

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

**AIR FORCE INSTRUCTION 36-2626**

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**Personnel**

**AIRMAN RETRAINING PROGRAM**

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This publication implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and applies to all active duty Air Force members, members of Air Force Reserve Command (AFRC), and members of the Air National Guard (ANG). This publication provides guidance and procedures regarding retraining of Air Force (AF) military personnel to meet AF mission requirements and specifies retraining for Airmen that meet quality standards. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the office of primary responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the office of primary responsibility for coordination, and all Major Command (MAJCOM)-level supplements require approval by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing/unit-level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed.

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## Chapter 1

### OFFICER CROSSFLOW AND RECLASSIFICATION PROGRAMS

**1.1. Purpose:** As AF requirements evolve, changes in requirements create career field manning imbalances in affected career fields. The AF has a variety of tools available to correct these imbalances including formal crossflow programs and Initial Skills Training eliminee reclassification. Together these programs help address career field manning imbalances within authorized, funded end-strength.

#### **1.2. Roles and Responsibilities.**

##### 1.2.1. AF/A1P.

1.2.1.1. Establish officer crossflow and Initial Skills Training elimination reclassification guidance and policy, monitor for necessary adjustments, and update as required.

1.2.1.2. Determine officer crossflow requirements by Air Force Specialty Code (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.

1.2.1.3. 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.

1.2.1.4. Approve or disapprove waiver of crossflow eligibility criteria and adjudicate crossflow in/out targets with Career Field Managers and other stakeholders.

1.2.1.5. 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.

1.2.2. AFPC Commander (AFPC/CC). 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. Has authority to overrule the Nonrated Line Crossflow Panel or Missileer Crossflow Program results and disapprove a recommendation when appropriate. Final reclassification and separation authority for line officer Initial Skills Training eliminees.

##### 1.2.3. AFPC, Special Duty Career Management Section (AFPC/DP2OSS):

1.2.3.1. Select panel members and execute Nonrated Line Crossflow Program and Missileer Crossflow Program.

1.2.3.2. Serve as approval authority if immediate out-of-cycle crossflow actions are necessary. Action is coordinated with AF/A1P and does not require a crossflow panel/program.

1.2.3.3. Notifies officers of their crossflow eligibility.

1.2.3.4. Prepare results package for AFPC/CC approval and provide courtesy copy to AF/A1P.

1.2.4. AFPC/DP2L. Serves as Initial Skills Training elimination panel president, selects panel members, and executes the Initial Skills Training eliminee reclassification process.

1.2.5. Nonrated Line Panel and Missileer Crossflow Panel programs only: Wing Commander/Equivalent endorse nomination package providing comments on whole-person concept and recommendation for crossflow. **(T-3)**

1.2.6. AFPC Judge Advocate (AFPC/JA). 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, *Administrative Discharge Procedures for Commissioned Officers* as appropriate.

1.2.7. Applicants: Complete nomination packages in accordance with AFPC instructions, prioritize available AFSC crossflow/reclassification opportunities as desired, declare volunteer status, and submit documents through the proper channels. For out-of-cycle crossflow requests, applicants will contact their assignments manager for specific instructions.

### **1.3. Nonrated Line Crossflow Program.**

1.3.1. A panel competitively selects volunteers and non-volunteers from career fields with overages for crossflow/retraining into shortage career fields using specific qualification and established selection and scoring criteria.

1.3.2. AFPC/DP2OSS selects five AF officers in the grade of O-6 as panel members. **(T-3)** The panel is held to affect formal training and permanent change of station (PCS) moves.

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.

1.3.3.1. The panel will consider 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 AF Officer Classification Directory, officer professional development, career timing to assess the officer's relative standing among his or her peers, and time on station. **(T-3)**

1.3.3.2. If necessary, the panel will consider selecting 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.

1.3.3.3. Seniority is defined in AFI 36-2501, *Officer Promotions and Selective Continuation*, paragraph 3.7.1. The panel considers the career development of Nonrated Line officers, however, it does not function as a Development Team.

1.3.4. Eligibility/Exemptions:

1.3.4.1. AF/A1P will determine eligible AFSCs/Year Groups based on sustainment requirements, manning, and other factors. Waiver authority for AFSC/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 13C Special Tactics, 13D Combat Rescue, and 13L Air Liaison Officer AFSCs is on a

voluntary basis only. Officers requesting crossflow into the above AFSCs are directed to the appropriate Career Field Manager for consideration first but are also vectored by the Nonrated Line crossflow program with a secondary career field as a back-up.

1.3.4.2. Officers meeting the following criteria are exempt from involuntary crossflow consideration and are 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.)

1.3.4.2.1. Officers with an established Date of Separation, including officers not selected for retention via Force Shaping Board or Reduction in Force.

1.3.4.2.2. Officers with quality control indicators (e.g., Unfavorable Information File, unsatisfactory performance, deferred for promotion, referral performance reports).

1.3.4.2.3. Officers enrolled in/selected for AF-sponsored advanced academic degrees or Education with Industry, or with an Active Duty Service Commitment from a completed advanced academic degrees or Education With Industry program.

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.

1.3.4.2.5. Officers already formally selected for reassignment as of panel convening date.

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.

1.3.4.2.7. Sitting squadron commanders or officers on a Squadron Command Candidate List.

1.3.4.2.8. Officers with cyberspace defense qualifications (17DXA).

1.3.4.2.9. Officers with nuclear qualifications (Special Experience Identifier codes: IWF, MWA, MWB, MWC, MQT, MQU, MQV; and Air Force Specialty Codes (AFSCs): 21MXN, 21MXI and 31P when duty experience includes military installations with nuclear missions).

1.3.4.2.10. Officers with Psychological Operations qualifications (Special Experience Identifier 9Q). 1.3.4.2.11. Officers with 15 or more years Total Active Federal Military Service.

1.3.4.2.11. Developmental Engineers who are Test Pilot School graduates.

1.3.4.2.12. The38F Field Grade Officers with 2 or more years of manpower experience.

1.3.4.2.13. Officers previously selected for crossflow by any previous panel.

1.3.4.2.14. Officers in the Line of the AF Judge Advocate General Corps.

1.3.4.2.15. Officers in Continental United States (CONUS) with less than 2-years' time on station at the beginning of the first month in the targeted move cycle.

1.3.4.2.16. Officers assigned Outside of Continental United States (OCONUS) with a Date Estimated Return From Overseas equal to or greater than the first day of the fourth month beyond the targeted move cycle.

1.3.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC in accordance with the AF Officer Classification Directory.

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 in accordance with AFI 36-2110, *Assignments*, paragraph 2.30 and Table 2.9. Officers who fail their initial skills training course will return to their previous career field. Subsequent panels may be necessary to meet career field and AF emerging mission requirements.

#### **1.4. Missileer Crossflow Program.**

1.4.1. The Missileer Crossflow Program process 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.

1.4.2. O-6 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 process, to include participation in the crossflow panel.

