                                                                       | 3 years for 1st year, then ½ year for each ½ year or portion thereof. (see <b>Notes 1, 3 and 4</b> ) (T-1).     | 98               | DoDI 1322.10                                                                          |
| 15               | Full-time Masters or Doctorate program – AFIT or Air Force Medical Service sponsorship                                                                                                                                                                                                                   | 3 years for 1st year, then ½ year for each ½ year or portion thereof. (see <b>Notes 2, 4, 8 and 12</b> ) (T-1). | 02               | DoDI 1322.10<br>AFPD 41-1                                                             |
| 16               | Health Professions Loan Repayment Program– accession & retention                                                                                                                                                                                                                                         | Minimum 2 years, or 1 year for each annual repayment, whichever is greater (see <b>Notes 3 and 11</b> ) (T-1).  | 44               | DoDI 6000.13                                                                          |

**Notes:**

The ADSCs for all health care provider special and incentive pays, and accession and retention bonuses which require contractual agreements, shall be in accordance with 37 USC § 335 and as implemented through AFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*.

1. Members who withdraw or eliminate incur an ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion. (**Exception:** AFROTC cadets who withdraw or eliminate incur the ADSC set out in AFMAN 36-2032. USUHS medical students who withdraw or eliminate incur an ADSC equal to the period participated in the program, minimum of 1 year.)
2. Members who withdraw or eliminate incur an ADSC of 3 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion.
3. Do not use any period of an educational or training program to satisfy ADSC.
4. Members serve this ADSC after fulfilling all previously existing educational or initial accession ADSCs.
5. Extensions of training (beyond original approved completion date) will incur ½ year ADSC for each ½ year extension or portion thereof.
6. Members serve this ADSC consecutively with other ADSCs incurred for GPE training.
7. Required to fulfill 3 year minimum term of service or 2 year minimum term of service following internship for Medical Corps.
8. For AFIT students attending civilian institutions and USUHS students, this ADSC will normally begin upon graduation. However, failure to complete a thesis or dissertation is not considered formal elimination or withdrawal if all requisite coursework has been completed and will not excuse a member from serving the full prescribed ADSC.
9. Do not use any period without possession of a current, valid unrestricted license or approved waiver, if a health care provider, to satisfy ADSC.
10. GPE is the education that begins after completion of the basic professional degree. It is comprised of internships, residencies, and fellowships completed by physicians, dentists, veterinarians, or other health care specialists in their respective professional fields. For Nurse Corps, clinical fellowships may authorize sub-specialization suffix to the parent (primary) 4-digit AFSC upon completion of the clinical fellowship program. Nurse Corp fellowship training may be limited to only a single 3-digit AFSC career field; whereas non-clinical fellowships do not provide sub-specialization suffix to the parent (primary) 4-digit AFSC upon completion of the non-clinical fellowship program. Nurse Corps fellowship training may be open to more than one 3-digit AFSC career field.
11. ADSC for accession Health Professions Loan Repayment Program will be served first when combined with an existing medical education or training ADSC. ADSC for contractual multiyear pay, to include multiyear incentives will be served consecutively and after the Health Professions Loan Repayment Program ADSC.
12. ADSC incurred for participation in a military clinical psychology internship program may be served concurrently with an ADSC incurred for the Armed Forces Health Professions Scholarship Program.

## Attachment 3

## SERVICE COMMITMENTS (ANG ONLY)

Table A3.1. Airman Service Commitments.

