

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

**DEPARTMENT OF THE AIR FORCE
MANUAL 36-2100**



24 JUNE 2025

Personnel

***MILITARY CLASSIFICATION,
TECHNICAL TRAINING, AND
RETRAINING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1PT

Certified by: SAF/MR

Supersedes: AFMAN 36-2100, 7 April 2021

Pages: 147

This Department of the Air Force manual (DAFMAN) implements Department of the Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of Military Personnel*. In addition, this issuance is consistent with DAFPD 36-26, *Total Force Development and Management*. This manual applies to civilian and uniformed members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and the Air National Guard (ANG). This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by title 10 United States Code Section 9013 (10 USC § 9013), *Secretary of the Air Force*, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended (E.O 13478). The applicable DoD-wide system of records DoD-0020, *Military Human Resource Records* is available at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This DAFMAN may be supplemented at any level; all major command (MAJCOM)-level supplements and must be approved by the Director, Military Force Management Policy (AF/A1P) or Military Policy and Management Directorate (SF/S1P). The authorities to waive wing/delta/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 Department of the Air Force manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requester's commander for non-tiered compliance. This manual has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDI 5154.31, Volume 5, *Commercial Travel Management: The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*, as PDTATAC Case RR19008. **Note:** Any conflict between this manual and the Joint Travel Regulations (JTR), is resolved based on the JTR, and not this manual. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include incorporation of USSF and updates to DAF classifications, limiting the scope of this publication to DAF guidance, and lowering compliance tiers where possible. Another major change is the inclusion of a new section for Office Symbols in [Attachment 1](#), which required that all office symbols be accompanied by the official office title upon first mention. Finally, portions for active-duty service commitments (ADSCs) and applications for flying training, air battle managers and astronaut programs have been removed from this publication, therefore multiple paragraphs and attachments have been deleted and/or changed which have affected the numbering of subsequent paragraphs and attachments.

Chapter 1—OVERVIEW	5
1.1. Overview.....	5
1.2. Roles and Responsibilities.....	5
Chapter 2—CLASSIFYING MILITARY PERSONNEL (OFFICER AND ENLISTED)	7
2.1. Classification Overview, Concept, Responsibilities, and Structure.....	7
Table 2.1. Enlisted AFSC and SFSC Explained.....	9
Table 2.2. Officer AFSC and SFSC Explained.....	10
2.2. Initial Classification.....	17
Table 2.3. Initial Determination of CAFSC and CSFSC.....	23
2.3. Classification Actions at Base of Assignment.....	24
Table 2.4. Waiver Authority for Mandatory Classification Requirements—Officers (See paragraph 2.3.7).....	28
Table 2.5. Waiver Authority for Mandatory Classification Requirements—Enlisted Personnel (See paragraph 2.3.7).....	29
Table 2.6. Processing of All Classification Waiver Requests (Except Enlisted On-the-Job-Training, Time-in-Training for AFSC and SFSC Upgrade See Note 1.).....	31

Table 2.7.	Processing of On-the-Job-Training, Time-in-Training Waiver Requests for AFSC and SFSC Upgrade for DAF Airmen and Guardians (See Note).....	33
Table 2.8.	Criteria for Awarding Officer Rated AFSCs (See Note 1).	48
Table 2.9.	Criteria for Awarding Officer AFSCs, SFSCs, SDIs and RIs Other Than Rated AFSCs (See Note 1).....	49
Table 2.10.	Classifying Students—Officers.	51
Table 2.11.	Criteria for Awarding Enlisted AFSCs, SFSCs, SDIs, RIs, or CEM Codes.....	52
Table 2.12.	Grade and Skill-Level Authorizations for Use in Establishing Manpower Positions.....	55
Table 2.13.	Determining the CAFSC or CSFSC for Enlisted Personnel in Training Status.	55
Table 2.14.	Determining CAFSC or CSFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SFSC SDIs, or RIs.	56
2.4.	Downgrading and Withdrawing AFSC or SFSC.	57
Table 2.15.	Downgrading Enlisted AFSCs and SFSCs for Lack of Recent Performance (See Note).	59
Table 2.16.	Downgrading AFSCs and SFSCs as a Result of Demotion.	60
Table 2.17.	Processing Downgrade and Withdrawal and/or Disqualification Actions.....	70

Chapter 3—TECHNICAL TRAINING PROGRAMS REQUIREMENTS

73

3.1.	Technical Training Requirements Purpose and Responsibilities.....	73
3.2.	DAF Technical Training Programs.....	80
3.3.	DAF Technical Training Tasking Documents.....	81
Table 3.1.	PGLs, Program Requirements Documents Programs and Users.	82
3.4.	Capacity Assessment and Constraints.	83
3.5.	Technical Training Requirements Working Groups.....	84
Table 3.2.	Training Flow Management Working Group Organization.	84
Table 3.3.	Officer Initial Skills Working Group Organization.	84
Table 3.4.	MRT Program Working Group Organization.....	85
3.6.	PGL Changes (Adjustments and Quota Management).	85
3.7.	MRT Program.	86
Table 3.5.	Quota Type Breakdown (MRT Program).	90
3.8.	Metrics Submissions.	92

Chapter 4—AIRMAN RETRAINING PROGRAM

94

4.1.	Officer Crossflow and Reclassification Programs.	94
4.2.	Enlisted Retraining Program Elements.....	100

	4.3.	Enlisted Retraining Program Processes.	101
	4.4.	Enlisted Retraining Administrative Actions.	104
Table	4.1.	Eligibility for Voluntary and Involuntary Retraining.	106
	4.5.	Enlisted Retraining Programs.	110
	4.6.	AFR Retraining Program.	113
	4.7.	ANG Retraining Program.	122
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			128

Chapter 1

OVERVIEW

1.1. Overview. This publication provides one document for all guidance, procedures, programs, and responsibilities pertaining to the military classification system; DAF technical training management; officer crossflow; and initial skills training reclassification program.

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

1.1.2. **Chapter 3** pertains to technical training program requirements which defines the roles, responsibilities, programs, and procedures necessary for DAF and applicable non-Air Force technical training management across the planning, programming, budgeting and execution cycle to ensure maximum utilization in support of the Air Force mission.

1.1.3. **Chapter 4** pertains to the Airman and Guardian retraining program by outlining a process that addresses career-field imbalances across the Air Force. The program is designed to bring imbalanced career-fields back into authorized funded end-strength.

1.2. Roles and Responsibilities.

1.2.1. Vice Chief of Staff (AF/CV) and Vice Chief of Space Operations (SF/VCSO) will approve and disapprove medical exceptions to policy.

1.2.2. The Deputy Chief of Staff, Personnel, Manpower and Services (AF/A1) or Deputy Chief of Space Operations for Human Capital (SF/S1) will:

1.2.2.1. Review and approve Air and Space Force classification policy for clarity, propriety, and accuracy.

1.2.2.2. Work with Air and/or Space Staff agencies to create new or revised classification policies as needed which effectively and efficiently manage manpower requirements and human resources.

1.2.2.3. Approve eligibility requirements.

1.2.3. Commander, Air Force Reserve Command (AFRC/CC) will:

1.2.3.1. Approve and disapprove age and Total Federal Commissioned Service (TFCS) exception to policy (ETP) for all AFR applicants.

1.2.3.2. Approve all ineligibility factor ETPs for all AFR applicants.

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

1.2.4.1. Approve and disapprove age and TFCS ETP for all ANG applicants.

1.2.4.2. Approve all ineligibility factor ETPs for all ANG applicants.

1.2.5. Directorate of Manpower, Organization and Resources (AF/A1M) and Directorate of Manpower (SF/S1M) will provide Human Resources Data Analytic and Decision Support Division (AF/A1XD) or Directorate of Analysis (SF/S9) with the count of funded authorizations by Air Force Specialty Code (AFSC) or Space Force Specialty Code (SFSC)

which are used to model the desired number of RegAF technical training graduates each fiscal year (FY).

1.2.6. Air Force Personnel Center (AFPC) Commander (AFPC/CC) will:

1.2.6.1. Serve as final authority for action in coordination with AF/A1P, SF/S1P, and Deputy Chief of Staff Strategic Deterrence and Nuclear Integration (AF/A10) for Missileer Crossflow Program.

1.2.6.2. Serve as the authority to overrule the Nonrated Line Crossflow Panel or Missileer Crossflow Program results and disapprove a recommendation when appropriate.

1.2.6.3. Serve as the final reclassification and separation authority for Air Force line officer initial skills training eliminees.

1.2.7. Director, USSF Enterprise Talent Management Office (SF/S1/ETM) will:

1.2.7.1. In coordination with SF/S1P, Space Training and Readiness Command Commander (STARCOM/CC), serve as the classification authority for the vectoring of USSF officers into primary, secondary and third SFSCs following graduation from a DAF source of commission.

1.2.7.2. In coordination with SF/S1P, identify and code manpower authorizations using the military personnel classification system outlined in this manual, DAFOCD and DAFECD and manpower directives.

1.2.7.3. Oversee analysis of USSF positions to accurately depict duties performed.

1.2.7.4. In coordination with USSF career field managers (CFMs) and SF/S1P, serve as the classification authority for USSF mission area-related special experience identifiers (SEIs) and relevant certifications.

Chapter 2

CLASSIFYING MILITARY PERSONNEL (OFFICER AND ENLISTED)

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

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

2.1.2. Classification Concepts and Parameters.

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

2.1.2.1.1. Remains stable regardless of organizational structure changes.

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

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

2.1.2.1.4. Supports utilization and other personnel program needs.

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

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

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

2.1.2.3.2. Design AFSCs and SFSCs which make sense in the objective DAF structure.

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

Table 2.1. Enlisted AFSC and SFSC Explained.

L I N E	A	B
	Character	Identifies. See Note 1 .
1	first position (numeric)	Career group. 1 - Operations 2 - Logistics 3 - Support 4 - Medical or Dental 5 - Legal or Chaplain 6 - Acquisition or Finance 7 - Special Investigation 8 - SDI 9 - RI
2	second combined with first character (alpha)	Career field. Example: 2T - Logistics, Transportation and Vehicle Management
3	third combined with first and second character (numeric)	Career field subdivision. Example: 2T3 - Logistics, Transportation and Vehicle Management, Vehicle Management
4	fourth (numeric)	Skill level of AFSC. 1 - Helper 3 - Apprentice 5 - Journeyman 7 - Craftsman 9 - Superintendent 0 - Chief enlisted manager Skill level of SFSC. 1 - Basic 2 - Intermediate 3 - Advance 1 4 - Advance 2 5 - Mastery
5	fifth combined with other four characters (numeric). See Note 2 .	Specific AFSC or SFSC. Example: 2T351 - Logistics, Transportation and Vehicle Management, Vehicle Management Journeyman, Mission Generation Vehicular Equipment Maintenance
6	alpha prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC or SFSC. Example: T - Formal Training Instructor

L I N E	A	B
	Character	Identifies. See Note 1.
7	alpha suffix (shred-out). See Note 3.	Positions associated with particular equipment or functions within a single specialty. Example: 2T351A - Logistics, Transportation and Vehicle Management, Vehicle Management Journeyman, Mission Generation Vehicular Equipment, Firefighting and Refueling Vehicle & Equipment Maintenance
Notes: 1. Use an "X" in any character position of an AFSC or SFSC when addressing all authorized characters in that position of the AFSC or SFSC. For example, X2TXXXXX denotes all 2T AFSCs or SFSCs, to include all career field subdivisions, prefixes, skill levels, and suffixes. 2. When two or more career ladders are combined at the 7- or 9-skill level, they are called capper AFSCs and SFSCs. And, when combined, the number in the fifth position will almost always be "0." Example: 2T371and 2T377 merge into a common 9-level 2T390. Depending on prior AFSC or SFSC structure changes, it may have to be a different number (other than 0 at the 9-skill level), as necessary. 3. Not applicable at the 9-level skill or chief enlisted manager level.		

Table 2.2. Officer AFSC and SFSC Explained.

L I N E	A	B
	Character	Identifies. See Note 1.
1	first (numeric)	DAF career group. 1 - Operations 2 - Logistics 3 - Support 4 - Medical or Dental 5 - Legal, Chaplain 6 - Acquisition or Finance 7 - Special Investigations 8 - SDI 9 - RI
2	second combined with first character (numeric)	Utilization field. Example: 11 - Operations, Pilot
3	third combined with first and	Functional area. Example: 11B - Operations, Pilot, Bomber Pilot

	second character (alpha)	
4	fourth (numeric)	<p>Qualification level.</p> <p>1 – Entry, any AFSC or SFSC.</p> <p>2 – Intermediate, only for AFSCs and SFSCs so designated in the DAFOCD. For USSF, guardians are expected to receive initial qualifications, i.e., IQT/MQT, while performing in positions at this level.</p> <p>3 – Qualified, any AFSC or SFSC.</p> <p>4 – Staff. See Note 2: Designation of “staff level” relates only to the level of functional responsibility and is restricted to positions above wing level. It does not denote additional specialty qualifications. Examples: 11B3 - Operations, Pilot, Bomber Pilot, qualified. 11B4 - Operations, Pilot, Bomber Pilot, qualified and serving in a staff position above wing level.</p> <p>0- Qualified commander, when used in conjunction with “C” in 3rd position, or</p> <p>- Senior Leader or Leader, when other than a “C” in the 3rd position for 62S0, 63G0 or 63S0.</p>
5	alpha prefix	<p>An ability, skill, special qualification, or system designator not restricted to a single AFSC or SFSC.</p> <p>Example: A – Operational Warfare Instructor</p>
6	alpha suffix (shred-out)	<p>Positions associated with particular equipment or functions within a career field or single specialty.</p> <p>Example: 11B3A - Operations, Pilot, Bomber Pilot, qualified, B-1</p>
<p>Notes:</p> <ol style="list-style-type: none"> 1. Use an "X" in any character position of an AFSC and SFSC when addressing all authorized characters in that position of the AFSC or SFSC. For example, X12XXX denotes all “12” AFSCs, to include all utilization fields, prefixes, qualification levels, and suffixes. 2. In addition, not all positions above wing level qualify for the staff AFSC. For positions above wing level, Manpower uses the staff AFSC requirements for determining applicability (vice the 3-qualification level): Staff AFSC identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Qualified (XXX3) officers filling or who have filled such positions are awarded the staff AFSC. 		

2.1.3. Program Processes.

2.1.3.1. AF/A1P and SF/S1P will:

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

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

2.1.3.1.3. Work with AF/A1XD, ETMO, SF/S9, and DAF CFMs to validate each individual career field's health, challenges, and emerging missions. Balance individual career field needs against overall force management goals and objectives.

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

2.1.3.1.5. For initial skills programs, build preliminary Total Force program guidance letters (PGLs) and program requirement documents based on AF/A1XD and SF/S9 career field sustainment analysis, DAF CFM input, and mission needs. Compiles the requirements into draft PGLs and program requirement documents and submits to AETC for assessment.

2.1.3.1.6. For mission readiness training, trained dog requirements, field training detachment and non-resident programs, develop the program requirements documents and PGLs and send to the Production and Operations Management (AETC/A3L), Financial Analysis (AETC/FMA), Second Air Force (2 AF), AF directed users, MAJCOMs, Officer Workforce Development Section (AFPC/DPMLWD), training requester quota identifier managers, forward operating agencies (FOAs), direct reporting units (DRUs), and non-Air Force users.

2.1.3.1.7. Co-chair, with AETC/A3L, the annual Officer Initial Skills Working Group, Training Flow Management Working Group and MRT Program Working Group. See [paragraph 3.5](#) for more details.

2.1.3.1.8. Finalizes the PGLs and program requirements documents for initial skills programs following the working groups identified in [paragraph 3.5](#). This involves balancing resources, training prioritization, training capacity, and accession limits.

2.1.3.1.9. Forward all signed PGLs and program requirements documents to AETC.

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

2.1.3.1.11. Approve officer and enlisted initial skills unused quotas for redistribution and updates PGLs based on approvals. Develops the accessions program guidance

- letter (APGL) that identifies Total Force accession levels for the current FY and across the Future Years Defense Program.
- 2.1.3.1.12. Develop and identify the number of enlisted non-prior service (NPS) and prior service (PS) recruits the Air Force will access for a given FY on the APGLs.
- 2.1.3.1.13. Develop and identify the number of line and non-line officer accessions for a given FY on the APGLs.
- 2.1.3.1.14. Appoint members to the annual Training Flow Management Working Group.
- 2.1.3.1.15. Work with AETC, AFPC, ETMO, and RegAF and USSF CFMs to assess impacts of proposed and approved additions, deletions, mergers, or changes to AFSCs and/or SFSCs in the DAFECD and DAFOCD. Reflects approved changes to AFSCs and/or SFSCs in the appropriate PGLs and program requirements documents.
- 2.1.3.1.16. Establish officer crossflow and initial skills training elimination reclassification guidance and policy, monitor for necessary adjustments, and update as required.
- 2.1.3.1.17. Determine officer crossflow requirements by AFSC and year group based on AFSCs with inventory imbalances and provide that information to AFPC for use in crossflow and initial skills training reclassification programs.
- 2.1.3.1.18. Consider impact of other force management initiatives, e.g., force shaping and reduction-in-force boards, and prior enlisted populations within each career field when determining crossflow targets. AFSCs and SFSCs with specific or unique qualification requirements, e.g., technical education, should be filled first before crossflowing officers with specific or unique qualifications to other career fields.
- 2.1.3.1.19. Approve or disapprove waiver of crossflow eligibility criteria and adjudicate crossflow in and out targets with CFMs and other stakeholders.
- 2.1.3.1.20. Produce monthly officer sustainment matrices showing manning overages and gaps by career field and year group for AFPC and ETMO to use in determining out-of-cycle crossflow requests.
- 2.1.3.2. Workforce and Career Programs Branch (AFPC/DPPDW) and Military Sustainment Operations Section (AFPC/DPMSSM).
- 2.1.3.2.1. AFPC/DPPDW and Assessments and Job Analysis Branch (ETMO/TMSA) will establish and oversee processes for classifying personnel including developing, reviewing, interpreting, and changing classification procedures for classifying military personnel based on specialty data, special studies, analyses, and CFM input.
- 2.1.3.2.2. AFPC/DPPDW, in coordination with Skills Management Branch (ETMO/TMEL), manages the DAF Military Classification System, to include actions establishing, deleting, changing, or revising necessary identifiers and specialty descriptions by means of the DAFOCD, DAFECD, and Job Code and SEI tables in MilPDS, in order to manage DAF manpower requirements and human resources. AFPC/DPPDW serves as approval authority for USAF military classification changes. SF/S1PT serves as approval authority for USSF military classification changes.

2.1.3.2.2.1. AFPC/DPMSSM partners with ETMO/TMEL, DAF CFMs, and other stakeholders, proposing changes to the DAF Military Classification System.

2.1.3.2.2.2. AFPC/DPMSSM and ETMO/TMEL develop DAF specialties, titles, and codes to identify required military skills associated with specialty restructuring, new systems development, acquisition, operation, etc., upon request of the DAF CFM and staff agencies. **(T-1)**

2.1.3.2.2.3. AFPC/DPMSSM coordinates extensively with functional, manpower, and personnel agencies on all classification changes due to the impact these actions have on a variety of programs. **(T-1)**

2.1.3.2.2.4. AFPC/DPMSSM staffs and coordinates AFS and SFS restructuring actions with affected agencies, DAF CFMs, Air Force Recruiting Service (AFRS), AETC, Military Force Policy Division (AF/A1PP), Rated Force Policy (AF/A1PPR), Accessions and Training Division (AF/A1PT), Accession and Recruiting Policy (SF/S1PT), AF/A1XD, SF/S9, ETMO, ANG Force Development Division (NGB/A1D) and Director of Personnel, Office of Air Force Reserve (AF/REP).

2.1.3.2.2.5. AFPC/DPMSSM coordinates with computer systems managers on classification matters impacting MilPDS Job Code and SEI and Experience Set tables as well as the Manpower Programming and Execution System for all DAF. This includes:

2.1.3.2.2.5.1. Developing, coordinating, and processing system change requests to MilPDS with associated worksheets and tables to facilitate changes to the officer and enlisted classification structures.

2.1.3.2.2.5.2. Designing, developing, implementing, and publishing the DAF Officer Classification System, DAF Enlisted Classification System, and Change Summary and Conversion Instruction Guides to be effective each 30 April and 31 October.

2.1.3.2.2.6. AFPC/DPPDW reviews, approves, and submits for publication the semi-annual DAFOCD, DAFECD, and Change Summary and Conversion Instruction Guides to be effective each 30 April and 31 October. Prepare and submit Systems Change Requests using the documentation provided above and enter into the Requirements Management System.

2.1.3.2.2.7. AFPC/DPPDW and DPMSSM monitor DAF classification procedures and the AFSC and SFSC conversions affecting classification of the total military force.

2.1.3.2.3. AFPC/DPPDW develops and coordinates changes to classifying military personnel program processes.

2.1.3.2.4. AFPC/DPPDW, DPMSSM, and ETMO/TMSA conduct special studies and analyses to validate and integrate occupational data. Use this data to identify required military skills and revise, develop, or delete DAF occupational data impacting AFSs and SFSs, titles, and codes accordingly.

2.1.3.2.5. AFPC/DPPDW and SF/SIPT provide extensive guidance and interpretation to MAJCOMs, FLDCOMs, DAF Staff agencies, units, and individuals regarding DAF classification policy.

2.1.3.2.6. AFPC/DPMSSM provides extensive guidance and interpretation to MAJCOMs, FLDCOMs, DAF Staff agencies, units, and individuals regarding DAF procedures.

2.1.3.2.7. AFPC/DPMSSM and SF/SIPT review, research, process, and approve or disapprove requests for waiver, as applicable, see Tables 2.4 and 2.5, of specialty description qualifications, as found in the DAFOCD and DAFECD, covering all aspects of classification instructions, e.g., eyesight, aptitude, input AFSC or SFSC.

2.1.3.2.8. Waiver requests for classifying military personnel guidance requirements:

2.1.3.2.8.1. AFPC/DPMSSM, ETMO/TMSA, and ETMO/TMEL review, research, and prepare proposed recommendations for waiver of classifying military personnel guidance requirements. (T-1)

2.1.3.2.8.2. AFPC/DPPDW and ETMO/TMEL review, revise, and process requests for waiver of classifying military personnel guidance requirements to AF/AIPT or SF/SIPT, as appropriate, for approval or disapproval. (T-1)

2.1.3.2.9. High-level inquiries, e.g., inspector general, Chief of Staff, Secretary of the Air Force (SecAF), Secretary of Defense, Congressional, and Presidential inquiries, concerning classification guidance, actions, and procedures received from AFPC/IG:

2.1.3.2.9.1. AFPC/DPMSSM and SF/SIPT review, research, and develop responses and supporting documentation and provide responses to AFPC and SF/SIPT releasing authorities.

2.1.3.2.9.2. AFPC/DPPDW reviews, revises, and coordinates response with AFPC and SF/SIPT releasing authority for all DAF inquiries.

2.1.3.2.10. Applications for Board for Correction of Military Records concerning classification guidance, actions, and procedures:

2.1.3.2.10.1. AFPC/DPMSSM reviews, researches, and develops proposed responses and supporting documentation for Board Advisories and Administrative Fix actions for all DAF members and sends to AFPC/DPPDW.

2.1.3.2.10.2. AFPC/DPPDW reviews, revises, and finalizes Board Advisories and Administrative Fix documentation for all DAF members. AFPC/DPPDW also coordinates and/or forwards, as required, and uploads to the Board for Correction of Military Records application processing database.

2.1.3.2.11. Classification procedures for downgrading or withdrawing identifiers from individual Airmen and Guardians:

2.1.3.2.11.1. AFPC/DPPDW and ETMO/TMEL establish, publish, and monitor classification procedures for downgrading or withdrawing identifiers from individual Airmen and Guardians.

2.1.3.2.11.2. AFPC/DPMSSM employs classification procedures for downgrading

or withdrawing, but not disqualification, identifiers from individual Airmen. AFPC/DPMSSM coordinates with ETMO/TMEL for Guardians.

- 2.1.3.2.12. AFPC/DPPDW and SF/S1PT in coordination with ETMO/TMSA provide policy interpretation for initial classification of former officers as enlisted personnel.
 - 2.1.3.2.13. AFPC/DPPDW, ETMO/TMSA, and ETMO/TMEL develop standard operating procedures to manage establishing, deleting, changing, or revising classification tools. **(T-1)** AFPC/DPMSSM employs standard operating procedures to manage establishing, deleting, changing, or revising classification tools.
 - 2.1.3.2.14. AFPC/DPPDW, ETMO/TMSA, and ETMO/TMEL attend functionally oriented workshops, conferences, meetings, etc. to provide expertise on classification matters and advise on known or potential impacts resulting from specialty restructuring actions.
 - 2.1.3.2.15. AFPC/DPMSSM and SF/S1PT review, coordinate, and approve or disapprove requests for RegAF and USSF Officer and Enlisted AFSC and/or SFSC withdrawal or disqualification. Field Operation Agency AFPC only; AF/REP or NGB/A1D for Reserve Component personnel, as appropriate. Update awarded AFSCs, SFSCs, Special Duty and RIs on disqualified Airmen or Guardians. Respond to requests to change disqualified Airmen or Guardian RIs, as needed.
 - 2.1.3.2.16. AFPC/DPMSSM and ETMO/TMEL approve or disapprove RegAF or USSF SEI withdrawals and/or removals. AF/REP or NGB/A1D will approve for Reserve component personnel, as appropriate.
 - 2.1.3.2.17. AFPC/DPMSSM and SF/S1PT ensure adherence to minimum specialty requirements according to the DAFOCD and DAFECD.)
- 2.1.3.3. The Surgeon General (AF/SG) will recommend to AF/A1 and SF/S1 medical exceptions to classification policies and procedures for Officer and Enlisted personnel in accordance with DAFMAN 48-123, *Medical Examinations and Standards*.
- 2.1.3.4. AFPC, USSF, AF/REP, or ANG Force Development (NGB/A1D) commanders and supervisors will assign personnel to authorized positions consistent with requirements, Airman's or Guardian's grade, and skill and/or qualification level and will initiate or review and evaluate job proficiency and skill qualifications of each Airman or Guardian. Limit the use of enlisted Airmen or Guardians outside their control AFSC (CAFSC) or control SFSC (CSFSC). Comply with criteria outlined in [paragraph 2.3.34](#) when using enlisted Airmen or Guardian outside their CAFSC or CSFSC. Use the following source documents to award, upgrade, downgrade, and withdraw AFSCs, SFSCs, SDIs, RIs, and SEIs:
- 2.1.3.4.1. DAF Form 2096, *Classification/On-the-Job Training Action*, or
 - 2.1.3.4.2. Case Management System (CMS)- or AFPC-generated action, or
 - 2.1.3.4.3. MilPDS-generated report on individual person (RIP).
- 2.1.3.5. The Force Support Squadron (FSS) and AFPC, AF/REP, or NGB/A1D commanders will ensure accurate and timely reporting of qualifications of serviced personnel.

2.1.3.6. AFPC, ETMO, AF/REP, or NGB/A1D manpower personnel will identify and code manpower authorizations using the military personnel classification system outlined in this manual, DAFOCD and DAFECD and manpower directives. **(T-2)**

2.1.3.7. Airmen and Guardians shall gain and maintain specialty qualifications for awarded AFSCs and SFSCs. **(T-1)** Since individual effort is directly related to career progression, it is incumbent on the Airman and Guardian to develop professionally and keep abreast of specialty knowledge and proficiency standards. Several programs blend specialty training with academic pursuits to enable or enhance career progression. These include career development courses, advanced specialty training, supplemental training, on-the-job training, and accredited education.

2.1.3.8. The DAF CFM and MAJCOM or field command (FLDCOM) functional manager will provide technical assistance in developing career field structures and classification identifiers. **(T-2)** RegAF or USSF CFMs develop, in coordination with MAJCOM and FLDCOM functional managers and NGB and AFR CFMs, specialty descriptions, specialty prerequisites and qualifications. DAF CFMs provide waiver recommendations for mandatory AFSC or SFSC requirements to waiver authority as stated in Tables 2.4 and 2.5. NGB and AFR CFMs have waiver authority commensurate with the RegAF or USSF CFMs as stated in Table 2.5. RegAF or USSF CFMs also:

2.1.3.8.1. Keep specialty descriptions current,

2.1.3.8.2. Initiate or coordinate on new and proposed classification changes,

2.1.3.8.3. Resolve all non-concurrences before submitting new classification changes to AFPC/DPMSSM for formal coordination and implementation consideration.

2.2. Initial Classification.

2.2.1. Classifying Newly Accessed Commissioned Line Officers. The various sources of commission, e.g., United States Air Force Academy (USAFA), Officer Training School (OTS), and Air Force Reserve Officer Training Corps, (AFROTC) officer training will select and designate candidates for flying using the following RIs: 92T0 (pilot trainee); 92T1 (navigator or combat system operator (CSO) trainee); 92T2 (ABM trainee); and 92T3 (RPA Pilot trainee). **(T-2)** When these RegAF and USSF individuals complete training, the FSS will award the appropriate entry-level AFSC and SFSC and duty title entry for permanent party or students attending training enroute. **(T-2)** All other newly commissioned RegAF and USSF officers will be classified by the Military Accessions Branch (AFPC/DPMLT) ETMO/TMSA, or ETMO/TMEL. **(T-2)** AFR and ANG FSS classify newly commissioned officers at their permanent duty stations (PDS). **(T-2)**

2.2.1.1. AFPC/DPMLT classifies USAFA and AFROTC cadets utilizing the OTS classification process. The model optimizes USAFA and AFROTC cadet classification based on DAF requirements, cadet qualifications, and cadet desires. OTS cadets are classified using the same criteria, but not as a component of the model. DAF requirements have the highest priority.

2.2.1.2. Following initial classification, changes in AFSC may take place due to medical disqualification from the AFSC, individual inability to qualify for associated Personnel Reliability Program requirements, or other ineligibility reasons. AFROTC or USAFA will

notify the need to change AFSCs prior to entering active duty based on these categories will be provided to AFPC/DPMLT for reclassification consideration. (T-3)

2.2.1.3. Requests for reclassification prior to attending initial skills training may be addressed to AFPC/DPMLT for initial review. AF/A1P or SF/S1P is the approval and disapproval authority.

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

2.2.1.5. Air Reserve Component (ARC) Line Officers returned to extended active duty (EAD) in accordance with DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Members and the Career Intermission Program*. Reclassification is not required upon accession. MilPDS will reflect the AFSC contained on the EAD orders issued by AFPC/DPMLT.

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

2.2.1.7. Determining Officer Core Identification (Core ID) for ANG and United States Air Force Reserve (USAFR) only. ARPC is responsible for managing and periodically auditing Core IDs for O-5s and below; except for officers assigned to The Judge Advocate General's Corps (AF/JA), whose Core IDs will be managed by the Professional Development Directorate, Office of the Judge Advocate General (AF/JAX).