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.

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.

1.4.3.2. AFPC will run the classification model to determine initial AFSC classification. The model takes into account career field requirements, officer preference, specific or unique officer qualifications, and quartile distribution.

1.4.3.3. AFPC will convene a crossflow panel to determine final AFSC classification. The panel considers the following:

1.4.3.3.1. The initial classification results from the AFPC classification model.

1.4.3.3.2. 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.

1.4.3.3.3. Senior Rater recommendations, Records of Performance, and officer preferences.



#### 1.4.4. Eligibility/Exemptions.

1.4.4.1. AF/A1P will determine eligible AFSCs/Year Groups based on 13N officers who are completing their initial intercontinental ballistic missile crew force tour.

1.4.4.2. Officers have the opportunity to volunteer to crossflow to the following non-donor AFSCs: 11X Pilot, 12X Combat Systems Officer, 13B Air Battle Manager, 13C Special Tactics, 13D Combat Rescue, 13L Air Liaison, and 18X Remotely Piloted Aircraft Pilot. Officers requesting crossflow into the above AFSCs are directed to the appropriate Career Field Manager for consideration first but are also vectored by the Missileer Crossflow Program with a secondary career field as a back-up.

1.4.4.3. Officers with an established Date of Separation, 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.

1.4.4.3.1. Officers meeting the following criteria are exempt from the Missileer Crossflow Program. They remain in the 13N AFSC.

1.4.4.3.1.1. Officers with quality control indicators (e.g., Unfavorable Information File, unsatisfactory performance, deferred for promotion, referral performance reports).

1.4.4.3.1.2. Officers with 15 or more years Total Active Federal Military Service.

1.4.4.3.1.3. Officers with 6 or more years Total Active Federal Commissioned Service.

1.4.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC in accordance with the AF Officer Classification Directory. **(T-3)**

#### 1.4.6. Outcome.

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. 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 in accordance with AFI 36-2110, paragraph 2.30 and Table 2.9. **(T-3)**

1.4.6.2. AFPC will send crossflow officers to initial skills training en-route to their first duty assignment whenever practical. Officers who fail initial skills training are considered for retention commensurate with AF needs, or separated from the service.

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/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.

### 1.5. Out-of-Cycle Crossflows.

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.

1.5.2. The process starts with the officer contacting his/her current AFPC assignment team with an Out-of-cycle Crossflow request. Disapproval at any step below ends the Out-of-cycle Crossflow process with a notification letter to the officer. (T-3)

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.

1.5.2.2. If the information from the sustainment matrix supports the changeover from an over-manned year group in the current AFSC to an under-manned year group, and the gaining and losing assignment teams believe the rationale from the officer is in the best interests of the AF, the AFPC assignment team will seek the officer's respective Career Field Manager's approvals/disapprovals.

1.5.2.3. The request with rationale and supporting Career Field Manager approvals is forwarded to AFPC/DPA for review to determine if retraining is in the best interests of the AF. This determination shall be based on training availability, manning, qualification in accordance with the AF Officer Classification Directory, and other factors as required.

1.5.2.4. If AFPC/DPA approves, the crossflow package is forwarded to AF/A1P for coordination prior to the individual being notified.

1.5.3. Outcome. AFPC will match the approved officer to crossflow in the next available training course via the normal assignment process. 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 in accordance with AFI 36-2110, paragraph 2.30 and Table 2.9. Officers who fail their initial skills training course will return to their previous career field.

## **1.6. Initial Skills Training Eliminee Reclassification**

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). 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.

1.6.2. Panel members will be selected by AFPC/DPS. The panel will consist of five field grade officers in the grade of O-5 or higher with AFPC/DPS as the panel president.

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".

1.6.4. The panel will consider the following to determine if reclassification is in the best interests of the AF:

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.

1.6.4.2. Unique or special abilities, degrees, or skills in high demand language skills that could benefit subject career field or the broader AF in the future.

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 these items should not be an overriding factor, it must be a consideration.

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. 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)**

1.6.6. Specific Qualifications for Reclassification. Officers must be qualified for retraining in the selected AFSC in accordance with the AF Officer Classification Directory.

1.6.7. Outcome.

1.6.7.1. The panel president will coordinate on the panel results and forward the completed recommendations to the reclassification and separation authority.

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.

1.6.7.3. Officers approved for reclassification will be matched in the next available training course via the normal assignment process. 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 in accordance with AFI 36-2110, paragraph 2.30 and Table 2.9.

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.

1.6.7.5. If the Reclassification and Separation Authority recommends waiver of recoupment of an unearned/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.

## Chapter 2

### ENLISTED RETRAINING PROGRAM ELEMENTS

**2.1. Retraining Purpose.** Retraining is a force management program used primarily to balance the enlisted career 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.

**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 Personnel Services 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 AFI 36-2616, *Technical Training Requirements Programs*. The retraining advisory advertises two types of requirements:

2.2.1. Objective Out. AFSCs where the AF has determined an overage/surplus exists. The AFSCs listed identify by grade the number of Airmen required to retrain out of these AFSCs. **Exception:** The list does not apply to First Term Airmen.

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.

**2.3. Retraining Advisory Notes.** This product is co-located with the Retraining Advisory on the AFPC Personnel Services 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.

**2.4. Personnel Services Delivery Guide.** The Personnel Services Delivery Guide provides documentation and procedural guidance for personnel processes redesigned as part of the Personnel Services Delivery Transformation. The Personnel Services Delivery Guide is revised continually with additional details for web-based personnel processing applications to ensure availability of the most current information and guidance.

**2.5. AF Enlisted Classification Directory.** This product is located on AFPC Personnel Services website, Airmen should review the AF Enlisted Classification Directory 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 AF Enlisted Classification Directory and will coordinate changes with HQ AFPC, Workforce Development and Career Programs Branch (AFPC/DP3DW).

## Chapter 3

### ENLISTED RETRAINING ROLES AND RESPONSIBILITIES

#### **3.1. AF, Accessions and Training Management Division (AF/A1PT) will:**

- 3.1.1. Establish overall AF retraining policy.
- 3.1.2. Monitor and evaluate the Airman Retraining Program.
- 3.1.3. Advise AFPC/DP3DW of policy, procedures, and retraining requirements.
- 3.1.4. Develop the Enlisted Initial Skills Program Guidance Letter on an annual basis and adjusts as necessary.
- 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.
- 3.1.6. Coordinate exception to policy requests with Career Field Managers and AF/A1XD before approving/disapproving exception to policies.
- 3.1.7. Coordinate retraining advisory with AFPC/DP3DW before release to the field.

