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HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-112**



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Personnel

**LINE OFFICER INITIAL SKILLS
TRAINING RECLASSIFICATION
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication provides guidance as established by Department of the Air Force Policy Directive 36-32, *Military Retirements and Separations*. This instruction provides guidance and outlines internal operating procedures to be used in the administration and conduct of Officer Initial Skills Training (IST) Eliminee Reclassification Panels. This publication applies to uniformed members of the Regular Air Force. This publication does not apply to the Air National Guard or the Air Force Reserve. This publication does not apply to civilians. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program* and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule.

This publication may not be supplemented or further implemented/extended. Refer recommended changes and question about this publication to afpc.dp3da.randolphall@us.af.mil, using the Department of the Air Force Form 847, *Recommendation for Change of Publication*.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C., Section 630 and Department of Defense Instruction (DODI) 1332.30, *Commissioned Officer Administrative Separations*. The applicable Privacy Act System of Record Notice F036 AF PC Q, *Personnel Data System*, is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoDI 5400.11, *Department of Defense Privacy and Civil Liberties Programs*. Air Force Personnel Center Staff

Judge Advocate (AFPC/JA), Logistics and Support Airmen Career Management Division, (AFPC/DPML), Military Accessions Branch (AFPC/DPMLT), and Military Transition Operations (AFPC/DPMSSR) have reviewed and accepted the roles assigned to them by this publication. No waivers may be granted for any part of the publication. Refer to [attachment 1](#) for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This instruction has been revised with the following: Administrative changes to improve readability, renumbered paragraphs and headings where appropriate, acronyms, reduced the recoupable amount requiring Secretary of the Air Force Personnel Council (SAF/MRBP) approval from \$500 to \$225, updated office symbols, added form titles and updated pub references in [attachment 1](#), and made minor grammatical changes throughout.

1. Overview. Line Officer IST eliminees, whether elimination was self-initiated or not, and whether before or after training commences (to include initial training declination), will be considered for reclassification contingent on current AF requirements. A panel will be convened, when required, to board all eliminee packages received by AFPC/DPMLT since the last panel convened. Accessions and Training Division (AF/A1PT) will provide AFPC/DPMLT all Air Force Specialty Codes (AFSC) open to receive eliminees, based on projected requirements and sustainment, without regard to training slots.

2. Roles and Responsibilities.

2.1. Squadron Commander. The student's Squadron Commander, or delegate, will submit the IST reclassification package to AFPC/DPMLT within 30 days of a student's elimination from training or notification of any disqualification factors resulting in the student's inability to attend training for greater than 6 months.

2.2. Separation Authority. SAF/MRBP has delegated the authority to approve probationary officer discharges for officers who do not complete IST and when there is no requirement for the officer's continued service to AFPC Commander (AFPC/CC). AFPC/CC may further delegate this authority to the AFPC/CA in their absence. Based on the panel's recommendation, the commander will make the determination to either separate or retain. Separation determinations are referred to the officer's command for processing or the case is forwarded to SAF/MRBP for action in accordance with Department of Air Force Instruction (DAFI) 36-3211, *Military Separations*.

2.3. Reclassification Authority. The AFPC/CC has delegated the authority for reclassification of probationary officers to AFPC/DPML, this may not be further delegated.

2.3.1. AFPC/DPML will determine when the contents of an elimination package require review by the Initial Skills Training Reclassification (ISTR) Panel.

2.3.2. When AFPC/DPML determines the contents of the elimination package do not require further review by the ISTR panel, they will select a reclassification AFSC and return the package to AFPC/DPMLT for further processing.

2.4. Panel President. AFPC/DPML will serve as the panel president. They may delegate this responsibility to an available division chief within AFPC. The panel president will coordinate on the panel results prior to forwarding to the reclassification and separation authority.

2.5. Legal Review. AFPC/JA will perform a legal review of eliminee cases when documentation in the elimination package indicates discharge for substandard performance of duty or misconduct, moral or professional dereliction, or other reasons under DAFI 36-3211, may be appropriate. They may 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.

2.6. Panel Members. The panel will consist of five members including the panel president. The panel president will determine the four additional panel members, in the grade of O-5 or above, for each panel from the various functional areas within AFPC.

2.6.1. Panel members will review the elimination package using the whole person concept to determine if the officer should be reclassified or separated. The final determination must meet the needs of the Air Force and the officer's ability to meet or exceed those needs. Panel members must comply with panel procedures. Panel members must carefully review the record provided and score the whole record considering the following:

2.6.1.1. Officer's potential to complete required training for AFSC qualification. Consider officer's elimination reason and commander's assessment.