| R<br>U<br>L<br>E | A                                                                                        | B                                                                                                                                                      | C                           | D                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
|                  | Airman                                                                                   | Service Commitment<br>(Notes 1,6)                                                                                                                      | Beginning                   | Source<br>Document                                                                                                     |
| 1.               | Attends aircrew courses conducted by AETC and the operational commands                   | Three months for each academic week or part of academic week but no less than six months and no more than 36 months ( <b>Note 2</b> ). ( <b>T-2</b> ). | Day after course completion | Training Certificate and/or Orders                                                                                     |
| 2.               | Attends field training detachment courses                                                | Six months. ( <b>T-2</b> ).                                                                                                                            | Day after course completion | Training Certificate and/or Orders                                                                                     |
| 3.               | Attends technical training of less than 20 weeks ( <b>Note 3</b> )                       | Six times the length of training but not less than six months. ( <b>T-2</b> ).                                                                         | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 4.               | Attends technical training of 20 weeks or more but less than 12 months ( <b>Note 3</b> ) | Three years ( <b>Note 4</b> ). ( <b>T-2</b> ).                                                                                                         | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 5.               | Attends technical training of 12 months or more ( <b>Note 3</b> )                        | Four years. ( <b>T-2</b> ).                                                                                                                            | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 6.               | Attends any type of enlisted PME in-residence only                                       | 12 months. ( <b>T-2</b> ).                                                                                                                             | Day after course completion | Training Cert and/or Orders                                                                                            |



| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                                         | <b>B</b>                                                                                           | <b>C</b>                    | <b>D</b>                                                                                                               |
|----------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
|                            | <b>Airman</b>                                    | <b>Service Commitment<br/>(Notes 1,6)</b>                                                          | <b>Beginning</b>            | <b>Source<br/>Document</b>                                                                                             |
| 7.                         | Promotion to the grade of Master Sergeant        | Drill Status Guardsman and military technician – 12 months<br>AGR - 24 months. <b>(T-2)</b> .      | Date of promotion           | Promotion orders or AF Form 2096                                                                                       |
| 8.                         | Promotion to the grade of Senior Master Sergeant | Exceptional Promotion Program 36 Months <b>(Note 5)</b><br>All Others- 24 months. <b>T-2)</b> .    | Date of promotion           | Promotion orders or AF Form 2096                                                                                       |
| 9.                         | Promotion to the grade of Chief Master Sergeant  | Exceptional Promotion Program - 36 Months <b>(Note 5)</b><br>All Others- 24 months. <b>(T-2)</b> . | Date of promotion           | Promotion orders or AF Form 2096                                                                                       |
| 10.                        | Attends Air Force Basic Military Training        | 36 Months. <b>(T-2)</b> .                                                                          | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |

**Notes:**

1. Service commitments incurred as a result of two or more rules of this table are served concurrently.
2. Except for the instructor survival-training course, the service commitment for all survival training is six months.
3. Formal training not identified in other rules of this table.
4. Minimum service commitment of six months and a maximum of 36 months for training with an academic length of 20 weeks or more. Computation for six times the length of training: academic length x 1.4 (length in calendar days) x 6 divided by 30 equals service commitment in months (always round up).
5. Non waivable.
6. TAG is the waiver authority for service commitments. This authority may not be delegated below TAG. **(T-2)**.

Table A3.2. Officer Service Commitments.

| R<br>U<br>L<br>E | A                                                                                                                                                                                                                                    | B                                          | C                                | D                                        | E                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------|
|                  | Type Training                                                                                                                                                                                                                        | Qualifiers                                 | Service Commitment (Notes 1, 11) | Is effective                             | Supporting Document                                                                                |
| 1.               | UPT, Undergraduate Pilot Training-Helicopter (UPT-H), Specialized Undergraduate Pilot Training (SUPT), Specialized Undergraduate Pilot Training-Helicopter (SUPT-H), Joint Specialized Undergraduate Pilot Training (JSUPT) (Note 2) | N/A                                        | Seven years                      | Date of the original aeronautical rating | Aeronautical order                                                                                 |
| 2.               | UPT, UPT-H, SUPT, SUPT-H, JSUPT (Note 2)                                                                                                                                                                                             | Entering training on or after 1 October 99 | Ten years. (T-2).                |                                          |                                                                                                    |
| 3.               | Undergraduate Navigator Training (UNT), Joint Undergraduate Navigator Training (JUNT), Specialized Undergraduate Navigator Training (SUNT)                                                                                           | Entering training on or after 1 October 99 | Six years. (T-2).                |                                          |                                                                                                    |
| 4.               | Undergraduate Air Battle Manager Training                                                                                                                                                                                            | N/A                                        | Six years. (T-2).                | Day after completion of ABM course       | Any official document bearing the date training was completed such as certificate, special orders, |
| 5.               | Fixed Wing Qualification                                                                                                                                                                                                             | N/A                                        | Six years. (T-2).                | Day after course completion              |                                                                                                    |
| 6.               | Receives initial training in an aircraft major weapons system                                                                                                                                                                        | N/A                                        | Five years. (T-2).               | Day after course completion              |                                                                                                    |