#### **3.2. AFPC/DP3DW will:**

- 3.2.1. Execute established retraining policy, establishes procedural guidance, and provides guidance to the field and manages overall Airman Retraining Program.
- 3.2.2. Update and manage the Retraining Advisory and Advisory Notes.
- 3.2.3. Monitor disqualified Airmen and quality control standards for retrainees.
- 3.2.4. Process exception to policy requests.
- 3.2.5. Upon implementation of a Noncommissioned Officer Retraining Program (Phase I and II), identify vulnerable Airmen.

#### **3.3. AFPC, Formal Training and Retraining Section (AFPC/DP1SST) will:**

- 3.3.1. Advise interested Airmen on AF retraining policy.
- 3.3.2. Review, process, and approve or disapprove retraining applications.
- 3.3.3. Coordinate exception to policy/waiver requests with AFPC/DP3DW.
- 3.3.4. Schedule approved members for formal training.
- 3.3.5. Manage class seats, in coordination with AFPC/DP3DW, to include processing quota movement and quota change requests.
- 3.3.6. Review retraining quotas on the Retraining Advisory and ensure the applicant meets the prerequisites outlined in AF Enlisted Classification Directory, and the Retraining Advisory Notes before completing the application for enlisted retraining.
- 3.3.7. Close all pending retraining applications with no activity within 60 days.

**3.4. AFPC Military Assignments Programs Branch (AFPC/DP3AM) will:**

3.4.1. Finalize requests for deferment/waiver of Assignment Limitation Codes, Assignment Availability Codes, Date Eligible for Return from Overseas window waivers, and waiver of projected assignment on Airmen applying for retraining.

3.4.2. Identify Airmen returning from overseas for which no CONUS vacancies exist in the member's AFSC.

3.4.3. Provide end assignment for retrainees, and reassign Airmen in a PCS status eliminated from formal training.

**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.

**3.6. HQ AFPC/DP3DW will:** coordinate Disqualified Airmen actions with AFPC/DP1SST.

**3.7. Air Education and Training Command Technical Training Strategic Planning and Policy (AETC/A3P) will:**

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.

3.7.2. Monitor programmed versus actual students and graduates for each FY.

3.7.3. Provide AF/A1PT with predicted production statistics for the annual Enlisted Initial Skills Program Guidance Letter conference.

3.7.4. Coordinate quota movement requests and quota change requests.

3.7.5. Update class seats in accordance with Enlisted Initial Skills Program Guidance Letter changes.

**3.8. Force Support Squadron (FSS).**

3.8.1. Military Personnel Flight (MPF) will:

3.8.1.1. Update Control Air Force Specialty Code (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 AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. **(T-3)** 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 Air Force Specialty Code (PAFSC).

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. **Exception:** Do not update an Assignment Availability Code "29" on individuals in an overseas imbalanced AFSC. **(T-3)**

3.8.1.3. Provide Airman with Retraining Report on Individual Personnel. Send the original retraining approval notification Report on Individual Personnel for filing in member's personnel record in Automated Records Management System. **(T-3)**

3.8.1.4. Ensure Airmen obtain required retainability. **(T-3)** If the Airman is restricted by High Year Tenure, notify AFPC/DP3DW immediately.

3.8.1.5. Process AF Form 964, *Permanent Change of Station, Temporary Duty, Deployment, Or Training Declination Statement*, update applicable Assignment Availability Code, Assignment Limitation Code, and Reenlistment Eligibility codes for Airman declining retainability for formal training.

3.8.2. Formal Training Office will ensure Airmen have the required retainability 30 days prior to the class start date. **(T-3)** **NOTE:** If the Airman does not have the required retainability, the Formal Training Office requests cancellation of retraining to AFPC/DP3DW.

### **3.9. Unit Commander will:**

3.9.1. Notify AFPC/DP1SST of approved retraining applicants who fail to maintain quality control standards, or quality factors not visible in Military Personnel Data System, prior to attending formal schools. **(T-3)**

3.9.2. Ensure Airmen comply with all eligibility and reporting instructions. **(T-3)** Notify AFPC/DP1SST when Airmen are unable to meet class start date. **(T-3)**

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-3)** Unit CCs must ensure all requests are submitted at least 30 days prior to scheduled deployment. **(T-3)** Failure of notification may result in a lost retraining opportunity for the Airman and/or class seat.

### **3.10. Airmen will:**

3.10.1. Apply for retraining via electronic application process.

3.10.2. Submit required retraining documentation to AFPC/DP1SST as requested. 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. **NOTE:** Failure to update AFPC/DP1SST for 60 days may result in the pending application being closed.

3.10.3. Select up to five AFSCs. While five choices are not required, it greatly increases the member's chances of getting approved retraining.

3.10.4. If selected for promotion, applicant must apply for shortages in projected grade. **(T-3)**

3.10.5. Obtain the required retainability within 30 days of notification. **(T-3)**

## Chapter 4

### ENLISTED RETRAINING ADMINISTRATIVE ACTIONS

**4.1. Eligibility.** AFPC/DP1SST uses the criteria outlined in Table 4.1 in determining eligibility.

**4.2. Disqualifying Factors.** The below listed factors automatically disqualify Airmen for retraining. Any of the disqualifying factors before class start date results in retraining cancellation.

4.2.1. Under investigation by the Office of Special Investigation or law enforcement officials (excluding normal security clearance).

4.2.2. Most recent Enlisted Performance Report met some but not all expectations or is a referral.

4.2.3. Currently in a retraining status or not recommended for entry into upgrade training.

4.2.4. Does not possess local network access in accordance with AFI 17-100, *Air Force Information Technology Service Management*.

4.2.5. Ineligible for promotion or reenlistment. **Exception:** A disqualified Airman, awaiting retraining, with a reporting identifier of 9A000 or 9A100 may have reenlistment eligibility code of 4G, in accordance with AFI 36-2606, *Reenlistment in the United States Air Force*, and may apply for retraining.

4.2.6. Does not have current passing physical fitness score, in accordance with AFI 36-2905, *Fitness Program*, within 30 days of class start date.

4.2.7. Assignment Limitation Code "L".

4.2.8. Does not have 24 months retainability beyond class graduation date.

**4.3. Initial Enlistment Bonus/Selective Retention Bonus and Retraining.** The following guidance is provided:

4.3.1. Repayment/Recoupment of a bonus is governed by Department of Defense (DoD) Financial Management Regulation Volume 7A, Chapter 2.

4.3.2. Individuals selected for retraining into a Selective Retention Bonus (SRB) AFSC should refer to AFI 36-2606 regarding their eligibility to receive a SRB.

4.3.2.1. Individuals who received an Initial Enlistment Bonus/SRB are identified by Assignment Limitation Code (ALC)-O. The ALC-O identifies that the Second Term and Career Airman have an SRB. Refer to AFI 36-2606, paragraph 4.15 for further guidance.

**4.4. Class Change Requests.** Military Personnel Flight (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:** Not considered are class change requests for unit manning or readiness inspections.