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

2.2.1.9. Once a Core ID (RegAF and USSF) is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow or is approved to transfer to another competitive category in accordance with DAFMAN 36-2032. (T-2) The new Core ID will be updated by ARPC for AFR officers and the servicing force support unit for ANG officers. (T-2) The servicing force support unit (for both AFR and ANG) will make corrections to the officer's Primary AFSC or SFSC or Secondary AFSC or SFSC as determined by this manual. (T-2)

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

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

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

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

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

2.2.2.5. Dis-enrolled Cadets. The USAFA or AFROTC, in conjunction with Air Education and Training Command (AETC), Student Resources Divisions, and

AFPC/DPMLT, classify dis-enrolled PS and NPS cadets see DD Form 785, *Officer Candidate-Type Training, Record of Disenrollment from*. Consider the following in the order presented:

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

2.2.2.5.2. Needs of the DAF.

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

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

2.2.3. Classifying PS Enlistees. AFRS and AFPC/DPMLT jointly classify PS RegAF and USSF enlisted Airmen and Guardians. They determine if the individual remains qualified for the AFSC or SFSC possessed when separated using the specialty description in the DAFECD. Minimum aptitude requirements do not apply for previously held AFSCs or SFSCs. ANG and AFR units will classify all PS enlistees and evaluate the member's prior AFSCs or SFSCs, skills, and experience for waiver to NGB/AFR CFM for re-award of AFSC. (T-2)

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

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

2.2.3.3. Reclassifying PS Accession Retraintees Failing to Complete Retraining for Which Accessed to RegAF. Former RegAF, USSF, AFR, ANG Airmen, Guardian, or other Service members recruited by the AFRS to the RegAF or USSF into an AFSC or SFSC for which initial skills training, i.e., 3-skill level AFSC- or SFSC-awarding, is not required will be disqualified by AFPC/DPMSSM when failing to successfully complete required training. (T-1) These Airmen and/or Guardians will be assessed by DAF Retraining for retraining consideration eligibility.

2.2.4. Classifying Former DAF Officers. For RegAF, AFPC/DPMLT; for USSF, ETMO, and for ARC, ANG and AFR FSS:

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

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

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

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

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

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

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

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

2.2.4.4.3.2. Award AFSCs at the 3-skill level unless the technical advisor recommends, and the appropriate DAF CFM approves and concurs in writing, awarding the 5-skill level. Determine whether to award an AFSC or SFSC above the 5-skill level after having been assigned in the AFSC or SFSC at the permanent duty location. The supervisor, after evaluating the experience and training, may recommend awarding the 7-skill level with appropriate DAF CFM written concurrence.

2.2.4.4.3.3. If award of 7-level skill level is supported, the supervisor will submit a written evaluation with documentation showing the qualifications to AFPC/DPMSSM for RegAF Airmen, and in consultation with ETMO/TMEL on cases that involve Guardians, or NGB/AFR CFM (ARC Airmen) as designated in [Table 2.5](#) for review. (T-2) After AFPC/DPMSSM or ETMO/TMEL will review, the supervisor will forward to the appropriate DAF CFM for recommendation. (T-2) AFPC/DPMSSM, NGB, or AFR approve or disapprove the request in accordance with authorities in [Table 2.5](#). (T-2)

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

2.2.4.5.1. RegAF and USSF applicants go to the On-line Retraining Advisory, located on the myFSS website, to select up to five AFSCs or SFSCs, SDIs, or RIs, from those listed as shortages. While **Chapter 4**, also applies to AFR/ANG Airmen, ARC Airmen must contact an ARC recruiter specific to the vacancies. **(T-3) Note: Chapter 4** procedures apply for ARC Airmen despite the different application process identified here.

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

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

2.2.4.5.2. Advise AFPC/DPMLT of the RegAF or the Strategic Support Division (ETMO/TMS) for USSF applicant's choices. AFPC/DPMLT, in coordination with ETMOS/TMS for USSF applicants, using **Chapter 4** of this manual and the DAFECD, classifies the applicant and notifies the FSS. While **Chapter 4** applies to AFR and ANG Airmen, applicants must contact an ARC recruiter specific to the vacancies. **(T-3)**

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

2.2.5. Initial Skills Training Eliminees. RegAF Line Officer initial skills training eliminatees on EAD, regardless of whether elimination was self-initiated or not, or whether it occurred before or after training commences (to include initial training declination), are considered for reclassification contingent on current AF requirements and in accordance with AFPCI 36-112, *Line Officer Initial Skill Training Reclassification Procedures*. AF/A1PT and SF/S1PT provide AFPC/DPMLT all AFSCs and SFSCs open to receive eliminatees, based on projected requirements and career field sustainment data. **(T-1)** The Division Chief, Logistics and Support Airman Career Management Division (AFPC/DPML) will determine when the contents of an elimination package requires review by the initial skills training (IST) Reclassification Panel. **(T-2)** When the Division Chief determines the contents of the elimination package do not require further review, the Division Chief will select a reclassification AFSC or SFSC from the list of available AFSCs and SFSCs which AF/A1PT and/or SF/S1PT provided to AFPC/DPMLT. **(T-2)** In cases where an IST Reclassification Panel is appropriate, the Division Chief, will convene a panel at AFPC and serve as president. The panel will consist of the president, O-6, and four additional panel members, in the grade of O-5 or above, for each panel from the various functional areas within AFPC. **(T-2)** ANG officer eliminations are reported to the Initial Skills Training ANG liaison, and AFR officer eliminations are reported to the officer's home unit for disposition.

2.2.5.1. Reclassification and Separation Authority. AFPC/CC is the reclassification and separation authority for RegAF and SF/S1 Deputy Director for USSF Line Officer initial skills training eliminatees. Using a panel process, the AFPC/CC or SF/S1 Deputy Director

approves reclassification or separation of an officer. When not approved for reclassification, the commander refers the case to the officer's command for processing under DAFI 36-3211, *Military Separations*, or forwards the case to the Secretary of the Air Force's Personnel Council (SAFPC) for action.

2.2.5.2. Panel Members. The panel reviews the elimination package using the whole person concept to determine if the officer will be reclassified. Panel members consider an officer's potential to develop and contribute in a subject career field, as well as degree, special coursework, commander's assessment, and the officer's preferences. **(T-2)** The final determination must meet the needs of the DAF and the officer's ability to meet or exceed those needs. **(T-2)** Panel members must comply with panel procedures. **(T-2)** AF/A1PT and SF/S1PT provide reclassification requirements to AFPC quarterly using career field sustainment data provided by AF/A1XD or SF/S9. **(T-1)** Exceptions must be coordinated with AF/A1PT or SF/S1PT as appropriate. **(T-1)** If qualified, the officer is to be placed in the most critical AFSC or SFSC first, to include reclassification into another rated AFSC or SFSC. Panel members are to use careful consideration when reviewing and/or scoring each package. Officers not selected for reclassification via this panel will be separated and recoupment of educational costs is possible. **(T-1)**

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

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

Table 2.3. Initial Determination of CAFSC and CSFSC.

L I N E	A	B
	If the enlistee is	then the CAFSC and CSFSC will be
1	assigned by 2 AF/TTOC Det 1, Joint Base San Antonio (JBSA) Lackland, to a formal technical training school.	the 1-skill level AFSC and CSFSC in which being trained.
2	a PS enlisted Airman or Guardian who enlists for duty assignment. See Note .	the AFSC and CSFSC for which enlisted. See Note .
3	a PS enlisted Airman or Guardian who enlists for technical training.	the 1-skill level AFSC and CSFSC in which enlisted.
Note: Skill level restrictions in paragraph 2.3.33 apply.		

2.2.8. Determining Officer Core Identifier (RegAF and USSF only). AFPC and ETMO Officer assignment teams are responsible for managing and periodically auditing Core Identifiers for O-5s and below, except for Line of the Air Force-Judge Advocate officers, who are managed by AF/JAX.

2.2.8.1. The officer Core Identifier is initially based on the AFSC and SFSC into which the member is classified at the time of accession into EAD, approved retraining, or

approved Competitive Category Transfer in accordance with DAFMAN 36-2032. For officers accessed to EAD under a Voluntary Return to Active-Duty Program, the Core Identifier will match the critical AFSC or SFSC for which they were approved to return to active duty.

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

2.2.8.3. Once a Core Identifier is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow in accordance with [Chapter 4](#), or is approved to transfer to another competitive category. The assignment team accepting the retrainee or Competitive Category Transfer Airman or Guardian is responsible for updating the new Core Identifier. The FSS will make corrections to the officer's Primary AFSC or SFSC and Secondary AFSC or SFSC as determined by this manual. (T-3)

2.3. Classification Actions at Base of Assignment.

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

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

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

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

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

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

2.3.1.6. Desires and interests of the individual are the lowest priority.

2.3.2. Designating Other Classification Identifiers.

2.3.2.1. The FSS awards AFSCs, SFSCs, SDIs, or RIs representing additional qualifications, in the order of best qualification as second, third, and fourth AFSCs or

SFSCs (enlisted only). Feeder AFSCs and SFSCs are retained according to [paragraph 2.2.4.3](#).

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

2.3.2.3. Rated officers will possess a Primary, Second, and Third AFSC denoting best aircrew qualification. **(T-3)** "Best aircrew qualification" means aircrew AFSC 11XX, 12XX, 13AX, 13BX, 16Z, and 18XX with suffix for aircraft type, including "other."

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

2.3.3. Duty AFSC (DAFSC) and Duty SFSC (DSFSC). A DAFSC and DSFSC, including prefixes, suffixes, and skill levels, must match the authorized UMD position. An officer's DAFSC or DSFSC must match an awarded AFSC or SFSC, either entry, qualified, or staff, except for the officer's qualification level. E.g., an entry level (38P1) personnel officer assigned to a position with the qualified (38P3) AFSC will have the 38P3 DAFSC. Do not change authorized AFSCs or SFSCs on UMDs to match the qualification level of the officer. The DAFSC and SFSC for enlisted personnel must match the CAFSC or CSFSC, except for skill level, if necessary, unless the enlisted Airman is on temporary duty (TDY) outside the CAFSC. Reference [paragraph 2.3.34](#) for duty out of CAFSC restrictions and time limits.

2.3.3.1. Officers are not to be assigned duty to an AFSC or SFSC in which they are not expected to progress to the qualified level, except for emergency short-term manning requirements or selection to fill a cross-functional position, i.e., pilot selected via board process to fill a C21A3 or C38P3 position.

2.3.3.2. Reclassifying Prior Service Officer DAFSC or DSFSC. Changes are approved by both the losing and gaining AFPC assignment managers for RegAF officers and Assignments (ETMO/TMEA) for USSF officers and tracked by the appropriate DAF CFMs. ARC CFM will approve or disapprove authorization change requests and ETPs and will submit manpower change requests to update the UMD for ANG and AFR officers. **(T-2)**

2.3.3.3. **Table 2.10** provides DAFSC and DSFSC criteria for officer students.

2.3.3.4. If the authorized position does not accurately identify the duties being performed, the unit commander requests the FSS or ETMO/TMS conduct a position analysis. The FSS and ETMO/TMS corrects the DAFSC or DSFSC retroactively if the analysis results in a change to the UMD.

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

evaluation and recording under the provisions of DAFI 36-2406, *Officer and Enlisted Evaluation Systems*.

2.3.4. Awarding Special Duty Identifiers. SDIs are awarded to denote qualifications the same way AFSCs and SFSCs are awarded. SDIs are not awarded as the Primary AFSC or SFSC unless the Airman or Guardian possesses no awarded AFSCs or SFSCs, i.e., 1XXX/1XXXX – 7XXX/7XXXX. The DAFOCD and DAFECD specify SDI qualifications for entry and retention. AFPC/DPML, Operations and Special Duty Airman Career Management (AFPC/DPMO), and Medical Career Management Division (AFPC/DPMN) approve award of RegAF and USSF officer SDIs according to [Table 2.9](#). Enlisted SDIs are awarded according to [Table 2.11](#). SDIs are withdrawn according to the appropriate subparagraph in [paragraph 2.4](#) of this manual. Airmen and Guardians performing additional duty SDI roles are not authorized award of the SDIs.

2.3.5. Awarding or Designating Reporting Identifiers (RIs). RIs are established primarily to identify conditions or jobs where a specific specialty description is not practical, such as General Officer (90G0), Wing Commander (91W0), Chief Master Sergeant of the Air Force (9C000), Chief Master Sergeant of the Space Force (9S000), student, patient, prisoner, disqualified Airman or Guardian etc. RIs are awarded if authorized for award, or designated to denote qualification, or to report a condition the same way AFSCs and SFSCs are awarded. FSSs award or designate RIs as defined in the DAFOCD and DAFECD and according to [Tables 2.9, 2.10, and 2.11](#), except Wounded Warrior (9WXXX or 92WX) and disqualified Airmen (9AXXX/96A0/96B0) RIs. Warrior and Survivor Care Division (AFPC/DPFW) is the only update and/or removal authority for Wounded Warrior RIs and AFPC/DPMSSM for disqualified Airmen and Guardian RIs for RegAF and USSF. AFR and ANG FSSs are the authority for disqualified ARC Airmen. RegAF and USSF enlisted personnel released, not disqualified, from a SDI without an awarded AFSC or SFSC to which the Airman or Guardian is eligible to return, are to be declared surplus in accordance with DAFI 36-2110. The Assignment and Workforce Development Support Branch (AFPC/DPMLW) may use these Airmen or Guardians for continued utilization consideration.

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

2.3.6.1. Reinstatement request for AFR members will be documented as above and the FSS will forward the reinstatement request electronically to Education and Incentive

Division (ARPC/DPAT) for processing to AFR CFM for approval or disapproval. **(T-2)** ARPC/DPAT notifies the FSS of the AFR CFM's decision and the FSS will notify the individual requesting the reinstatement and the individual's unit. **(T-2)** If approved for reinstatement, the FSS will award the AFSC at the skill level designated by the AFR CFM. **(T-3)**

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

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

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

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

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

2.3.7.4. Other Mandatory Requirements:

2.3.7.4.1. Waiver requests are to be justified and documented.

2.3.7.4.2. Use Tables 2.4 and 2.5 to determine approval authorities for waivers of mandatory requirements.

2.3.7.4.3. Forward officer medical, legal, and chaplain waivers as follows:

2.3.7.4.3.1. Medical Officers (AFSCs 4XXX): MAJCOM to AFPC/DPMN.

2.3.7.4.3.2. Judge Advocates (AFSCs 51JX): AF/JAX.

2.3.7.4.3.3. Chaplains (AFSCs 52RX): Air Force Chief of Chaplains (AF/HC).

Table 2.4. Waiver Authority for Mandatory Classification Requirements—Officers (See paragraph 2.3.7).

R U L E	A	B	C
	If the requirement is. See Note 1.	and the officer has	then approval authority is
1	education	provided justification.	DAF CFM. See Note 2.
2	experience	experience or other training which equates to that in the AFS or SFS. Guardians. See Note 7.	
3	a prerequisite AFSC or SFSC. See Note 3.	experience in assigned AFSC or SFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC or SFSC and completed training requirements shown as mandatory in the prerequisite AFSC or SFSC specialty description, see paragraph 2.3.7.	
4	training	completed other training or has extensive experience which can be equated to the training requirement.	DAF CFM, see paragraph 2.3.7 and Note 2. Exception: AFSC 71SX. See Note 4.
5	other mandatory requirements, not specified above, in the DAFOCD specialty description	provided justification.	AFPC/DPMSSM, in coordination with ETMO/TMEL for Guardians. See Notes 5, 6, and 3.
Notes: 1. The FSS and ETMO/TMS ensures the Airman or Guardian requesting the waiver justifies why the waiver is warranted and includes appropriate supporting documentation, e.g., transcripts, training records, performance reports, test results, letters of recommendation, approved professional and/or industry or academic certifications, medical evaluations, or other documents justifying the request. (T-2) 2. Waiver authority equivalent to that of the RegAF and USSF CFM is delegated to headquarter (HQ)-level ANG and AFR CFMs for ARC Airmen. 3. Prerequisite AFSC and SFSC requirements are listed in the “experience” or “other” paragraph of the specialty description. In either case, the DAF CFM is contacted for a recommendation by the approval authority. ANG and AFR officers requesting waiver under this rule complete waiver requests in accordance with the respective Classification Waiver			

- Guide and send to ANG/AFR CFM for review and coordination. Waiver packages are forwarded to AFPC/DP2SSM for coordination with the DAF CFM.
4. Approval authority for AFSC 71SX is Commander, Air Force Office of Special Investigations (AFOSI/CC).
 5. If a waiver is requested for medical and/or physical reasons, forward only those recommended for approval by appropriate medical authority in accordance with DAFMAN 48-123, and AF Form 422, *Notification of Air Force Member's Qualification Status*, or DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*.
 6. A copy of the waiver decision is forwarded to the DAF CFM.
 7. Guardians may include approved industry, academic, and professional certifications as approved by USSF CFMs.

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

R U L E	A	B
	If the enlisted Airman's or Guardian's waiver is for. See Notes 1 and 4 .	then approval authority is. See Note 2 .
1	mandatory training as listed in the specialty description.	DAF CFM. See Notes 3 and 6 .
2	Experience, including input AFSC or SFSC for an AFSC, SFSC, or prefix in DAFECD. See Note 8 .	
3	mandatory education as listed in the specialty description.	
4	Career Development Course.	
5	Defense Language Aptitude Battery Score.	
6	other mandatory requirements, not specified above, in the specialty description or Other Mandatory Entry Requirements listed in the DAFECD; or any of the above.	AFPC/DPMSSM or ETMO/TMS. See Notes 5 and 7 .
Notes: <ol style="list-style-type: none"> 1. The FSS and ETMO/TMS ensures the Airman or Guardian requesting the waiver justifies, using official memorandum format, why the waiver is warranted and includes supporting documentation, e.g., transcripts, training records, performance reports, test results, letters of recommendation, approved professional and/or industry or academic certifications, medical evaluations, or other documents justifying request. 2. Follow the processing guidelines established in paragraph 2.3.7.5. 3. Before approving training and/or qualification waivers for RegAF or USSF enlisted with approved retraining class quotas, coordinate with Military Accessions and Recognition (AFPC/DPSTTC). For ARC Airmen, the FSS contacts NGB/A1D or ARPC/DPAT, respectively. 4. Prior to processing a waiver request, commanders ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable AFSC or SFSC description in the DAFECD to identify specific mandatory requirements for award. 5. A copy of the waiver decision is forwarded to the DAF CFM 		

R U L E	A	B
	If the enlisted Airman's or Guardian's waiver is for. See Notes 1 and 4 .	then approval authority is. See Note 2 .
<p>6. Waiver authority equivalent to that of the RegAF and USSF CFM is delegated to the HQ-level ANG and AFR Command CFMs for their ARC Airmen. Exception: AFSC 3E7XX and 4N0XXX waiver authority remains with RegAF CFM.</p> <p>7. Waiver authority for two-time Career Development Course failures will not be further delegated. (T-1) The Fire Protection Career Field (3E7XX) and Aerospace Medical Service (4N0XXX) Career Development Courses are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers (for locations not having a Base Training Manager, the senior training manager will fill this role) ensure waiver packages are properly documented and recommendations well justified. (T-1)</p> <p>8. Prerequisite AFSC and SFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. AFPC/DPMSSM coordinates waivers with the RegAF or USSF CFM. ARC enlisted Airmen requesting waiver under this rule complete waiver requests in accordance with the ARC Classification Waiver Guide and send to ANG/AFR CFM for review and coordination. Waiver packages are then forwarded to the waiver approval authority (AFPC/DPMSSM) for coordination with the RegAF or USSF CFM. Examples could be Armed Services Vocational Aptitude Battery, lift factor, physical stamina, upper body, lower body, hearing, eyes, stability, and any other requirements in the AFSC and SFSC description not identified in this table Rules 1-6.</p>		

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

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

	A	B	C
R U L E	If the individual requests a waiver, then the. See Note 2.	of organization	must:
1	Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in DAF memorandum format, include rationale and attach documentation to support request. If applicable, coordinate with the Base Training Manager to evaluate the request and identify any deficiencies in the training or to request a recommendation and provide detailed rationale for the recommendation. If request is not appropriate, document why it is not appropriate and return to individual. All completed requests must be forwarded to the commander. (T-3)
2	Commander	Unit	review the request and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward complete request to the FSS. (T-3)
3	FSS or SF/S1P	Unit	review the request for thoroughness and forward to AFPC/DPMSSM, SF/S1P, ANG/AFR CFM for ARC Airmen. (T-2) See Notes 3 and 4.
4	ANG or AFR CFM	ANG or AFR	evaluate the request to determine whether further evaluation is necessary. If request is not appropriate, document why it is not appropriate and return to the action office for disposition. If recommended for approval and within the scope of ANG/AFR CFM approval authority, approve waiver. (T-2) If not within the scope of ANG/AFR CFM approval authority, include appropriate endorsement and forward completed request to AFPC/DPMSSM for waivers requiring approval by DAF CFM or AFPC/DPMSSM. (T-1) See Note 4.

	A	B	C
R U L E	If the individual requests a waiver, then the. See Note 2.	of organization	must:
5	Classification Representative (AFPC/DPMSSM for RegAF Airmen; SF/S1P for Guardians, ARPC/DPAT or NGB/A1D for ARC Airmen)	AFPC for RegAF, SF/S1P for Guardians, ARPC/DPAT or NGB/A1D for ARC Airmen	evaluate request. Forward coordinated requests recommending approval, along with supporting documentation, to the applicable RegAF or USSF approval authority, see Tables 2.4 and 2.5 . Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the action office for disposition. (T-1)
6	Training Manager (AFPC/DPMLT for RegAF and the Education and Training Division (STARCOM/S3T)	AFPC	If needed, evaluate request and identify any deficiencies in the training or the request. Provide a recommendation and coordinate it with the MAJCOM or FLDCOM functional manager, if applicable, see Tables 2.4 and 2.5 . Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the Unit for disposition. (T-2)
7	DAF CFM	DAF	evaluate request and either approve or disapprove those within approval authority, see Tables 2.4 and 2.5 . Forward all other cases with recommendation to AFPC/DPMSSM. (T-1)
8	Classification Representative (AFPC/DPMSSM for Airmen and SF/S1PT for Guardians)	AFPC and SF/S1P	evaluate request and either approve or disapprove. Approved requests are routed to the applicable office. Disapproved requests will be returned to the applicable action office with rationale for disapproval. A courtesy copy of all actions will be provided to the applicable DAF CFM. (T-1)
Notes: 1. AFR and ANG members and/or units will use their respective classification waiver guide for processing. (T-2) 2. All waiver requests are written in either email or official memorandum format. 3. Requests to waive mandatory training or Career Development Courses are to be forwarded by email to AFPC/DPMSSM for further staffing to the Military Training and Education Operations (AFPC/DPMSST), as necessary.			

	A	B	C
R U L E	If the individual requests a waiver, then the. See Note 2.	of organization	must:
<p>4. ANG/AFR CFMs, consistent with waiver authority in Table 2.5, approve or disapprove waivers within their authority. All others are sent with recommendation to AFPC/DPMSSM.</p> <p>5. USSF CFMs, consistent with waiver authority in Table 2.5, approve or disapprove waivers within their authority. All others are sent with recommendation to AFPC/DPMSSM, and AFPC/DPMSSM will coordinate with ETMO/TMS on cases involving Guardians.</p>			

Table 2.7. Processing of On-the-Job-Training, Time-in-Training Waiver Requests for AFSC and SFSC Upgrade for DAF Airmen and Guardians (See Note).

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

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

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

2.3.8. Converting to New or Revised AFS and SFS.

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

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

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

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

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

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

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

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

2.3.9.2. FSS, with the help of the local functional representatives impacted by the conversion, determine appropriate DAFSC or DSFSC, CAFSC or CSFSC (enlisted only), and awarded AFSCs and SFSCs according to the Change Summary & Conversion Instruction Guide and update accordingly.

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

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

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

2.3.10.2. When an enlisted Airman or Guardian is retraining into a different AFSC or SFSC, including a different suffix of an AFSC or SFSC, the CAFSC or CSFSC is designated at the 1-skill level for the AFSC or SFSC into which the Airman or Guardian is retraining, see [Table 2.13.](#), Rule 2. In those rare instances where a DAF CFM determines an Airman or Guardian possesses the knowledge and skills associated with the 3-skill level AFSC- or SFSC-awarding initial skills training, a CFM-approved waiver is required to designate the 3-skill level CAFSC or CSFSC and awarded AFSC or SFSC. Attach the approved waiver to the DAF Form 2096 awarding the AFSC or SFSC and send to

AFPC/DPSORM for scanning into each Airman's or Guardian's digital Automated Records Management System record.

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

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

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

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

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

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

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

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

2.3.13. Managing SEIs.

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

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

2.3.13.2.1. AFPC/DPMSSM establishes, revises, and deletes SEIs from the DAFECD, DAFOCD, and MilPDS SEI tables when requested by the DAF CFM. The DAF CFM, in conjunction with MAJCOM and FLDCOM functional managers, are responsible for annually reviewing established SEIs to determine validity and usefulness, see DAFOCD and DAFECD for additional SEI information. Notify AFPC/DPMSSM when SEIs are no longer needed in the MilPDS tables. AFPC/DPMSSM does not update SEIs for individual Airmen or Guardians, but is the approval authority for all RegAF and USSF SEI withdrawal actions processed through CMS SEI Removal cases, in accordance with the SEIs Removal execution guidance in the myFSS website. For ANG/AFR Airmen, the unit commander approves withdrawal of awarded SEIs and CMS is not used.

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

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

- 2.3.13.2.4. USSF and AFPC assignment officers and/or managers may use SEIs, when appropriate, in the assignment selection process for RegAF Airmen and Guardians.
- 2.3.13.2.5. RegAF and USSF Officers, O-5 and below, may request award or withdrawal of SEIs in accordance with the SEI execution guidance in the myFSS website. If the DAFOCD Experience Set criteria allows for removal based on the officer's request, AFPC/DPMSSM, in collaboration with DAF CFMs, may approve the action. For cases involving a Guardian, collaborate with ETMO/TMEL.
- 2.3.13.3. FSS may award SEIs for O-6 and O-6-selects according to SEI criteria specified in the DAFOCD in accordance with the SEI execution guidance in the myFSS website.
- 2.3.13.4. Enlisted SEIs. If the FSS does not have access to the O-6 record, then they will refer it to the Senior Leader Management Office (AF/A1LO) or Directorate of Senior Leader Management (SF/S1L) office for update. The FSS's role is to:
- 2.3.13.4.1. Update award of or request enlisted SEI removal actions. The commander, other designated representative, documented by a memorandum of delegation attached to the DAF Form 2096, or as specified in the SEI award criteria is the approving authority using DAF Form 2096, section VI.
 - 2.3.13.4.2. Monitor incoming and locally initiated assignment actions and consider special experience and training in determining an individual's duty position.
 - 2.3.13.4.3. Award SEIs during in-processing, classification interviews, or when determined appropriate by an individual's supervisor or commander.
- 2.3.13.5. The DAFECD contains the complete list of authorized enlisted SEIs and includes designation criteria, authorized AFSC combinations where required, and special instructions. FSS awards the SEI to the appropriate AFSC, i.e., by AFSC or SFSC type (Primary AFSC or SFSC, 2/3/4 AFSCs or SFSCs) in accordance with the SEI execution guidance in the myFSS website, after the Airman or Guardian meets experience, training, and any other requirements outlined in the DAFECD. **Note:** Enlisted Airmen or Guardians assigned to SEI-coded UMD authorizations either possess the necessary experience or be able to gain the necessary experience with training and time spent in the position. Enlisted SEIs encompass both general and restricted types, contain three characters and are in both alphabetical and alpha-numeric format. In the DAFECD, general SEIs are identified as associated with "any AFSC or SFSC." Restricted SEIs are identified as associated with the specific SEIs /skill levels stated or a range of AFSCs or SFSCs, e.g., 1XXXX or 1AXXX/1UXXX. In addition, certain SEIs have been designated as "auto award" or "auto notify" and provide limited MilPDS functionality to track and award the SEI or notify the commander that the Airman or Guardian may be eligible for award. See the SEI execution guidance in the myFSS website. Approved SEI tables are contained in the DAFECD, available on the myFSS website.
- 2.3.13.6. If the SEI area in MilPDS is full and a new SEI is to be awarded, consider the following factors in evaluating which SEIs to retain in MilPDS:
- 2.3.13.6.1. Retain experience on modern equipment or systems, i.e., functional managers determine equipment currency.

2.3.13.6.2. Retain SEIs based on the extent of experience and training versus SEIs with minimum experience or those of lesser importance at the time of review.

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

2.3.13.7. RegAF and USSF CFMs at the appropriate level may code appropriate "no name allocations" with desired SEI requirements when specific circumstances warrant SEIs matches. These actions are pre-coordinated with the appropriate AFPC or ETMO/TMEA.

2.3.13.7.1. Code SEI positions on the manpower documents.

2.3.13.7.2. Assign individuals with desired SEIs to matching positions.

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

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

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

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

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

2.3.16.2. Commanders or supervisors review an officer's qualification for upgrade and return annotated RIP (or provide completed DAF Form 2096) to the FSS. If an officer is not qualified for upgrade, the commander or supervisor advises the FSS in writing to

establish a new suspense date. The new suspense date represents the commander's or supervisor's estimate as to when the individual should be ready for upgrade.

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

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

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

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

2.3.18.3. Eligibility Criteria for Wear of DAF Command Insignia.

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

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

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

(T-1)

2.3.18.3.2.2. RegAF and USSF units:

2.3.18.3.2.2.1. For O-5s and below: Must be competitively selected by an service-level command board. **(T-1)** This includes selectees from service-level squadron commander boards, Military Entrance Processing Station Commander board, and USAFA Cadet Squadron and Group Air Officer Commander positions. **(T-1)**

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

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

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

2.3.18.3.2.4. Command insignia will not be worn by:

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

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

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

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

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

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

2.3.20. Awarding Chaplain Utilization Field AFSCs (52RX).

2.3.20.1. Award and assign AFSCs 52RX only to officers who are accepted for Air Force service as chaplains, possess ecclesiastical endorsements listed in DoDI 1304.28, *The Appointment and Service of Chaplains*, and are accepted by AF/HC, Chief of Air Force Chaplains (RegAF and AFR only). Chaplains are authorized to wear their occupational badge immediately after taking the oath of office. For specific award criteria refer to AFI 52-101, *Planning and Organizing*.