| R<br>U<br>L<br>E | A                                                                                                          | B          | C                                | D                           | E                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------|------------|----------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
|                  | Type Training                                                                                              | Qualifiers | Service Commitment (Notes 1, 11) | Is effective                | Supporting Document                                                                                                    |
|                  | (MWS) group (Note 3)                                                                                       |            |                                  |                             | or training report.                                                                                                    |
| 7.               | Receives initial training in a different aircraft of the same MWS group (Note 4)                           | N/A        | Three years. (T-2).              | Day after course completion |                                                                                                                        |
| 8.               | Receives initial training in an aircraft (not a MWS) (Note 5)                                              | N/A        | Three years. (T-2).              | Day after course completion |                                                                                                                        |
| 9.               | Receives qualification (upgrade or mission) training in current aircraft (Note 6)                          | N/A        | Two years. (T-2).                | Day after course completion |                                                                                                                        |
| 10.              | Receives re-qualification training in an aircraft (Note 7)                                                 | N/A        | Three years. (T-2).              | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 11.              | Attends USAF Weapons School                                                                                | N/A        | Three years. (T-2).              | Day after course completion |                                                                                                                        |
| 12.              | AETC Initial Pilot Instructor Training (PIT), in-unit re-qualification for T-37, T-38, AT-38, T-43, or T-1 | N/A        | Three years. (T-2).              | Day after course completion |                                                                                                                        |
| 13.              | Attends Squadron Officer School and/or Armed Forces Staff College                                          | N/A        | One year. (T-2).                 | Day after course completion |                                                                                                                        |

| R<br>U<br>L<br>E | A                                                                                                                                             | B          | C                                                                            | D                           | E                                                                                                                      |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
|                  | Type Training                                                                                                                                 | Qualifiers | Service Commitment (Notes 1, 11)                                             | Is effective                | Supporting Document                                                                                                    |
| 14.              | Attends Intermediate Service School, Senior Service School (In-residence) or completes training at comparable schools of other armed services | N/A        | Three years. (T-2).                                                          | Day after course completion |                                                                                                                        |
| 15.              | Attends technical training of less than 20 weeks, includes Advanced Instrument School (Note 8)                                                | N/A        | Six times the length of training but not less than 6 months (Note 9). (T-2). | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 16.              | Attends technical training of 20 weeks or more but less than 12 months (Note 8)                                                               | NA         | Three years. (T-2).                                                          | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 17.              | Attends technical training of 12 months or more (Note 8)                                                                                      | N/A        | Four years. (T-2).                                                           | Day after course completion | Any official document bearing the date training was completed such as certificate, special orders, or training report. |
| 18.              | Survival school courses                                                                                                                       | N/A        | Six months. (T-2).                                                           | Day after course completion |                                                                                                                        |
| 19.              | Attends off duty education with tuition assistance (AGR only)                                                                                 | N/A        | Two years. (T-2).                                                            | Day after course completion |                                                                                                                        |

| R<br>U<br>L<br>E | A                                                                                 | B          | C                                | D            | E                   |
|------------------|-----------------------------------------------------------------------------------|------------|----------------------------------|--------------|---------------------|
|                  | Type Training                                                                     | Qualifiers | Service Commitment (Notes 1, 11) | Is effective | Supporting Document |
| 20.              | Field Training Detachment courses                                                 | N/A        | Six months. (T-2).               |              |                     |
| 21.              | Service commitment cannot be determined in accordance with rules above. (Note 10) |            |                                  |              |                     |