**4.5. Exception to Policy/Waivers.** Members may apply for retraining as an exception to policy if the Airman was not allowed to apply for retraining during normal retraining window or if requesting retraining consideration outside of the normal retraining programs eligibility criteria. Exceptions to policy are only considered in extreme cases and when justification presents unusual



circumstances uncommon to other AF members. Waivers are considered on a case-by-case basis and are determined by appropriate waiver authority.

4.5.1. If member is attempting to prove inaccurate counseling and/or an injustice occurred, then the exception to policy request must include a statement from the organization that provided the counseling, indorsed by the commander, and explaining the circumstances. **(T-3)**

4.5.2. Exceptions are not granted based on personal convenience (e.g., individual's indecision, lack of employment or educational opportunities, etc).

4.5.3. Airman may request to apply for any available AFSC on the Shortfalls Requirements list.

**4.6. Disposition of Retraining Formal Training Eliminées.** 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.

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.

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.

**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. **(T-0)** Airmen selected for retraining may decline only if they have insufficient retainability.

**4.8. Withdraw/Cancel Approved Retraining.** Airmen may request to withdraw an approved retraining application prior to receipt of official electronic notification from AFPC/DP1SST. **(T-3)** 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.

**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 4.1. Eligibility for Voluntary and Involuntary Retraining.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>		<b>E</b>	
				<b>and Retraining Advisory</b>		<b>then the individuals eligible for</b>	
	<b>If the applicant</b>	<b>is a First Term Airman</b>	<b>is a Second Term/ Career Airman</b>	<b>shows an overage for current AFSC</b>	<b>shows a shortage for retraining AFSC</b>	<b>voluntary retraining (see note 3)</b>	<b>involuntary retraining (see note 2)</b>
<b>1</b>	is within 2 years of High Year Tenure	N/A	YES	N/A	N/A	NO	NO
<b>2</b>	selected for an assignment	YES	YES	N/A	N/A	NO (see note 4)	YES
<b>3</b>	selected for contingency deployment	YES	YES	YES	YES	YES (see note 5)	NO
<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 note 6)	YES	YES	YES	YES	YES	YES
<b>5</b>	is serving overseas and desires retraining w/ Date Eligible for Return from overseas. (see note 7)	YES	YES	YES	YES	YES	YES

6	is a volunteer for special duty assignment, AF Educational Leave of Absence Program, commissioning program, or In-Place Consecutive Overseas Tour	YES	YES	YES	YES	NO (see note 8)	YES
7	Holds a Control AFSC has AFSC on the Shortfall Requirements List (see note 9)	Yes	N/A	N/A	N/A	Yes	N/A

**NOTES:**

1. Airmen must not have reenlisted. **(T-3)**
2. Individuals who have retrained in the past 4 years will be exempt from Noncommissioned Officer Retraining Program Phase II. **(T-3)**
3. Airmen eligible under First Term Airmen, 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 have application submitted within 60 days of return.

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. **(T-3) NOTE:** AFPC/DP3AM is the office of primary responsibility for the stabilized tour program.
7. Date Eligible for Return from Overseas coincides with class start date. Airmen with an indefinite Date Eligible for Return from Overseas must complete the original tour length before departing for training. **(T-3) NOTE:** Date Eligible for Return from Overseas curtailment/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.

## Chapter 5

### ENLISTED RETRAINING PROGRAMS

**5.1. First Term Airman Retraining Program.** The First Term Airmen Retraining Program is designed to retrain First Term Airmen in conjunction with a reenlistment, into AFSCs 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.

5.1.1. CONUS assigned Airmen. Airmen may apply for retraining 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 43<sup>rd</sup> month of their current enlistment (67 months for 6-year enlistees).

5.1.2. OCONUS assigned Airmen. While serving in their normal FTA window (35th month for 4-year enlistees or 59th month for 6-year enlistees), Airmen may submit a retraining application 9 to 15 months prior to established Date Estimated Return From Overseas (DEROS) so long as DEROS falls within the current fiscal year in which class seats are available. DEROS must coincide with available class start date, (DEROS curtailment/extension requests are undesirable). **(T-3)**

5.1.3. Selection Process. AFPC/DP1SST will rank the applications for retraining on the last duty date of each month. **(T-3)** Applications are approved and disapproved NLT the 15th of the following month.

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 AF Enlisted Classification Directory, Part II, Attachment 4 (Additional Qualifications)); requested AFSC preferences.

5.1.3.2. Available AFSC quotas are evenly distributed throughout the FY. **NOTE:** Exceptions are made based on AF needs.

5.1.3.3. 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 3 months, as long as retraining in objectives are available. AFPC/DP1SST will disapprove pending applications after 3 months if no retraining objectives become available.

5.1.3.4. Members may reapply one more time under the following conditions:

5.1.3.4.1. The Airman is on the AF Career Job Reservation waiting list.

5.1.3.4.2. The Airman was removed from the AF Career Job Reservation waiting list, and is not within 120 days of date of separation. Airmen in this category are ranked for the month in which their retraining application is received.

**5.2. Noncommissioned Officer Retraining Program.** The Noncommissioned Officer Retraining Program is designed to retrain second term and career Airmen from overage AFSCs into shortage AFSCs 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 two phases: Phase I and Phase II.

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.

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.

5.2.3. Phase III Retraining. All remaining Objective In (OBJ IN) quotas are opened to second term/career airmen that were not identified during Phase's I and II. If holding a Control Air Force Specialty Code (CAFSC) not annotated with an Objective Out (OBJ OUT) quota, member must submit an Exception to Policy, endorsed by respective unit commander requesting release from CAFSC. **(T-3)**

**5.3. Disqualified Airmen Retraining Program.** AF policy 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 AFSC quota availability. **NOTE:** Not applicable to pipeline students.

5.3.1. Disqualified Airman, Awaiting Retraining, Disqualified for Reasons Beyond Airman's Control (Reporting Identifier 9A000). Airman with a reporting identifier of 9A000 and who are 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 reporting identifier change after 12 months of consideration.

5.3.2. Disqualified Airman, Awaiting Retraining-Disqualified for Reasons Within Airman's Control (Reporting Identifier 9A100). Airmen with a reporting identifier of 9A100, are only considered for available AFSCs for which they qualify and are otherwise eligible with formal training starting within 60 days.

**5.4. Humanitarian and Exceptional Family Member Program Retraining.**

5.4.1. To be eligible, Airman must have a valid humanitarian or Exceptional Family Member Program application pending AFPC/DP2LWA approval and be a volunteer to retrain if utilization in an awarded AFSC at the designated location is disapproved. **(T-3)** AFSC preferences are not considered.

5.4.2. Retraining applications are updated by AFPC/DP3DW using retraining code "RF".

5.4.3. Humanitarian retraining is via OJT using Career Field Education and Training Plans and Specialty Training Standard to document three level training.