2.3.20.2. Chaplains will not perform duties incompatible with their endorsing organizations or professional role and will remain in a noncombatant status in accordance with AFI 52-101. **(T-0)** Chaplains will not serve in any military capacity other than those specific duties contained in the 52XX Specialty Description found in the DAFOCD, which is available through the myFSS in accordance with AFI 52-101. **(T-1)** Chaplains will only hold and serve in a secondary AFSC or apply for “any AFSC” opportunities with prior permission from AF/HC. AFRC and ANG Chaplains will need prior coordination through AFRC Chaplain (AFRC/HC) and NGB/HC prior to AF/HC permission in accordance with the DAFOCD. **(T-1)**

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

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

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

2.3.24. Competitive Category Transfers. For RegAF officers, requests to transfer between competitive categories are accomplished in accordance with DAFMAN 36-2032, initiated by the officer, and coordinated through the appropriate functional assignment officer. Application

requirements for a competitive category vary based on the gaining AFSC requirements. Transfer application requirements are available on the myFSS website. **Note:** Officers eliminated from initial skills training may be reclassified under [paragraph 2.2.5](#). AFR and ANG competitive category transfers will be accomplished in accordance with DAFMAN 36-2032. (T-2)

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

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

2.3.25.1.1. Initial classification. (T-3)

2.3.25.1.2. Enlisted skill level upgrade, see [Table 2.11](#). (T-3)

2.3.25.1.3. AFSC or SFSC downgrade or withdrawal. (T-3)

2.3.25.1.4. AFSC or SFSC conversions, see Change Summary & Conversion Instruction Guide and periodic revisions to the DAFECD. (T-3)

2.3.25.1.5. Enlisted retraining, see [Chapter 4](#) for requirements. (T-3)

2.3.25.1.6. Waiver of mandatory requirements, see [paragraph 2.3.7](#) and Tables [2.4](#) or [2.5](#). (T-3)

2.3.25.1.7. Awarding helper-level AFSCs to ANG and AFR enlisted personnel based on civilian experience. (T-3)

2.3.25.2. Additional AFSCs or SFSCs will not be awarded solely to show future, potential, or possible utilization. (T-3)

2.3.25.3. The 7-skill level will only be awarded to E-5 select through E-7. (T-1) The 9-skill level will only be awarded to E-8. (T-1) The chief enlisted manager code will only be awarded to E-9 and Chief E-9-select. (T-1) Use [Table 2.12](#) for authorizing manpower positions. **Note:** AFSCs and SFSCs will only be awarded through the methods cited in [paragraph 2.3.25](#). (T-3) The FSS will return requests that do not comply with this paragraph to the originator. (T-3)

2.3.26. Strength Aptitude. Mandatory strength standards for entry into all enlisted career fields are shown in the DAFECD, Attachment 4.

2.3.27. Classifying Airmen and Guardians in Retraining Status. Retraintees in the grade of E-8 and below must complete all mandatory requirements, see [Chapter 4](#) to qualify for award of a new skill level unless waived by appropriate waiver authority in [Table 2.5](#). Review Tables [2.4](#), [2.5](#), and [2.6](#) for waiver approval levels and processing requirements. (T-2)

2.3.27.1. Chiefs' Group, Assignments Division (AF/A1LE) and Directorate of Senior Leader Management (SF/S1L), manage cross-flow into other than an awarded chief enlisted manager code for all RegAF and USSF E-9 and E-9-selects. **Note:** ANG and AFR command chief master sergeants cross-flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to NGB/A1D for ANG personnel and ARPC/DPAT for AFR personnel. (T-2) NGB/A1D or

ARPC/DPAT will review for thoroughness and coordinate with ANG or AFR CFM and training managers before approving or disapproving. (T-2)

2.3.27.2. Chief enlisted manager codes are awarded using [Table 2.11.](#), Rule 6.

2.3.28. Classifying Students. Retain a student's awarded AFSC or SFSC except as indicated in [paragraph 2.4.2.](#) For classifying student officers refer to [Table 2.10.](#) The DAFSC or DSFSC of enlisted personnel attending a formal school is the AFSC or SFSC to which the course trains according to the Education and Training Course Announcements (ETCA) which is an online version of the Air Force Course Catalog. If the course does not train to a specific AFSC or SFSC, the DAFSC or DSFSC remains the same as it was at the base of assignment. Award a 3-skill level AFSC or SFSC upon graduation from the AFSC- or SFSC-awarding course. To determine the CAFSC or CAFSC of enlisted personnel in training status, see [Table 2.13.](#)

2.3.29. Classifying Religious Affairs Personnel. The 37th Training Wing, JBSA-Lackland TX, using policies established by AF/HC, conduct initial entry interviews of RegAF NPS enlisted Airmen into the Religious Affairs AFSC (5R0X1) and provide approval recommendations to 5R0X1 CFM. CFM provides final RegAF NPS selection roster to the AFRS Operations Job Bank (AFRS/A3OPB). The wing or garrison chaplain and superintendent or non-commissioned officer in charge, religious affairs interview retrainees into this AFSC, then forward recommendations to their respective MAJCOM/DRU command chaplain's office for review and approval/disapproval.

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

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

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

2.3.31. Classification Interviews and Audits.

2.3.31.1. Classification specialists which are 5-skill levels or higher with classification experience, and for the ANG, the Force Development Office, conduct classification audits during in-processing and when an Airman or Guardian receives an assignment in an AFSC or SFSC other than their CAFSC or CSFSC.

2.3.31.2. Auditors or Personnel specialists, AFPC for RegAF and USSF; ARPC/DPAT or NGB/A1D for ARC Airmen, will:

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

RI and verify accuracy of awarded AFSC and SFSC skill and/or qualification level. (T-2)

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

2.3.31.2.3. Provide classification counseling. (T-2)

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

2.3.32. Using Feeder AFSCs and SFSCs. When enlisted Airmen and Guardians progress to the 5-, 7-, or 9-skill level AFSC or SFSC or chief enlisted manager code in which two or more AFSCs or SFSCs merge, retain the feeder AFSC or SFSC, which is the AFSC or SFSC from which they progressed, as an awarded AFSC or SFSC. Retain only the feeder AFSC or SFSC immediately preceding the enlisted Airman's or Guardian's highest awarded AFSC or SFSC. **Example:** Primary AFSC 2A590, Second AFSC 2A573 would be retained as a feeder AFSC. When the enlisted Airman is selected for promotion to E-9 and is designated with Chief Enlisted Manager 2A300, Second AFSC 2A590 will be retained to denote the enlisted Airman's technical qualifications. AFSC 2A573 would be withdrawn. AFSCs and SFSCs with shreds and/or suffixes at the 3-skill level and combined at the 5-skill level are used to facilitate the first duty assignment. Therefore, delete the feeder 3-skill level AFSC or SFSC when upgrading the enlisted Airman or Guardian to the 5-skill level.

2.3.33. Designating CAFSC and CSFSC. Military Assignments Programs Branch (AFPC/DPPAM) manages CAFSCs and CSFSCs for RegAF and USSF enlisted; ANG/AFR FSSs manage CAFSCs for assigned ARC enlisted.

2.3.33.1. The CAFSC and CSFSC is initially based on the AFSC or SFSC into which the member is classified at the time of enlistment or during basic training, see [Table 2.3](#). It will be identical to the highest awarded AFSC, SFSC, or chief enlisted manager code in the ladder in which the member is being used or trained with the following restrictions:

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

2.3.33.1.1.1. 3-skill level for E-1 through E-3. (T-2)

2.3.33.1.1.2. 5-skill level for E-4 and E-5. (T-2)

2.3.33.1.1.3. 7-skill level for E-6 and E-7. (T-2)

2.3.33.1.1.4. 9-skill level for E-8. (T-2)

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

2.3.33.1.2.1. 3-skill level for E-1 through E-5. (T-2)

2.3.33.1.2.2. 7-skill level for E-6 and E-7. (T-2)

2.3.33.1.2.3. 9-skill level for E-8. (T-2)

2.3.33.1.3. The CAFSC for E-9 and E-9-selects is the chief enlisted manager code of the career ladder to which assigned. **(T-2)**

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

2.3.33.2.1. CAFSC and CSFSC changes are not authorized at base-level for Airmen and Guardians who have received an initial enlistment bonus or receiving a selective reenlistment bonus in their current enlistment. For RegAF Airmen and USSF Guardians, contact Data Management (AFPC/DSYM) for assistance if CAFSC or CSFSC change is needed other than for AFSC or SFSC disqualification. **Note:** Bonus termination and/or recoupment may occur if the CAFSC or CSFSC changes from the CAFSC or CSFSC in which the bonus was contracted. Contact Airman Support Branch (AFPC/DPPSA) for selective reenlistment bonus or AFPC/DPMLT for initial enlistment bonus issues.

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

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

2.3.34.1. DAF Commanders:

2.3.34.1.1. May authorize using E-2 through E-8 outside their CAFSC or CSFSC.

2.3.34.1.2. Are responsible for ensuring E-9 and E-9-selects are not performing duty out of their CAFSC or CSFSC for more than 270 days in a 12-month period.

2.3.34.2. Service members receiving a selective retention bonus (SRB) may not perform duty outside their SRB specialty for more than 90 consecutive days within a 360-day period or a combined total of 90 days within a 360-day period. For Airmen and Guardians receiving an SRB, see DAFI 36-2606, *Reenlistment and Extension of Enlistment*. Duties in the CAFSC and CSFSC skill are defined in accordance with the DAFECD. ARC waiver requests are to be coordinated with NGB/A1D or ARPC/DPAT. **(T-2)**

2.3.34.3. Forward waiver request, e.g., memo or email; no specific format, with detailed justification for using RegAF E-9 and E-9 selects outside their CAFSC or CSFSC to AF/A1LE, Chiefs' Group Assignments, and SF/S1L. For NGB/AFR E-9 and E-9-selects, forward waiver requests to the applicable ARC CFM.

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

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

R U L E	A	B
	If the officer serving in the position	then officer is qualified for award of
1	is newly commissioned and selected for Pilot training or is undergoing Basic Pilot training.	RI 92T0.
2	is newly commissioned and selected for CSO or undergoing Basic CSO training.	RI 92T1.
3	is newly commissioned and selected for ABM training or undergoing Basic ABM training.	RI 92T2.
4	is newly commissioned and selected for RPA Pilot training or undergoing basic RPA Pilot training.	RI 92T3.
5	is a pilot and has completed Pilot training, but does not meet mandatory specialty qualification for the qualified level AFSC, e.g., 11X3X, including suffix.	entry AFSC (1 level).
6	is a qualified pilot or copilot in the aircraft identified by the suffix, but has not qualified as an aircraft commander, e.g., 11X3X.	intermediate AFSC (2 level, when available).
7	meets all mandatory specialty qualifications and is certified by the unit commander or designated representative as being aircraft commander qualified in the aircraft identified by the suffix.	aircraft commander AFSC (3 level).
8	is a CSO and has completed CSO training, but does not meet	entry AFSC (1 level).

	mandatory specialty qualifications for the qualified level AFSC, e.g., 12X3X, including suffix.	
9	is a CSO who meets all mandatory specialty qualifications and is certified by the unit commander or designated representative as being qualified in the specific weapon system as identified by the suffix.	qualified AFSC (3 level).
10	is a B-52 navigator but not a B-52 radar navigator.	intermediate AFSC (2 level). See Note 2 .
11	possesses a rated qualified AFSC (3 qualification level) and is serving in a staff position (above wing level) in the same AFSC. The UMD must reflect a XXX4X authorization.	staff AFSC (XXX4). See Note 3 .
Notes: 1. Gaining commands conduct training for ANG and AFRs personnel (including IRs) for AFSCs listed in the DAFOCD and DAFECD according to the same standards as RegAF personnel. 2. A Bomber CSO qualified as B-52 radar navigator will possess a 12B3E AFSC. (T-3) A Bomber CSO not qualified as B-52 navigator will possess a 12B2E AFSC. (T-3) 3. Manpower will not change XXX3X authorizations at wing level and below to XXX4X. (T-2) In addition, not all positions above wing level qualify for the staff AFSC. For those positions above wing level, Manpower will use the staff AFSC requirements for determining applicability: Staff AFSC—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. (T-2) Use staff AFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling or have filled such positions are awarded the staff AFSC.”		

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

L	A	B
I	If the officer meets AFSC or SFSC entry qualifications contained in the specialty description in the DAFOCD and	then the officer qualifies for award of an. See Note 2 .
N		
E		
1	is assigned principal duty in an AFSC or SFSC and continued assignment is intended, but the officer does not meet mandatory upgrade requirements in specialty description.	entry AFSC or SFSC (XXX1 qualification level).
2	possesses significant experience in an AFSC or SFSC not previously awarded, but is not serving in the AFSC or SFSC, e.g., by performing in an AFSC	entry AFSC or SFSC. This does not apply to award of commander specialties. See Note 3 .

L I N E	A	B
	If the officer meets AFSC or SFSC entry qualifications contained in the specialty description in the DAFOCD and	then the officer qualifies for award of an. See Note 2.
	or SFSC as additional duty or through civilian experience or education.	
3	is a qualified deputy missile combat crew commander but has not qualified as a missile combat crew commander.	intermediate AFSC or SFSC. (XXX2 qualification level).
4	is currently serving in the AFSC or SFSC and is demonstrating qualifying proficiency and meets mandatory upgrade requirements.	qualified (XXX3 qualification level) AFSC or SFSC. See Note 4.
5	is serving in the SDI, i.e., assigned to a SDI/RI coded manpower authorization, or RI and meets mandatory qualifications identified in the DAFOCD. Do not award to individuals performing a SDI role as an additional duty. Most RIs identify a status, not a role such as general officer or wing commander and as such may or may not have an associated manpower authorization.	SDI or RI.
6	possesses a qualified AFSC or SFSC (3 level) and is serving in a qualifying staff position which is above wing level in the same AFSC or SFSC.	Staff AFSC or SFSC. (XXX4—4 qualification level). See Note 5.
7	is approved for Wounded Warrior designation by AFPC/DPFW	appropriate 92WX RI. See Note 6.

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

Table 2.10. Classifying Students—Officers.

R U L E	A	B
	If the officer is	then the officer's awarded and DAFSC or DSFSC will be
1	attending a course of training that leads to the award of a nonrated AFSC or SFSC.	an entry-level AFSC or SFSC (XXX1) toward which the course trains. See Note 1 .
	a student who was previously awarded the qualified level of the AFSC or SFSC into which training.	at the qualified level (XXX3).
2	attending Undergraduate Flying Training.	RI 92T0 for Undergraduate Pilot Training and 92T1 for specialized Undergraduate Navigator

R U L E	A	B
	If the officer is	then the officer's awarded and DAFSC or DSFSC will be
		Training or Undergraduate CSO Training. See Note 2.
3	attending Undergraduate ABM Training.	RI 92T2. See Note 2.
4	attending Undergraduate RPA Pilot Training.	RI 92T3. See Note 2.
4	in TDY status while attending a course not leading to the award of a specific CAFSC or CSFSC.	the DAFSC or DSFSC indicated by the parent organization.
5	in PCS status while attending formal training not leading to the award of a specific AFSC or SFSC.	the same as previous DAFSC or DSFSC, except rated officers in flying categories other than 2 and 3R. Give these officers a DAFSC or DSFSC in their best qualified rated AFSC or DSFSC if their previous duty was in a nonrated AFSC or SFSC.
6	in PCS status while attending Professional Military Education (PME).	RI 92S0, except AFR non-EAD officers. These officers will have the DAFSC or DSFSC assigned to them at their Reserve unit of assignment.
Notes: 1. Award a primary AFSC or SFSC, at the entry-level, to officers selected for school when they do not already have an awarded AFSC or SFSC. Otherwise, award the entry-level AFSC as the second or third AFSC or SFSC. 2. Following graduation from rated officer initial skills training (92T0, 92T1, 92T2 or 92T3), the FSS awards the officer the entry-level primary (or Second AFSC or SFSC or Third AFSC or SFSC if already awarded an AFSC or SFSC 1XXX – 7XXX) and DAFSC or DSFSC for the specific weapons system in which they are being trained.		

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

R U L E	A	B
	If the enlisted Airman or Guardian	then the enlisted Airman or Guardian is qualified for award of AFSCs, SFSC, SDI, or chief enlisted manager code as indicated. See Note 7.
1	is assigned permanent duty or training in a helper AFSC or SFSC and meets specialty entry qualifications for the AFS or SFS as listed in the DAFECD.	1-skill level. See Note 1.
2	completes an AFSC or SFSC-awarding course listed in the Education and Training Course Announcements, possesses an approved waiver (in accordance with Table 2.5), or via on-the-job-training alone only when	3-skill level.

R U L E	A	B
	If the enlisted Airman or Guardian	then the enlisted Airman or Guardian is qualified for award of AFSCs, SFSC, SDI, or chief enlisted manager code as indicated. See Note 7 .
	specified in the retraining instructions and as approved by the respective DAF CFM. , See Notes 2 and 8 .	
3	Successfully completes mandatory Career Development Course when required for AFSC or SFSC and applicable mandatory core tasks identified in the Career Field Education and Training Plan. Award of the 5-skill level, see parts 1 and 2 of the Career Field Education and Training Plan, also requires completion of time in upgrade training, if applicable, as determined by the DAF CFM; mandatory requirements listed in the DAFECD; a recommendation from their supervisor, and approval by their commander. Individuals in retraining status, training status code F, are subject to the same training requirements and must complete time in upgrade training, if applicable, as determined by the CFM. CFMs may approve time-in-training waivers with unit commander concurrence. Time-in-training waivers for ARC are processed according to Table 2.7 . Coordinate requests for respective DAF CFM approval through the MAJCOM or FLDCOM functional manager. Note: Supervisors may identify and standardize local tasks for upgrade with the DAF CFM approval.	5-skill level. See Notes 3 and 10 .
4	is at least a E-5 select, completes mandatory Career Development Courses, when required for AFSC or SFSC and applicable mandatory core tasks identified in the Career Field Education and Training Plan, see parts 1 and 2. Supervisors may identify and standardize local tasks for upgrade with the RegAF CFM approval. Coordinate requests for RegAF CFM approval through the MAJCOM functional manager. Award of the 7-skill level also requires completion of a 7-skill level craftsman course, if required, mandatory requirements listed in DAFECD, completion of time in upgrade training, if applicable as determined by the CFM, recommendation by the supervisor, and approval of the commander. Individuals in retraining status (training status code G) are subject to the same training requirements and completion of upgrade training timelines, if applicable as determined by the CFM.	7-skill level. See Notes 3 and 7 .

R U L E	A	B
	If the enlisted Airman or Guardian	then the enlisted Airman or Guardian is qualified for award of AFSCs, SFSC, SDI, or chief enlisted manager code as indicated. See Note 7 .
	CFMs may approve time-in-training waivers with unit commander concurrence. Note: For additional information on time-in-training waivers see Table 2.7 .	
5	is a E-8, possesses a 7-skill level AFSC or SFSC which is the normal input source into 9-skill level AFSC or SFSC, using the most current DAFECD Structure Chart, meets mandatory 9-skill level requirements in the specialty description in the DAFECD, is recommended by supervisor and is approved by their commander.	9-skill level. See Notes 3 and 7 .
6	is a E-9 or E-9-select and has 9-skill level feeder AFSC or SFSC that is normal input source into chief enlisted manager code, use the most current DAFECD structure chart.	chief enlisted manager code. See Notes 3, 4, and 5 .
7	is approved for duty in an SDI or RI.	SDI or RI. See Note 6 .
8	is approved for Wounded Warrior designation by AFPC/DPFW.	appropriate 9WXXX RI. See Note 9 .
Notes: 1. Designate 1-skill level AFSC or SFSC to identify initial classification or retraining into an AFSC or SFSC. Remove it when the member is upgraded to the 3-skill level following completion of the 3-skill level-awarding course, disqualified from the AFSC or SFSC, or retrained into another specialty. 2. Effective date of award is the course completion date or on-the-job-training completion date. Remove the 1-skill level AFSC or SFSC. 3. AFSCs or SFSC withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the enlisted Airman meets all current mandatory requirements for the award of the withdrawn AFSC or SFSC. 4. Effective date of award for E-9-selects is the date of release of the selection list. 5. The 9-skill level feeder skill is not required for the award of chief enlisted manager code to E-9 assigned or authorized permanent duty by AF/A1LE outside the career field ladder. 6. The effective date of the award of SDI or RI will coincide with the effective date of the CAFSC or CSFSC according to Table 2.13 . 7. Must possess the prerequisite AFSC or SFSC skill level for award of the next higher skill level. (T-2) 8. Complete knowledge training on all tasks taught in the initial skills training; complete duty position requirements identified by the supervisor and all mandatory requirements. 9. AFPC/DPFW determines Wounded Warrior eligibility and updates the appropriate 9WXXX RI to the secondary or third (or fourth for enlisted) AFSC or SFSC for tracking purposes only. No further updates or removals are allowed other than by AFPC/DPFW. RIs		

R U L E	A	B
	If the enlisted Airman or Guardian	then the enlisted Airman or Guardian is qualified for award of AFSCs, SFSC, SDI, or chief enlisted manager code as indicated. See Note 7 .
9WXXX will not be updated to the Primary AFSC or SFSC, CAFSC or CSFSC, or DAFSC or DSFSC.		
10. To be awarded AFSC 1AX5X/1UX5X, the trainee must complete requirements as listed in the applicable MAJCOM or FLDCOM aircrew training directives, initial qualification training, and a successful AF Form 8, <i>Certificate of Aircrew Qualification</i> . (T-2)		

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

I T E M	A	B	C	D	E	F	G	H
	Required Skill-Level	Authorized Grade. See Note .						
		E-3	E-4	E-5	E-6	E-7	E-8	E-9 or E-9 - select
AFS With 5 Skill								
1	3-skill level	X						
2	5-skill level		X	X				
3	7-skill level				X	X		
4	9-skill level						X	
5	chief enlisted manager code							X
AFS Without 5 Skill								
6	3-skill level		X	X				
7	7-skill level				X	X		
8	9-skill level						X	
9	chief enlisted manager code							X
10	SDI or RI	X	X	X	X	X	X	X
Note: The authorized grade for SDI 8F000 must be E-7 or higher. Space Force does not use 9-skill level; they use 5Z800 for E8 billets. USSF uses 5Z900 for E9 billets.								

Table 2.13. Determining the CAFSC or CSFSC for Enlisted Personnel in Training Status.

R U L E	A	B
	If the enlisted Airman or Guardian is	then the CAFSC or CSFSC is
1	a basic trainee or performing at a helper level and is entered into training for SDI, RI, or 3-skill level AFSC or SFSC.	an SDI, RI, or a 1-skill level AFSC or SFSC.

2	entered into retraining for SDI, RI, or 3-skill level AFSC or SFSC.	an SDI, RI, or 1-skill level AFSC or SFSC. See Notes 1, 2, and 3.
3	in normal upgrade training from awarded 3-skill level AFSC or SFSC.	the highest awarded AFSC or SFSC in career ladder. See Note 4.
4	E-9 or E-9-select in retraining status	the chief enlisted manager code of assignment.

Notes:

1. Effective date of change for the CAFSC or CSFSC for unclassified enlisted personnel (9U000) is the date of receipt of training or transaction identifier code AA47Q, whichever comes first.
2. CAFSC or CSFSC effective date for retraining through a formal school, including special duty, is the date the Airman departed current duty station for TDY to accomplish required training, either en-route to new duty station or when returning to present duty station. If there is not a PCS or PCA and no formal training, the CAFSC or CSFSC will be changed when assigned duty. Do not change CAFSC or CSFSC prior to date of departure. **Exception:** For RegAF disqualified Airmen (9A000 or 9A100), upon retraining approval in MilPDS, the CAFSC or CSFSC and Primary AFSC is automatically updated to the 1-skill level AFSC or SFSC. For ANG Airmen, update the entry level CAFSC or CSFSC and award the entry level AFSC or SFSC to the applicable Primary, Second, Third, or Fourth AFSC at the time the Airman is assigned to the duty position with the AFSC or SFSC in which they will be attending the 3-skill level-awarding course.
3. Individuals returned to previous duty station following completion of training and who work in their previous AFSC will be reported as working duty out of CAFSC or CSFSC. The DAFSC or DSFSC will match the position the individual is assigned to, but the CAFSC or CSFSC will remain the new AFSC or SFSC. **(T-3)**
4. Skill restrictions of **paragraph 2.3.33** apply.

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

R U L E	A	B
	If the enlisted Airman or Guardian	then the CAFSC or CSFSC is
1	is assigned permanent duty, assigned to a funded manpower authorization, RegAF and USSF only, in an already awarded AFSC or SFSC other than CAFSC or CSFSC.	highest awarded AFSC or SFSC in ladder of assignment as identified in the DAFECD Enlisted Classification Structure Chart. See Notes 1 and 3.
2	is assigned permanent duty, assigned to a funded manpower authorization, RegAF and USSF only, in chief enlisted manager code, RI, or SDI.	chief enlisted manager code, RI, or SDI. See Notes 1, 2, and 3.

3	is a prisoner, not dropped from rolls, and is in confinement, but is not to be used for pretrial status.	RI 9J000. See Note 4 .
4	is selected as an officer trainee.	RI 9T100 effective on class start date.
5	has awarded AFSC, SFSC, RI, or SDI withdrawn, and has no other awarded AFSC or SFSC (1XXXX – 7XXXX).	RI 9A000, 9A100, 9A200 or 9A300 effective the date approved by AFPC/DPMSSM. Only AFPC/DPMSSM is authorized to update or change these RIs for RegAF and USSF. ANG/AFR FSSs update ARC Airmen. See Notes 2 and 5 .
6	an Air Force Return to Duty program candidate being returned to a regular unit and is no longer qualified to serve in previously awarded AFSC(s) or SFSC(s), see DAFMAN 31-115V1, <i>Department of the Air Force Corrections System</i> .	RI 9A400, approved and updated by AFPC/DPMSSM only.
7	Is awaiting appellate review, duty status code 52.	RI 9A200 only, approved and updated by AFPC/DPMSSM only, if member is disqualified.
8	has had the awarded AFSC or SFSC associated with the CAFSC or CSFSC downgraded in accordance with paragraph 2.4 .	At the skill level authorized in paragraph 2.3.31 .

Notes:

1. See **Table 2.11, Note 2**.
2. RIs 9W000 – 9W900 are not authorized for CAFSC or CSFSC.
3. Skill level restrictions reflected in **paragraph 2.3.33** apply.
4. Only use RI 9J000 upon confinement as a result of court-martial or when confined as the result of conviction by a United States state or federal court or foreign civilian court. Do not use for Airmen or Guardians in pretrial confinement status. AFPC/DPPAM updates the CAFSC or CSFSC to RI 9J000 following receipt of orders directing convicted or court-martialed individual(s) to enter civilian or military confinement under the administrative control of the Air Force Correction System at AFSFC/SFC, JBSA-Lackland TX.
5. Effective date of disqualification and CAFSC or CSFSC for enlisted Airmen or Guardians. Medical disqualification actions use the date of medical disqualification on the AF Form 422 or DD Form 2992 as the effective date of AFSC or SFSC disqualification. For failure to maintain mandatory AFSC, SFSC, SDI, RI, or chief enlisted manager qualification standards, the disqualification, CAFSC or CSFSC effective date, is the date of the triggering event and/or document rendering the Airman or Guardian no longer eligible to retain the AFSC, SFSC, SDI, RI, or chief enlisted manager code in accordance with the requirements for retention of the identifier, i.e., AFSC, SFSC, SDI specialty description, RI, Chief Enlisted Manager code, etc.

2.4. Downgrading and Withdrawing AFSC or SFSC.

2.4.1. Downgrading AFSCs and SFSCs or Withdrawing Awarded AFSCs, SFSCs, chief enlisted manager codes, SDIs, or RIs. The FSS and unit monitors the downgrade of AFSCs

and SFSCs as well as the withdrawal of AFSCs, SFSCs, chief enlisted manager codes, SDI, and RI codes and processes appropriate forms and actions according to this manual, the Officer and Enlisted AFSC and SFSC Disqualification execution guidance in the myFSS website and the DAFOCD and DAFECD, see [Table 2.17](#). Commanders review conditions in paragraphs [2.4.1.3](#) through [2.4.3.3.11](#) to determine when to downgrade or withdraw an awarded AFSC, SFSC, SDI, RI, or chief enlisted manager code. FSSs ensure downgraded enlisted AFSCs and SFSCs match grade and skill-level authorizations in [Table 2.12](#). Commanders and supervisors considering downgrade or withdrawal recommendations need to carefully evaluate all facts before proceeding.

2.4.1.1. Actions under this chapter resulting in the downgrade of an awarded AFSC or SFSC skill and/or qualification level or withdrawal of the AFSC, SFSC, SDI, RI or chief enlisted manager code, other than due to lack of recent performance, are categorized as either “not within the Airman’s or Guardian’s control”, i.e., “not for cause”, or “within the Airman’s or Guardian’s control, i.e., “for cause”.

2.4.1.1.1. Typical downgrade or disqualification actions characterized as “not within the Airman’s or Guardian’s control” are:

2.4.1.1.1.1. Medical disqualification, except alcohol and drug abuse prevention and treatment failure.

2.4.1.1.1.2. Training failures that are purely beyond the Airman’s or Guardian’s capabilities despite meeting entrance requirements.

2.4.1.1.1.3. Failures to maintain mandatory AFSC or SFSC qualification requirements.

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

2.4.1.2. AFSC and SFSC withdrawal cases, other than for lack of recent performance are processed through the CMS as AFSC or SFSC disqualification actions.

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

2.4.1.2.2. For AFSC downgrade or withdrawal CMS case of ARC Airmen, AFPC/DPMSSM will forward the CMS case to NGB/A1D or ARPC/DPAT, for internal processing. ANG and AFR squadron or flight commanders are the approval authority for their assigned Airmen. For IRs and/or Participating Individual Ready Reserve Airmen, the RegAF commander in coordination with the Airman’s detachment commander is the approval authority. Detachment will update MilPDS. If approved, the servicing ARC FSS updates MilPDS. AFPC/DPMSSM, NGB/A1D, or ARPC/DPAT may initiate a disqualification action when available evidence in MilPDS indicates the Airman is ineligible to remain in the AFSC and direct the Military Personnel System or unit to complete the unit or base-level requirements for

disqualification. Similarly, the same OPR may initiate or reopen a closed CMS AFSC disqualification case to change the RI to the most appropriate under the new circumstances when an enlisted Airman's eligibility for retraining changes following initial disqualification. AFPC/DPMSSM determines eligibility for award of and updates RI 9A400 (return to duty program) for RegAF Airmen.

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

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

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

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

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

Table 2.15. Downgrading Enlisted AFSCs and SFSCs for Lack of Recent Performance (See Note).

R	A	B	C
U	If the Airman or Guardian possesses an awarded AFSC or SFSC at the	and the date last performed duty in the AFSC or SFSC has been	then downgrade the awarded AFSC or SFSC to
L			
E			
1	5-skill level	4 years	3-skill level

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

Table 2.16. Downgrading AFSCs and SFSCs as a Result of Demotion.

R U L E	A	B	C
	If the enlisted Airman or Guardian is demoted to	downgrade the CAFSC or CSFSC to	downgrade the Primary AFSC or SFSC and other awarded AFSCs or SFSCs, when applicable, to
1	E-8	9-skill level	9-skill level
2	E-6 or E-7	7-skill level	7-skill level
3	E-5. See Note .	5-skill level	7-skill level
4	E-4. See Note .	5-skill level	5-skill level
5	E-1 through E-3	3-skill level	5-skill level
Note: Downgrade the CAFSC or CSFSC and awarded AFSC or SFSC to 3-skill level for AFSCs or SFSCs without a 5-skill level.			

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

2.4.2.1. 3-skill level AFSCs and SFSCs are withdrawn after two years of nonperformance whether downgraded using [Table 2.15](#) or never having been upgraded to the 5 or 7-skill level. See [Table 2.14](#) to determine CAFSC and CSFSC.

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

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

2.4.2.4. Re-awarding AFSCs and SFSCs that are withdrawn under this provision at the 3-skill level for Guardians and RegAF Airmen requires approval by the AFPC assignment manager and RegAF or USSF CFM. The Airman or Guardian is required to meet mandatory AFSC or SFSC entry, award, and retention specialty requirements as listed in the DAFECD for re-award. (T-2) The commander's request for re-award includes written

certification by a technical advisor proficient in the AFSC or SFSC of the Airman's or Guardian's eligibility and proficiency level for consideration. The technical advisor assesses the Airman's or Guardian's training, experience, and current capability to perform in the AFSC or SFSC at the current 3-skill level. For those times when a technical advisor proficient in the AFSC or SFSC is not available, nearby bases and the MAJCOM or FLDCOM staff may be able to assist with the certification. Upgrade to the highest previously held skill level only requires qualification training and duty position certification by the supervisor.