**Notes:**

1. Service commitments incurred as a result of two or more rules of this table are served concurrently.
2. Applicants and commanders who provide proper documentation of a seven year commitment signed and dated prior to 1 Dec 98 for SUPT classes starting in FY 00, will be recognized and honored by the NGB.
3. This is the first training experience in an aircraft of a major weapons system group, such as, fighter or bomber systems (F-15, F-16, A-10, B-1), tanker systems (KC-135), airlift systems (C-5, C-41, C-130, C-17), and special duty aircraft (EC-130, HC-130, HH-60, counter drug aircraft). Cross-flow from fighter to non-fighter and non-fighter to fighter incurs a 5-year commitment.
4. This is training in a different type aircraft within the same MWS group, such as an F-16 pilot undergoing F-15 training. For this purpose all non-fighter aircraft are considered one group.
5. Examples: C-9, C-12, C-20, C-21, C-22, C-23, C-26, C-27, C-29, C-32, C-37, C-38, C-135, C-140, CASA 212 and T-39 aircraft.
6. This is training to update the qualifications of aircrew members in the same aircraft, such as a copilot upgrading to aircraft commander, aircrew members upgrading to instructor status, and aircrew members receiving mission qualification training.
7. This is training to re-qualify an aircrew member in an aircraft in which previously qualified.
8. Includes AU/AFIT continuing education courses, weather courses, education or professional training not specifically shown in other rules of this table.
9. Minimum service commitment of 6 months and a maximum of 36 months for training with an academic length of 20 weeks or more. Computation for 6 times the length of training: academic length x 1.4 (length in calendar days) x 6 divided by 30 equals service commitment in months (always round up).
10. Contact NGB/A1P to determine appropriate service commitment.
11. TAG is the waiver authority for service commitments. This authority may not be delegated below TAG. (T-2).

**Attachment 4****PREVIOUS AND CURRENT ACTIVE DUTY SERVICE COMMITMENT REASON  
CODES WITH CLEAR TEXT TITLES**

- 01 Air Force Institute of Technology (Education with Industry)
- 02 Air Force Institute of Technology
- 03 Technical Training
- 04 UPT (prior to 1 October 99), UNT, Undergraduate RPA Training
- 05 Advanced Flying Training
- 06 Thunderbirds
- 07 Professional Military Education
- 08 Education Absence of Leave
- 09 Tuition Assistance
- 10 Promotion
- 11 Permanent Change of Duty Station
- 12 Minimum Term of Service
- 13 Selective Continuation
- 14 1st Manned Space-flight Control Squadron (MSFSG/HQ AFSCF Tour)
- 15 FBI Academy
- 16 Air Force Intern Program
- 17 Airborne Warning and Control System Course (AWACS)
- 18 Initial Missile Qualification
- 19 Air Traffic Control Upgrade Training Officer Program
- 20 Junior Officer Cryptologic Career Program
- 21 Air Force Office of Special Investigation Senior Investigation Course
- 22 White House Fellowship Program
- 23 Funded Legal Education Program
- 24 Excess Leave Program (ELP)
- 25 AFMC Scientist and Engineering Exchange Program
- 26 Research Associate Program
- 27 Miscellaneous Education or Professional Training
- 28 Accept Indefinite Reserve Status
- 29 USAF Academy
- 30 Recalled to Active Duty
- 31 Extended Active Duty
- 32 Fellowship, Scholarship, Grant, TNG # include Health Svc Officers
- 33 Eliminate, withdraw, resign, TNG # include Health Svc Officers
- 34 Educational Leave of Absence
- 35 Airborne Battle Manager Ground Training
- 36 Airborne Battle Manager Initial Flying Training Qualification Training
- 37 Undergraduate Remote Pilot Aircraft Training
- 40 Internship Health Services Officer
- 41 Medical, Dental or Veterinarian Student Program
- 42 Senior Medical, Dental or Veterinarian Student Program
- 43 Post Graduate or Graduate Health Services Professional Education Training
- 44 Health Professions Loan Repayment Program