5.4.4. Exceptional Family Member Program retraining is determined on a case by case basis.

**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).

5.5.1. The Shortfall Requirements List is located on the AF Personnel website. Airmen must review the AF Enlisted Classification Directory (also available on the AFPC myPers website) and meet mandatory AFSC entry requirements prior to applying. **(T-3)**

5.5.2. Airmen may apply for these AFSCs throughout the year under paragraph 4.5. Exception to Policy.

**5.6. Deployed Overseas Medical Limitations.**

5.6.1. AFSCs requiring an AF Form 422, *Physical Profile Serial Report* that can be completed by the Medical Group at members home station.

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. 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.

5.6.3. The Airman Retraining Program does allow Airmen to complete all retraining actions no later than 60 days after return to home station.

## Chapter 6

### AIR FORCE RESERVE RETRAINING PROGRAM

**6.1. AF Reserve (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 overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

#### **6.2. Types of Retraining for Unit Program.**

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.

##### 6.2.1.1. Eligibility.

6.2.1.1.1. All personnel, including Air Reserve Technicians, must meet retraining AFSC entry requirements as outlined in AF Enlisted Classification or AF Officer Classification Directory, and be in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 36-2905, *Fitness Program*. **(T-3)**

6.2.1.1.2. Retraining can only be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages.

6.2.1.1.3. Personnel must have or attain at least 36 months retainability to voluntarily retrain. **(T-3)** 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-3)**

6.2.1.1.4. 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/End of Course exam twice. **(T-3)**

6.2.1.1.5. Generally, personnel will not retrain out of a shortage or critical AFSC. 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 Readiness and Integration Organization 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)**

6.2.1.1.6. Prior service accessions with an awarded/convertible AFSC are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorization in their current AFSC.



- 6.2.1.1.7. A prior service accession from another service, with a military specialty that does not convert to an AFSC must attend technical school within 12 months. **(T-3)**
- 6.2.1.1.8. Mobilized personnel and personnel in a Stop Loss AFSCs are ineligible to apply for retraining. Waivers are not accepted.
- 6.2.2. Involuntary Retraining.
  - 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 unit manning document reductions/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.
  - 6.2.2.2. Involuntary retraining is primarily for the benefit of the AFR and does not require the concurrence of the member.
  - 6.2.2.3. Retraining application (AF Form 3920, *Request for Reservist Voluntary Retraining*), is not required.

### **6.3. Responsibilities.**

- 6.3.1. AFRC, Personnel Utilization (AFRC/A1KK) will:
  - 6.3.1.1. Administer/coordinate retraining policies and procedures.
  - 6.3.1.2. In conjunction with AFRC Major Command (MAJCOM) Functional Managers monitor and evaluate the AFR Retraining Program.
  - 6.3.1.3. Coordinate requests for waiver of requirements specified in the AFSC specialty descriptions contained in the AF Enlisted Classification Directory or AF Officer Classification Directory in accordance with AFI 36-2101.
  - 6.3.1.4. Forward waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than AFRC.
  - 6.3.1.5. Notify MPF of final approval/disapproval.
- 6.3.2. AFRC MAJCOM Functional Manager provides recommendation or final disposition on waiver requests using guidelines in AFI 36-2101, Tables 3.1, 3.2, and 3.3.
- 6.3.3. AFRC Recruiting Service (AFCRS) in conjunction with AFRC, Personnel, Manpower and Services (AFRC/A1) will establish guidelines to ensure the enlistment/assignment packages on prior service retrainees are processed through the Personnel Employment Element, and approved before accession of the applicant.
- 6.3.4. Wing/ARPC/CC or designated representative will:
  - 6.3.4.1. Final approval authority for local retraining applications. **(T-3)**
  - 6.3.4.2. Waives manning level and other requirements as exception when faced with unique requirements or hard to fill. Otherwise, ensures Airmen do not voluntarily retrain out of shortage/critical AFSCs or retrain into overages, unless previously approved.

6.3.5. Unit Commander will:

6.3.5.1. Recommend approval/disapproval of retraining applications and certify school funds availability. **(T-3)**

6.3.5.2. May delegate this authority to the senior Air Reserve Technician at geographically separated units.

6.3.5.3. Losing and gaining commanders may negotiate the effective date of retraining provided the member is assigned to the retraining position no later than 30 days prior to the formal school class start date.

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 AFI 36-2905. **(T-3)**

6.3.5.5. Gaining unit commander or designated representative will interview personnel applying for retraining to a flying position and makes appropriate recommendation on the retraining application. **(T-3)**

6.3.5.6. Ensure technical school quotas are requested and certify member's availability.

6.3.5.7. Ensure retrainees attend mandatory technical school within 12 months of approval of the retraining action. **(T-3)**

6.3.6. Unit Commander Support Staff will:

6.3.6.1. Verify member's retraining eligibility prior to initiating retraining application. **(T-3)**

6.3.6.2. Prepare Section I of the AF Form 3920. Ensure a formal school request is processed. 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-3)**

6.3.7. MPF/Personnel Employment Element will:

6.3.7.1. Schedule unit applicants for retraining interview. **(T-3)** 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 AF Enlisted Classification Directory.

6.3.7.2. Verify member's retraining eligibility prior to coordinating retraining application. **(T-3)**

6.3.7.3. Verify AF Form 1288, *Application for Ready Reserve Assignment* or DoD Form 1966, *Record of Military Processing - Armed Forces of the United States*, contains the retraining eligibility statement in the remarks section. **(T-3)**

6.3.7.4. Coordinate voluntary retraining applications. **(T-3)**

6.3.7.5. Develop internal processing controls. **(T-3)**

6.3.7.6. Assist units/Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. **(T-3)**

6.3.7.7. Ensure classification waivers are processed in accordance with AFI 36-2101, and identifies the "type" of waiver required on the cover memorandum when forwarding waiver requests to higher headquarters; e.g., medical, minimum aptitude score(s), AFSC prerequisites. **(T-3)**

6.3.7.8. Ensure Force Development Flight Education & Training (FSDE) counsels retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. **(T-3)**

6.3.7.9. Ensure FSDE coordinates on the AF Form 3920 and annotate the respective Training Status Code prior to approval. **(T-3)**

6.3.7.10. Completes final review, interview and forwards the retraining application to final approval authority for approval. **(T-3)**

6.3.7.11. For internal retraining actions, block position on Unit Manning Document or the Reserve Management Vacancy System. **(T-3)**

6.3.7.12. Maintains the approved AF Form 3920 and forwards a copy of the approved retraining action and school request to MPF/Education and Training Element for processing. **(T-3)**

6.3.8. MPF/Education and Training Element will:

6.3.8.1. Request formal school quota upon receipt of unit request and approved retraining application. **(T-3)**

6.3.8.2. Review applicant's technical school waiver documentation when applicable and insures completeness prior to forwarding to AFRC/A1.

6.3.9. MPF/Career Development will:

6.3.9.1. Verify member is or is not retraining out of, or into, a bonus AFSC. 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-3)** 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.