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

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

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

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

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

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

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

2.4.2.6.4. Officers may request withdrawal of awarded AFSCs or SFSCs after meeting the requirements of paragraphs [2.4.2.6.2](#) or [2.4.2.6.3](#). The FSS reviews the RegAF or USSF request and forwards to AFPC assignment managers and ETMO/TMEA for final action and with coordination with the appropriate DAF CFMs.

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

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

2.4.2.7. Withdrawing due to prerequisite AFSC or SFSC (FSS Action).

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

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

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

2.4.3. Withdrawing Awarded AFSCs, SFSCs, chief enlisted manager codes, SDIs, or RIs, i.e., Disqualification. The FSS and unit monitors report disqualifying circumstances for continued retention of Officer and Enlisted AFSCs, SFSCs, chief enlisted manager codes, SDIs, and RIs via a CMS AFSC or SFSC disqualification case. Submit a CMS AFSC or SFSC disqualification case with the draft (unsigned) DAF Form 2096 and supporting documentation to AFPC/DPMSSM for review. Unit Commander is the approval authority where noted; otherwise, approval authority for RegAF Airmen or USSF Guardians is AFPC/DPMSSM. Submit documentation in the CMS AFSC or SFSC disqualification case according to this manual, the DAFOCD/DAFECD and the Officer and/or Enlisted AFSC or SFSC disqualification execution guidance on the myFSS website.

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

2.4.3.2. Follow-on utilization of disqualified Airmen will be in accordance with DAFI 36-2110, DAFI 36-3211 for AFR, and [Chapter 4](#) of this manual.

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

2.4.3.3.1. Substandard Performance (Withdrawal or Disqualification). Commander initiates withdrawal or disqualification action when duty performance indicates an officer or enlisted Airman or Guardian is not performing tasks associated with their skill and/or qualification level over an extended period-of-time. Review the individual's record for adequate training. Substandard duty performance relates directly to the Airman or Guardian having been trained to properly perform the assigned duties, and documented accordingly and subsequently does not perform them correctly despite repeated task decertification, retraining, recertification, and continued substandard performance of the same task(s). **Note:** Most officer AFSCs and SFSCs do not require task certification. For RegAF Airmen and USSF Guardians, contact AFPC/DPMSSM to review circumstances or issues or documentation believed to support AFSC or SFSCs disqualification under this paragraph prior to creating the CMS case. If determined sufficient, the FSS submits an AFSC or SFSC disqualification action via CMS, in accordance with the execution guidance in the myFSS website, to AFPC/DPMSSM for processing.

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

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

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

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

2.4.3.3.2.3.1. Two complete cycles of decertification, retraining,

recertification, and monitoring performance are sufficient for this purpose.

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

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

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

2.4.3.3.2.5. Any additional documentation germane to the case.

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

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

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

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

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

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

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

disqualification execution guidance in the myFSS website.

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

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

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

2.4.3.3.5. Certifying and Withdrawing Certification for AFOSI, i.e., AFSC and SFSC withdrawal and/or disqualification.

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

2.4.3.3.5.2. Withdrawing certification requires the withdrawal of the AFSC, i.e., disqualification, unless the AFOSI/CC grants an exception. The FSS submits AFSC disqualification actions via CMS to AFPC/DPMSSM.

2.4.3.3.6. Failure to Maintain Mandatory AFSC, SFSC, SDI, or chief enlisted manager qualification standards, i.e., withdrawal or disqualification.

2.4.3.3.6.1. The FSS and/or unit submits an AFSC and SFSC disqualification action via CMS to AFPC/DPMSSM. For RegAF Airmen and USSF Guardians, if approved, AFPC/DPMSSM will withdraw the AFSC, SFSC, SDI, or chief enlisted manager code if either of the following occurs:

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

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

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

2.4.3.3.6.3. For enlisted Airmen or Guardians, request withdrawal of the AFSC, SFSC, or chief enlisted manager code if an Airman or Guardian fails to maintain the mandatory qualifications listed as award and/or retention requirements for the 3-, 5-, 7-, 9-, or chief enlisted manager skill level in the AFSC or SFSC specialty description. **Exception:** An enlistee with PS, who has an AFSC or SFSC awarded according to [paragraph 2.2.3](#), retains the AFSC or SFSC pending determination of eligibility for reinstatement of mandatory security clearance if previously

administratively withdrawn in accordance with DoDI 5200.02, *DoD Personnel Security Program (PSP)* and DoDM 5200.02_DAFMAN 16-1405, *Department of Air Force Personnel Security Program*.

2.4.3.3.7. Medical Disqualification, i.e., Withdrawal or Disqualification. When the medical evaluation reviewing or approving authority determines a medical defect prevents the individual from being used in the awarded AFSC or SFSC, an AF Form 422 or DD Form 2992 is generated. The FSS submits an AFSC or SFSC disqualification action via CMS to AFPC/DPMSSM for approval or disapproval. AFPC/DPMSSM refers RegAF and USSF line of the DAF officer disqualification cases to Special Duty Career Management Section (AFPC/DPMOSS), for review and follow-on utilization consideration, if disqualification is approved in accordance with DAFMAN 48-123, the *Medical Standards Directory*, and AFI 48-133, *Duty Limiting Conditions*, for further guidance.

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

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

2.4.3.3.8. Prerequisite AFSC or SFSC (FSS action):

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

2.4.3.3.8.2. Enlisted Withdrawal. When an enlisted Airman or Guardian progresses to the next higher skill level in the same career ladder, delete the lower skill level AFSC or SFSC. **Exception:** When enlisted Airmen or Guardian progress to a 5-, 7-, or 9-skill level AFSC, SFSC, or chief enlisted manager code in

which two or more AFSCs or SFSCs combine, retain the feeder AFSC or SFSC as an awarded AFSC or SFSC.

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

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

2.4.3.3.9.2. Rated Officers. Rated AFSCs, i.e., 11XX, 12XX, 13AX, 13BX, 16ZX, and 18XX, are retained for four years from the medical disqualification date from aviation service only if the officer continues to perform duty in the rated AFSC not involving flying. However, further duty not involving flying in a rated AFSC requires the Rated Management Branch (AFPC/DPMOE), ANG Officer Programs Branch (NGB/A1PO), or ARPC/DPAT approval. Four years after the medical disqualification from aviation service while performing duty in a rated AFSC not involving flying, the rated AFSC is withdrawn unless AFPC/DPMOE, NGB/A1PO, or ARPC/DPAT approves further duty beyond the initial four years. When rated officers medically disqualified from aviation service are not selected to perform non-flying rated duties and/or are determined no longer needed to perform in this capacity, the FSS and/or unit submits an AFSC disqualification action via CMS to AFPC/DPMSSM. Applicable medical disqualification supporting documents include AF Form 422, DD Form 2992, or an aviation order assigning Aviation Service Code 03. An AFSC withdrawn under this provision may be re-awarded at the appropriate qualification level in accordance with [paragraph 2.3.6](#) if the medical defect no longer exists, or is waived by appropriate authority, and the individual is returned to active flying status. The unit commander coordinates with AFPC/DPMOE, NGB/A1PO, or ARPC/DPAT prior to submission of the reinstatement request for proposed assignment instructions. Approval authority for reinstatement is the RegAF CFM for the rated AFSC per [paragraph 3.6](#).

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

2.4.3.3.9.4. Nonrated Officers. Withdraw officer nonrated AFSCs requiring qualification for aviation service or parachute duties when permanently medically disqualified via AF Form 422, DD Form 2992, or aviation order assigning Aviation Service Code 03. Officers temporarily disqualified for failure to maintain medical fitness according to AFMAN 11-402, may retain their AFSCs for 9 months from the date assigned Aviation Service Code 03, i.e., medical disqualification, unless further extended by AFPC/DPMSSM. An officer's non-prefixed AFSC in and of

itself may not require qualification under AFMAN 11-402 to retain the AFSC. In these instances, the disqualification case is to address the X or J prefixes only and the officer retains the non-prefixed AFSC if still eligible.

2.4.3.3.10. Disqualified for Aviation Service for Other Than Medical Reasons, i.e., Withdrawal or Disqualification. When an Airman is removed from aviation service for other than physical reasons, i.e., Aviation Service Codes 00, 01, 02, 05, 06, 07, 08, or 09) the FSS submits an AFSC disqualification action via CMS to AFPC/DPMSSM for review and approval or disapproval. The CMS case includes the documentation supporting the disqualification, e.g., loss of security clearance, training failure, failure to maintain AFSC specialty description qualification requirements, etc. AFPC/DPMSSM is the approval authority for RegAF Airmen. The effective date, if approved, will be the effective date on the aeronautical order. **(T-2)** AFPC/DPMSSM refers the disqualification case to AFPC/DPMOSS for review and follow-on utilization consideration for RegAF officers, if approved.

2.4.3.3.11. Failing to Progress While in Upgrade Training, i.e., Withdrawal and/or Disqualification:

2.4.3.3.11.1. Officers.

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

2.4.3.3.11.1.2. Reclassification or retention of the officer will be considered based on DAF needs.

2.4.3.3.11.2. Enlisted.

2.4.3.3.11.2.1. If the training manager removes an individual in upgrade training in accordance with DAFI 36-2670, *Total Force Development*, the FSS submits an AFSC or SFSC disqualification action via CMS to AFPC/DPMSSM.

2.4.3.3.11.2.2. Withdraw the AFSC or SFSC when an enlisted Airman or Guardian is eliminated from an AFSC- or SFSC-awarding course or formal training course required for skill progression and listed as mandatory in the DAFECD. **Note:** See [Chapter 4](#) of this manual for disposition of retraining formal school eliminees.

2.4.3.3.11.3. AFSC or SFSC withdrawal or disqualification for Airmen or Guardians returned to active duty under the Return To Duty Program and who no longer qualify to retain awarded AFSCs or SFSCs in accordance with DAFMAN 31-115V1. AFSC initiates withdrawal of awarded AFSCs or SFSCs for which the Airman or Guardian no longer qualifies via CMS to Reenlistments and Special Programs (AFPC/DPSSM) for review, processing, and updating of RI 9A400. This RI remains until such time as the Airman or Guardian is retrained or separated and/or discharged.

2.4.3.3.11.4. Enlisted Airmen or Guardians leaving an SDI, regardless of reason,

e.g., voluntary or involuntary, without an awarded military skill, i.e., valid awarded AFSC or SFSC at the 3-level or higher, to which they are eligible to return, must be reviewed for future utilization.

2.4.3.3.11.4.1. Assess feasibility of returning to AFSCs or SFSCs previously withdrawn or to have been withdrawn for lack of recent performance.

2.4.3.3.11.4.2. If the RegAF Airman or USSF Guardian cannot be utilized in a prior AFSC or SFSC, the unit commander or FSS notifies AFPC/DPML, AFPC/DPMO, or AFPC/DPMN, or ETMO/TMEA as applicable, that the Airman or Guardian is surplus to requirements and does not possess a valid AFSC or SFSC, but not 8XXXX or 9XXXX, for continued utilization. Airmen or Guardians eligible for retraining consideration in accordance with [Chapter 4](#) may be referred to AFPC Retraining.

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

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

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

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

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

2.4.3.3.12.1. Department of Defense Central Adjudication Facility (DoD CAF) is

solely responsible for determining and certifying eligibility for access to sensitive compartmented information; see DoDM 5200.02_DAFMAN 16-1405.

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

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

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

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

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

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

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

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

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

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

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

If the downgrade or withdrawal is for:	then the:	must:
Lack of Recent Performance, paragraphs 2.4.1.4,	FSS	review request and complete DAF Form 2096 to document downgrade or withdrawal action. FSS will only approve substantiated cases where non-

If the downgrade or withdrawal is for:	then the:	must:
2.4.2.1 , or 2.4.2.2 . See Note 1 .		performance in the specialty is verified. SEE Note 2 . If request is not substantiated, disapprove and return to individual or unit with rationale.
Substandard Performance, paragraph 2.4.1.6 or 2.4.3.3.1 .	FSS	ensure appropriate documentation outlined in paragraphs 2.4.3.3.2.1 through 2.4.3.3.2.5 is included. Disapprove and return to the unit if all requirements have not been met and/or if the documentation is incomplete. If all coordinating agencies and the member agree on downgrading the AFSC or SFSC, approve the downgrade and update MilPDS accordingly. If the member, commander, and FSSs are not in concurrence with the withdrawal, forward the case to the FSS Commander for continued processing. If complete and (1) the commander has requested withdrawing the AFSC or SFSC and (2) the member, commander, and FSS concur, recommend approval and forward the CMS case to AFPC/DPMSSM, NGB/A1D, or ARPC/DPAT for processing. The servicing ARC FSS will finalize the action and, if approved, update MilPDS.
Substandard Performance, paragraph 2.4.1.6 or 2.4.3.3.1 .	Force Support Commander	either disapprove the request if considered to be without merit or appoint a disinterested evaluation official (Field Grade Officer or Senior Non-Commissioned Officer, senior in grade to member being reviewed). Evaluation official cannot be in the member's chain of command and will make a recommendation to FSS/CC. Commander then forwards their final recommendation to AFPC/DPMSSM as the approval authority for RegAF Airmen or USSF Guardians. The servicing ARC FSS will finalize the action for RC members and, if approved, update MilPDS.

If the downgrade or withdrawal is for:	then the:	must:
	Evaluation Official	follow procedures outlined in paragraphs 2.4.3.3.4.1 through 2.4.3.3.4.1.5.
Notes: 1. Table 2.15 applies for enlisted skill level downgrade. 2. Time spent in a TDY status, to include deployment, in the AFSC or SFSC to be downgraded or withdrawn counts as time performing in the specialty. Airman's or Guardian's time starts over from the return date of the TDY.		

Chapter 3

TECHNICAL TRAINING PROGRAMS REQUIREMENTS

3.1. Technical Training Requirements Purpose and Responsibilities.

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

3.1.2. Program Procedures.

3.1.2.1. Chief, Sustainment Support Branch (AFPC/DPSTS). Manages the overall development and integration of the MilPDS/Oracle Training Administration (OTA) and provide AETC/A3L with utilization data needed for monitoring and/or reallocating funded class allocations.

3.1.2.2. AFPC/DPMLWD is the OPR for all training requester quota identifier system access.

3.1.2.3. AETC/A3L will:

3.1.2.3.1. Along with AETC/A3L, use the program requirements document as a planning tool to prioritize funding requirements for submission throughout the planning, programming, budgeting, and execution cycle and to submit DAF requirements into the sister services and other US government agencies' training processes.

3.1.2.3.2. Build the MRT program budget requirements in program objective memorandum submissions, funding a specific number of allocated training quotas.

3.1.2.3.3. Work in conjunction with AETC/FMA to establish unfunded requirements during the operations and maintenance execution plan, initial distribution, quarterly program execution review and mid-year execution review.

3.1.2.3.4. Develop proposed distribution of MRT program funded allocations with AETC/FMA coordination. Initiates and coordinates action with the AF/A1PT or SF/S1PT, as appropriate, to amend the MRT PGLs to resolve any associated disconnects in the program objective memorandum with program requirements, e.g., when funds approved by the DAF corporate structure will not support execution of training requirements. See DAFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*.

3.1.2.4. AETC/A3L will:

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

3.1.2.4.2. For initial skills, AETC/A3L will work in conjunction with AF/A1PT and SF/S1PT to ensure the accession levels are balanced with the enlisted initial skills PGLs and the programmed technical training. AETC/A3L works with AFPC and AF/A1PT and SF/S1PT to ensure accession levels are balanced with the officer initial skills PGLs and programmed technical training.

3.1.2.4.3. For mission readiness training, trained dog requirements, field training detachment, and non-resident programs, AETC/A3L will collect, develop, and forward the emergent FY training requirements documents to AF/A1PT and SF/S1PT, in accordance with the annual AF/A1PT and SF/S1PT technical training data call message. Will ensure user requirements fall within the maximum baselines of the PGLs and program requirements documents by the data call message suspense date.

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

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

3.1.2.4.6. When DAF members are trained by a sister service, AETC/A3L will work in conjunction with Army and Navy to ensure the DAF requirements are scheduled and executed based on enlisted initial skills and officer initial skills programmed technical training documents and MRT programmed technical training documents.

3.1.2.4.6.1. For initial skills programs, AETC/A3L will receive and forward user requirements turn-in requests to AF/A1PT and SF/S1PT for consideration and approval.

3.1.2.4.6.2. Upon AF/A1PT or SF/S1PT approval, AETC/A3L forwards approved turn-in(s) to 2 AF or applicable organization, e.g., USAF School of Aerospace Medicine, AFPC, etc., who disseminates to the appropriate schoolhouse for action with a courtesy copy to the training requester quota identifier. Then, AETC/A3L updates the programmed technical training to reflect the approved turn-in(s).

3.1.2.4.6.3. Upon disapproval, AETC/A3L returns the turn-in request to the training requester quota identifier with AF/A1PT's or SF/S1PT's decision.

3.1.2.4.7. After scheduling and resourcing the PGLs, users submit change requests to AETC/A3L. AETC will work the requirements(s) and elevate any related recommendations, concerns, or questions to AF/A1PT or SF/S1PT, as appropriate.

3.1.2.4.7.1. For mission readiness training, trained dog requirements, field training

detachment and non-resident programs, AETC/A3L can adjust the number of quotas allocated to conform to the AF/A1PT and SF/S1PT PGLs or to initial distribution of MRT program funds. Proper coordination with the training requester quota identifier manager will be made to ensure accurate accountability and tracking.

3.1.2.4.7.2. For mission readiness training, trained dog requirements, field training detachment and non-resident programs, AETC/A3L will validate, coordinate, and track all program users' AF Form 3933, *MAJCOM Mission Training Request* actions. AETC/A3L will also ensure that any AF/A1PT and SF/S1PT approved changes to PGLs and program requirements documents are adhered to by program administrators and users.

3.1.2.5. AETC/FMA will:

3.1.2.5.1. Prepare the AETC budget submission for mission readiness training, in coordination with AETC/A3R, for operations and maintenance execution plan, initial distribution, quarterly program execution review, mid-year execution review, end-of-year spend plan, end-of-year close out, and various cost exercises, e.g., impact of lodging and per diem increases.

3.1.2.5.2. Track MRT program expenditures, funded execution rates and the actual allocations used per travel orders. AETC TDY-to-school centrally-funded orders for RegAF and USSF trainees are certified through the following web site: <https://tdyotoschool.us.af.mil/login/>.

3.1.2.5.3. Compute the average cost to send a student TDY to an AETC owned, operated, or controlled formal training course.

3.1.2.5.4. Convert funds into allocations based on funding approved by the DAF corporate structure and average cost per student. Releases to AETC/A3L in coordination with AETC/A3L.

3.1.2.5.5. Prepare a funded MRT program letter and sends to the 2 AF MRT office at initial distribution.

3.1.2.5.6. Identify execution year funding shortfalls, which may drive the reduction of quotas to AETC/A3L.

3.1.2.6. 502d Comptroller Squadron will issue fund-cites for travel, per diem and lodging for non-pipeline students. (T-2)

3.1.2.7. The following roles and responsibilities are related to the mission readiness training, trained dog requirements, field training detachment, and non-resident programs:

3.1.2.7.1. 2 AF will:

3.1.2.7.1.1. Produce the monthly execution report tracker. This AF/A1PT and SF/S1PT requested report identifies the MRT program funding level-1 baseline execution rates during the year of execution. Forwards monthly to AF/A1PT, SF/S1PT, AETC/A3L, and AETC/FMA. Forwarded quarterly to the following training requester quota identifiers and users: DAF directed, AFPC/DPMLWD, MAJCOMs, FLDCOMs, warfighters and support, and non-DAF users.

3.1.2.7.1.2. Produce MRT program funding level-2 annual execution report. This AF/A1PT and SF/S1PT requested report is produced at the end of each FY; identifies MRT program funding level-2 execution rates. Forwards report by 1 November to AF/A1PT, SF/S1PT, AETC/A3L, and AETC/FMA, as well as the following training requester quota identifiers and users: DAF directed, AFPC/DPMLWD, MAJCOMs, FLDCOMs, warfighters and support, and non-DAF users.

3.1.2.7.1.3. Assist with the day-to-day management, oversight, and accountability of the MRT program during the year of execution, to include managing special authorizations, see [paragraph 3.5.3](#).

3.1.2.7.1.4. Ensure maximum utilization of allocations. Unexecuted quotas may be redistributed quarterly by the training requester quota identifier manager within 30 days of notification, i.e., unexecuted quotas are quotas that have not been sub-allocated. If not sub-allocated by the training requester quota identifier manager, the 2 AF MRT office will notify the training requester quota identifier manager at the time of redistribution. **Exception:** Though the total baselines may appear on the MRT PGL, redistribution of officer and enlisted initial skills quotas must be approved by AF/A1PT or SF/S1PT through the chain of command before implementation.

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

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

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

3.1.2.7.1.4.4. 2 AF monitors total program execution of allocations, i.e., DAF directed and MAJCOM or FLDCOM mission, monthly to prevent over or underutilization by program users.

3.1.2.7.2. MAJCOMs, FIELDOMs, ANG, AFR, DRUs, FOAs, sister services, or other US government agencies.

3.1.2.7.2.1. MAJCOM/CC, FLDCOM/CC, or equivalent will ensure a rigorous review and validation of annual requirements and maximum utilization of limited training resources.

3.1.2.7.2.2. AF/A1, SF/S1, or the equivalent, i.e., the agency’s manpower and personnel office when the customer is not a MAJCOM or FLDCOM, will:

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

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

3.1.2.7.3. MAJCOM and FLDCOM functional managers or the equivalent will:
Examples: AFR functions are performed by the AFRC Education and Training Operations Support (AFRC/A1KE) and ANG functions are performed by the NGB/A1D.

3.1.2.7.3.1. Serve as liaison between AFPC/DPMLWD, the training requester quota identifier manager, and the base-level functional manager and/or UTM.

3.1.2.7.3.2. Maintain awareness of available training for respective career field using the ETCA website <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>.

3.1.2.7.3.3. Monitor current FY allocations.

3.1.2.7.3.3.1. Execute quotas, both funded and unfunded.

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

3.1.2.7.3.3.3. Seek funding for quotas if needed.

3.1.2.7.3.3.4. Utilize program out-of-cycle process for unforeseen requirement needs. Obtain worksheets from the 2 AF Quota Management website at <https://usaf.dps.mil/sites/aetc-ksl-2af/2AF/A3/O/P/default.aspx>. Refer to AETCI 36-2651.

3.1.2.7.3.3.5. Submit training requests using the AFPC's Workforce Development organizational email box at afpc.dp2lwd.mrt@us.af.mil.
Exception: Lateral training, retraining, officer crossflow training, NPS training, accessions, craftsman, PALACE ACQUIRE, PME, and recruiting should refer to myFSS. Prior to submitting requests to AFPC/DPMLWD, the MAJCOM, FLDCOM, or ARC, the functional manager will ensure the trainee meets all mandatory prerequisites for course eligibility. (T-3) If the member reports to school without a valid training line number or without meeting prerequisites, the schoolhouse has the option to return the member to the parent organization without attending the training, and the parent organization will incur any and all associated costs. Prerequisites are listed on the ETCA site at <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>.

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

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

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

3.1.2.7.3.4.2. Program new FY training based on requirements received from

the base-level functional manager.

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

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

3.1.2.7.4. Base-Level functional managers will:

3.1.2.7.4.1. Identify training requirements that exceed the MRT PGL's baseline using AF Form 3933. **(T-1)** Ensure the AF Form 3933 is prepared, certified, and coordinated per the detailed instructions provided in the AF/A1P or SF/S1P technical training data call message. **(T-1)**

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

3.1.2.7.5. Training Requester Quota Identifier Managers will:

3.1.2.7.5.1. Provide up-to-date training requester quota identifier manager (primary and/or alternate) appointment letter to the 2 AF MRT office to maintain current points of contact information. Refer to the MRT program website at <https://usaf.dps.mil/sites/aetc-ksl-2af/2AF/A3/O/P/default.aspx>. **(T-2)**

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

3.1.2.7.5.2.1. Based upon provided guidance, training requester quota identifier managers will consolidate and enter all training requirements into MilPDS/OTA by the date specified in the AF/A1P or SF/S1P data call message. **(T-1)** If MRT program funding needs exceed the AF/A1P and SF/S1P prescribed funding level-1/2 PGLs' baseline levels, the training requester quota identifier manager may submit a request for increase to AETC/A3L per the detailed instructions in the data call message. Use AF Form 3933.

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

3.1.2.7.5.2.3. Consolidate and forward all functional training requirements to the appropriate A1 or S1 offices of the MAJCOM, FLDCOM, functional manager, FOA, or DRU, or equivalent for final assessment.

3.1.2.7.5.3. Maintain copy of the functional annual submission until allocations are received from the A1 or S1 office of the MAJCOM, FLDCOM, AFPC/DPMLWD, functional managers, FOA, or DRU, or equivalent.

3.1.2.7.5.4. Monitor the utilization of allocations.

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

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

3.1.2.7.5.4.3. Process initial scheduling, cancellations, replacements, swaps, out-of-cycle, and quota movement requests within 10 duty days of receipt from the MAJCOM or FLDCOM functional manager, FOA, DRU, or designated training representative. For details, refer to AETCI 36-2651.

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

3.1.2.7.5.4.5. Generate and manage reports for 'no-shows,' S-records, i.e., force gains, overdue training line numbers, and open seat rosters at least monthly. Reports for MRT program courses, except lateral training, retraining, officer crossflows, NPS training, accessions, craftsman, PALACE ACQUIRE, PME, and recruiting, will be posted monthly to the AFPC's Workforce Development SharePoint@ site at <https://usaf.dps.mil/teams/11842/default.aspx>.

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

3.1.2.7.5.5. Provide assistance, guidance, and training to the MAJCOM, FLDCOM, or ARC functional managers.

3.1.2.7.5.6. Maintain oversight on quota usage and have final approval authority on MRT funding issues, baseline distribution of funding and quota allocations.

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

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

3.1.2.8.2. Submit their request to turn-in any unused officer or enlisted initial skills training requirements to AETC/A3L no later than 60 days prior to class start date. **(T-2)**

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

3.1.2.8.2.2. Send a request to AETC/A3L to request a change to their requirements once coordination with other users is complete. **(T-3)**

3.2. DAF Technical Training Programs.

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

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

3.2.1.2. Student Training Requirement. Student training requirement is the sum of ANG, AFR, sister service, international, and DAF training requirements for initial skills training. It represents all resource categories *except* RegAF and USSF NPS, PS, and retrainees.

3.2.2. Officer Initial Skills. The officer initial skills reflects the non-rated line officer technical training requirements for force sustainment in each officer AFSC and SFSC. It includes initial skills technical training requirements for Total Force, international, and DAF civilian personnel. For the Space Force, the Officer Training Course is the initial skills training course for all USSF officers.

3.2.3. MRT Program. The MRT program reflects baseline requirements for RegAF and USSF directed, component, MAJCOM and FLDCOM, warfighter and support, technical training e.g., PS, retraining, supplemental, 7-level, etc.

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

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

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

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

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

3.3. DAF Technical Training Tasking Documents.

3.3.1. Tasking Documents. Technical training requirements must be aligned with the planning, programming, budgeting, and execution cycle. **(T-3)** The primary vehicles that capture and align training requirements to resources are the program requirements documents and the PGLs. See [Table 3.1](#) for PGLs and program requirements documents programs and users.

3.3.2. Technical Training Data Call Message.

3.3.2.1. AF/AIPT and SF/SIPT disseminates an annual technical training data call message that provides guidance and timelines for submitting technical training requirements for three years out.

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

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

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

3.3.2.3.2. The Army is the executive agent for global language training. Therefore, DAF follows the Army's process and timeline for requesting and updating language training requirements.

3.3.2.3.3. DAF language out-year requirements are projected at the annual Structure Manning Decision Review. In addition, execution year and out year language training requirements are reviewed and updated on a quarterly basis at the Training Requirement Arbitration Panel.

3.3.2.4. AETC/A3L serves as the DAF requirements manager for language training and sister service skills training.

3.3.2.5. The process of establishing sister service and/or other agency training requirements differs from all career fields where training is provided by DAF. Where sister services and/or other agencies are the training providers, AETC/A3L serves as the DAF requirements manager for sister service and/or other agency training.

3.3.2.6. DAF must follow the sister service and/or other agency processes and timelines for requesting and updating training requirements. **(T-3)**

3.3.3. PGLs, Program Requirements Documents, Programs, and Users. The technical training requirements are identified for each of the programs listed in [Table 3.1](#) below. Each program has a set of requirements documents that is broken down by the training requester quota identifiers. Training requester quota identifiers are four-character communication codes within MilPDS/OTA used to convey annual or supplemental training requirements, quota allocations, quota confirmations, and student-tracking information between a training user and the training provider or owner. DAF assigns training requester quota identifiers to sister services,

components, MAJCOMs, FLDCOMs, FOAs, DRUs and functional areas to ensure training accountability.

Table 3.1. PGLs, Program Requirements Documents Programs and Users.

	Technical Training Program	Training Requester Quota Identifiers
1	Enlisted Initial Skills	AJ10, AJ30 - RegAF NPS / Follow-On AJ1J, AJ3J, AMDO, AJ50 - Retrainee AJ1K - Regular PS DZA1, DZA2 –Space Force NPS/Follow-On DZA4 – Space Force PS DZA5, DZA6 – Space Force Retrainee/Follow-On DZAC – Space Force IST CC10 - ANG NPS, PS (Non-Flying) CNN0 - ANG NPS, PS (Flying) RR10 - AFR NPS, PS A0M0 - AFR Air Reserve technician (ART) DA00 - United States Army DANG - Army National Guard DAAR - Army Reserve DN00 - Navy DM00 - Marine Corps DP10 - United States Coast Guard A2C0 - PALACE ACQUIRE (Civilian) MX20 - Air Force Security Assistance Training/Royal Saudi Air Force
2	(Non-Rated Line) Officer Initial Skills	AM10 - RegAF Accessions AM11 - RegAF Crossflows DZA8 – Space Force Accessions DZA9 – Space Force Crossflows DZAF – Space Force IST CC10 - ANG Non-Flying CNN0 - ANG Flying RR10 - AFR A0M0 - AFR ART MX20 - Air Force Security Assistance Training A2C0 - PALACE ACQUIRE (Civilian) Multiple Training Requester Quota Identifiers - Civilian or Other
3	Mission Readiness Training	Wide variety of training requester quota identifiers for the following categories: warfighter, support, AF directed, MAJCOM equivalent, special categories.

