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**Personnel**

**CLASSIFYING MILITARY PERSONNEL  
(OFFICER AND ENLISTED)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. It implements classification procedures and related actions for Air Force officers and airmen. It develops the classification system that identifies required qualifications for every specialty in the Air Force. Refer to Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*, for proposed supplements that affect any military personnel function performed at major command (MAJCOM) level or below. HQ AFPC/DPPAC must approve all supplements to this AFI. Refer to **Attachment 1** for a Glossary of References and Supporting Information.

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2006-1 (**Attachment 5**). Updates and revises and incorporates both enlisted and officer instructions for developing, establishing, changing, and deleting specialties and identifiers using the semiannual update process and establishes a process to change specialties as needed when a conversion action is not required. This change deletes the current classification manuals, AFMAN 36-2105, Officer Classification, and 36-2108, Enlisted Classification, and replaces them with Officer and Enlisted Classification Directories. Additionally, wherever the terms are identified, they are replaced with the term Officer Classification Directory or Enlisted Classification Directory, as appropriate. The directories will be more user-friendly and easier to update. Further clarifies the procedures for using the officer C prefix (**Chapter 3**); clarifies how to use the Honor Guard SDIs (**Chapter 3**); details that a request for waiving a mandatory specialty requirement must be initiated by the individual or the individual's immediate supervisor (**Chapter 3**); clarifies OJT waivers and AFSC upgrade are governed by AFI 36-2201, Air Force Training Program (**Chapter 3**); identifies which medical standards will not be waived (**Chapter 3**); simplifies when and how to change an individual's CAFSC as a result of retraining (**Chapter 3**); adds responsibility for periodic reviews of specialties and SEIs on the appropriate AFCFM (**Chapter 1**); revises the procedures for award of the 16XX, International Affairs AFSCs (**Chapter 3**); updates references to strength aptitude testing procedures (**Chapter 3**); clarifies chief utilization of CMS-gts in the ANG and AFRC (**Chapter 3**); updates current upgrade time requirements (**Chapter 3**); replaces

Personnel Employment with Unit CSS as the approval authority for most base-level AFSC downgrade or withdrawal actions (**Chapter 4**); clarifies when and how ANG and USAFR may supplement classification procedures (**Chapter 5**); Adds new **Chapter 6** to incorporate necessary procedures for updating the classification system and the directories; and revises list of abbreviations and acronyms (**Attachment 1**); updates references to 2096 and 623a to Information Management Tools (IMTs); updates addresses of contact points throughout the AFI; updates publication references; updates system terms throughout the AFI; and minor editing and format alterations have also been incorporated into this change. A bar ( | ) indicates a revision from the previous edition.

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## Chapter 1

### CLASSIFICATION OBJECTIVE, CONCEPT, TENETS, RESPONSIBILITIES, AND STRUCTURE

**1.1. Program Objective.** The objective of the military personnel classification system is to identify duties and tasks for every position needed to accomplish the Air Force mission. The system is designed to identify qualifications and abilities necessary to accomplish these duties and tasks, as well as provide clear and visible career progression patterns. It links duties and tasks into cohesive job clusters that are 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.

#### **1.2. Classification Concepts and Tenets:**

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

1.2.1.1. Remains stable regardless of organizational structure changes.

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

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

1.2.1.4. Supports utilization and other personnel program needs.

1.2.2. Practical Specialization Concept. AFS qualifications are listed in paragraph 3 of each specialty description in the Officer Classification Directory and the Enlisted Classification Directory. Qualifications include knowledge, education, experience, training, and other factors. These are defined as mandatory or desirable for each skill level. While no one person is likely to perform all functions of an AFS at any one time, individuals can be developed to perform all duties and responsibilities of the various duty positions within an AFS at different times throughout a career. When individuals meet all of the mandatory qualifications of the specialty and have shown skill level qualification in all tasks of the position in which assigned, they are considered qualified for award of the AFSC.

1.2.3. The following are the basic tenets of the classification structure:

1.2.3.1. The classification system is established to identify requirements and identify the personnel qualified to fill those requirements.

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

1.2.3.3. Use simple, clear, logical groupings.

1.2.3.4. Provide visible career paths for officer and enlisted personnel.

1.2.3.5. Maintain the ability to identify career fields, specialties, subspecialties, and skill levels.

1.2.3.6. Maintain the ability to identify special job requirements and positions, special duty identifiers (SDI), and reporting identifiers (RI).