- 45 Residency Training
- 46 Additional Special Pay
- 47 Health Professions Incentive Special Pay
- 48 Health Professions Multi-year Special Pay or Retention Bonus
- 49 Continuation Pay for Dental Corps in Training or Payback Status
- 50 ROTC Pre-Health
- 51 ROTC Education Delay
- 52 Health Professions Scholarship Program
- 53 Uniformed Services University of the Health Sciences
- 55 Blended Retirement Continuation Pay
- 60 Engineering or Scientific Career Continuation Pay
- 61 Manned Space Flight Engineer or Payload Specialist
- 62 Laboratory Associates Program
- 63 Minute Man Education Program
- 64 Defense Advanced Language Area Studies Program
- 65 Special Agreement with Specified Period of Time Contracts
- 66 Medical Unique Situations
- 67 Medical Personnel Over 60
- 68 Intelligence Program
- 69 Critical Skills Retention Bonus (CSRB) or Zone E (SRB)
- 70 Aviator Continuation Pay (ACP)
- 71 Pilot Bonus Transition
- 72 Critical Acquisition Position (3 years)
- 73 Critical Acquisition Position Program Manager (4 years)
- 74 Health Professions Accession Bonus
- 76 USAF Weapons Instructor Course (WIC)
- 77 Instructor Qualification (Other than PIT)
- 78 All In-residence Education, including all AFIT Programs
- 79 Funded Legal Education Program (FLEP) and Excess Leave Program (ELP)
- 80 Undergraduate Pilot Training (UPT)
- 84 Combat Rescue Officer (CRO), Special Tactics Officer (STO), or Air Liaison Officer (ALO)
- 85 Post 9-11 GI Bill Transfer of Education Benefits
- 86 Key Leadership Position
- 90 Specialty Pay Legal Officers
- 98 Other
- 99 Unknown

**Attachment 5****SERVICE COMMITMENT STATEMENTS OF AGREEMENT****Active Duty Service Commitment (ADSC) Statement of Agreement Sample (RegAF).**

If selected for a Pilot, Remotely Piloted Aircraft Pilot, Combat Systems Officer, or Air Battle Manager training slot by the Undergraduate Flying Training Selection Board, I accept the appropriate ADSC as specified in Table A2.1 in AFMAN 36-2100.

(Signature and Date)

Name (last, first, middle)

Grade

Social Security Number (Social Security Number)

Witnessed by MPF official:

---

**Reserve Service Commitment (ANG) Statement of Agreement (SAMPLE)**

MEMORANDUM FOR RECORD FOR TAG

I accept the appropriate service commitment as specified in Attachment A9X, Rule XXX.

This statement must be signed, dated by the applicant and witnessed by a servicing 3FOX1 in the FSS.

(Signature and Date)

Applicant's Rank and Full Name

(Signature and Date)

Witness's Rank and Full Name



## Attachment 6

## NASA QUALIFYING DEGREE FIELDS

**A6.1.** This list is not intended to be a complete listing of qualifying degree fields for the Astronaut Nomination Program.