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-3)** 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-3)**

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-3)**

6.3.10. Reserve Recruiters for new gains to the Selected Reserve will:

6.3.10.1. Determine applicant's eligibility in accordance with the AFSC specialty descriptions contained in the AF Enlisted Classification Directory, this AFI and the current AFRC/CC manning policy. **(T-3)**

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 DoD Form 1966 or AF Form 1288. **(T-3)** The statement reads, "I certify member meets eligibility for retraining into AFSC\_\_\_\_\_, from AFSC\_."

6.3.10.3. If a waiver is needed, indicate type waiver on cover letter when forwarding requests to higher headquarters, e.g., technical school, medical, minimum aptitude score(s), AFSC prerequisite. **(T-3)**

6.3.11. Applicant will:

6.3.11.1. Ensure all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility. **(T-3)**

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). **(T-3)**

#### **6.4. Retraining Guidelines.**

6.4.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.

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.

6.4.3. If additional retainability is needed to meet AF Education and Training Course Announcements specifications, member will obtain it prior to attending technical school. **(T-3)**

6.4.4. CMSgts 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 AFI 36-2101, paragraph 3.7 and AFRC, Education and Training Operations Support (AFRC/A1KE) Automated Training Waiver Policy.

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-3)**

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. **(T-3)**

6.4.7. Upon approval of the retraining application, the member's Training Status Code reflects awaiting technical school (Training Status Code-M).

6.4.8. Award a 1-skill level in accordance with AFI 36-2101, Table 3.7, for personnel placed in the position at the time of approval. **(T-3)**

6.4.9. Prior retrainees must obtain a skill level commensurate with grade. **(T-3)**

6.4.10. Assign personnel who are displaced due to Unit Manning Document 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. **(T-3)** 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.

6.4.11. All new enlisted Air Reserve Technician hires or retrainees who meet requirements of the AFSC specialty description in the AF Enlisted Classification Directory, or obtained appropriate waiver in accordance with AFI 36-2101, and have satisfied the minimum Office of Personnel Management standard are immediately militarily classified at the entry level AFSC.

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 AF Enlisted Classification Directory AFSC specialty description.

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-3)** Waiver requests are submitted through channels to ARPC/DPAT in accordance with AFI 36-2101 and USAFR Functional Manager Automated Training Waiver Policy. Disapproval by the AFRC Functional Manager will require the Air Reserve Technician to remain at the entry level AFSC until satisfactory completion of technical school. **(T-3)**

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.

## **6.5. Retraining Formal School Eliminees.**

6.5.1. If a member is eliminated for reasons not within their control, the following applies:

6.5.1.1. Gaining unit commander may retain and return to school previously attended except for personnel eliminated for academic deficiency.

6.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander. **(T-3)**

6.5.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115, *Assignment Within the Reserve Components* or administratively discharge in accordance with AFI 36-3209, *Separation and Retirement Procedures for ANG and AFR Members*. **(T-3)**

6.5.1.4. Airmen eliminated for academic deficiency shall not request retraining into an AFSC that requires an identical or higher aptitude score. **(T-3)**

6.5.2. If a member is eliminated for reasons within their control, the following applies:

6.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander. **(T-3)**

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 36-2115. **(T-3)**

## **6.6. PALACE CHASE/PALACE FRONT Program.**

6.6.1. The primary goal of these programs is to transition qualified personnel from RegAF into the Air Reserve Components.

6.6.2. The mission needs of the AFRC unit remain the central issue when determining whom to access to the program and into what AFSC they are accessed.

6.6.3. If qualified, and a vacancy exists, access personnel into the AFSC that they were previously awarded and qualified provided that AFSC has not been removed due to lack of recent performance in accordance with AFI 36-2101, paragraph 4.3. **(T-3)**

6.6.4. PALACE CHASE personnel must complete their Selected Reserve Service Contract obligation prior to becoming eligible for voluntary retraining. **(T-3)** PALACE CHASE personnel whose positions are deleted may voluntarily retrain to fill a valid requirement for which they qualify prior to completion of the obligation.

6.6.5. Retraining is an option if:

6.6.5.1. The PALACE CHASE applicant holds an AFSC which is not authorized, in the gaining unit.

6.6.5.2. There is no vacancy/authorized overage in the PALACE CHASE applicant's current AFSC.

6.6.5.3. A genuine, mission based need exists for the gaining organization to retrain the PALACE CHASE applicant.

6.6.5.4. 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 10 academic days during the past 12 months shall not enter the AFR under the PALACE CHASE program in a different AFSC from their current control or duty AFSC.

**6.7. Retraining Process for Individual Mobilization Augmentees (IMA).** The purpose of the IMA 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 IMA 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. If additional retainability is needed to meet requirements in the Education and Training Course Announcements, member shall obtain it prior to attending technical school. Personnel must submit waiver of technical training within 6 months of assignment to the position through HQ RIO/Det CC to ARPC/DP. The waiver package is forwarded to AFRC/A1. **(T-3)**

### 6.7.1. Retraining Guidelines.

6.7.1.1. Retraitees must acquire a skill level commensurate with grade. **(T-3)** Retraining is only for those Airmen who would also be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with AFI 36-2903 and AFI 36-2905.

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-3)**

6.7.1.3. Personnel displaced due to Unit Manning Document 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-3)**

6.7.1.4. Retraitees will apply for technical training within 3 months of assignment to position unless a technical training waiver is submitted. **(T-3)**

6.7.1.5. Applications for technical training shall include a requested class start date within 12 months of assignment date if a quota is available. **(T-3)**

6.7.1.6. If a technical training waiver is to be submitted, provide documentation for waiver process in accordance with AFRC/A1 guidelines. **(T-3)** Personnel must submit waivers in sufficient time for waiver to reach AFRC/A1 within 3 months of assignment to position. **(T-3)** 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.

6.7.1.7. 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. **(T-3)** **(NOTE:** failure to comply in a timely manner results in applicant being returned to a position in the previously awarded AFSC or be reassigned to the IRR if no position is available).

### 6.7.2. Responsibilities.

6.7.2.1. HQ Individual Reservist 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)**

6.7.2.2. HQ RIO/Det CC will:

6.7.2.2.1. Administer, coordinate, and monitor retraining policies and procedures. Notify Program Managers of waiver procedures or requirement for requesting 3-level technical training.

6.7.2.2.2. Ensure Airmen do not voluntarily retrain out of shortage/critical AFSCs. A shortage AFSC is any AFSC below the standard set by the IMA 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.

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.