	Technical Training Program	Training Requester Quota Identifiers
4	Trained Dog Requirements	Multiple Training Requester Quota Identifiers - RegAF DA00 - United States Army DN00 - United States Navy DM00 - United States Marine Corps TSA - Transportation Security Administration
5	Non-Resident Training	Wide variety of training requester quota identifiers for distance learning (Type-6) courses for the following categories: warfighter, support, DAF directed, MAJCOM equivalent.
6	Field Training Detachment	AJ40 - Type-4 courses conducted at operational locations primarily use this training requester quota identifier. CC10 - ANG NPS, PS (Non-Flying) CNN0 - ANG NPS, PS (Flying) RR10 - AFR NPS, PS A0M0 - AFR ART DP10 - United States Coast Guard MX20 - Air Force Security Assistance Training/Royal Saudi Air Force
Note: See the master training requester quota identifier list for an explanation of each code.		

3.3.4. Reclassification Guidance.

3.3.4.1. Enlisted.

3.3.4.1.1. AF/A1PT and SF/S1PT provides reclassification guidance to AETC annually based upon current DAF needs.

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

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

3.4. Capacity Assessment and Constraints.

3.4.1. Tasking. Upon receiving the draft PGLs from AF/A1PT, SF/S1PT, AETC assesses capacity to determine capability to train stated requirements.

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

3.4.3. Constraints. If entries identified on the programmed technical training exceed existing schoolhouse capacity, schoolhouse personnel complete a constraint worksheet that identifies any combination of facility, equipment, base operating support, and/or instructor limitations.

AETC identifies these constraints to AF/A1PT and SF/S1PT if these resource shortfalls cannot be met within the MAJCOM or FLDCOM. For officer and enlisted initial skills, AF/A1PT and SF/S1PT uses the constraints identified, e.g., facility, equipment, base operating support, to advocate for additional resources to unconstrain the AFSC or SFSC course. When the constraint cannot be resolved immediately, AF/A1PT or SF/S1PT considers the re-distributing the training requirement delta to other AFSC(s) or SFSC(s) on the PGL(s).

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

3.5. Technical Training Requirements Working Groups.

3.5.1. Enlisted Initial Skills. AF/A1PT, SF/S1PT, and AETC/A3L co-chair the annual Training Flow Management Working Group, see [Table 3.2](#), to provide a forum for timely detailed discussion of all issues regarding requirements and schoolhouse capacity and to facilitate cross feed of information between users and providers of initial skills training.

Table 3.2. Training Flow Management Working Group Organization.

	Category	Participants
1	Co-chairs	AF/A1PT, SF/S1PT, and AETC/A3L
2	Attendees	Representatives from AETC Personnel (AETC/A1K), Manpower Organization and Resources (AETC/A1M), AETC/A3L, Undergraduate Flying Training (AETC/A3F), Force Development Division (AETC/SGU), 2 AF, schoolhouses, ANG, AFR, sister services, internationals, AFPC Retraining, DAF Recruiting. Representatives are usually Training Request Quota Identifier Managers.

3.5.2. Officer Initial Skills. AF/A1PT, SF/S1PT, and AETC/A3L co-chair the annual Officer Initial Skills Working Group, see [Table 3.3](#), to provide a forum for timely detailed discussion of all issues regarding requirements and schoolhouse capacity and to facilitate cross feed of information between users and providers of initial skills training.

Table 3.3. Officer Initial Skills Working Group Organization.

	Category	Participants
1	Co-chairs	AF/A1PT, SF/S1PT, and AETC/A3L
2	Attendees	AFPC Officer Accessions, AFPC Officer Crossflows, AETC/A1M, 2 AF, schoolhouses, ANG, sister service, internationals, CFMs. Representatives are usually training requester quota identifier managers.

3.5.3. MRT Program. AF/A1PT, SF/S1PT, and AETC/A3L co-chair the annual MRT Program Working Group, see [Table 3.4](#), to provide a forum for timely detailed discussion of all issues regarding requirements to facilitate cross feed of information between users and providers. The working group covers training requirements for the following programs: MRT

program, trained dog requirements, non-resident, and field training. The AF/A1PT and SF/S1PT technical training data call message triggers a critical data gathering point for all out-year technical training requirements.

3.5.3.1. AETC/A3L works pre-scheduling requirements and prepares the mission readiness training, non-resident, trained dog requirements, and field training detachment spreadsheets.

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

Table 3.4. MRT Program Working Group Organization.

	Category	Participants
1	Co-chairs	AF/A1PT, and SF/S1PT, and AETC/A3L
2	Attendees	2 AF, MAJCOMs, FLDCOMs, FOAs, DRUs, training requester quota identifier managers, both DAF and non-DAF.

3.6. PGL Changes (Adjustments and Quota Management).

3.6.1. PGL Adjustments.

3.6.1.1. AF/A1PT and SF/S1PT transmits budget year and execution year adjustments to AETC representing DAF customer requirements.

3.6.1.2. When AF/A1PT and SF/S1PT requests proposed adjustments to the PGLs, AETC/A3L updates the programmed technical training document(s) to identify the proposed change to the specific pipeline(s) and publishes to the appropriate electronic portal site. AETC/A3L then staffs an electronic staff summary sheet with link to website with all appropriate organizations, e.g., AETC, A-Staffs, 2 AF, AFPC, ETMO, etc. requesting impacted organizations assess capacity and identify if all, part or none of the proposed change(s), increase or decrease, can be implemented with existing resources. Once notification is received identifying what part of the change(s) can be supported, AETC/A3L updates the applicable programmed technical training with the portion that can be executed and notifies AF/A1PT and SF/S1PT of the portion that could not be supported without additional resources. If additional resources are required, notify AETC/A3L, and/or other users of required unfunded resources. For Total Force, AETC/A3L will request that an unfunded requirement submission be placed in the execution plan to the DAF corporate structure. For non-AF requirements, AF/A1PT and SF/S1PT will work with affected users to resolve resource shortfalls. The applicable programmed technical training will not be updated with the proposed change until the resources are procured. **Exception:** AETC/A3L updates applicable MRT programmed technical training and/or relevant requirements, i.e., trained dog requirements and non-resident, only after completion of capacity and resource assessments and final approval from AF/A1PT or SF/S1PT, as appropriate.

3.6.1.2.1. Total Force Adjustments. RegAF and USSF end strength, accession balancing and overall field sustainment follow the process in [paragraph 3.6.1.2](#).

3.6.1.2.2. Non-Total Force (Other Users') Adjustments. Follow the quota management adjustment process in [paragraph 3.6.2](#) when non-Total Force tech training users request scheduled unfilled seats. This process assumes post-scheduling activity. If officer and/or enlisted initial skills or MRT changes and/or adjustments affect resources, multiple FYs, or multiple PGLs, use process in [paragraph 3.6.1.2](#).

3.6.2. Quota Management.

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

3.6.2.2. The training requester quota identifier manager uses the training quota movement worksheet to request a movement of quota(s) from one class to another class and convert quota types (whether it is for the first or second digit). This can be done for a class-to-class move or a same class seat conversion. For officer and enlisted initial skills, the training requester quota identifier manager's total number of quotas in the course should not increase or decrease without AF/A1PT or SF/S1PT approval, as appropriate.

3.6.2.2.1. For MRT courses under 2 AF's purview, the training requester quota identifier manager sends all completed worksheets impacting AP, OP, or CP quota types, see [paragraph 3.7.4](#) for definition, and AN, ON, or CN quota types to the appropriate 2 AF program manager and all completed worksheets impacting AT, OT, or CT quota types to the 2 AF MRT office execution manager. **Note:** Ensure the email subject line includes the course number and class start date. For technical training initial skills courses, submit change requests to AETC/A3L.

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

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

3.7. MRT Program.

3.7.1. General Information. The MRT program objectives are to develop and maintain professional and technical skills, knowledge, and abilities to meet DAF needs. The MRT

program provides travel, per diem, lodging, and special authorization funds for AETC continental United States (CONUS) formal training courses to aid mission accomplishment as specified in this chapter. It provides advanced, supplemental, and residential craftsman technical training for courses of up to 99 academic days, less than 20 calendar weeks, for officers, enlisted and civilian personnel when other types of training such as on-the-job-training, unit training, exportable, or mobile training will not satisfy the need.

3.7.1.1. DAF civilians, foreign direct or indirect hires in validated funded DoD positions, non-appropriated fund employees in validated, i.e., appropriated funded or unfunded, services manpower positions, or foreign exchange military officers filling DAF validated UMD positions are authorized to utilize AETC central funds.

3.7.1.2. The ANG provides active-duty training days, travel, per diem, lodging, and special authorizations funds for formal training courses. These courses support mission accomplishment through NGB/A1D school day funding authorization or unit level funding.

3.7.2. Scope and Structure. The MRT program is a key part of the DAF's training resource and plays a vital role in maintaining readiness and a quality force. It consists of two categories – DAF-directed training and MAJCOM and FLDCOM, warfighter and support training. During the identification and validation process, training requirements must be priority ranked based on levels of training urgency. **(T-3)** MRT program requirements will be categorized as priority level-1 (mission accomplishment), priority level-2 (mission sustainment) or priority level-3 (mission enhancement). **(T-3)** The MRT program functions through a series of processes ensuring mission accomplishment training (priority level-1) is accomplished first and that there is a maximum use of funding level-1, i.e., AETC centrally-funded allocations, "T"-allocations. The MRT program includes the following types of training:

3.7.2.1. DAF-Directed Training. Training in support of trained personnel requirements to replenish and balance the force. It ensures enough trained personnel are in each skill to accomplish the DAF mission. It also includes training incidental to assignment action, certain special assignments, upgrade training, promotions, and unique training as specified by the Air and Space Staff. DAF-directed training requirements are categorized as priority level-1 and include:

3.7.2.2. Air Force Legal Services. AETC centrally-funded courses attended by members of the Air Force Judge Advocate General's Corps.

3.7.2.3. Colonel's Group. Training support for officers identified by the Colonels' Group.

3.7.2.4. Senior Leader's Group. Training for general officers and senior executive service civilians.

3.7.2.5. Lateral Training. Enlisted personnel retraining into a career field that does not accept RegAF or USSF NPS students; such pipelines are called lateral skills.

3.7.2.6. NPS Training (Initial). NPS enlisted personnel who flow from an initial skills course of 20 calendar weeks or longer into an initial skills course shorter than 20 weeks. These personnel are still in the training pipeline; however, since their first initial skills course was 20 weeks or longer and classified as a PCS, any subsequent training at a different location that is up to 99 academic days, shorter than 20 calendar weeks, entitles

the member to per diem and is classified as a TDY. NPS students attending TDY-length training, less than 99 days, after being assigned to a PCS-length training course, over 99 days, will attend the subsequent training using a MRT Level 1 quota, unless the subsequent and/or follow-on training is medical which is funded by the Defense Health Program (DHP) Appropriation.

3.7.2.7. NPS (Follow-On). NPS enlisted personnel, see [paragraph 3.7.2.6](#), continuing their initial skills training in follow-on courses. These personnel are still in the pipeline; however, since their first initial skills course is 20 calendar weeks or longer and classified as a PCS, any subsequent training of up to 99 academic days, shorter than 20 calendar weeks, entitles the member to per diem and is classified as a TDY. NPS students attending TDY-length training, i.e., less than 99 days, after being assigned to a PCS-length training course, i.e., over 99 days, will attend the subsequent training using a MRT Level 1 quota, unless the subsequent and/or follow-on training is medical which is funded by the DHP Appropriation.

3.7.2.8. Officer Accessions. Initial skills training for all new officer accessions following their commission through OTS, AFROTC or USAFA.

3.7.2.9. Advanced Training. Officer and enlisted advanced training.

3.7.2.10. Officer Crossflows. Initial skills training for all officers crossflowing or retraining into a new AFSC or SFSC.

3.7.2.11. PALACE ACQUIRE. Training for newly acquired civilian employees under the AFPC's PALACE ACQUIRE intern program.

3.7.2.12. PME Assignments. TDY en-route training for officers requiring prerequisite language training prior to attending international PME courses. MRT program only funds language training, which is up to 99 academic days, or less than 20 calendar weeks, and does not fund any part of the PME course. The majority of officers attending prerequisite language training attend in a PCS status.

3.7.2.13. Retraining (Initial). Enlisted personnel retraining into new career fields.

3.7.2.14. Retraining (Follow-On). Enlisted personnel continuing their retraining in follow-on pipeline courses.

3.7.2.15. RegAF and USSF PS. PS enlisted personnel who require all or part of a training pipeline to meet career field qualifications leading to award of the Apprentice, 3 skill level.

3.7.2.16. Recruiter and Instructor. Enlisted personnel attending the basic recruiter, military training instructor, or military training leader course.

3.7.2.17. Secretary of the Air Force Public Affairs (SAF/PA). Advanced training for senior non-commissioned officers or officers in the public affairs career field.

3.7.2.18. Support Officers. Normally, related to embassy and attaché assignments.

3.7.2.19. Seven-Level Craftsman Training. Upgrade training for all active-duty military attending resident 7-Level Craftsman courses.

3.7.3. MRT Program Funding & Priority Levels.

3.7.3.1. MRT Program Funding Levels. MRT allocations are divided into two funding categories: funding level-1 and funding level-2.

3.7.3.1.1. MRT program funding level-1; AETC TDY-to-school centrally funded quotas identified with a “T” in the 2nd position of the quota type. **Example:** AT, OT, or CT.

3.7.3.1.2. MRT program funding level-2; unit or other than AETC centrally funded quota; identified with a P or N in the 2nd position of the quota type. **Example:** AP, OP, CP, AN, ON, or CN. See quota type definition in [paragraph 3.7.4](#) for detailed breakout information.

3.7.3.2. MRT must be prioritized by each MAJCOM, FLDCOM, and/or organization according to its capabilities to meet the user’s mission. **(T-3)** Use the following priority level definitions:

3.7.3.2.1. Priority Level-1 (Mission Accomplishment). Accomplishment of the DAF mission objective will not occur if training requirement is not satisfied. Requestor(s) will fund their requirement(s) if not supported by MRT program funding. **(T-3)**

3.7.3.2.2. Priority Level-2 (Mission Sustainment). Training required to sustain the DAF readiness posture.

3.7.3.2.3. Priority Level-3 (Mission Enhancement). Training fosters the effective use of resources to enhance the DAF mission capability.

3.7.3.3. Funding Level and Priority Level Relationships.

3.7.3.3.1. Funding Level-1 and/or Priority Level-1 (T-Quotas). These quotas are AETC centrally funded requirements and represent training the user considers essential to mission accomplishment. This total requirement will not exceed the funding level-1 baseline stated in the MRT PGLs or program requirements documents issued by AF/A1P or SF/S1P. **(T-3)**

3.7.3.3.2. Funding Level-2 and/or Priority Level-1 (P/N-Quotas). These quotas are must-have requirements, regardless of funding, for training the user considers mission accomplishment (essential). These quotas represent the requirement needs above the user’s funding level-1 MRT PGLs baseline and will be reflected on an AF Form 3933. The user acknowledges the certification statement of AF Form 3933, Section III - this training requirement meets the criteria for priority level-1 urgency, and if DAF funds cannot support the request, then unit funds will be utilized. **(T-3)**

3.7.3.3.3. Funding Level-2 and/or Priority Level-2/3 (P/N-Quotas). These quotas are unit funded and represent requirements for training the user considers mission sustainment (priority-2) or mission enhancement (priority-3) and will be budgeted for within the unit. The total requirement of funding level 2 and/or priority levels-2/3 (P/N-quotas) cannot exceed the funding level-2 (unit funded) baseline stated in the AF/A1PT and SF/S1PT issued MRT PGLs. Quotas above the funding level-2 (P/N-quota) baseline represent additional requirement needs and will be reflected on an AF Form 3933, request for increase. **(T-3)**

3.7.3.3.4. The schoolhouse must accommodate all funding level-1 and/or priority level-1 requirements before they fulfill any lower funding level and/or priority level requirements. **(T-3)**

3.7.4. Quota Type. A two-character code within MilPDS/OTA used to indicate the student's active-duty status, i.e., enlisted, officer, or civilian, and the travel funding status, e.g., AETC centrally funded, unit funded, or non-TDY. The particular codes are as follows, with the understanding that any code in the 1st digit can be paired with any code in the 2nd digit:

Table 3.5. Quota Type Breakdown (MRT Program).

1st Digit (Active-Duty Status)	2nd Digit (Travel Funding Status)
A (Enlisted Airman or Guardian).	T (AETC – Centrally Funded; TDY-to-School).
O (Officer).	P (Unit Funded). See Note 1 .
C (Civilian).	N (Other). See Note 2 .
Notes: 1. “P” may be used in the 2nd digit if the student is co-located with the training location. 2. “N” funding status is usually used for NPS pipeline students, PCS-length schools (20 calendar weeks or longer), contractors, foreign nationals, or ARC users.	

3.7.5. Special Funding Restrictions.

3.7.5.1. AETC funds will not be used for RegAF and USSF members and DAF civilian personnel assigned or on permanent duty outside of DAF but otherwise within the DoD, unified commands, or Joint Service activities.

3.7.5.2. Students who are not RegAF or USSF members are funded by the component or branch of service or US government agency to which they are assigned.

3.7.5.3. Travel and per diem expenses for students or instructors at command courses are the funding responsibility of the DAF activity to which the individual student or instructor is assigned.

3.7.5.4. ANG students are funded by NGB/A1D or the wing publishing the travel orders.

3.7.5.5. AFRC funds AFR members and ARTs who have military allocations. However, AETC funds civilians, RegAF and USSF members assigned to AFR and ARTs who have civilian allocations, with the same limitations as for RegAF and USSF personnel within their allocated baseline.

3.7.5.6. The UTM and supervisor will ensure students are fully qualified to attend or enroll in required courses. **(T-3)** The schoolhouse will contact the servicing FSS, who will direct the return of the students to their parent organization as a result of being unqualified to enter an DAF training program course. **(T-3)** The member’s unit will bear all TDY expenses to and from the school. **(T-3)** If the school finds the member unqualified for training, the member’s orders issuing authority will immediately amend the orders. **(T-3)** The organization selecting and publishing orders on the student concerned will ensure the orders are amended to reflect the parent unit’s fund citation. A copy of this amendment must be sent to the 502d Comptroller Squadron, JBSA-Randolph, Texas. **(T-3)**

3.7.5.7. Unqualified ANG students removed from training will only be returned to formal training once full qualification is obtained using unit level funding.

3.7.5.8. AETC MRT program technical training funds will not be used for: special contract training (type-1), field training detachment (type-4), distance learning (non-resident) training (type-6) courses. Authorization to use MRT funds to travel to attend mobile training team (type-7) courses is handled under the special authorization process.

3.7.5.9. Courses that are 20 calendar weeks or longer are considered a PCS and AETC MRT program funds are not authorized for the travel, per diem, lodging or special authorization expenses. All expenses will be charged to the PCS fund citation. **(T-3)** Additionally, students are considered to be in a PCS status when attending two or more courses at one location and the courses, combined, total 20 weeks or longer in duration. SecAF is the waiver authority **(T-1)**; UTM's route requests for waiver through command channels to AF/A1PT or SF/S1PT for processing. For current list of approved SecAF waivers, contact AF/A1PT. Refer to DAFI 36-2110 and the JTR.

3.7.5.10. The travel, per diem, lodging, and special authorization expenses for attendance to Air University, Air Force Institute of Technology (AFIT), flying, survival, medical, and command specific courses are not funded with AETC MRT program funds.

3.7.6. Special Authorizations.

3.7.6.1. When the RegAF and USSF AETC TDY-to-school fund-citation is used on orders, it is only for normal travel, per diem and lodging for non-initial skills training pipeline student allowance. The FSS or student must request and receive prior approval from 2 AF MRT program for any additional expenditure(s) before including special authorizations in orders that use the RegAF AETC TDY-to-school central fund-cite. **(T-3)** Special authorizations include, but are not limited to, travel to attend type-7 courses, rental cars and vicinity mileage, when requested as more advantageous to the government. **(T-3)** Requests are evaluated on a case-by-case basis and will not be approved solely for the convenience of the member. **(T-3)** NGB/A1D processes special authorization requests for ANG funded orders.

3.7.6.2. The 2 AF MRT office is the point of contact for all technical training, to include 7-level and type-7, special authorization requests. All individuals requesting special authorizations involving the use of AETC centralized funds will submit their requests through their servicing FSS's formal training and/or base training office or commander's support staff. **(T-3)** The 2 AF MRT office will process the request in order of receipt. **(T-3)** **Note:** The 2 AF MRT office does not process special authorizations for flying, medical, survival, AFIT, Defense Acquisition University, and Air University training because those organizations have their own points of contact and approval processes.

3.7.6.3. Students eligible for training using AETC funds will request a special authorization memorandum from 2af.mrtp@us.af.mil. Requests must be received no later than seven duty days prior to class start date. **(T-2)**

3.7.6.3.1. Students and/or travelers must provide a non-availability letter/statement, if billeted off base and requesting a rental car or vicinity mileage. **(T-3)** Approved vicinity mileage requests will be processed upon the completion of the course. **(T-3)**

3.7.6.3.2. Students using AETC funds must provide a copy of TDY orders (both front and back) to the 2 AF MRT office, if published. **(T-3)**

3.7.6.3.3. Prior to class start date, students must refer to <https://www.defensetravel.dod.mil/> for the availability of service lodging and dining facilities at each installation. **(T-3)**

3.7.6.3.4. Rental cars are issued one per five AETC centrally-funded students per class and are authorized on a first come, first come, first served basis. AETC centrally-funded students take passenger precedence over any other student(s). **Note:** ANG rental cars are issued at one car per five students per class. ANG CFMs validate rental car requests and manage car assignment after approval by NGB/A1D.

3.7.6.3.5. If approved, vicinity mileage is paid for training days only and is defined as the distance to or from school; the distance from the off-base quarters to training location, e.g., Four miles from hotel to base x 2 = 8 round trip miles x training days.

3.7.6.3.6. Vicinity mileage may not be authorized if government transportation has been provided by the 2 AF MRT office, i.e., maximum rental cars have been provided for a class.

3.7.6.3.7. Approval of special authorizations must be received by the 2 AF MRT office prior to travel of the trainee and stated in the member's travel orders, except vicinity mileage requests. **(T-3)** If not, amendments to member's orders will need to be accomplished. **(T-3)** **Note:** For NGB funded orders, approval for special authorizations must be received from Training Resources and Programming (NGB/A1DU) prior to travel and stated in the member's travel order. **(T-3)**

3.7.6.3.8. Eligible members traveling by air requiring additional clothing may be authorized excess baggage. This applies when training extends over two seasons or special circumstances dictate additional gear described in ETCA and justified by the 2 AF MRT office. **Note:** For NGB funded orders, ANG students request excess baggage authorization through NGB/A1D.

3.7.6.3.9. Eligible members who drive their privately owned vehicles are not authorized shipment of household goods or do-it-yourself moves. Members who are PCS with TDY en-route may request shipment of household goods under PCS funds and not MRT program TDY funds.

3.7.6.3.10. Request for shipping of household goods and/or do-it-yourself moves for TDY personnel are usually disapproved. All required items should already be at the training location. Approval may be granted for shipment of household goods and/or do-it-yourself moves if a member is housed in field conditions.

3.8. Metrics Submissions.

3.8.1. AETC Force Development Planning and Analysis Division (AETC/A3L). Develops and submits to AF/A1PT and SF/S1PT semi-annual budget justification books (J-Books) for each calendar year as prescribed by AF/A1XD. Develops and submits to AF/A1PT and SF/S1PT annual institutional training readiness report.

3.8.2. 2 AF. Develops and submits to AETC and AF/A1PT and SF/S1PT the following:

3.8.2.1. Monthly Execution Report Tracker. Required for the MRT and/or trained dog requirements, and field training detachment programs. Identifies the funding level-1 baseline execution rates of the approved training requester quota identifiers during the year of execution.

3.8.2.2. Annual Funding Level-2 Execution Report. Required for the MRT and/or trained dog requirements, field training detachment, and non-resident programs. Identifies the unit funded or co-located execution rates of the programs at the end of the FY.

3.8.2.3. Reports tasked in the enlisted reclassification rack and stack guidance.

Chapter 4

AIRMAN RETRAINING PROGRAM

4.1. Officer Crossflow and Reclassification Programs.

4.1.1. Purpose.

4.1.1.1. The Nonrated Line crossflow program is a process to more effectively balance officer inventory to DAF requirements. It addresses AFSC and SFSC manning shortages, over manning situations, and uses a methodology to facilitate shaping the officer force within authorized, funded end strength. To execute this process, a crossflow panel is convened when needed to select the best qualified officers to fill the required vacancies.

4.1.1.2. The Missileer Crossflow Program is a process ensuring the Nuclear and Missile Operations (13N) AFSC remains balanced for sustainment by crossflowing excess officers at the 4-year point back to donor career fields. Donor career fields are those who have provided a portion of their annual accessions to support the 13N community intercontinental ballistic missile crew force mission needs. During this process the AF simultaneously selects officers to stay in the 13N AFSC and to crossflow to undermanned donor career fields.

4.1.1.3. Out-of-cycle crossflow requests from individual officers occur only when participation in a formal board process is not practical. Approval or disapproval is based on a variety of factors including gaining and losing career field manning, CFM, AFPC, ETMO, AF/A1P, and SF/S1P coordination.

4.1.1.4. Initial skills training eliminee reclassification occurs when RegAF or USSF line officers on EAD are eliminated from training in accordance with AFPCI 36-112. Initial skills training elimination panels convene regularly to consider these officers for reclassification or separation based on current DAF requirements.

4.1.2. Program Processes.

4.1.2.1. AFPC/DPMOSS will:

4.1.2.1.1. Select panel members and execute Nonrated Line crossflow program and Missileer Crossflow Program. **(T-2)**

4.1.2.1.2. Serve as approval authority if immediate out-of-cycle crossflow actions are necessary. **(T-1)** Action is to be coordinated with AF/A1P and SF/S1P and does not require a crossflow panel or program. **(T-2)**

4.1.2.1.3. Notify officers of their eligibility. **(T-2)**

4.1.2.1.4. Prepare results package for AFPC/CC approval and provide courtesy copy to AF/A1P or SF/S1P as appropriate. **(T-2)**

4.1.2.2. AFPC/DPML will serve as initial skills training elimination panel president, selects panel members, and executes the initial skills training eliminee reclassification process. **(T-2)**

4.1.2.3. Wing Commander or equivalent, Nonrated Line Panel and Missileer Crossflow Panel programs only, will endorse nomination package providing comments on whole-person concept and recommendation for crossflow. (T-2)

4.1.2.4. Staff Judge Advocate (AFPC/JA) will perform a legal review of all initial skills training eliminee cases when documentation in the elimination package indicates that discharge is for substandard performance of duty or misconduct, moral or professional dereliction, or for other reasons under DAFI 36-3211 as appropriate. (T-2)

4.1.2.5. Applicants will complete nomination packages in accordance with AFPC instructions, prioritize available AFSC and SFSC crossflow or reclassification opportunities as desired, declare volunteer status, and submit documents through the proper channels. (T-2) For out-of-cycle crossflow requests, applicants will contact their assignments manager for specific instructions. (T-2)

4.1.3. Nonrated Line Crossflow Program.

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

4.1.3.2. AFPC/DPMOSS will select five DAF officers in the grade of O-6 as panel members. (T-1) The panel is held to affect formal training and PCS moves.

4.1.3.3. 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.

4.1.3.3.1. The panel considers the whole-person concept, including, but not limited to, the officer's application, overall record of performance, senior rater recommendations, academic degrees and transcripts, if required, specific qualifications in accordance with the DAFOCD, officer professional development, career timing to assess the officer's relative standing among the officer's peers, and time on station.

4.1.3.3.2. If necessary, select non-volunteers to crossflow based on a reverse seniority criteria, e.g., most junior officers in a year group first, and the whole-person concept to maximize return on training.

4.1.3.3.3. Seniority is defined in DAFI 36-2501, *Officer Promotions and Selective Continuation*. The panel considers the career development of Nonrated Line officers; however, it does not function as a development team.

4.1.3.4. Eligibility and/or Exemptions:

4.1.3.4.1. AF/A1P and SF/S1P will determine eligible AFSCs, SFSCs, and year groups based on sustainment requirements, manning, and other factors. Waiver authority for AFSC, SFSC, and year group eligibility is also AF/A1P or SF/S1P as appropriate. 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. Officers have the opportunity to volunteer to crossflow to the following AFSCs: 19ZXA Special Tactics, 19ZXB Tactical Air Control Party AFSCs, and 19ZXC Combat Rescue. Officers requesting crossflow into the above AFSCs are directed to contact the appropriate CFM for consideration first

but are also vectored by the Nonrated Line crossflow program with a secondary career field as a back-up.

4.1.3.4.2. Officers meeting the following criteria are exempt from involuntary crossflow consideration and ineligible to apply for voluntary crossflow consideration. Only waivers for Total Active Federal Military Service are considered. Waiver authority for Total Active Federal Military Service is AFPC/DPML.

4.1.3.4.2.1. Officers with an established DOS, including officers not selected for retention via Force Shaping Board or Reduction in Force.

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

4.1.3.4.2.3. Officers enrolled in and/or selected for DAF-sponsored advanced academic degrees or Education with Industry, or with an ADSC from a completed advanced academic degrees or Education with Industry program.

4.1.3.4.2.4. Officers who are in-residence graduates of Intermediate Developmental Education, designated for the next Intermediate Developmental Education class entry, or Intermediate Developmental Education selects.

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

4.1.3.4.2.6. 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.

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

4.1.3.4.2.8. Officers with cyberspace warfare operations qualifications (17X, 17DXX and 17SXX).

4.1.3.4.2.9. Officers with nuclear qualifications, i.e., SEI codes: IWF, MWA, MWB, MWC, MQT, MQU, MQV; and AFSCs (AFSCs): 21MXN, 21MXI and 31P when duty experience includes military installations with nuclear missions.

4.1.3.4.2.10. Officers with Psychological Operations qualifications (SEI 9Q).

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

4.1.3.4.2.12. Developmental Engineers who are Test Pilot School graduates.

4.1.3.4.2.13. 38F Field Grade Officers with 2 or more years of manpower experience.

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

4.1.3.4.2.15. Officers in the Air Force Judge Advocate General's Corps.

4.1.3.4.2.16. Officers in CONUS with less than 2-years' time on station at the beginning of the first month in the targeted move cycle.

4.1.3.4.2.17. Officers assigned Outside of Continental United States with a date eligible for return from overseas (DEROS) equal to or greater than the first day of the fourth month beyond the targeted move cycle, e.g., 1 January for the summer cycle that goes through September.

4.1.3.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC or SFSC in accordance with the DAFOCD. **(T-1)**

4.1.3.6. Outcome. AFPC will match officers selected to crossflow to the next available crossflow training course via the normal assignment process. **(T-3)** Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option. Officers who fail their initial skills training course return to their previous career field. Subsequent panels may be necessary to meet career field and DAF emerging mission requirements. **(T-3)**

4.1.4. Missileer Crossflow Program.

4.1.4.1. The Missileer Crossflow Program selects volunteers and non-volunteers from the Nuclear and Missile Operations (13N) AFSC who have completed their initial 4-year intercontinental ballistic missile crew force tour to crossflow back into donor career fields or remain in the 13N career field.

4.1.4.2. 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, to include participation in the crossflow panel.

4.1.4.3. 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.

4.1.4.3.1. 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.

4.1.4.3.2. AFPC will convene a crossflow panel to determine final AFSC classification. **(T-3)** The panel considers the following:

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

4.1.4.3.2.2. The 13N development team-provided list of prioritized officers approved to continue as 13Ns with enough names to accommodate 1.5 times the number of officers expected to continue in missile operations for a career.