1.2.3.7. Eliminate redundant identifiers. Don't duplicate other personnel data system (PDS) identifiers.

1.2.3.8. Group AFSCs functionally.

1.2.3.9. Maintain a balance of specialist versus generalist specialties to allow maximum efficiency and equity in assignment and promotion opportunities.

1.2.3.10. Do not proliferate small population specialties that adversely limit the ability to effectively manage the resource.

1.2.3.11. Specialty descriptions (contained in the respective Air Force Officer and Enlisted Classification Directory) for each occupational grouping will contain general occupational information (what most of the people do most of the time) and quantify the minimum requirements necessary to reasonably predict success in the specialty.

1.2.3.12. Specialty descriptions will be broad in scope to adequately portray all skill levels represented by the description and will not contain a grade requirement.

1.2.3.13. Grade requirements are determined by manpower, in conjunction with the Air Force Career Field Manager (AFCFM).

1.2.3.14. The format of the specialty descriptions will be standardized to maintain simplicity, clarity, and ease of publishing.

1.2.3.15. Specialty descriptions will generally be no more than 2 pages in length (does not include shredout descriptions when needed).

1.2.3.16. Staff each requested change to the classification system, with all impacted agencies, using the provisions of [Chapter 4](#), How to change the Officer Classification System or How to change the Enlisted Classification System, as appropriate, and resolve any non-concurrence before implementing.

### 1.3. Program Responsibilities:

1.3.1. The Deputy Chief of Staff, Personnel (HQ USAF/DP). HQ USAF/DP establishes and oversees policies for classifying personnel including developing, reviewing, interpreting, and changing classification policy.

1.3.1.1. OPR for AFD 36-21, Utilization and Classification of Air Force Military Personnel.

1.3.1.2. Reviews Air Force classification policy for clarity, propriety, and accuracy.

1.3.1.3. Works with Air Staff agencies to determine if new or revised Classification policies are needed to effectively and efficiently manage requirements and human resources.

1.3.2. **Headquarters Air Force Personnel Center (HQ AFPC/DPPAC).** The USAF Classification Branch establishes, monitors, and interprets procedures for classifying military personnel based on specialty data, special studies, analyses, and career field managers' input. Ensures minimum specialty requirements are adhered to according to [Chapter 6](#) and the Officer and Enlisted Classification Directories. The following specifically outlines HQ AFPC/DPPAC responsibilities:

1.3.2.1. Responsible for the overall management of the Air Force Classification System (AFCS) to include establishing, deleting, changing, or revising necessary identifiers used to manage Air Force requirements and human resources.

- 1.3.2.2. Develops Air Force specialties, titles, and codes to identify required military skills associated with new systems development, acquisition, and operation.
  - 1.3.2.3. Designs, develops, implements, publishes, and monitors Air Force classification procedures affecting classification of the total force.
  - 1.3.2.4. Coordinates with computer systems managers on classification matters impacting personnel data system (PDS) and manpower execution system (MPES). Develops, coordinates, and processes system change requests and associated worksheets and tables to the personnel data system to facilitate changes to Officer and Enlisted Classification structures.
  - 1.3.2.5. Coordinates extensively with functional, manpower, and personnel agencies on all Classification actions due to the impact these actions have on a variety of programs.
  - 1.3.2.6. Develops explanations, titles, and codes to identify special experience.
  - 1.3.2.7. Responsible for publishing AFI 36-2101, *Classifying Military Personnel*, updating *Air Force Officer Classification Directory*, and *Air Force Enlisted Classification Directory*, as necessary.
  - 1.3.2.8. Conducts special studies and analyses to validate and integrate occupational data to revise, develop, or delete Air Force occupational data to revise, develop or delete Air Force specialties, titles, and codes in order to identify required military skills.
  - 1.3.2.9. Staffs and coordinates AFS restructuring actions.
  - 1.3.2.10. Provides extensive guidance and interpretation to MAJCOMs, Air Staff agencies, units, and individuals regarding classification procedures.
  - 1.3.2.11. Acts on requests for waivers of AFI 36-2101 and specialty description qualifications, covering all aspects of classification instructions, i.e., eyesight, aptitude, input AFSC, etc.
  - 1.3.2.12. Answers Congressional and IG inquiries; high level correspondence, correction of records requests, and other inquiries concerning classification actions and procedures.
  - 1.3.2.13. Establishes, publishes, and monitors classification procedures for deleting identifiers for individual personnel.
  - 1.3.2.14. Provides procedures for classifying former officers as enlisted personnel.
  - 1.3.2.15. Develops and uses standard operating procedures to effectively and efficiently manage establishing, deleting, changing, or revising classification tools.
  - 1.3.2.16. Attends functionally oriented workshops, conferences, meetings, etc. to provide expertise on classification matters and advises of impact resulting from specialty restructuring actions.
- 1.3.3. Surgeon General (HQ USAF/SG). The Surgeon General recommends to HQ USAF/DP medical exceptions to classification policies and procedures for officers and airmen.
  - 1.3.4. US Air Reserve Forces. See **Chapter 5** for Air National Guard United States (ANGUS) and United States Air Force Reserves (USAFR) classification responsibilities.
  - 1.3.5. Major Air Command (MAJCOM). The Director of Personnel (DP) reviews classification actions within the command and ensures compliance with this instruction.