6.7.2.2.4. Ensure funding is programmed.

6.7.2.2.5. RegAF Unit Training Manager will coordinate with HQ RIO/DET Training to process requests for school quotas. **(T-3)**

6.7.2.3. HQ AFRC/ARPC DPAT will:

6.7.2.3.1. Evaluate IMA retraining actions in conjunction with HQ ARPC/DPAT and Headquarter AFRC functional managers.

6.7.2.3.2. Receive, evaluate, and process all IMA retraining packages or training waivers, or AF Form 2096, *Classification/On-The-Job Training Action*. Coordinate with appropriate offices for award of the entry level (1-skill level) AFSC in accordance with AFI 36-2101, Table 3.10.

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.

6.7.2.3.4. Identify the “type” of waiver required when coordinating waiver requests through appropriate channels (i.e., technical school, medical, aptitude score, AFSC prerequisites).

6.7.3. Eliminated Retrainees.

6.7.3.1. If a trainee is eliminated from retraining through no fault of their own:

6.7.3.1.1. HQ RIO Detachment attempts to place member within AFSC previously held.

6.7.3.1.2. Member will be reassigned to the IRR in accordance with AFI 36-2115. **(T-3)**

6.7.3.2. If a trainee is eliminated from retraining for cause (fault of member):

6.7.3.2.1. If HQ RIO Detachment recommends member be retained, they attempt to place member within AFSC previously held.

6.7.3.2.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with AFI 36-2115.



## Chapter 7

### AIR NATIONAL GUARD RETRAINING PROGRAM

**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 unprogrammed overages and overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

#### **7.2. Types of Retraining for Unit Program.**

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 AF Enlisted Classification Directory requirements for AFSCs.

7.2.1.1. Eligibility. All personnel, must meet retraining AFSC entry requirements of AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)* AF Enlisted Classification Directory or AF Officer Classification Directory, and be in compliance with AFI 36-2903, and AFI 36-2905. **(T-3)**

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. **(T-3)** Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with ANG, Force Management (NGB/A1P) manning policy.

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 ANGI 36-2602, *ANG Recruiting and Retention Programs*.

7.2.1.4. Personnel are ineligible for voluntary retraining until any service commitment for training is met 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-3)** Wing/CC, or designated representative, may deviate from this requirement to meet manning levels and mission needs.

7.2.1.5. Generally, personnel will not retrain out of a shortage or critical AFSC. **(T-3)** 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)**

7.2.1.6. Prior service accessions with an awarded/convertible AFSC identified in the AF Enlisted Classification Directory Part II, attachment 6 are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorization in their current AFSC. **(T-3)** 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 their own policies in accordance with needs, budget, and mission. (T-3)

7.2.1.7. Mobilized personnel and personnel in a Stop Loss AFSC are ineligible to apply for retraining. Waivers are not accepted.

7.2.1.8. Guidance for ANG Career Field Service Obligation and Commitments is covered in more detail in ANGI 36-2101, *Assignments within the ANG*.

#### 7.2.2. Involuntary Retraining.

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 unit manning document reductions/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.

7.2.2.2. Involuntary retraining is primarily for the benefit of the ANG and does not require the concurrence of the member.

**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-3)

#### 7.4. Responsibilities.

7.4.1. ANG, Force Development (NGB/A1D) will:

7.4.1.1. Administer/coordinate retraining policies and procedures.

7.4.1.2. In conjunction with National Guard Bureau (NGB) Career Field Managers monitor and evaluate the ANG Retraining Program.

7.4.1.3. Coordinate requests for waiver of AFSC entry requirements in accordance with AFI 36-2101 and AFSC specialty description in the AF Enlisted Classification Directory with NGB Career Field Managers.

7.4.1.4. Forward waiver requests recommended for approval to HQ AFPC/DPSIC when approval level is higher than NGB in accordance with AFI 36-2101.

7.4.2. NGB Career Field Managers will:

7.4.2.1. Provide recommendation or final disposition on waiver requests using guidelines in AFI 36-2101, Tables 3.1, 3.2, and 3.3 and ANG Classification Waiver Guide.

7.4.2.2. Notify MPF of final approval/disapproval.

7.4.3. NGB/A1Y and NGB/A1.

7.4.3.1. NGB/A1Y in conjunction with NGB/A1 will establish guidelines to ensure the enlistment/assignment packages on prior service 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.

7.4.4. Unit Commander Support Staff will verify member's retraining eligibility prior to coordinating on career change worksheet and training request. **(T-3)**

7.4.5. Unit Commander will:

7.4.5.1. Recommend approval/disapproval of retraining requests and certify member meets all requirements. **(T-3)**

7.4.5.2. Elevate disagreements between the gaining/losing commander and the Personnel Employment Element to the group commander for a final decision. **(T-3)**

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 AFI 36-2905. **(T-3)**

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-3)**

7.4.5.5. Ensure technical training quotas are requested and certify member's availability. **(T-3)**

7.4.5.6. Ensure retrainees attend mandatory technical training within 12 months of approval of the retraining action. **(T-3)**

7.4.6. Retention Office Manager will:

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 AF Enlisted Classification Directory and Part II, attachment 6 on the AFPC myPers website. **(T-3)**

7.4.6.2. Verify member retraining eligibility prior to coordinating career change worksheet. **(T-3)**

7.4.6.3. Coordinate voluntary retraining requests. **(T-3)**

7.4.6.4. Develop internal processing controls in accordance ANGI 36-2602. **(T-3)**

7.4.6.5. Ensure Airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current NGB/A1P manning policy, Yearly Recruiting and Retention Initiatives, and as updates are needed. **(T-3)** 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.

7.4.6.6. Verify member is or is not retraining out of, or into, a bonus AFSC. **(T-3)** Refer to current FY ANG Incentive Program Operational Guidance for bonus program implications.

7.4.6.7. Maintain the approved career change worksheet, within the AF Recruiting Information Support System – Total Force database (AFRISS-TF). **(T-3)**

7.4.7. FSS/Force Development Office will:

- 7.4.7.1. Assist units/Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. **(T-3)**
- 7.4.7.2. Verify member retraining eligibility prior to coordinating career change worksheet. **(T-3)**
- 7.4.7.3. Coordinate voluntary retraining requests. **(T-3)**
- 7.4.7.4. Develop internal processing controls. **(T-3)**
- 7.4.7.5. Ensure classification waivers are processed in accordance with AFI 36-2101, the ANG Classification Waiver Guide and identifies the "type" of waiver required on the cover memorandum when forwarding waiver requests to higher headquarters; e.g., medical, aptitude score, AFSC prerequisites. **(T-3)**
- 7.4.7.6. Counsel retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. **(T-3)**
- 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-3)**
- 7.4.7.8. Complete final review, interview, and approve/disapprove formal training request. **(T-3)**
- 7.4.7.9. Maintain the approved formal training request. **(T-3)**
- 7.4.7.10. Request formal school quota upon receipt of unit request and approved retraining application. **(T-3)**
- 7.4.7.11. Review applicant's technical school training waiver documentation when applicable and insure completeness prior to forwarding to higher headquarters. **(T-3)**

7.4.8. Applicant will:

- 7.4.8.1. Ensure all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility. **(T-3)**
- 7.4.8.2. Must 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-3)**

**7.5. Retraining Guidelines.**

- 7.5.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.
- 7.5.2. Airmen are recruited for training and assignment in a specific AFSC, based on the current NGB/AIP FY manning policy, ANG needs, and the member's qualifications.
- 7.5.3. If additional retainability is needed to meet AF Education and Training Course Announcement specifications, member will obtain it prior to attending technical school. **(T-3)**

7.5.4. CMSgt's selected to cross flow out of their career ladder are not considered retraining and do not have to meet minimum eligibility 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 AFI 36-2101, paragraph 3.27 and ANG Classification Waiver Guide.