2.6.1.2. Officer's potential to develop and contribute to the subject career fields. Consider degree, special coursework, commander's assessment, and officer's preferences.

2.6.1.3. Any unique or special abilities/skills in high demand language skills (Chinese, Russian, Arabic, Korean, etc.) that could benefit the subject career fields available or the broader Air Force in the future.

2.6.1.4. Those eliminees with hard science (physics, math, and chemistry) and engineering degrees that could benefit the subject career fields available or the broader Air Force in the future.

2.6.1.5. Officers demonstrated "officership" and commitment to the Air Force. Consider commander's assessment/recommendation and the Training Elimination Acknowledgement; the number of times the officer has been reclassified and the reasons for any previous reclassification. Additionally, panel members must consider any quality force issues. All factors must be taken into consideration when determining the whole-person and the officer's ability to succeed and lead if reclassified.

2.6.1.6. Officer's potential payback to the Air Force. Consider educational investment already made by the Air Force. While this should not be an overriding factor, it must be a consideration.

2.6.2. Panel Members will have the following data available to ensure this task is accomplished:

2.6.2.1. Completed elimination package.

2.6.2.2. Available AFSCs for which an officer qualifies.

2.7. Disclosure. In the instance a panel member knows an individual record, they will disclose this information to the panel president. The panel president will determine whether the

individual record will be able to be reviewed impartially. These responsibilities of the panel president do not limit in any way the right of a panel member or recorder to communicate with the reclassification and separation authority as provided by other authority.

2.8. Recorder. AFPC/DPMLT will serve as the panel recorder, ensuring all notes and information are recorded accurately.

3. Procedures.

3.1. When AFPC/DPMLT determines an elimination package does not require review by the ISTR panel, the following actions will be accomplished:

3.1.1. Review the elimination package using the whole person concept to determine the reclassification AFSC for the officer. The final determination must meet the needs of the Air Force and the officer's ability to meet or exceed those needs.

3.1.2. Assign a reclassification AFSC to the package and return the package to AFPC/DPMLT for further processing.

3.1.2.1. AFPC/DPMLT will provide a letter of notification to the chain of command of the officer affected to provide notification to the member of the final results.

3.2. When AFPC/DPMLT determines an elimination package requires review by the ISTR panel, the following pre-panel actions will be accomplished:

3.2.1. AFPC/DPMLT will consolidate all elimination packages requiring review. They will determine which AFSC each eliminee qualifies to reclassify into. If an eliminee does not qualify for reclassification, it will be annotated in the eliminee's panel package.

3.2.2. AFPC/DPMLT will establish a panel date and assemble record(s) on the eliminee(s), which will include the following:

3.2.2.1. ISTR Package consisting of Air Education Training Command (AETC) Form 125A, *Record of Administrative Training Action*, AETC Form 126A, *Record of Commander's Review Action*, AETC Form 139, *Record of Commander's Review Action (Undergraduate Pilot Training)*, AETC Form 140, *Record of Commander's Review Action (Instructor Pilot Training)*, AETC Form 141, *Record of Commander's Review Action (IFT)*, AETC Form 143, *Record of Commander's Review Action (ABM/CSO)*, or AETC Form 149, *Record of Commander's Review Action (Undergraduate RPA Pilot Training)* unit commander letter of recommendation, officer's personal letter to the ISTR panel, Officer IST Eliminee Acknowledgement and Indication of Choice, Officer Training Elimination Recoupment statement, Officer Training Eliminee Recoupment Impact statement, Personnel Reliability Program Questionnaire, Authorization for Disclosure of Medical or Dental Information, Authorization for Mental Health Disclosure, Derogatory Information, Assignment Management System Single Uniform Request Format, AF Form 2030, *USAF Drug and Alcohol Abuse Certificate* (if applicable), and AF Form 475, *Training Report* (if applicable).

3.2.2.2. JA's legal review (if applicable).

3.2.2.3. Dollar amount of the unserved/unearned portion of educational assistance, special pay or bonuses, for which the officer(s) is liable to repay the government, based upon the projected panel date (if applicable).

3.3. Panel Actions.

3.3.1. When the panel convenes, the recorder will brief the panel on the procedures contained herein.

3.3.2. The panel president will ensure each member understands the charge to the panel and monitor the panel deliberations to ensure compliance. Each record must contain a recommendation for reclassification or discharge, with or without recoupment of unearned education assistance, special pay, or bonuses. Panel member recommendations to the approval authority will be based on majority vote; the panel president will be the decision authority for splits/ties.

3.3.3. The recorder will prepare the final results for panel president review and coordination.

3.3.4. The panel president will direct AFPC/DPMLT to submit final results to the Reclassification and Separation Authority.