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

4.1.4.4. Eligibility and/or Exemptions.

4.1.4.4.1. AF/A1P will determine eligible AFSCs and year groups based on 13N officers who are completing their initial intercontinental ballistic missile crew force tour.

4.1.4.4.2. Officers have the opportunity to volunteer to crossflow to the following non-donor AFSCs: 11X Pilot, 12X CSO, 13A Astronaut, 13B ABM, 16Z Rated FAOs, 18X RPA Pilot, 19 Xa special Tactics Officer, 19ZXB, Tactical A or Control Party Officer, 19 ZXC Combat Rescue Officer, and 19Z Special Warfare. Officers requesting crossflow into the above AFSCs need to contact the appropriate CFM for consideration first but are also classified by the Missileer Crossflow Program with a secondary career field as a back-up.

4.1.4.4.3. Officers with an established DOS, including officers not selected for retention via a Force Shaping Board, do not meet the Missileer Crossflow Program and remain with the 13N AFSC until separation.

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

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

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

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

4.1.4.5. Specific Qualifications for Crossflowing. Officers must be qualified for retraining in the selected AFSC in accordance with the DAFOCD. **(T-1)**

4.1.4.6. Outcome.

4.1.4.6.1. AFPC will match crossflow officers to the first Master Vulnerability List after completion of the fourth year of their intercontinental ballistic missile crew force tour. **(T-3)** Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option.

4.1.4.6.2. AFPC will send crossflow officers to initial skills training en-route to their first duty assignment whenever practical. **(T-3)** Officers who fail initial skills training are considered for retention commensurate with DAF needs, or separated from the service.

4.1.4.6.3. Directorate of Force Development (AF/A1D) will allocate approximately 100 Missileer Crossflow Program quotas a year to AFPC in the Squadron Officer School Program Requirement Document or PGL to provide priority allocation to all Missileer Crossflow Program officers selected to crossflow out of the 13N career field. AFPC assignment teams will use these quotas to schedule Missileer Crossflow Program officers for Squadron Officer School with a priority to the first available class. **(T-3)**

4.1.5. Out-of-Cycle Crossflows.

4.1.5.1. 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 or SFSC. Requests are handled on a case-by-case basis with limited approvals given if crossflowing is in the best interest of the DAF.

4.1.5.2. The process starts with the officer contacting the officer's current AFPC assignment team with a request. Disapproval at any step below ends the process with a notification to the officer. **(T-3)**

4.1.5.2.1. The AFPC assignment team reviews the current officer sustainment matrix to ensure the crossflow is from an over-manned year group in the current AFSC or SFSC to an under-manned year group elsewhere.

4.1.5.2.2. If sustainment supports and the gaining and losing assignment teams believe the rationale from the officer is in the best interests of the DAF, they will seek their respective CFM's approvals or disapprovals. **(T-3)**

4.1.5.2.3. The request with rationale and supporting CFM approvals is forwarded to AFPC/DPA for review to determine if retraining is in the best interests of the DAF based on training availability, manning, qualification in accordance with the DAFOCD, and other factors as required.

4.1.5.2.4. If AFPC/DPA approves, the crossflow package is forwarded to AF/A1P or SF/S1P for coordination prior to the individual being notified.

4.1.5.3. Outcome. AFPC will match the approved officer to crossflow in the next available training course via the normal assignment process. **(T-2)** Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option. Officers who fail their initial skills training course will return to their previous career field. **(T-2)**

4.1.6. Initial Skills Training Eliminee Reclassification.

4.1.6.1. An initial skills training eliminee reclassification panel will review and consider all RegAF and USSF line officer eliminees for reclassification or separation based on DAF requirements whether elimination was self-initiated or not, and whether before or after training commenced (to include initial training declination). **(T-2)** **Exception:** Officers with a previously awarded AFSC or SFSC, which they are still qualified to hold, will be returned to that AFSC or SFSC instead of meeting the panel. **(T-2)**

4.1.6.2. Panel members will be selected by AFPC/DPML. **(T-3)** The panel will consist of five field grade officers in the grade of O-5 or higher with AFPC/DPML as the panel president. **(T-3)**

4.1.6.3. 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 myFSS website, key word search "IST." **(T-3)**

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

4.1.6.4.1. A whole-person concept review, which includes the commander's assessment on the officer's commitment to the DAF along with any quality force issues.

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

- 4.1.6.4.3. Consider educational investment already made, officer's potential to complete the required training, and the potential payback to the DAF. While this should not be an overriding factor, it must be a consideration.
- 4.1.6.5. 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 DAFI 36-3211, as appropriate. **(T-3)** AFPC/JA will, as appropriate, discuss the case with the legal office responsible for providing advice to the officer's commander and make recommendations to the reclassification panel and the AFPC/CC on whether the case should be referred to the officer's command for action under DAFI 36-3211. **(T-3)**
- 4.1.6.6. Specific Qualifications for Reclassification. Officers must be qualified for retraining in the selected AFSC or SFSC in accordance with the DAFOCD. **(T-2)**
- 4.1.6.7. Outcome.
- 4.1.6.7.1. The panel president will coordinate on the panel results and forward the completed recommendations to the reclassification and separation authority. **(T-3)**
- 4.1.6.7.2. 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 DAFI 36-3211; or forward the case to SAFPC for action. **(T-3)**
- 4.1.6.7.3. Officers approved for reclassification will be matched in the next available training course via the normal assignment process. **(T-2)** Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option.
- 4.1.6.7.4. Officers not approved for reclassification panel will be separated with recoupment of educational costs as directed by the Reclassification and Separation Authority. **(T-3)**
- 4.1.6.7.5. If the Reclassification and Separation Authority recommends waiver of recoupment of an unearned and/or unserved portion of any educational assistance, bonus, or special pay in excess of \$500, the case must be referred to SAFPC for decision regarding recoupment liability. **(T-3)**

4.2. Enlisted Retraining Program Elements.

- 4.2.1. Retraining Purpose. Retraining is a force management program used primarily to balance the enlisted force across all AFSCs and SFSCs 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 and Guardians the opportunity to pursue other career paths within the DAF. The DAF encourages Airmen and Guardians to voluntarily retrain first, however, the needs of the DAF may require Airmen or Guardians to be involuntarily retrained to meet sustainment objectives.
- 4.2.2. Retraining Advisory. The Retraining Advisory is the primary means to advertise retraining requirements by FY and is maintained on the myFSS website. Retraining requirements are established via the PGL, identifying the corporate DAF approved training

requirements and resources to support execution of training in accordance with [Chapter 3](#). The retraining advisory advertises two types of requirements:

4.2.2.1. Objective Out. AFSCs and SFSCs where the DAF has determined an overage and/or surplus exists. The AFSCs and SFSCs listed identify by grade the number of Airmen or Guardians required to retrain out of these AFSCs or SFSCs. **Exception:** Does not apply to First Term Airmen or Guardians.

4.2.2.2. Objective In. AFSCs and SFSCs where the DAF has determined shortages exists. The AFSCs and SFSCs listed identify by grade the number of Airmen or Guardians required to retrain into these AFSCs or SFSCs. Airmen and Guardians use these AFSCs or SFSCs, as appropriate, to determine their preferences when applying for retraining.

4.2.2.3. Retraining Advisory Notes. This product is co-located with the Retraining Advisory on the myFSS website. It provides specific guidelines and special or unique requirements for each AFSC and SFSC. Airmen and Guardians should review the retraining advisory notes for both retraining in and out AFSCs and SFSCs prior to submitting an application. Applicant should check these notes closely to avoid delays in the application process.

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

4.2.4. DAFECD. This product is located on myFSS website, Airmen and Guardians should review the DAFECD prior to applying for retraining to ensure they meet the mandatory AFSC or SFSC entry requirements. Each career field functional manager is responsible for maintaining the accuracy of AFSC and SFSC entry requirements published within the DAFECD and will coordinate changes with AFPC/DPPDW. **(T-2)**

4.3. Enlisted Retraining Program Processes.

4.3.1. AF/A1PT and SF/S1PT will:

4.3.1.1. Establish overall DAF retraining policy.

4.3.1.2. Monitor and evaluate the Airman Retraining Program.

4.3.1.3. Advise AFPC/DPPDW of policy, procedures, and retraining requirements.

4.3.1.4. Develop the Enlisted Initial Skills PGL on an annual basis and adjust as necessary.

4.3.1.5. Coordinate retraining requirements with AF/A1XD and SF/S9 to validate against force management sustainment objectives.

4.3.1.6. Coordinate ETP requests with CFMs, AF/A1XD, and SF/S9 before approving or disapproving exception to policies.

4.3.1.7. Coordinate retraining advisory with AFPC/DPPDW before release to the field.

4.3.2. AFPC/DPPDW will:

4.3.2.1. Execute established retraining policy, establish procedural guidance, and provide guidance to the field and manages overall Airman and Guardian Retraining Programs. **(T-2)**

4.3.2.2. Update and manage the Retraining Advisory and Advisory Notes. **(T-2)**

4.3.2.3. Monitor disqualified Airmen and Guardians and quality control standards for retrainees. **(T-2)**

4.3.2.4. Process ETP requests. **(T-2)**

4.3.2.5. Identify vulnerable Airmen upon annual implementation of a Noncommissioned Officer Retraining Program (Phase I and II). **(T-2)**

4.3.3. Formal Training and Retraining Section (AFPC/DPSTST) will:

4.3.3.1. Advise interested Airmen and Guardians on DAF retraining policy. **(T-2)**

4.3.3.2. Review, process, and approve or disapprove retraining applications. **(T-2)**

4.3.3.3. Coordinate ETP or waiver requests with AFPC/DPPDW. **(T-2)**

4.3.3.4. Schedule approved members for formal training. **(T-2)**

4.3.3.5. Manage class seats, in coordination with AFPC/DPPDW, to include processing quota movement and quota change requests. **(T-2)**

4.3.3.6. Review retraining quotas on the Retraining Advisory and ensure the applicant meets the prerequisites outlined in DAFECD, and the Retraining Advisory Notes before completing the application for enlisted retraining. **(T-2)**

4.3.3.7. Close all pending retraining applications with no activity within 60 days. **(T-2)**

4.3.4. AFPC/DPPAM will:

4.3.4.1. Finalize requests for deferment and/or waiver of Assignment Limitation Codes, Assignment Availability Codes, DEROS window waivers, and waiver of projected assignment on Airmen or Guardians applying for retraining. **(T-2)**

4.3.4.2. Identify CONUS overseas imbalance of Airmen and Guardians returning from overseas for which no CONUS vacancies exist in the imbalanced AFSC or SFSC. **(T-2)**

4.3.4.3. Provide end assignment for retrainees and reassign Airmen and Guardians in a PCS status eliminated from formal training. **(T-2)**

4.3.5. AFPC/DPPAM will coordinate with AFPC/DPPDW and Integrated Assignments Section (AFPC/DPMLWA) on approvable humanitarian and Exceptional Family Member Program cases when the gaining base does not have authorizations for member's awarded AFSCs or SFSCs. **(T-2)**

4.3.6. AFPC/DPPDW will coordinate Disqualified Airmen or Guardian actions with AFPC/DPSTST. **(T-2)**

4.3.7. AETC/A3L will:

4.3.7.1. Provide AFPC/DPPDW FY requirements upon approval of Enlisted Initial Skills PGL to allow for the comprehensive program management and student reporting instructions.

- 4.3.7.2. Monitor programmed versus actual students and graduates for each FY.
- 4.3.7.3. Provide AF/A1PT and SF/S1PT with predicted production statistics for the annual Enlisted Initial Skills PGL conference.
- 4.3.7.4. Coordinate quota movement requests and quota change requests.
- 4.3.7.5. Update class seats in accordance with Enlisted Initial Skills PGL changes.
- 4.3.8. Force Support Squadron (FSS).
 - 4.3.8.1. Military Personnel Flight (MPF) will:
 - 4.3.8.1.1. Update CAFSC or CSFSC to 1-skill level on member's scheduled departure to formal training or start of on-the-job training (OJT), whichever applies as per **Chapter 2. (T-2)** If an Airman or Guardian is eliminated from formal training, and is attending in a temporary duty TDY and placed in return status, update the member's previously awarded CAFSC or CSFSC and Primary AFSC or SFSC.
 - 4.3.8.1.2. Update the Assignment Availability Code 29 to expire 24 months from the formal training graduation date or the effective date of OJT, whichever applies. **(T-2)** **Exception:** Do not update an Assignment Availability Code 29 on individuals in an overseas imbalanced AFSC or SFSC.
 - 4.3.8.1.3. Provide Airman or Guardian with Retraining RIP. **(T-2)** Send the original retraining approval notification RIP for filing in member's personnel record in Automated Records Management System. **(T-2)**
 - 4.3.8.1.4. Ensure Airmen or Guardians obtain required retainability and if the Airman or Guardian is restricted by High Year Tenure, notify AFPC/DPPDW immediately. **(T-2)**
 - 4.3.8.1.5. Process AF Form 964, *PCS, TDY, Deployments, or Training Declination Statement*, update applicable Assignment Availability Code, Assignment Limitation Code, and Reenlistment Eligibility codes for Airman or Guardian declining retainability for formal training.
 - 4.3.8.2. Formal Training Office will ensure Airmen or Guardian have the required retainability 30 days prior to the class start date. **(T-2)** **Note:** If the Airman or Guardian does not have the required retainability, request cancellation of retraining to AFPC/DPPDW.
- 4.3.9. Unit Commander will:
 - 4.3.9.1. Notify AFPC/DPSTST of approved retraining applicants who fail to maintain quality control standards, or quality factors not visible in MilPDS, prior to attending formal schools. **(T-2)**
 - 4.3.9.2. Ensure Airmen or Guardians comply with all eligibility and reporting instructions. **(T-2)** Notify AFPC/DPSTST when Airmen or Guardians are unable to meet class start date. **(T-2)**
 - 4.3.9.3. Immediately notify AFPC/DPPDW if an Airman or a Guardian approved for retraining is selected to deploy and the class dates conflict with the deployment. **(T-2)** Unit CCs must ensure all requests are submitted at least 30 days prior to scheduled deployment.

(T-2) Failure of notification may result in a lost retraining opportunity for the Airman or Guardian's and/or class seat.

4.3.10. Airmen and Guardians applying or identified for retraining will:

4.3.10.1. Apply for retraining via electronic application process. (T-2)

4.3.10.2. Submit required retraining documentation to AFPC/DPSTST as requested. (T-2) The initial retraining application is not considered complete until all required documentation is submitted. Update AFPC/DPSTST on documentation status at least every 30 days for all outstanding documents. (T-2) **Note:** Failure to update AFPC/DPSTST for 60 days may result in the pending application being closed.

4.3.10.3. Select up to five AFSCs or SFSCs. (T-2) While five choices are not required, it greatly increases the member's chances of getting approved retraining.

4.3.10.4. If selected for promotion, applicant must apply for shortages in projected grade. (T-2)

4.3.10.5. Obtain the required retainability within 30 days of notification. (T-2)

4.4. Enlisted Retraining Administrative Actions.

4.4.1. Eligibility. AFPC/DPSTST uses the criteria outlined in [Table 4.1](#) in determining eligibility.

4.4.2. Disqualifying Factors. The below listed factors automatically disqualify Airmen and Guardians for retraining. Input of any of the disqualifying factors before class start date results in retraining cancellation.

4.4.2.1. Under investigation by the Office of Special Investigation or law enforcement officials, excluding normal security clearance.

4.4.2.2. Most recent Enlisted Performance Report met some but not all expectation or is a referral.

4.4.2.3. Airmen or Guardians are currently in a retraining status or not recommended for entry into upgrade training.

4.4.2.4. Does not possess local network access.

4.4.2.5. Ineligible for promotion or reenlistment. **Exception:** A disqualified Airman or Guardian, awaiting retraining, with a RI of 9A000 or 9A100 may have reenlistment eligibility code of 4G, in accordance with DAFI 36-2606 and may apply for retraining.

4.4.2.6. Does not have current passing physical fitness score, in accordance with DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, within 30 days of class start date.

4.4.2.7. Airmen or Guardians with Assignment Limitation Code L.

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

4.4.3. Initial Enlistment Bonus and Selective Retention Bonus and Retraining. Repayment and Recoupment of a bonus is governed by DoDI 7000.14, *Department of Defense Financial Management Policy*. Retraining into a Selective Retention Bonus skill: Individuals selected for retraining into a Selective Retention Bonus AFSC or SFSC should refer to DAFI 36-2606,

regarding their eligibility to receive a Selective Retention Bonus. Individuals who received an Initial Enlistment Bonus or Selective Retention Bonus are identified by Assignment Limitation Code of O.

4.4.4. Class Change Requests. MPF, Airmen, or Guardians may send the request to AFPC/DPSTST no later than 30 days prior to class start date. Class date changes are subject to availability and should only occur in the same FY. **Note:** Class change requests for unit manning or readiness inspections are not considered.

4.4.5. All Exceptions to Policy must be endorsed by the unit commander and per [paragraph 4.3.1.6. \(T-2\)](#) AF/A1PT and SF/S1PT approves or disapproves ETP requests after coordination with the appropriate CFM, AF/A1XD, and SF/S9. **(T-1)**

4.4.5.1. If member is attempting to prove miscounseling and/or an injustice occurred, then the ETP request must include a statement from the organization that provided the counseling, indorsed by the commander, and explaining the circumstances. **(T-2)**

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

4.4.5.3. Airmen and Guardians may request to apply for any available AFSC or SFSC on the Shortfalls Requirements list.

4.4.6. Disposition of Retraining Formal Training Eliminees. The Technical Training Wing electronically completes and forwards the elimination source document, e.g., AETC Form 125A, *Record of Administrative Training Action* or AETC Form 126A, *Record of Commander's Review Action*, to AFPC/DPPDW within 3 duty days of elimination. **Note:** Not applicable to pipeline students.

4.4.6.1. If the Airman or Guardian is attending in a TDY and placed in a return status, the Technical Training Wing returns the Airman or Guardian to home station. AFPC/DPSTST notifies the Airman or Guardian if further retraining actions are required.

4.4.6.2. If the Airman or Guardian is attending in a TDY en-route or in a PCS status, the Technical Training Wing holds the Airman or Guardian in place until receipt of final disposition instructions from AFPC/DPPDW to return the member to a previously awarded AFSC, SFSC, or retrain.

4.4.7. Retainability Requirements. All Airmen and Guardians must have 24 months retainability beyond the class graduation date of the AFSC- or SFSC-awarding course or date entered OJT, unless otherwise specified on the training RIP as directed by the CFM. Airmen or Guardians selected for retraining may decline only if they have insufficient retainability.

4.4.8. Withdraw or Cancel Approved Retraining. Airmen and Guardians may request to withdraw an approved retraining application prior to receipt of official electronic notification from AFPC/DPSTST. 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/DPSTST. **(T-1)**

4.4.9. Directed Travel Status Change Request. Airmen may request specific travel status, e.g., TDY and return, PCS, TDY en-route; however, the needs of the DAF take precedence. Request is sent to AFPC/DPSTST 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.

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the applicant is eligible for	
	If the applicant	is a First Term Airmen and Guardian s. See Note 1	is a Second- Term and/or a Career Airman and Guardians	shows an overag e for curren t AFSC or	shows a shortage for retraining AFSC or SFSC.	voluntary retrainin g. See Note 3	involuntary retraining. See Note 2
1	is within 2 years of High Year Tenure	N/A	YES	N/A	N/A	NO	NO
2	selected for an assignment	YES	YES	N/A	N/A	NO See Note 4	YES
3	selected for continge ncy deploym ent	YES	YES	YES	YES	YES See Note 5	NO

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the applicant is eligible for	
	If the applicant	is a First Term Airmen and Guardian s. See Note 1	is a Second- Term and/or a Career Airman and Guardians	shows an overag e for curren t AFSC or	shows a shortage for retraining AFSC or SFSC.	voluntary retrainin g. See Note 3	involuntary retraining. See Note 2
4	is serving in CONUS on stabilized tour, e.g., Assignmen t Availabilit y Code 43 or Assignment Availability Code 50, according to DAFI 36-2110. See Note 6	YES	YES	YES	YES	YES	YES

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the applicant is eligible for	
	If the applicant	is a First Term Airmen and Guardian s. See Note 1	is a Second- Term and/or a Career Airman and Guardians	shows an overag e for curren t AFSC or	shows a shortage for retraining AFSC or SFSC.	voluntary retrainin g. See Note 3	involuntary retraining. See Note 2
5	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, DAF Educational Leave of Absence Program, commissioning program, or In-Place	YES	YES	YES	YES	NO See Note 8	YES

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the applicant is eligible for	
	If the applicant	is a First Term Airmen and Guardian s. See Note 1	is a Second- Term and/or a Career Airman and Guardians	shows an overag e for curren t AFSC or	shows a shortage for retraining AFSC or SFSC.	voluntary retrainin g. See Note 3	involuntary retraining. See Note 2
7	Holds a CAFSC or CSFSC or has AFSC or SFSC on the Shortfall Requireme nts List. See Note 9.	Yes	N/A	N/A	N/A	Yes	N/A

R U L E	A	B	C	D		E	
				and Retraining Advisory		then the applicant is eligible for	
	If the applicant	is a First Term Airmen and Guardian s. See Note 1	is a Second- Term and/or a Career Airman and Guardians	shows an overag e for curren t AFSC or	shows a shortage for retraining AFSC or SFSC.	voluntary retrainin g. See Note 3	involuntary retraining. See Note 2

Notes:

1. Airmen nor Guardians must not have reenlisted. **(T-1)**
 2. Individuals who have retrained in the past 4 years will be exempt from Noncommissioned Officer Retraining Program Phase II. **(T-1)**
 3. Airmen and Guardians eligible under First Term Airman and Guardian Retraining Program, with an Assignment Limitation Code O, may apply during their normal retraining window; however, if approved for retraining, AFPC/DPSTST will schedule class start dates after the expiration date of the code unless AF/A1XD or SF/S9 authorizes an exception. **(T-1)**
 4. If Assignment Selection Date is before the date AFPC/DPSTST receives the completed retraining application, then assignment remains firm. If the Assignment Selection Date is after the date AFPC/DPSTST received the completed retraining application, then retraining processing continues. If retraining is approved, AFPC/DPSTST will request assignment cancellation. **(T-1)**
- Exception:** Airmen and Guardians with approved follow-on and home basing assignments are authorized to process retraining applications.
5. Airmen and Guardians eligible during their normal retraining window may apply for retraining. If unable to complete the application process due to deployment, the member must submit application within 60 days of return. **(T-1)**
 6. All Airmen and Guardians may apply within 12 months of date of availability and there must be retraining in objectives on the Retraining Advisory for the FY matching member's date of availability. **Note:** AFPC/DPPAM is the OPR for the stabilized tour program.
 7. DEROS coincides with class start date. Airmen and Guardians with an indefinite DEROS must complete the original tour length before departing for training. **(T-1)** **Note:** DEROS curtailment or extension request is submitted with completed retraining application, if needed.
 8. An Airman or Guardian 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.

4.5. Enlisted Retraining Programs.

4.5.1. First Term Airman and Guardian Retraining Program. The First Term Airman and Guardian Retraining Program is designed to retrain First Term Airmen and Guardians in conjunction with a reenlistment, into skills where shortages exist and additionally, allows a limited number of Airmen and Guardians the opportunity to pursue other career paths in the

DAF. Airmen and Guardians maybe selected for involuntary retraining based on DAF needs to balance the force.

4.5.1.1. CONUS assigned Airmen and Guardians. Airmen and Guardians may apply not earlier than the 1st duty day of the month during which they complete 35 months of their current enlistment, 59 months for 6-year enlistees, but not later than the last duty day of the 43rd month of their current enlistment, 67 months for 6-year enlistees. In order to determine if an Airman or Guardian is within their retraining window AFPC/DPSTST utilizes the Total Active Federal Military Service Date.

4.5.1.2. Airmen and Guardians may apply for retraining if they are in the same FY and have met the First Term Airman and Guardian Retraining Program retraining window (35th month for 4-year enlistee or 59th month for 6-year enlistee) on or before DEROS. **Note:** If an Airman or Guardian has a DEROS in the months of October to February and have met the service requirement, it is imperative to establish a DEROS in the months of March through September by requesting a 6 month DEROS extension on the DEROS option RIP. **(T-1)** Guidance is available at the local military personnel flight.

4.5.1.3. Selection Process. AFPC/DPSTST will rank the applications on the last duty date of each month. **(T-1)** Applications are approved and disapproved NLT the 15th of the following month. **(T-1)**

4.5.1.3.1. Applications are prioritized on quality indicators; e.g., current grade; projected grade; previous 2 years enlisted performance report ratings; date of rank; total active federal military service date; Aptitude Qualification Examination score in the applicable area, i.e., electrical, mechanical, administrative, general or combination in accordance with DAFECD, Part II, Attachment 4, Additional Qualifications; requested AFSC or SFSC preferences.

4.5.1.3.2. Available quotas are evenly distributed throughout the FY. **Note:** Exceptions are made based on DAF needs.

4.5.1.3.3. Applications remain pending a maximum of three months. Each month the same prioritization is performed; however, there are always new applications updated as each month more Airmen and Guardians become eligible or ineligible. Each month, applications not selected for approval remain pending until the next month for a maximum of three months, as long as retraining in objectives are available. If no retraining in-objectives are available, pending applications are disapproved.

4.5.1.3.4. Members may reapply once only under the following conditions:

4.5.1.3.4.1. The Airman or Guardian is on the DAF Career Job Reservation waiting list.

4.5.1.3.4.2. The Airman or Guardian was removed from the DAF Career Job Reservation waiting list and is not within 120 days of DOS. Airmen and Guardians in this category are ranked for the month in which their retraining application is received.

4.5.2. Noncommissioned Officer Retraining Program. The Noncommissioned Officer Retraining Program is designed to retrain second-term and career Airmen and Guardians from overage AFSs or SFSs into shortage specialties to optimize the enlisted force to best meet

current and future mission needs. Airmen and Guardians possessing a secondary, or additional AFSC or SFSC in a shortage skill, may be returned to the shortage skill if it is in the best interest of the DAF. This program consists of three phases:

4.5.2.1. Phase I Retraining. The objective of Phase I is to obtain volunteer applicants from identified overage AFSCs and SFSCs to fill requirements in shortage AFSCs and SFSCs. All Airmen and Guardians with retraining out objectives may apply for any available AFSC or SFSCs with retraining in objectives for which they qualify. **Note:** Some AFSCs and SFSCs 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 and Guardians may not be eligible based on personnel restrictions.

4.5.2.2. Phase II Retraining. Airmen and Guardians are selected for mandatory retraining based on DAF needs to balance the force. The Master Vulnerability List is used to select Airmen and Guardians for mandatory retraining.

4.5.2.3. Phase III Retraining. All remaining objective in (OBJ IN) quotas are opened to second-term and/or career Airmen and Guardians that were not identified during Phase's I and II. If holding a CAFSC or CSFSC not annotated with an objective out (OBJ OUT) quota, member must submit an ETP, endorsed by respective unit commander requesting release from CAFSC or CSFSC. **(T-1).** E.g., 1A8X1 AFSC shows OBJ OUT with the number of members needed to retrain out is 25 that are at the rank of E-5. This means that for the current FY, there is an availability for 25 E-5s to retrain out of that AFSC. 1B4X1 shows OBJ IN with the number 48 at or under the rank of E-5. This means for the current FY, there is an availability for 48 E-5s to retrain into this AFSC.

4.5.3. Disqualified Airmen and Guardians Retraining Program. DAF guidance is to retrain only those Airmen or Guardians who have demonstrated the ability to successfully complete training and whose past record clearly justifies further investment. Retraining is not a guarantee and is subject to quota availability at the time of disqualification and individual qualification for an AFSC or SFSC and retraining eligibility. **Note:** Not applicable to pipeline students.

4.5.3.1. Disqualified Airman and Guardians, Awaiting Retraining, Disqualified for Reasons beyond an Airman's or Guardian's Control (RI 9A000). An Airman or Guardian with a RI of 9A000 and otherwise eligible for retraining, are considered based on entry requirements, class start date, and availability date. Airmen and Guardians are considered for retraining within 180 days of AFSC or SFSC disqualification notification from AFPC/DPPDW 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/DPPDW do not result in RI change after 12 months of consideration.

4.5.3.2. Disqualified Airman and Guardians, Awaiting Retraining-Disqualified for Reasons within an Airman's or Guardian's Control (RI 9A100). Airmen or Guardians with a RI of 9A100, are only considered for available AFSCs or SFSCs for which they qualify and are otherwise eligible with formal training starting within 60 days.

4.5.4. Humanitarian and Exceptional Family Member Program Retraining.

4.5.4.1. To be eligible, Airmen and Guardians must have a valid humanitarian or Exceptional Family Member Program application pending Assignment Management (AFPC/DPFXAA) approval and be a volunteer to retrain if utilization in an awarded AFSC or SFSC at the designated location is disapproved. **(T-1)** AFSC and SFSCs preferences are not considered.

4.5.4.2. Retraining applications are updated by AFPC/DPPDW using retraining code RF.

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

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

4.5.5. Other Retraining Options. The Shortfall Requirements List consists of those skills identified with unfilled class seats, short notice class start dates that are <60 days, quotas that have historically been difficult to fill and/or with unique retraining challenges e.g., demanding entry requirements, high attrition, etc.

4.5.5.1. The Shortfall Requirements List is located on the myFSS website. Airmen and Guardians must review the DAFECD, also available on the myFSS website, and meet mandatory AFSC or SFSC entry requirements prior to applying. **(T-1)**

4.5.5.2. Airmen and Guardians may apply for these AFSCs or SFSC throughout the year under **paragraph 4.4.5**. ETP.

4.5.6. Deployed Overseas Medical Limitations.

4.5.6.1. Some retraining AFSCs and SFSCs require an AF Form 422 that can be completed by the Medical Group at members' home station. While other AFSC(s) and SFSC(s) only require an AF Form 422 for a retraining package.

4.5.6.2. 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.

4.5.6.3. This limitation is recognized by the medical community as they try to assist the Airman or Guardian with the resources available. Unfortunately, this can be an obstacle when an Airman or Guardian is pursuing voluntary retraining before or during a deployment.

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

4.6. AFR Retraining Program.

4.6.1. AFR Retraining Program. The purpose of the AFR Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet AFR mission requirements. The program allows eligible Airmen and Guardians a choice of career fields from which to pursue an DAF career and provides a method to return Airmen and Guardians disqualified from their current AFSC or SFSC to a productive status. Continuous efforts should be made to eliminate un-programmed overages and over-grades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

4.6.2. Types of Retraining for Unit Program.

4.6.2.1. Voluntary Retraining. An application initiated by an eligible Airman or Guardian into a chosen specialty where there is a retraining need and mandatory requirements and quality standards are met. Eligibility:

4.6.2.1.1. All personnel, including ARTs, must meet retraining AFSC entry requirements as outlined in DAFECD or DAFOCD, and be in compliance with DAFI 36-2903 and DAFMAN 36-2905. **(T-1)**

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

4.6.2.1.3. Personnel must have or attain at least 36 months retainability to voluntarily retrain. **(T-1)** If additional retainability is required to meet the requirement in Education and Training Course Announcements, it must be obtained prior to attending technical school. **(T-1)**

4.6.2.1.4. Personnel are ineligible for voluntary retraining for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with grade. Unit commanders can make exceptions for humanitarian reasons and for those members who fail a Career Development Course or End of Course exam twice.