**A6.2.** It is a useful but non-restrictive guide.

**Table A6.1. Degrees in Engineering.**

|     |                            |
|-----|----------------------------|
| 1.  | Aeronautical Engineering   |
| 2.  | Aerospace Engineering      |
| 3.  | Agricultural Engineering   |
| 4.  | Architectural Engineering  |
| 5.  | Astonautical Engineering   |
| 6.  | Bioengineering             |
| 7.  | Biomedical Engineering     |
| 8.  | Ceramic Engineering        |
| 9.  | Chemical Engineering       |
| 10. | Civil Engineering          |
| 11. | Construction Engineering   |
| 12. | Electrical Engineering     |
| 13. | Electronics Engineering    |
| 14. | Engineering                |
| 15. | Engineering, General       |
| 16. | Engineering Mechanics      |
| 17. | Engineering Physics        |
| 18. | Environmental Engineering  |
| 19. | Geological Engineering     |
| 20. | Geophysical Engineering    |
| 21. | Industrial Engineering     |
| 22. | Marine Engineering         |
| 23. | Materials Engineering      |
| 24. | Mechanical Engineering     |
| 25. | Metallurgical Engineering  |
| 26. | Mineral Engineering        |
| 27. | Mining Engineering         |
| 28. | Nuclear Engineering        |
| 29. | Ocean Engineering          |
| 30. | Transportation Engineering |

**Table A6.2. Degrees in Biological Science.**

|     |                       |
|-----|-----------------------|
| 1.  | Anatomy               |
| 2.  | Bacteriology          |
| 3.  | Biochemistry          |
| 4.  | Biology, General      |
| 5.  | Biophysics            |
| 6.  | Biostatistics         |
| 7.  | Botany                |
| 8.  | Cell Biology          |
| 9.  | Ecology               |
| 10. | Embryology            |
| 11. | Entomology            |
| 12. | Genetics              |
| 13. | Histology             |
| 14. | Marine Biology        |
| 15. | Microbiology          |
| 16. | Molecular Biology     |
| 17. | Neurosciences         |
| 18. | Nutrition, Scientific |
| 19. | Pathology             |
| 20. | Pharmacology          |
| 21. | Physiology            |
| 22. | Plant Pathology       |
| 23. | Plant Pharmacology    |
| 24. | Plant Physiology      |
| 25. | Radiobiology          |
| 26. | Toxicology            |
| 27. | Wildlife Biology      |
| 28. | Zoology               |

**Table A6.3. Degrees in Physical Science.**

|     |                           |
|-----|---------------------------|
| 1.  | Analytical Chemistry      |
| 2.  | Astronomy                 |
| 3.  | Astrophysics              |
| 4.  | Atmospheric Science       |
| 5.  | Chemistry, General        |
| 6.  | Earth Science, General    |
| 7.  | Geochemistry              |
| 8.  | Geology                   |
| 9.  | Geophysics                |
| 10. | Inorganic Chemistry       |
| 11. | Metallurgy                |
| 12. | Meteorology               |
| 13. | Molecular Physics         |
| 14. | Nuclear Physics           |
| 15. | Oceanography              |
| 16. | Organic Chemistry         |
| 17. | Pharmaceutical Chemistry  |
| 18. | Physical Chemistry        |
| 19. | Physical Science, General |

**Table A6.4. Degrees in Mathematics.**

|    |                          |
|----|--------------------------|
| 1. | Applied Mathematics      |
| 2. | Mathematics, General     |
| 3. | Statistics, Mathematical |
| 4. | Statistics, Theoretical  |

**Table A6.5. Degrees in Computer Science.**

|    |                           |
|----|---------------------------|
| 1. | Scientific Applications   |
| 2. | Engineering Applications  |
| 3. | Mathematical Applications |

**Table A6.6. Degrees in the Health Professions.**

|    |                      |
|----|----------------------|
| 1. | Dentistry            |
| 2. | Medicine             |
| 3. | Osteopathic Medicine |
| 4. | Pharmacist           |
| 5. | Veterinary Medicine  |