3.3.5. The Reclassification and Separation Authority will review recommendations of the panel and make appropriate determination(s).

3.3.6. The following oaths will be administered to panel members "I solemnly swear or affirm that I will, without prejudice or partiality, having in view both the special fitness of the officers and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me and that I will not reveal information about the panel conduct and results."

3.3.7. The following oaths will be administered to recorders "I solemnly swear or affirm that I will keep a true record of the proceedings of the panel and that I will not reveal information about the panel conduct and results."

3.4. Post-panel Actions.

3.4.1. If the final decision is to separate, AFPC/DPMLT will provide a letter of notification to the wing commander of the officer affected for final notification to the officer.

3.4.2. If the member is selected for reclassification, AFPC/DPMLT will provide a letter of notification to appropriate chain of command of the officer affected for notification to the officer of the results.

3.4.3. AFPC/DPMLT will work with AFPC/DPMSSR to process all eliminees selected for discharge.

3.4.4. If the reclassification and separation authority recommend waiver of recoupment of an unearned/unserved portion of any educational assistance, bonus, or special pay in excess of \$225, the case must be referred to SAF/MRBP for a recoupment decision. AFPC/DPMLT will forward the case with appropriate recommendation to AFPC/DPMSSR for processing to SAF/MRBP for final disposition.

4. Panel Report. Panel members will sign their individual score sheets and the recorder will sign the master score sheet.

4.1. A panel report should include the following:

4.1.1. Officer(s) recommended for reclassification with AFSC identified. Officer(s) recommended for separation with recoupment recommendations as applicable.

4.2. Officers whose cases the panel believes should be referred for DAFI 36-3211 action will be forwarded to the panel president for coordination and transmission to the reclassification and separation approval authority.

4.3. The panel member's signature on the individual score sheet certifies the following:

4.3.1. That to the best of their knowledge, the panel complied with the panel instructions.

4.3.2. They were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the panel or the exercise of any lawful function within the authorized discretion of the panel.

4.3.3. They were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the panel's recommendations.

4.3.4. They were not a party to or aware of any attempt at unauthorized communications.

4.3.5. To the best of their knowledge, the panel carefully considered the records of each officer whose name was furnished to the panel.

5. Disclosure of Panel Recommendations and Panel Proceedings. Results of the panel will not be released to the public until after the Reclassification and Separation Authority approves the results and eliminees are notified in writing. Additionally, those involved will not disclose panel proceedings without the approval of the Reclassification and Separation Authority.

6. Summary. These panel procedures have been developed to provide all eligible officers fair and equitable consideration, not for ease of administration. These procedures will remain in effect until otherwise modified in writing.

JEFFERSON J. O'DONNELL, Brig General,
USAF
Commander

Attachment 1***GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION******References***

Title 10, U.S.C., Section 630 – *Discharge of commissioned officers with less than six years of active commissioned service or found not qualified for promotion for first lieutenant or lieutenant (junior grade)*

Secretary of the Air Force Personnel Council Memorandum, *Delegation of Authority for Discharge of Officers who do not Complete Initial Skills Training (IST)*

DoDI 1332.30, *Commissioned Officer Administrative Separations*, 11 May 2018

DoDI 5400.11, *Department of Defense Privacy and Civil Liberties Programs*, 29 January 2019

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 36-32, *Military Retirements and Separations*, 11 October 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 475, *Training Report*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

AETC Form 125A, Record of Administrative Training Action

AETC Form 126A, Record of Commander's Review Action

AETC Form 139, Record of Commander's Review Action (Undergraduate Pilot Training)

AETC Form 140, Record of Commander's Review Action (Instructor Pilot Training)

AETC Form 141, Record of Commander's Review Action (IFT)

AETC Form 143, Record of Commander's Review Action (ABM/CSO)

AETC Form 149, Record of Commander's Review Action (Undergraduate RPA Pilot Training)

Abbreviations and Acronyms

AETC—Air Education Training Command

AFSC—Air Force Specialty Code

DAFI—Department of Air Force Instruction

DODI—Department of Defense Instruction

IST—Initial Skills Training

ISTR—Initial Skills Training Reclassification

Office Symbols

AF/AIPT—Accessions and Training Division

AFPC/CA—Executive Director

AFPC/CC—Commander

AFPC/DP3DA—Accessions Branch

AFPC/DPML—Logistics & Support Airmen Career Management Division

AFPC/DPMLT—Military Accessions Branch

AFPC/DPMSSR—Military Transition Operations

AFPC/JA—Staff Judge Advocate

SAF/MRBP—Secretary of the Air Force Personnel Council