4.6.2.1.5. Generally, AFR personnel will not retrain out of a shortage or critical AFSC. **(T-1)** A shortage AFSC is any AFSC below the standard set by AFRC/CC manning policy. A critical AFSC, established by HQ USAF, is a specialty having unique requirements or is typically hard to fill. Wing commanders or 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)**

4.6.2.1.6. PS accessions with an awarded and/or convertible AFSC are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy and/or authorization in their current AFSC. Convertible AFSCs are new AFSCs due to establishing a new AFS.

4.6.2.1.7. A PS accession from another service, with a military specialty that does not convert to an AFSC must attend technical school within 12 months.

4.6.2.1.8. Mobilized personnel and personnel in Stop Loss AFSCs are ineligible to apply for retraining. Waivers are not accepted. Stop Loss AFSCs are those AFSCs that are affected by the involuntary extension of a service member's active duty.

4.6.2.2. Involuntary Retraining within AFR.

4.6.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated UMD reductions and/or changes, force structure changes, crew ratio reduction, medical unit type code reduction, weapons system conversions, withdrawal of an AFSC because of medical disqualification or the inability of a member to maintain currency requirements for flying status.

4.6.2.2.2. Involuntary retraining is primarily for the benefit of the AFR and does not require the concurrence of the member.

4.6.2.2.3. Retraining application AF Form 3920, *Request for Reservist Voluntary Retraining*, is not required.

4.6.3. Responsibilities.

4.6.3.1. AFRC, Force Management Branch (AFRC/A1KK) will:

4.6.3.1.1. Administer and/or coordinate retraining policies and procedures.

4.6.3.1.2. Monitor and evaluate the AFR Retraining Program in conjunction with AFRC MAJCOM functional managers.

4.6.3.1.3. Coordinate requests for waiver of requirements specified in the AFSC specialty descriptions contained in the DAFECD or DAFOCD in accordance with [Chapter 2](#).

4.6.3.1.4. Forward waiver requests recommended for approval to AFPC/DPSSM when approval level is higher than AFRC.

4.6.3.1.5. Notify MPF of final approval or disapproval.

4.6.3.2. AFRC MAJCOM functional manager provides recommendation or final disposition on waiver requests using guidelines in [Chapter 2](#), Tables [2.4](#), [2.5](#), and [2.6](#).

4.6.3.3. AFRC, Recruiting Service in conjunction with AFRC, Personnel, Manpower, and Services (AFRC/A1) will establish guidelines to ensure the enlistment and/or assignment packages on PS retrainees are processed through the Personnel Employment Element and approved before accession of the applicant.

4.6.3.4. Wing commander, ARPC/CC, or designated representative will:

4.6.3.4.1. Administer final approval authority for local retraining applications.

4.6.3.4.2. Waive manning level and other requirements as exception when faced with unique requirements or hard to fill. **(T-1)** Otherwise, ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs or retrain into overages, unless previously approved. **(T-1)**

4.6.3.5. Unit Commander will:

4.6.3.5.1. Recommend approval or disapproval of retraining applications and certify school funds availability. **(T-1)**

4.6.3.5.2. Delegate, if necessary, this authority to the senior Air Reserve technician (ART) at geographically separated units. **(T-1)**

4.6.3.5.3. Negotiate the effective date of retraining, as the losing or gaining commander, provided the member is assigned to the retraining position no later than 30 days prior to the formal school class start date. **(T-1)**

4.6.3.5.4. Recommend retraining only for those Airmen or Guardians 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 DAFI 36-2903 and DAFMAN 36-2905. **(T-1)**

- 4.6.3.5.5. Interview personnel as the gaining unit commander (or designated representative) applying for retraining to a flying position and makes appropriate recommendation on the retraining application. **(T-1)**
- 4.6.3.5.6. Ensure technical school quotas are requested and certify member's availability. **(T-1)**
- 4.6.3.5.7. Ensure retrainees attend mandatory technical school within 12 months of approval of the retraining action. **(T-1)**
- 4.6.3.6. Unit Commander Support Staff will:
 - 4.6.3.6.1. Verify member's retraining eligibility prior to initiating retraining application. **(T-1)**
 - 4.6.3.6.2. Prepare Section I of the AF Form 3920. **(T-1)** Ensure a formal school request is processed. **(T-1)** Prepare the AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training* or SF 182, *Authorization, Agreement and Certification of Training* as appropriate, to accompany the AF Form 3920. **(T-1)**
- 4.6.3.7. MPF/Personnel Employment Element will:
 - 4.6.3.7.1. Schedule unit applicants for retraining interview. **(T-1)** Interview should include at a minimum the information relevant to the retraining processing and the roles, responsibilities and entrance requirements of AFSC specialty description in the DAFECD.
 - 4.6.3.7.2. Verify member's retraining eligibility prior to coordinating retraining application. **(T-1)**
 - 4.6.3.7.3. Verify DAF Form 1288, *Application for Ready Reserve Assignment* or DD Form 1966, *Record of Military Processing - Armed Forces of the United States*, contains the retraining eligibility statement in the remarks section. **(T-1)**
 - 4.6.3.7.4. Coordinate voluntary retraining applications. **(T-1)**
 - 4.6.3.7.5. Develop internal processing controls. **(T-3)**
 - 4.6.3.7.6. Assist units and/or Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. **(T-3)**
 - 4.6.3.7.7. Ensure classification waivers are processed in accordance with **Chapter 2** and identifies the type of waiver required on the cover memorandum when forwarding waiver requests to higher HQ; e.g., medical, minimum aptitude score(s), AFSC prerequisites. **(T-1)**
 - 4.6.3.7.8. Ensure Force Development Flight Education & Training counsels retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. **(T-1)**
 - 4.6.3.7.9. Ensure Force Development Flight Education & Training coordinates on the AF Form 3920 and annotate the respective training status code prior to approval **(T-1)**

- 4.6.3.7.10. Complete final review, interview and forward the retraining application to final approval authority for approval. **(T-1)**
- 4.6.3.7.11. For internal retraining actions, block position on UMD or the Reserve Management Vacancy System. **(T-1)**
- 4.6.3.7.12. Maintain the approved AF Form 3920 and forward a copy of the approved retraining action and school request to MPF and/or Education and Training Element for processing. **(T-1)**
- 4.6.3.8. MPF and/or Education and Training Element will:
 - 4.6.3.8.1. Request formal school quota upon receipt of unit request and approved retraining application. **(T-1)**
 - 4.6.3.8.2. Review applicant's technical school waiver documentation when applicable and ensures completeness prior to forwarding to AFRC/A1. **(T-1)**
- 4.6.3.9. MPF/Career Development will:
 - 4.6.3.9.1. Verify member is or is not retraining out of, or into, a bonus AFSC. **(T-1)** Individuals retraining from a bonus AFSC into a non-bonus AFSC require a continuation waiver from AFRC/A1KK in order to continue receiving bonus payments in their new AFSC. **(T-1)** However, payments are suspended until the individual is awarded a three skill-level CAFSC. If continuation is granted, payments are retroactive (as appropriate) to the retraining effective date. Retraining into balanced or overage AFSCs is not normally approved for continuation of bonus payments. **(T-1)**
 - 4.6.3.9.2. Ensure current expiration term of service is a special interest item during the screening and coordination of the retraining request. **(T-1)** Applicants, who may be potentially eligible for bonus program participation, must be within 36 months of normal expiration term of service upon completion of technical school in order to remain eligible for a bonus. **(T-1)**
 - 4.6.3.9.3. If approved, and upon completion of technical school, allow individuals to reenlist for up to 36 months from current expiration term of service to qualify for a retraining bonus. **(T-1)**
- 4.6.3.10. Reserve Recruiters for new gains to the Selected Reserve (SELRES) will:
 - 4.6.3.10.1. Determine applicant's eligibility in accordance with the AFSC specialty descriptions contained in the DAFECD, this manual and the current AFRC/CC manning policy. **(T-1)**
 - 4.6.3.10.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or DAF Form 1288. **(T-1)** The statement reads, "I certify member meets eligibility for retraining into AFSC_____, from AFSC."
 - 4.6.3.10.3. If a waiver is needed, indicate type waiver on cover letter when forwarding requests to higher HQ, e.g., technical school, medical, minimum aptitude score(s), AFSC prerequisite. **(T-1)**
- 4.6.3.11. Applicant will:

- 4.6.3.11.1. Ensure all appropriate information for retraining is complete, to include extending and/or reenlisting for retraining eligibility. **(T-1)**
 - 4.6.3.11.2. 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).
- 4.6.4. AFR Retraining Guidelines.
- 4.6.4.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.
 - 4.6.4.2. 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.
 - 4.6.4.3. If additional retainability is needed to meet ETCA specifications, member will obtain it prior to attending technical school. **(T-1)**
 - 4.6.4.4. E-9s selected to crossflow out of their career ladder are not considered retraining and do not have to meet minimum retraining eligibility requirements. Skill level training waivers are submitted in accordance with [paragraph 2.3.7](#) and AFRC, Education and Training Operations Support (AFRC/A1KE) Automated Training Waiver Policy.
 - 4.6.4.5. Retraining applications and interviews are only required for voluntary retraining and used as source documents to approve voluntary retraining actions. The Personnel Employment Element will maintain retraining applications for a period of 24 months. **(T-1)**
 - 4.6.4.6. 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.
 - 4.6.4.7. Upon approval of the retraining application, the member's training status code reflects awaiting technical school (training status code-M).
 - 4.6.4.8. Award a 1-skill level in accordance with [Chapter 2, Table 2.10](#) for officers or [Table 2.11](#) for enlisted, placed in the position at the time of approval.
 - 4.6.4.9. Prior retrainees must obtain a skill level commensurate with grade. **(T-1)**
 - 4.6.4.10. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining if the Airman has a reserve service commitment or reassign to IRR if the Airman doesn't have a reserve service commitment.
 - 4.6.4.11. All new enlisted ART hires or retrainees who meet requirements of the AFSC specialty description in the DAFECD, or obtained appropriate waiver in accordance with [Chapter 2](#), and have satisfied the minimum Office of Personnel Management standard are immediately militarily classified at the entry level AFSC.
 - 4.6.4.11.1. 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 DAFECD AFSC specialty description.
- 4.6.4.11.2. After completion of the initial evaluation and the supervisor determines the member warrants award of the 3-skill level, the AFRC functional manager through ARPC/DPAT, must sanction the award. (T-1) Waiver requests are submitted through channels to ARPC/DPAT in accordance with [Chapter 2](#) and USAFR functional manager Automated Training Waiver Policy. Disapproval by the AFRC functional manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school. (T-1)
- 4.6.4.11.3. 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.
- 4.6.5. Retraining Formal School Eliminees.
- 4.6.5.1. Eliminated for reasons not within control.
- 4.6.5.1.1. Gaining unit commander may retain and return to school previously attended except for personnel eliminated for academic deficiency.
- 4.6.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander.
- 4.6.5.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with DAFI 36-2110, or administratively discharge in accordance with DAFI 36-2110.
- 4.6.5.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score.
- 4.6.5.2. Eliminated for reasons within control.
- 4.6.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.
- 4.6.5.2.2. If member declines any action to qualify for a position, reassign to the appropriate subcategory of the IRR or Standby Reserve in accordance with DAFI 36-2110.
- 4.6.6. PALACE CHASE and PALACE FRONT Program. Retraining is an option if:
- 4.6.6.1. The PALACE CHASE applicant holds an AFSC which is not authorized, in the gaining unit.
- 4.6.6.2. There is no vacancy and/or authorized overage in the PALACE CHASE applicant's current AFSC.
- 4.6.6.3. A genuine, mission-based need exists for the gaining organization to retrain the PALACE CHASE applicant.
- 4.6.6.4. PALACE CHASE retraining prohibition outlined in DAFI 36-3211 is not applicable: Enlisted personnel who have retrained or who have attended their initial technical training course of more than ten academic days during the past 12 months may

not enter the AFR under the PALACE CHASE program in a different AFSC from their current control or DAFSC.

4.6.7. Retraining Process for IRs. The purpose of the IR retraining program is to assist RIO Det/CC in achieving and maintaining a level of trained resources required to meet the needs of the AF. Retraining within the IR program is normally generated due to a reassignment action. Retraining is solely on a voluntary basis and requires securing a position that requires the award of an AFSC not currently held. Place emphasis on requesting training waivers if member has civilian skills applicable to the proposed retraining AFSC. Personnel must have or attain at least 36 months retainability to voluntarily retrain. **(T-1)** If additional retainability is needed to meet requirements in the Education and Training Course Announcements, member obtains it prior to attending technical school. **(T-1)** Personnel must submit waiver of technical training within 6 months of assignment to the position through RIO Det/CC to ARPC/DPAT. **(T-1)** The waiver package is forwarded to AFRC/A1.

4.6.7.1. Retraining Guidelines.

4.6.7.1.1. Retrainees must acquire a skill level commensurate with grade. **(T-1)** Retraining is only for those Airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are in compliance with DAFI 36-2903 and DAFMAN 36-2905.

4.6.7.1.2. All retraining actions are into an AFSC manned at levels less than those described in the command manning policy. Applicant must not be retraining out of a shortage or critical AFSC. **(T-1)**

4.6.7.1.3. Personnel displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid requirement as authorized by the RIO Det/CC or voluntarily retrain to fill a valid authorization. **(T-1)**

4.6.7.1.4. Retrainees will apply for technical training within 3 months of assignment to position unless a technical training waiver is submitted. **(T-1)**

4.6.7.1.5. Applications for technical training include a requested class start date within 12 months of assignment date if a quota is available.

4.6.7.1.6. Personnel must submit technical training waiver if needed and provide documentation for waiver process in accordance with AFRC/A1 guidelines. Personnel must submit waivers in sufficient time for waiver to reach AFRC/A1 within 3 months of assignment to position. **(T-1)** OJT at home station is not allowed as criteria for a waiver of technical training. Formal school applications cannot be submitted at the same time a waiver is being considered.

4.6.7.1.7. If waiver is disapproved, application for tech school is made immediately upon notification of disapproval and request course attendance within 12 months of assignment date. **Note:** Failure to comply in a timely manner results in applicant being returned to a position in the previously awarded AFSC or being reassigned to the IRR if no position is available.

4.6.7.2. Responsibilities.

4.6.7.2.1. RIO Detachment. Upon receipt of the DAF Form 1288, RIO Det/CC will review qualifications and AFSC requirements to ensure all waiver packages are complete according to AFRC/A1 guidelines. **(T-2)**

4.6.7.2.2. RIO Det/CC will:

4.6.7.2.2.1. Administer, coordinate, and monitor retraining policies and procedures. **(T-1)** Notify program managers of waiver procedures or requirement for requesting 3-level technical training. **(T-1)**

4.6.7.2.2.2. Ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs. **(T-1)** A shortage AFSC is any AFSC below the standard set by the IR enlisted incentive program manned at less than 100 percent. A critical AFSC within the AFR is identified within the parameters of the policy set forth by Chief of Air Force Reserve (AF/RE) and are normally specialties having unique requirements or are typically hard to fill. **(T-1)**

4.6.7.2.2.3. Ensure retraining applicants who may be eligible for the bonus program be within 36 months of normal expiration term of service upon completion of technical training in order to remain eligible for a bonus. **(T-1)**

4.6.7.2.2.4. Ensure funding is programmed. **(T-1)**

4.6.7.2.3. ARPC/DPAT will:

4.6.7.2.3.1. Evaluate IR retraining actions in conjunction with ARPC/DPAT and Headquarter AFRC functional managers.

4.6.7.2.3.2. Receive, evaluate, and process all IR retraining packages or training waivers, or DAF Form 2096. Coordinate with appropriate offices for award of the entry level (1-skill level) AFSC in accordance with [Table 2.13](#).

4.6.7.2.3.3. Assist RIO Det/CC in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions.

4.6.7.2.3.4. Identify the type of waiver required when coordinating waiver requests through appropriate channels, i.e., technical school, medical, aptitude score, AFSC prerequisites.

4.6.7.2.3.5. RegAF and USSF UTM will coordinate with RIO Detachment Training to process requests for school quotas.

4.6.7.3. Eliminated Retrainees.

4.6.7.3.1. No fault of member:

4.6.7.3.1.1. RIO Detachment attempts to place member within AFSC previously held.

4.6.7.3.1.2. Member will be reassigned to the IRR in accordance with DAFI 36-2110. **(T-1)**

4.6.7.3.2. With cause, i.e., fault of member:

4.6.7.3.2.1. If RIO Detachment recommends member be retained, they attempt to

place member within AFSC previously held.

4.6.7.3.2.2. If member declines any action to qualify for a position, reassign to the IRR in accordance with DAFI 36-2110.

4.7. ANG Retraining Program.

4.7.1. 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 over-grades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining.

4.7.2. Types of Retraining for Unit Program.

4.7.2.1. 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 DAFECD requirements for AFSCs.

4.7.2.1.1. Eligibility. All personnel must meet retraining AFSC entry requirements of [Chapter 2](#), DAFECD or DAFOCD, and be in compliance with DAFI 36-2903 and DAFMAN 36-2905. **(T-1)**

4.7.2.1.2. Retraining can only be into an AFSC manned at less than 100 percent or into an AFSC that is authorized to have overages. Wing commanders may deviate from this requirement to meet manning levels and mission needs in accordance with ANG Force Management (NGB/A1P) manning policy.

4.7.2.1.3. Enlisted members who have received an incentive who elect to retrain into another AFSC may be subject to recoupment in accordance with Air National Guard Instruction (ANGI) 36-2602, *Air National Guard Retention Programs*.

4.7.2.1.4. Personnel are ineligible for voluntary retraining until any service commitment for training is met and/or for at least 24 months after completion of technical training and being awarded the Journeyman skill level. Prior retrainees must also acquire a skill level commensurate with the skill level of the AFSC from which they previously retrained. **(T-1)** Wing commander, or designated representative, may deviate from this requirement to meet manning levels and mission needs.

4.7.2.1.5. Generally, personnel will not retrain out of a shortage or critical AFSC. **(T-1)** Wing Commanders, or designated representatives, may deviate from this requirement to meet manning level and mission needs. Wing FSSs will develop local policies in accordance with local needs, budget, and mission. **(T-3)**

4.7.2.1.6. PS accessions with an awarded and/or convertible AFSC identified in the DAFECD Part II, Attachment 6 are only retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy and/or authorization in their current AFSC. Wing commander, or designated representative, may deviate from this requirement to meet manning levels and mission needs in accordance with NGB/A1P

manning policy. Wing FSSs will develop local policies in accordance with local needs, budget, and mission. (T-1)

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

4.7.2.1.8. Guidance for ANG Career Field Service Obligation and Commitments is covered in more detail in DAFI 36-2110.

4.7.2.2. Involuntary Retraining.

4.7.2.2.1. Involuntary retraining are actions initiated by unit commander or designated representative to determine the disposition of personnel who become overages due to locally generated UMD reductions and/or changes, force structure changes, crew ratio reduction, medical unit type code reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualification, or the inability of a member to maintain currency requirements for flying status.

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

4.7.3. Retraining Request Process. A career change worksheet from the Air Force Recruiting Information Support System – Total Force (AFRISS-TF) is needed for all voluntary and involuntary requests for Retraining. Upon completion of worksheet the member will be gained into new squadron awarded the new AFSC and scheduled for all required training within 12 months. (T-1)

4.7.4. Responsibilities.

4.7.4.1. NGB/A1D will:

4.7.4.1.1. Administer and/or coordinate retraining policies and procedures.

4.7.4.1.2. In conjunction with NGB CFMs monitor and evaluate the ANG Retraining Program.

4.7.4.1.3. Coordinate requests for waiver of AFSC entry requirements in accordance with [Chapter 2](#) and AFSC specialty description in the DAFECD with NGB CFMs.

4.7.4.1.4. Forward waiver requests recommended for approval to AFPC/DPSSM when approval level is higher than NGB in accordance with [Chapter 2](#).

4.7.4.2. NGB CFMs will:

4.7.4.2.1. Provide recommendation or final disposition on waiver requests using guidelines in Tables [2.4](#), [2.5](#), and [2.6](#) and ANG Classification Waiver Guide which can be found at <https://usaf.dps.mil:/b:/r/teams/NGBA1DEducationTrainingPublicSite/Shared%20Documents/NGB%20Career%20Field%20Manager%20Information/Classification%20Information/ANG%20Classification%20%26%20Training%20Waiver%20Guide%20Dec%202024%20v1.pdf?csf=1&web=1&e=eH4muW>.

4.7.4.2.2. Notify MPF of final approval or disapproval.

4.7.4.3. ANG Recruiting and Retention (NGB/A1Y) and ANG Director, Manpower, Personnel, Recruiting, and Services Directorate (NGB/A1). NGB/A1Y in conjunction with NGB/A1 will establish guidelines to ensure the enlistment and/or assignment packages on PS retrainees are processed through the Personnel Employment Element and approved before accession of the applicant. The responsibility for the correct completion of recruiter generated retraining action is with the individual recruiter.

4.7.4.4. Unit Commander Support Staff will verify member's retraining eligibility prior to coordinating on career change worksheet and training request. **(T-1)**

4.7.4.5. Unit Commander will:

4.7.4.5.1. Recommend approval or disapproval of retraining requests and certify member meets all requirements. **(T-1)**

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

4.7.4.5.3. 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 DAFI 36-2903 and DAFMAN 36-2905. **(T-1)**

4.7.4.5.4. Gaining unit commander or designated representative, interviews all personnel applying for retraining to a flying position and makes appropriate recommendation on the retraining application. **(T-1)**

4.7.4.5.5. Ensure technical training quotas are requested and certify member's availability. **(T-1)**

4.7.4.5.6. Ensure retrainees attend mandatory technical training within 12 months of approval of the retraining action. **(T-1)**

4.7.4.6. Retention Office Manager will:

4.7.4.6.1. 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 DAFECD and Part II, [Attachment 6](#) on the myFSS website. **(T-1)**

4.7.4.6.2. Verify member retraining eligibility prior to coordinating career change worksheet. **(T-1)**

4.7.4.6.3. Coordinate voluntary retraining requests. **(T-1)**

4.7.4.6.4. Develop internal processing controls in accordance ANGI 36-2602. **(T-1)**

4.7.4.6.5. Ensure Airmen do not voluntarily retrain out of shortage and/or critical AFSCs, in compliance with current NGB/A1P manning policy, Yearly Recruiting and Retention Initiatives and as updates are needed. **(T-1)** A shortage AFSC is any AFSC below the standard set by NGB/A1P manning policy. A critical AFSC is a specialty having unique requirements or is typically hard to fill.

- 4.7.4.6.6. Verify member is or is not retraining out of, or into, a bonus AFSC. (T-1)
Refer to current FY ANG Incentive Program Operational Guidance for bonus program implications. (T-1)
- 4.7.4.6.7. Maintain the approved career change worksheet, within the AFRISS-TF database. (T-1)
- 4.7.4.7. FSS or Force Development Office will:
 - 4.7.4.7.1. Assist units and/or Airmen in determining eligibility to ensure members are qualified for duty positions in accordance with all governing classification instructions. (T-1)
 - 4.7.4.7.2. Verify member retraining eligibility prior to coordinating career change worksheet. (T-1)
 - 4.7.4.7.3. Coordinate voluntary retraining requests. (T-1)
 - 4.7.4.7.4. Develop internal processing controls. (T-1)
 - 4.7.4.7.5. Ensure classification waivers are processed in accordance with [Chapter 2](#), the ANG Classification Waiver Guide and identify the type of waiver required on the cover memorandum when forwarding waiver requests to higher HQ, e.g., medical, aptitude score, AFSC prerequisites. (T-1)
 - 4.7.4.7.6. Counsel retrainees on formal school retainability requirements as prescribed in Education and Training Course Announcements. (T-1)
 - 4.7.4.7.7. Coordinate on the career change worksheet and DAF Form 2096 and annotates the respective training status code prior to approval. (T-1)
 - 4.7.4.7.8. Complete final review, interview, and approve or disapprove formal training request. (T-1)
 - 4.7.4.7.9. Maintain the approved formal training request. (T-1)
 - 4.7.4.7.10. Request formal school quota upon receipt of unit request and approved retraining application. (T-1)
 - 4.7.4.7.11. Review applicant's technical school training waiver documentation when applicable and ensure completeness prior to forwarding to higher HQ. (T-1)
- 4.7.4.8. Applicant must:
 - 4.7.4.8.1. Ensure all appropriate information for retraining is complete, to include extending and/or reenlisting for retraining eligibility. (T-1)
 - 4.7.4.8.2. Apply for and attend technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver within 6 months of approval of retraining action, be reassigned or separate from the ANG. (T-1)
- 4.7.5. Retraining Guidelines.
 - 4.7.5.1. Normally Airmen are assigned throughout their enlistment in the AFSC in which first classified.

4.7.5.2. Airmen are recruited for training and assignment in a specific specialty, based on the current NGB/A1P FY manning policy, ANG needs, and the member's qualifications.

4.7.5.3. If additional retainability is needed to meet AF ETCA specifications, member will obtain it prior to attending technical school. (T-1)

4.7.5.4. E-9 selected to cross flow out of their career ladder are not considered retraining and do not have to meet minimum eligibility requirements of ANG retraining requirements unless specified in ANG Classification Waiver Guide, [Table 2](#). Chief enlisted manager codes are non-interchangeable. Skill level training waivers are submitted in accordance with [paragraph 2.3.27](#) and ANG Classification Waiver Guide.

4.7.5.5. Career Change Worksheets are required for all retraining actions and used as source documents to approve all retraining actions. (T-1) The Retention Office Manager will maintain them. Once members are approved for retraining and DAF Form 2096 is completed, block them in the position on the UMD. (T-1)

4.7.5.6. Upon approval of the retraining application, DAF 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.

4.7.5.7. Award a 1-skill level in accordance with [Table 2.11](#) for personnel placed in the position at the time of approval.

4.7.5.8. Assign personnel who are displaced due to UMD changes either against a valid authorization in any awarded AFSC, retain them as overages in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain them to fill a valid authorization.

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

4.7.5.10. If member declines any action to qualify for a position, commander must review for separation actions. (T-1)

4.7.5.11. 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.

4.7.6. Retraining Formal School Eliminees.

4.7.6.1. Eliminated for reasons not within control.

4.7.6.1.1. Gaining unit commander can retain and return to school previously attended except for personnel eliminated for academic deficiency or identified on AETC Form 125A.

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

4.7.6.1.3. Assign to the appropriate subcategory of the IRR or Standby Reserve in accordance with DAFI 36-2110, or administratively discharge in accordance with DAFI 36-2110.