**Table A6.7. Degrees Not Eligible--The following degree fields, while related to engineering and the sciences, are not considered qualifying:**

|    |                                                                                                              |
|----|--------------------------------------------------------------------------------------------------------------|
| 1. | Degrees in technology (engineering technology, aviation technology, or medical technology)                   |
| 2. | Degrees in psychology (except for clinical psychology, physiological psychology, or experimental psychology) |
| 3. | Degrees in nursing                                                                                           |
| 4. | Degrees in social sciences (geography, anthropology, or archaeology)                                         |
| 5. | Degrees in aviation, aviation management, or similar fields                                                  |

## Attachment 7

## SYNOPSIS OF NASA MEDICAL STANDARDS

Table A7.1. Pilot Astronaut Candidate:

|                                                                                                |                                                                                                                              |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Distant visual acuity</b>                                                                   | 20/100 or better uncorrected, correctable to 20/20, each eye                                                                 |
| <b>Blood pressure</b>                                                                          | Maximum of 140/90 measured in a sitting position.                                                                            |
| <b>Height</b>                                                                                  | Between 64 and 76 inches.                                                                                                    |
| <b>Auditory acuity</b>                                                                         | Hearing loss not to exceed:<br>Frequency:        500    1000    2000    4000<br>Both ears:        30db   25db   25db    50db |
| <b>Note:</b> Vision, hearing, and height standards for Flying Class II and NASA are different. |                                                                                                                              |

Table A7.2. Mission Specialist Astronaut Candidate:

|                                                                                                |                                                                                                                              |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Distant visual acuity</b>                                                                   | 20/200 or better uncorrected, correctable to 20/20, each eye                                                                 |
| <b>Blood pressure</b>                                                                          | Maximum of 140/90 measured in a sitting position.                                                                            |
| <b>Height</b>                                                                                  | Between 58 1/2 and 76 inches.                                                                                                |
| <b>Auditory acuity</b>                                                                         | Hearing loss not to exceed:<br>Frequency:        500    1000    2000    4000<br>Both ears:        30db   25db   25db    50db |
| <b>Note:</b> Vision, hearing, and height standards for Flying Class II and NASA are different. |                                                                                                                              |

**Attachment 8****APPLICATION FOR ASTRONAUT DUTY (NASA SAMPLE, SEE PARAGRAPH 3.4.3.1)**

MEMORANDUM FOR AFPC/DP2OR

THRU: Wing Commander or Equivalent

FROM: Current Address

SUBJECT: Application for Astronaut Duty

1. I request that I be considered for duty as an Astronaut Pilot, mission specialist, or both (specify) with the NASA beginning in 20XX.
  - a. Name (last, first, middle)
  - b. Social Security Number
  - c. Grade
  - d. Current military address and Defense Switched Network phone number
  - e. Total Active Federal Commissioned Service Date (Total Active Federal Commissioned Service Date) for officer or Total Active Federal Military Service Date (Total Active Federal Military Service Date) for enlisted applicants
2. Flying experience (if applicable)
  - a. Total hours
  - b. Total hours within last twelve months
  - c. Type and hours for each military aircraft flown (most recent first with month and year last flown)
  - d. Test pilot school attended and graduation date
  - e. Flight test experience
  - f. Operational experience
  - g. Combat experience (number of missions and hours)
3. Educational background
  - a. Service schools, method of completion, and date
  - b. Academic achievements
  - c. Colleges and years attended
  - d. Degrees (include majors, minors, honors, and year(s) graduated)
  - e. Grade point average (on the 4.0 scale) undergraduate
  - f. Grade point average (on the 4.0 scale) graduate
  - g. Graduate Record Examination (Graduate Record Examination) score and percentile
4. Experience and/or technical competence (optional for pilot candidates, mandatory for mission specialist candidates)
  - a. Postgraduate job experience (in years) related to degree (specific, factual, and brief description of duties)
  - b. Experience (in years) related to space field (specific, factual, and brief description of duties)
  - c. Flight experience in hours (nonrated applicants only)
5. Any additional experience or expertise pertinent to pilot or mission specialist astronaut duties