7.5.5. Career Change Worksheets are required for all retraining actions and are used as source documents to approve all retraining actions. The Retention Office Manager will maintain them. **(T-3)** Once members are approved for retraining and AF Form 2096 is completed, block them in the position on the Unit Manning Document. **(T-3)**

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. **(T-3)**

7.5.7. Award a 1-skill level in accordance with AFI 36-2101, Table 3.8 for personnel placed in the position at the time of approval. **(T-3)**

7.5.8. Assign personnel who are displaced due to Unit Manning Document 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. **(T-3)**

7.5.9. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

7.5.10. If member declines any action to qualify for a position, commander must review for separation actions. **(T-3)**

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.

## **7.6. Retraining Formal School Eliminees.**

7.6.1. If an airmen is eliminated from retraining for reasons beyond their control, then:

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.

7.6.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.

7.6.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with AFI 36-2115, *Assignments Within the Reserve Components* or administratively discharge in accordance with AFI 36-3209.

7.6.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.

7.6.2. If an airmen is eliminated from retraining for reasons within their control, then:

7.6.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander. **(T-3)**

7.6.2.2. If member declines any action to qualify for a position, commander must review for potential separation. (T-3)

SHON J. MANASCO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

DoD Financial Management Regulation, *Vol 7A, Chapter 2*, July 2016

AFI 17-100, *Air Force Information Technology Service Management*, 16 September 2014

AFI 33-360, *Publication and Form Management*, 1 December 2015

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 25 June 2013

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2115, *Assignment within the Reserve Components*, 8 April 2005

AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004

AFI 36-2606, *Reenlistment in the United States Air Force*, 27 July 2017

AFI 36-2616, *Technical Training Requirements Programs*, 24 April 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011 AFI  
36-2905, *Fitness Program*, 21 October 2013

AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*, 10 October  
2003

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3209, *Separation and Retirement Procedures for ANG and AFR Members*, 14 April 2005

AFMAN 36-363, *Management of Records*, 1 March 2008

ANGI 36-2101, *Assignments within the ANG*, 10 Apr 2012

ANGI 36-2602, *ANG Recruiting and Retention Programs*, 21 February 2012

*ANG Classification Waiver Guide*, 15 April 2014

**Prescribed Forms**

None

**Adopted Forms**

DoD Form 1966, *Record of Military Processing - Armed Forces of the United States*

AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*

AF Form 422, *Physical Profile Serial Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 964, *Permanent Change of Station, Temporary Duty, or Training Declination  
Statement*

AF Form 2096, *Classification/On the Job Training Actions*

AF Form 1288, *Application for Ready Reserve Assignment.*  
AF Form 3920, *Request for Reservist Voluntary Retraining*  
AETC Form 125A, *Record of Administrative Training Action*  
AETC Form 126A, *Record of Commander's Review Action*  
SF 182, *Authorization, Agreement and Certification of Training*

### ***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFPC**—Air Force Personnel Center  
**AFR**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**ANG**—Air National Guard  
**ANGI**—Air National Guard Instruction  
**CAFSC**—Control Air Force Specialty Code  
**CONUS**—Continental United States  
**FSS**—Force Support Squadron  
**FY**—Fiscal year  
**IMA**—Individual Mobilization Augmentee  
**IRR**—Individual Ready Reserve  
**MAJCOM**—Major Command  
**MPF**—Military Personnel Flight  
**NGB**—National Guard Bureau  
**OBJ IN**—Objective IN  
**OBJ OUT**—Objective OUT  
**OCONUS**—Outside of Continental United States  
**OJT**—On-the-Job Training  
**PAFSC**—Primary Air Force Specialty Code  
**PCS**—Permanent Change of Station



**RegAF**—Regular Air Force

**TDY**—Temporary Duty

### *Terms*

**Career Job Applicant File**—A file of first term Airmen who have applied for a career job reservation and, because quotas are not available, are placed on a waiting list.

**CONUS Overseas Imbalance**—An AFSC which has more authorizations in the overseas area than in the CONUS, which does not give Airmen a reasonable amount of time in the CONUS between overseas tours.

**Disqualified Airman**—An Airman whose skill has been withdrawn due to not meeting the mandatory AFSC award and/or retention requirements in the AF Enlisted Classification Directory or who cannot maintain the skill according to AFI 36-2101, Chapter 4 and has no other awarded skill.

**First Term Airman**—Individuals who are on their: (1) first enlistment (including Airmen who have extended their enlistments for 23 months or less), or; (2) first extended active duty tour, or; (3) first enlistment with prior active service of less than 24 months.

**Lateral AFSC**—An AFSC that requires prior qualification at the semiskilled or higher skill level as specified in the specialty description in AF Enlisted Classification Directory, Airman Classification.

**Master Vulnerability List**—The relative standing of an Airman among their peers for mandatory retraining.

**OBJ IN**—Available quotas for IN

**OBJ OUT**—Available quotas for OUT

**Officer Accession Sustainment**—Determining accession requirements based on objective sustainment modeling.

**Officer Sustainment Matrix**—Spreadsheet provided by A1XD identifying shortfalls and overages in the non-rated line officer inventory by AFSC and CYOS.

**Pipeline Student**—Newly accessed Airman undergoing processing, orientation, basic training, or formal training immediately following Basic Military Training and have not PCS to an operational unit as a permanent party member.

**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 Department of Defense Program Objective Memorandum process, AF/A1 determines how the changes will affect the Program Guidance Letters and publishes official amendments as necessary.

**Retrainee**—Airman approved to retrain into a new AFSC.

**Retraining**—Either formal school or on-the-job training which qualifies an Airman for award of a new AFSC or AFSC shed out, to include lateral AFSCs.

**Retraining Advisory Folder**—An application in the Military Personnel Data System used at all levels of management that shows AF retraining needs. AFPC/DP3DW manages the Military Personnel Data System 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.

**Sustainment**—Required number of officers throughout the career field to accomplish the mission. accounts for authorized versus assigned billets, retention rates, career broadening and professional military education assignments drawing officers from core AFSC billets. Calculations for sustainment incorporate “career field health” considerations.

**Voluntary Retraining**—An application by an eligible Airman into a chosen skill where there is a retraining need and mandatory quality standards.