- 4.7.6.1.4. Airmen eliminated for academic deficiency may not request retraining into an AFSC that requires an identical or higher aptitude score. **(T-1)**
- 4.7.6.2. Eliminated for reasons within control.
 - 4.7.6.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.
 - 4.7.6.2.2. If member declines any action to qualify for a position, commander must review for potential separation. **(T-1)**

ALEX WAGNER
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

10 USC § 972, *Members: effect of time lost*

10 USC § 1168, *Discharge or release from active duty: limitations*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 9063, *Designation: officers to perform certain professional functions*

10 USC § 12301, *Reserve components generally*

10 USC § 12319, *Ready Reserve: muster duty*

32 USC § 502, *Required drills and field exercises*

32 USC § 709, *Technicians: employment, use, status*

DoDI 1304.28, *The Appointment and Service of Chaplains*, 8 May 2024

DoDI 1315.18, *Procedures for Military Personnel Assignments*, 28 October 2015

DoDI 5154.31, Volume 5, *Commercial Travel Management: The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*, 16 October 2015

DoDI 5200.02, *DoD Personnel Security Program (PSP)*, 21 March 2014

DoDI 7000.14, *Department of Defense Financial Management Policy*, 10 August 2020

Joint Travel Regulations (JTR), *Uniformed Service Members and DoD Civilian Employees Education and Training Course Announcements (ETCA)*

DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 September 2024

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 6 August 2024

AFI 48-133, *Duty Limiting Conditions*, 7 August 2020

AFI 52-101, *Planning and Organizing*, 12 Jan 2024

DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 3 March 2023

DAFI 36-2110, *Total Force Assignments*, 9 August 2024

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 12 January 2024

DAFI 36-2606, *Reenlistment and Extension of Enlistment*, 22 May 2024

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Personnel*, 29 February 2024

DAFI 36-3012, *Military Entitlements*, 6 April 2023

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*, 22 February 2024

DAFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*, 20 June 2023

DoDM 5200.02_DAFMAN 16-1405, *Department of Air Force Personnel Security Program*, 1 August 2018

DAFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2025

DAFMAN 31-115V1, *Department of the Air Force Corrections System*, 22 December 2020

DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

AFPCI 36-112, *Line Officer Initial Skills Training Reclassification Procedures*, 24 August 2023

AETCI 36-2651, *Basic Military and Technical Training*, 28 February 2025

Oracle® *Training Administration*, 20 August 2018

Department of the Air Force Enlisted Classification Directory (DAFECD)

Department of the Air Force Officer Classification Directory (DAFOCD)

Medical Standards Directory, 13 May 2020

ANGI 36-2602, *Air National Guard Retention Programs*, 14 June 2019

Prescribed Forms

N/A

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

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

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 3920, *Request for Reservist Voluntary Retraining*

AF Form 3933, *MAJCOM Mission Training Request*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 964, *PCS, TDY, Deployments, or Training Declination Statement*

DAF Form 1288, *Application for Ready Reserve Assignment*

DAF Form 2096, *Classification/On-the-Job Training Action*

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*

DD Form 785, *Officer Candidate-Type Training, Record of Disenrollment from*

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

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

2 AF—Second Air Force

ABM—Air Battle Manger

ADSC—active-duty service commitment

AETC—Air Education and Training Command

AFI—Air Force instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force manual

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFRISS-TF—Air Force Recruiting Information Support System – Total Force

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFS—Air Force specialty

AFSC—Air Force specialty code

AFSOC—Air Force Special Operations Command

AGR—Active Guard and/or Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

APGL—accessions program guidance letter

ARC—Air Reserve Component (both Air National Guard and Air Force Reserve)

ARPC—Air Reserve Personnel Center
ART—Air Reserve Technician
CAFSC—control AFSC
CFM—career field manager
CMS—Case Management System
CONUS—continental United States
CSFSC—control SFSC
CSO—Combat System Operator
DAFECD—Department of the Air Force Enlisted Classification Directory
DAFI—Department of the Air Force instruction
DAFMAN—Department of the Air Force manual
DAFOCD—Department of the Air Force Officer Classification Directory
DAFPD—Department of the Air Force Policy Directive
DAFSC—Duty AFSC
DSFSC—Duty SFSC
DEROS—date eligible for return from overseas
Det—detachment
DHP—Defense Health Program
DoD—Department of Defense
DoDI—Department of Defense Instruction
DRU—direct reporting unit
EAD—extended active duty
ETCA—Education and Training Course Announcements
ETMO—Enterprise Talent Management Office
ETP—exception to policy
FDO—Force Development Office
FLDCOM—field command
FOA—forward operating agency
FSS—force support squadron
FY—fiscal year
HQ—headquarter
ID—Identification

IR—individual reservist
IRR—inactive ready reserve
JA—judge advocate
JBSA—Joint Base San Antonio
JTR—Joint Travel Regulations
MAJCOM—major command
MFR—memorandum for record
MilPDS—Military Personnel Data System
MPF—military personnel flight
MPS—military personnel section
MRT—mission readiness training
myFSS—my Force Support Squadron
NGB—National Guard Bureau
NPS—non-prior service
OBJ IN—objective in
OBJ OUT—objective out
OJT—on-the-job training
OPR—office of primary responsibility
OTA—Oracle Training Administration
OTS—Officer Training School
PCA—permanent change of assignment
PCS—permanent change of station
PDS—permanent duty station
PGL—program guidance letter
PME—Professional Military Education
PS—prior service
RegAF—Regular Air Force
RI—reporting identifier
RIO—Readiness and Integration Organization
RIP—report on individual person
RPA—Remotely Piloted Aircraft
SAFPC—Secretary of the Air Force’s Personnel Council

SDI—special duty identifier
SECAF—Secretary of the Air Force
SEI—special experience identifier
SELRES—Selected Reserve
SFB—Space Force Base
SFS—Space Force Specialty
SFSC—Space Force Specialty Code
SG—Surgeon General
SRB—selective retention bonus
STARCOM—Space Training and Readiness Command
TFCS—Total Federal Commissioned Service
TDY—temporary duty
UMD—Unit Manpower Document
US—United States
USC—United States Code
USAFA—United States Air Force Academy
USAFR—United States Air Force Reserve
USAF—United States Air Force
UTM—unit training manager

Office Symbols

2 AF/TTOC Det 1—2 AF Technical Training Operations Center Detachment 1
AF/A1—Deputy Chief of Staff, Personnel, Manpower and Services
AF/A2/6—Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations
AF/A4S—Director of Security Forces
AF/A10—Deputy Chief of Staff Strategic Deterrence and Nuclear Integration
AF/A1D—Directorate of Force Development
AF/A1LE—Chiefs' Group, Assignments Division
AF/A1LO—Senior Leader Management Office
AF/A1M—Directorate of Manpower, Organization and Resources
AF/A1P—Director, Military Force Management Policy
AF/A1PP—Military Force Policy Division

AF/A1PPR—Rated Force Policy
AF/A1PT—Accessions and Training Division
AF/A1S—Director of Services
AF/A1XD—Human Resources Data Analytic and Decision Support Division
AF/CV—Vice Chief of Staff
AF/HC—Air Force Chief of Chaplains
AF/JA—The Judge Advocate General’s Corps
AF/JAX—Professional Development Directorate, Office of the Judge Advocate General
AF/RE—Chief of Air Force Reserve
AF/REP—Director of Personnel, Office of Air Force Reserve
AF/SG—Surgeon General
AFOSI/CC—Commander, Air Force Office of Special Investigations
AETC/A1K—Personnel
AETC/A1M—Manpower Organization and Resources
AETC/A3F—Undergraduate Flying Training
AETC/A3L—Production and Operations Management
AETC/FMA—Financial Analysis
AETC/SGU—Force Development Division
AFPC/CC—AFPC Commander
AFPC/DPFXAA—Assignment Management
AFPC/DPMOE—Rated Management Branch
AFPC/DPPAM—Military Assignments Programs Branch
AFPC/DPPDW—Workforce and Career Programs Branch
AFPC/DPPSA—Airman Support Branch
AFPC/DPFW—Warrior and Survivor Care Division
AFPC/DPML—Division Chief, Logistics and Support Airman Career Management Division
AFPC/DPMLT—Military Accessions Branch
AFPC/DPMLW—Assignment and Workforce Development Support Branch
AFPC/DPMLWA—Integrated Assignments Section
AFPC/DPMLWD—Officer Workforce Development Section
AFPC/DPMN—Medical Career Management Division
AFPC/DPMSSM—Military Sustainment Operations Section

AFPC/DPMSST—Military Training and Education Operations
AFPC/DPMO—Operations and Special Duty Airman Career Management Division
AFPC/DPMOSS—Special Duty Career Management Section
AFPC/DPSORM—Military Records Section
AFPC/DPSTS—Chief, Sustainment Support Branch
AFPC/DPSTST—Formal Training and Retraining Section
AFPC/DPSTTC—Military Accessions and Recognition
AFPC/DPSSM—Reenlistments and Special Programs
AFPC/DSYM—Data Management
AFPC/JA—Staff Judge Advocate
AFRC/CC—Commander, Air Force Reserve Command
AFRC/A1—Personnel, Manpower, and Services
AFRC/A1KE—Command Education and Training Operations Support
AFRC/A1KK—Force Management Branch
AFRC/HC—Chaplain
AFRC/SG—Surgeon General
AFRS/A3OPB—Operations Job Bank
AFSFC/SFC—Air Force Correction System
ARPC/DPAT—Education and Incentive Division
DoD CAF—Department of Defense Central Adjudication Facility
ETMO/TMEA—Assignments
ETMO/TMEL—Skills Management Branch
ETMO/TMS—Strategic Support Division
ETMO/TMSA—Assessments and Job Analysis Branch
NGB/A1—Manpower, Personnel, Recruiting, and Services Directorate
NGB/A1D—Force Development
NGB/A1DU—Training Resources and Programming
NGB/A1P—Force Management
NGB/A1PO—Officer Programs and Policy
NGB/A1Y—Recruiting and Retention
NGB/CF—Director of the Air National Guard
NGB/SG—Surgeon General

RIO Det/CC—Commander, Readiness and Integration Organization

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/PA—Secretary of the Air Force Public Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1/ETM—Director, USSF Enterprise Talent Management Office

SF/S1L—Directorate of Senior Leader Management

SF/S1M—Directorate of Manpower

SF/S1P—Military Policy and Management Directorate

SF/S1PT—Accession and Recruiting Policy

SF/S9—Directorate of Analysis

SF/VCSO—Vice Chief of Space Operations

STARCOM/CC—STARCOM Commander

STARCOM/S3T—Education and Training Division

Terms

Accession—Newly commissioned officer or new enlisted recruit entering EAD with no prior military service. Refers to student entries rather than graduates.

Accessions Program Guidance Letter—AF/A1PT and SF/S1PT document identifying aggregate enlisted (NPS and PS) and officer (rated and non-rated; line and non-line) accession levels for a given FY.

Active Component—Any organization of a regular component or defense agency to which an IR is assigned.

Active Duty—Full-time duty in the active military service of the United States, including active duty or full-time training duty in the Reserve component. The term active duty for a period of more than 30 days means active duty under a call or order that does not specify a period of 30 days or less.

Active-Duty Service Commitment (ADSC)—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

Active Guard and Reserve (AGR)—National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components. Members of a Reserve component who are on active duty pursuant to 10 USC § 12301(d), or a member of the ANG, on full-time National Guard duty pursuant to 32 USC § 502(f), *Required drills and field exercises*, and who is performing AGR duty. The SecAF may order a member of the AFR to active duty at any time, or retain the member on active duty, with the consent of that member, to perform AGR duty organizing, administering, recruiting, instructing, or training the reserve components.

Administrative Control—Direction or exercise of authority over subordinate or other organizations in respect to administration and support. Also called ADCON, including organization of service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness and mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.

Advanced Training—Formal course that provides individuals who are qualified in one or more positions of their Air Force specialty with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the Air Force specialty.

Agency—A military organization constituted by directives issued by United States Air Force.

Air Force Specialty (AFS) and Space Force Specialty (SFS)—A group of positions requiring common qualifications. Each AFS and SFS has a title and a code.

Air Force Specialty Code (AFSC) and Space Force Specialty Code (SFSC)—A combination of numbers and letters used to identify an AFS or SFS. Officer AFSCs and SFSCs consist of four characters and/or digits. Enlisted AFSCs and SFSCs consist of five characters and/or digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

Air Reserve Component—An overarching term used when referring to both the ANG and AFR together.

Airman or Airmen—A member or members of the US Air Force, which include officer and enlisted and civilian members.

Aptitude Index—A number that represents the percentile score made on a single cluster.

Assignment—The permanent change of an Airman's duty station from one location to another. Also refers to duties performed. (Used alternately with the term "reassignment.")

Awarded AFSC or SFSC—An AFSC or SFSC awarded to an individual as primary, second, third, or fourth AFSC or SFSC after certification of ability to perform in positions of an AFS or SFS at a certain skill level. Fourth AFSC or SFSC applies only to enlisted personnel.

Basic Military Training—Training provided to NPS Airmen to affect an orderly transition from civilian to military life.

Career Airman (Enlisted)—An enlisted Airman serving on the Airmen's second or subsequent enlistment.

Career Enlisted Aviator—An enlisted Airman awarded and performing permanent duty in AFSCs 1AXXX/1UXXX.

Career Field—A group of closely related Air Force Specialties (or a single Air Force Specialty when there are not related specialties) requiring basically the same knowledge and skills. A career field includes subdivisions and ladders.

Career Field Ladder—A division of a career field in which closely related Air Force specialties are arranged in one or more ladders to indicate lateral functional relationships merging at the 7- or 9-skill level.

Career Field Manager (CFM)—Office of primary responsibility appointed to ensure assigned AFSs and SFSs are trained and utilized to support DAF mission requirements. Works in concert with MAJCOM, FLDCOM, FOA, DRU, ANG, and AFRC functional managers as required.

Category One processing discrepancy—A discrepancy found in the PCS process of an Airman and/or a discrepancy found in the Personnel Reliability Program. **chief enlisted manager code**—A five-digit code ending in "00" to identify E-9 and E-9-selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

Command and/or Commander—The authority that a commander in the armed forces lawfully exercises over subordinates by virtue of rank or assignment. A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a command. This designation is used in all AF units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school and/or academic units, which may be commanded by commandants.

Commander—An AFS or SFS that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of a multitude of activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

Competitive Category—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Line of the Air Force-Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

Control AFSC and Control SFSC—A management tool used to make enlisted Airman and Guardian assignments, to assist in determining training requirements, and to consider individuals for promotion.

Convertible AFSC and SFSC—Change in basic mission, weapon system, or equipment may require changes to authorized AFSCs and SFSCs and reevaluation of training and individual qualifications for individual AFSCs and SFSCs. Establishing a new AFS or SFS or revising existing ones usually requires changes to accession targets, training courses and requirements, initial and selective reenlistment bonus applicability, manning documents as well as reevaluating entry, award, and retention qualification criterion.

Corporate Structure—Embodies the corporate review process for DAF. The primary groups of the corporate structure are the Air Force and Space Force Council, the Air Force and Space Force Board, the Air Force and Space Force Group, the fourteen mission and mission support panels, and integrated process teams. This structure increases management effectiveness and improves cross-functional decision making by providing a forum in which senior DAF leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or DoD civilian personnel assigned to the DAF Staff or Office of the SecAF may serve as members of the corporate structure.

Craftsman Course—Course required by the Career Field Education Training Plan to attain the 7-skill-level within an Air Force specialty.

Data Call—Process of polling users of Air Force training programs to capture their technical training requirements triggered by the data call message.

Date Eligible for Return From Overseas (DEROS)—Date established for a member to complete the member's overseas tour and be eligible to return from overseas.

Date of Separation (DOS)—Date established by law and/or policy for the termination of active or Reserve duty.

Development Team—Development teams are the responsibility of individual career field functional authorities, functional managers, and the deputy chiefs of AF/A1 and SF/S1. Development teams identify and provide vectors for education, training, and experiences appropriate for personnel within each functional community based on current and future requirements.

Direct Accession—The accession of individuals who receive their commission prior to attending OTS when they are in a professional discipline like health professions, chaplaincy, or law.

Disqualified Airman or Guardian—An Airman or Guardian whose skill has been withdrawn due to not meeting the mandatory AFSC or SFSC award and/or retention requirements in the DAFECD Directory, or who cannot maintain the skill according to **Chapter 2** and has no other awarded skill.

Dual Status—An individual simultaneously assigned to a position number in excess and over grade status.

Duty AFSC or Duty SFSC—The AFSC or SFSC denoting the specialty in which the individual is performing duty.

Duty Station—The place where an Airman or a Guardian performs military duty. Also see the JTR, Appendix A.

Eliminee—Member who has been eliminated from training.

Enlisted Initial Skills Training—A formal training pipeline that results in the attainment of the 3-skill-level in an Air Force specialty.

Entitlement—As used in manning considerations, an alternate form of “Requirement.”

Entry AFSC or SFSC—An AFSC or SFSC showing potential or partial qualification in the AFS or SFS. The 4th digit of this code is always 1.

Evaluation Official—A disinterested field grade officer, E-9, E-8, or E-7 appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC or SFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

Exception—A request involving guidance, procedures, or other actions in this manual which is prohibited; is not addressed; a criterion is not met and there are no waiver provisions established; or, there are waiver provisions but that criteria is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

Extended Active Duty—A tour of active military service, usually for more than 90 active-duty days, performed by a member of the ARC when strength accountability changes from the ARC to the active Air Force.

Feeder AFSC or SFSC—The awarded AFSC or SFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC, SFSC, or chief enlisted manager code when two or more AFSCs or SFSCs combine.

Field Training—Technical, operator, and other training either a training detachment or mobile training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

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

Force Support Squadron—This squadron provides personnel, manpower, morale and recreation services, food service and lodging support, child care, training, education and family readiness functions to military personnel, their dependents and other eligible parties.

Fourth AFSC or SFSC—The awarded AFSC or SFSC in which an individual is fourth best qualified to perform duty (enlisted only).

Functional Manager—Senior leader designated by the appropriate functional authority, who provides day-to-day management responsibility over specific functional communities at the MAJCOM, FLDCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus on resource development and distribution, functional managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission, as well as encouraging force development opportunities to meet future needs of the total DAF mission.

Guardian(s)—Member(s) of the US Space Force, which include officer, enlisted, and civilian members.

Headquarters Active Guard and Reserve—AGRs at the seat of government, or office that exercises its authority to govern, and at Headquarters responsible for reserve affairs, to participate in preparing and administering the policies and regulations affecting those reserve components.

Individual Ready Reserve—A manpower pool consisting of individuals who have had some training or who have served previously in the Active component or in the Selected Reserve and may have some period of their military service obligation remaining. This section consists of both participating and non-participating members. Some of these members are those who completed their 4 years of active duty and serve the remainder of their 8-year obligation in the IRR. These members are subject to involuntary recall by the President and Congress and are also required to participate in Muster or Push-Pull screenings.

Individual Reservist—An individual who is either an Individual Mobilization Augmentee or a Participating Individual Ready Reserve member.

Initial Qualification—A course of instruction which qualifies any rated officer to be an instructor at a Formal Training Unit or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

Initial Skills Training—An overarching term for enlisted initial skills and (non-rated line) officer initial skills technical training. For enlisted, it refers to a formal school pipeline, comprised of one or more courses, that results in the award of the 3-skill-level in an AFS or SFS. For officers, it

refers to a formal school pipeline comprised of one or more courses of mandatory training needed to become qualified in their AFS or SFS.

Judge Advocate—Officers who are accessed and designated in accordance with DAFI 51-101 and are assigned to AF/JA. Selectees and officers in training are not judge advocates until designated by The Judge Advocate General. By statute, only commissioned officers qualified and designated by The Judge Advocate General as judge advocates may perform judge advocate functions in accordance with §10 U.S.C. 9063(g); DAFI 51-101, Chapter 6.

Lateral AFSC or SFSC—An AFSC or SFSC that requires prior qualification at the semiskilled or higher skill level as specified in the specialty description in DAFECD.

Lost Time—Time during which a member is in desertion, absent without leave, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct. See 10 USC § 972, *Members: effect of time lost*.

Major Command—A major subdivision of the DAF, directly subordinate to Headquarters US Air Force or Headquarters US Space Force.

Major Command Functional Managers—Serve as MAJCOM and FLDCOM liaisons for their respective DAF CFM. Monitor the health and manning of their career fields within their command and elevate concerns to the DAF CFMs while managing command training for their career field and coordinate command training and personnel issues across their MAJCOM and FLDCOM staff and with DAF CFMs.

Medical Service Officers—Includes officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Biomedical Sciences Corps.

MilPDS—A collective term encompassing the total vertical computerized MilPDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost-effective management and administration of active-duty military, ANG, USAFR, retired, and civilian personnel.

Military Personnel Section—Is the strategic advisor for military personnel policies and programs. The mission of the MPS is to provide quality personnel support in both peacetime and wartime to commanders, Air Force members and their families.

Military Technicians (Dual Status)—A Federal civilian employee providing full-time support to a National Guard, Reserve, or Active component organization for administration, training, and maintenance of the Selected Reserve. ART and accepted Civil Service employees who are members of the AFR or ANG in accordance with Title 32 USC § 709, *Technicians: employment, use, status* as unit hired as technicians.

Mission Readiness Training—Formal training courses to aid mission accomplishment. MRT provides advanced, supplemental and residential craftsman technical training for courses of up to 99 academic days, i.e., less than 20 weeks, for officers, enlisted and civilian personnel when other types of training, e.g., on-the-job-training, unit training, and exportable and mobile training, will not satisfy the need.

MRT Program Working Group—Annual working group co-hosted by AF/A1PT, SF/S1PT, and AETC, focusing on the education of training requester quota identifier managers, MAJCOM functional managers, and/or their representatives. In addition, the working group is the forum where training requester quota identifier baseline adjustments can be made. Finally, it offers an

opportunity for all parts of the MRT program process to interact and share new information, while addressing any areas of concern, i.e., increased mission requirements or emerging missions that may impact execution rates.

Muster—Formal gathering of IRR troops, especially for inspection, display or training, or military exercise purposes. Under regulations prescribed by the Secretary of Defense, a member of the Ready Reserve may be ordered without consent to muster duty one time each year. A member ordered to muster duty under this section shall be required to perform a minimum of two hours of muster duty on the day of muster in accordance with 10 USC § 12319, *Ready Reserve: muster duty*.

Objective In—the number of members needed to retrain into a given AFSC or SFSC based on the current FY PGL

Objective Out—the number of members needed to retrain out of a given AFSC or SFSC based on the current FY PGL

Officer Core ID—Initially based on the AFSC or SFSC into which the member is classified at the time of accession, approved for retraining, or approved for Competitive Category Transfer in accordance with DAFMAN 36-2032. For officers accessed to the Ready Reserve under an inter-service program, the Core ID will be determined utilizing the Defense Manpower Data Center Occupational Database unless approved for retraining in conjunction with accession to the USAFR.

Officer Initial Skills Training—Provides skill sets required to be successful in awarded AFSC or SFSC. Officer initial skills training is not AFSC or SFSC awarding, but is used in conjunction with experience, on-the-job-training, and other supplemental training to provide required skill sets.

Officer Sustainment Matrix—Spreadsheet provided by A1XD and SF/S9 identifying shortfalls and overages in the non-rated line officer inventory by AFSC and Commissioned Years of Service.

Out-year—The year(s) beyond a current FY.

Participating Individual Ready Reserve—Individual reserve members that participates for points only status. Eligible to perform Military Personnel Appropriation man-days.

Permanent Change of Assignment (PCA)—The permanent change of assignment of an Airman or a Guardian from one unit to another, with or without concurrent change of PDS.

Permanent Change of Station (PCS) Notification—Official notification that Airmen or Guardians have been selected for reassignment. Airmen and Guardians receive notification by accessing the Virtual Military Personnel Flight after receiving an email advising they have been selected for an assignment. Alternatively, commanders or other authorized officials notify Airmen and Guardians by requiring them to sign the PCS notification RIP notification message or notification memorandum acknowledging assignment selection. When Airmen or Guardians are TDY or on leave, notification is the date they receive the notice.

Permanent Duty Station (PDS)—A service member's official station or a civilian employee or invitational traveler's permanent workplace.

Personnel Data System—A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability

for equitable, responsive, uniformly administered and cost-effective management, and administration of active-duty military, ANG, AFR, retired, and civilian personnel.

Pipeline—The strength accounting status of those members of the ANG assigned to a Student Flight who are not qualified for mobilization and/or operational assignment because of training not yet completed.

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

Primary AFSC or SFSC—The awarded AFSC or SFSC in which an individual is best qualified to perform duty. It will always be the AFSC or SFSC with the highest skill level.

Program Guidance Letter(s) Adjustment—DAF-directed changes that modify a PGLs baseline, e.g., increases because of out-of-cycle training requests that occur during budget or execution year. Also, may include DAF-directed changes made to training requirements resulting in a change to AETC aggregate funding. May be driven by force management actions and user-requested changes.

Program Guidance Letters—Establishes training requirements for AETC execution. PGLs are the official tasking documents enabling AETC planners and programmers to acquire the necessary resources for accomplishment of the tasking. PGLs align the DAF requirements with the Planning, Programming, Budgeting, and Execution process. Includes Enlisted Initial Skills, Officer Initial Skills, Trained Dog Requirements, Mission Readiness Training, Field Training, and Non-Resident training. If the funding changes in the DoD Program Objective Memorandum process, AF/A1 and SF/S1 determines how the changes will affect PGLs and publishes official amendments as necessary.

Program Objective Memorandum—Office of the Secretary of Defense, service developed document identifying money, people and equipment requirements and allocations over a specified period of time, covering a 5-year period, e.g., FY 13-17. Program objective memorandum funding baselines are used to develop budget level detail for distribution of resources during budget execution years. The program objective memorandum is developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense.

Programmed Technical Training—AETC documents reflecting training requirements by training requester quota identifier and course. For enlisted, the documents include projected elimination rates for RegAF and USSF NPS students. Unlike the PGLs, which reflect graduate requirements into the field for each AFS or SFS, the programmed technical training documents reflect entries, or allocations, or class seats, by AFS or SFS, course, and training requester quota identifier.

Push-Pull—A reserve action that is typically conducted every other year and is designed to exercise and evaluate the mobilization process and crisis action procedures of individuals. Ensuring the nation has an adequate source of deployable, highly skilled reservists to support any contingency is critical. Occasional reorientation or re-bluing is required for Airmen or Guardians who are no longer actively serving but still have a commitment to the DAF.

Qualified AFSC or SFSC—An officer AFSC or SFSC showing full qualification in the AFS. The 4th digit is always "3" and is authorized at any level.

Quota Management—The operation of swapping or moving scheduled quotas between non-Total Force users or requesting use of another non-Total Force training user's future scheduled unfilled seats.

Quota Type—A two-character code within MilPDS/OTA used to indicate the student's duty status, i.e., Airman, officer, or civilian, and the travel funding status, i.e., AETC centrally-funded, unit-funded, or non-TDY.

Rated AFSC—Aircrew AFSCs, i.e., 11XX, 12XX, 13AX, 13BX, 16ZX, and 18XX, identify aircrew members serve in Pilot, CSO, flight test, astronaut, ABM, RPA Pilot, and Rated FAO positions.

Requirement (Enlisted)—A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC or SFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the ladder manning is adequate only because of overmanning at the 3 or 5-skill level, CFMs may identify requirements at the 7 or 9-skill level.

Requirements—The documented number of graduates by user as identified on the enlisted initial skills, officer initial skills, trained dog requirements, mission readiness training, field training, distance learning or language training PGLs, program requirements documents, or corresponding planning spreadsheets.

Resource—Airmen or Guardian who possess a required skill and who are available for assignment to meet manning requirements.

Retainability—Obligated military service. Time remaining on an overseas tour (including any extensions) or time remaining in the DAF or SELRES.

Retrainee—A previously trained enlisted Airman or Guardian in the process of gaining qualifications in a new DAF specialty under an approved retraining program.

Retraining Advisory—An application in the MilPDS used at all levels of management that shows DAF retraining needs. AFPC/DPPDW manages the MilPDS Retraining Advisory folder.

Retraining AFSC or SFSC—The AFSC or SFSC for which an Airman or Guardian is approved. It is not an awarded AFSC or SFSC and does not reflect the individual's qualification level.

Retraining—Either formal school or on-the-job training which qualifies an Airman or Guardian for award of a new AFSC or SFSC or an AFSC- or SFSC-shred and/or suffix, to include lateral AFSCs and SFSCs.

Schoolhouse—Primarily refers to: Air University, AFIT, Goodfellow AFB, JBSA-Lackland, JBSA-Fort Sam Houston, Keesler AFB, Sheppard AFB, Peterson SFB, Vandenberg SFB, USAFA, and the USAF School of Aerospace Medicine.

Secondary AFSC or SFSC—The awarded AFSC or SFSC in which an individual is second best qualified to perform duty.

Second-Term Airman or Guardian (Enlisted)—See Career Airmen or Guardian.

SELRES—A member of the Selected Reserve who is an actively serving Airmen and is currently assigned to an AFR, ANG, or active-duty unit, i.e., Traditional Reservists, ARTs, IRs, and AGR members.

Separation—A general term encompassing discharge, retirement or release from reserve duty. Separation and discharge are frequently simultaneous but not identical actions. A discharge severs all ties to the military and occurs in accordance with the requirements of 10 USC § 1168, *Discharge or release from active duty: limitations*. Release occurs when a member leaves one status and goes to another, e.g., active to Reserve; release from ANG to Reserve; release from Reserve to non-participating. Retirement places a member into an inactive reserve status potentially subject to recall.

Shreds—positions within an AFSC or SFSC associated with a particular airframe, piece of equipment, or functions within that specialty.

Sister Service—Another branch of military service within the DoD, i.e., Army, Navy, Marine Corps, Space Force, and Coast Guard.

Sister Service and/or Other Agency Capacity—When DAF members attend sister service and/or other agency training, the number of seats given to DAF can be a limiting factor that can drive a capacity constraint. DAF must follow the sister service and/or other agency processes and timelines when requesting training seats.

Skill Level—The level of qualification within an awarded enlisted AFS or SFS, shown by the fourth character of an enlisted AFSC or SFSC.

Special Duty Identifier—A four- or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field. Has a complete specialty description. **Examples:** 83RO Recruiting Service (Officer), 8P000 Courier (Enlisted).

Specialty Description—A description of an AFS, SFS, or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

Staff AFSC or SFSC—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs or SFSCs (XXX4) to identify planning and policy-making positions above wing level. It requires the same skills as those for the qualified AFSC or SFSC (XXX3), but applied to developing broad policies, plans, and procedures. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling or who have filled such positions are awarded the staff AFSC or SFSC.

Stop Loss AFSCs or SFSCs—Those AFSCs and SFSCs that are affected by the involuntary extension of a service member's active duty under the enlistment contract in order require to retain them beyond their initial end of term of service date and up to their contractually agreed end of active obligated service.

Standby Reserve—Those units and members of the Reserve component, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty only, as provided in the Title 10 USC §§ 10151, 12301, and 12306. Comprised of Reserve members who have no military Reserve obligation, or those who have been temporarily excused from Reserve participation, or those who have been designated as key or essential in their present civilian position. It is also used to place

members who have reached Reserve Sanctuary, Non-Affiliated Reserve Section-NC, i.e., 18 but less than 20 years satisfactory service for retirement, and are unable to participate in the SELRES.

Strength Aptitude—An individual's strength ability as measured by the DAF Strength Aptitude Test. The DAFECD lists strength requirements for each AFSC or SFSC.

Sub-allocation—Refers to a user's allocation or class seat after a student name has been assigned.

Supplemental Training—Formal AFS or SFS specific training, i.e., post initial skills training on new equipment, methods or technology that are not suited for on-the-job training.

Surplus—When there are Airmen or Guardians assigned to a location that has zero manpower authorizations in a career field. **Example:** E-8 and below in 3S0X1. A surplus does require assignment action because either there are no authorizations for the career field, manning at that location will not support them to remain due to manning and/or requirements at other locations, or they have been disqualified for duties. An overage does not require assignment action since there are authorizations for the career field and the manning at that location, as well as overall manning in the career field, allows them to remain. An overage or surplus situation may be impractical or unnecessary to resolve by reassignment when it is the result of intentional action (possible plus up, change in mission, career field manned at 133%) which has been approved by the assignment OPR and functional assignment manager.

Sustainment—The provision of logistics and personnel services required to maintain and prolong operations until successful mission accomplishment. Required number of officers throughout the career field to accomplish the mission. Accounts for authorized versus assigned billets, retention rates, career broadening and PME assignments drawing officers from core AFSC and SFSC billets. Calculations for sustainment incorporate career field health considerations.

Technical Advisor—Any military person awarded the AFSC or SFSC at the 5-skill level or above that can evaluate an individual's specialty qualifications. Does not require formal designation.

Temporary Duty (TDY)—For assignment purposes, non-contingency duty performed at a location other than an Airman's or a guardian's permanent duty station. Also see JTR, Appendix A and DoDI 1315.18, *Procedures for Military Personnel Assignments*, Glossary.

Third AFSC or SFSC—The awarded AFSC or SFSC in which the individual is third best qualified to perform duty.

Total Force—Overarching term used when referring to the combination of RegAF, USSF, ANG, AFR, and DoD civilians.

Trained Personnel Requirement (TPR)—A statement by AFSC and SFSC of projected training and retraining required by FY to keep the active DAF force at manning levels supportive of the DAF mission. The RegAF and USSF Air Force Trained Personnel Requirement categories are NPS, PS, and retrainees. It does not include ANG, AFR, sister service, international or civilian personnel.

Training Detachment—AETC detachment that provides technical training, at an operational location, on specific systems and aerospace ground equipment. A training detachment aims to qualify personnel on new equipment or in new techniques and procedures, maintain proficiency and to increase skill and knowledge, acquaint personnel with specific systems, and keep personnel aware of changing concepts and requirements.

Training Flow Management Working Group—Annual conference focused on refining enlisted initial skills training requirements while addressing course capacity, constraints and shortfalls.

Training Requester Quota Identifier—A four-character communication code within Oracle® Training Administration used to convey annual or supplemental training requirements, quota allocations, allocation confirmations, and student-tracking information between a user of training and the provider, i.e., owner of training. Training requester quota identifiers are assigned to a service branch, component, MAJCOM, FLDCOM, FOA, DRU, or functional area to ensure training accountability. Only one training requester quota identifier is assigned to a functional entity or training category.

Training Requester Quota Identifier Manager—Person(s) appointed to gather and report annual training requirements and manage quotas. While only one training requester quota identifier code is assigned to a functional entity, there can be multiple managers handling courses.

Training—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

Transaction—Any computer action and/or process used to create and/or change an Airman's or a Guardian's personnel data.

Unit—Any military element whose structure is prescribed by competent authority. An organization title of a subdivision of a group in a task force. A separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a Personnel Accounting Symbol code. However, operating locations and detachments, which have their own Personnel Accounting Symbol codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers will be treated as units.

Utilization Field—A group of DAF officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and do not relate to other officer specialties.

Vector—The development team's recommendation for training or education opportunities, e.g., resident Developmental Education, advanced functional training; assignments, e.g., Joint Staff, Air Staff, MAJCOM, FLDCOM, base level, etc.; or position type, e.g., flight commander, division chief, instructor, special duty, etc., a member is considered for in the next or subsequent assignments.

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

Volunteer—An Airman or Guardian who formally states the desire to accept a defined assignment.

Vulnerability—The relative standing of an Airman or a Guardian among the Airman's or Guardian's peers for assignment selection.

Waive or Waiver—To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently. To allow deviation from a policy, procedure, provision, standard, requirement, limitation, minimum, maximum, etc.