1.3.6. Commanders and Supervisors. Assign personnel to authorized positions consistent with requirements, individual's grade, and skill level. Initiate or review and evaluate job proficiency and skill qualifications of each subordinate. Limit the use of subordinate airmen outside their CAFSC. Comply with criteria outlined in paragraph 3.33. when using individuals outside their CAFSC. Use the following source documents to award, upgrade, downgrade, and withdraw Air Force Specialty Codes (AFSC), Special Duty Identifiers (SDI), Reporting Identifiers (RI), and Special Experience Identifiers (SEI):

1.3.6.1. AF Form 2096, Classification or On-the-Job Training Action,

1.3.6.2. P-series order,

1.3.6.3. PC-III generated AFSC action notice, or

1.3.6.4. A report on individual person (RIP).

1.3.7. Military Personnel Flight (MPF) Commanders and Personnel Officers. Ensure accurate and timely reporting of qualifications of personnel serviced. Train individuals assigned duties as classification journeymen or craftsmen and ensure each person is qualified to carry out the duties described in AFCSM 36-699, Volume 1, *Personnel Data Systems User Manual*.

1.3.8. Manpower Officials. Identify and code manpower positions using the military personnel classification system outlined in this AFI, Officer and Enlisted Classification Directories, and manpower directives.

1.3.9. Individual Responsibilities. Gain and keep specialty qualifications for awarded AFSC(s). Because an individual effort is directly related to career progression, it is incumbent on the individual 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 education provided through the Community College of the Air Force.

1.3.10. Career Field and Functional Managers. Each AFS has a designated Air Force Career Field Manager (AFCFM) and a MAJCOM Functional Manager (MFM) to provide technical assistance to develop career field structures and identifiers. They help develop specialty descriptions, specialty prerequisites, and qualifications. MFMs provide waiver recommendations for mandatory AFSC requirements to waiver authority (see [Table 3.1.](#) and [Table 3.2.](#)). AFCFMs also:

1.3.10.1. Keep specialty descriptions current,

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

1.3.10.3. Publicize approved classification changes to commanders, subordinate functional managers and individuals effected, and

1.3.10.4. Provide recommendation or final disposition on waiver requests using guidelines in [Table 3.1.](#), [Table 3.2.](#), and [Table 3.3.](#)

1.4. Classification Structure. The classification structure consists of AFSCs, Prefixes, Suffixes, SDIs, RIs, and SEIs. The backbone of the system is the AFSC. AFSCs consist of four (officer) or five (enlisted) digits and may include a prefix or suffix (shredout). [Table 1.1.](#) and [Table 1.2.](#) outline the AFSC structure and define each position of the AFSC. Complete descriptions to include authorized codes, title, summary, duties and responsibilities, qualifications, and shredouts (if applicable) are contained in the respective Air

Force Officer and Enlisted Classification Directories and available on the World Wide Web at: <http://www.afpc.randolph.af.mil/classification> (change to new website when website is available).

**Table 1.1. Airman AFSC Explained.**

L I N E	A	B
	Character	Identifies (see notes)
1	first position (numerical)	Career group. 1 - Operations    4 - Medical or Dental    7 - Special Investigation 2 - Logistics    5 - Legal or Chaplain    8 - Special Duty Identifier 3 - Support    6 - Acquisition or Finance    9 - Reporting Identifier
2	second combined with first character (Alpha)	Career field. <i>EXAMPLE:</i> 1N - Operations, <b>Intelligence</b>
3	third combined with first and second character (numeric)	Career field subdivision. <i>EXAMPLE:</i> 1N3 - Operations, Intelligence, <b>Cryptologic Linguist</b>
4	fourth (numeric)	Skill level of AFSC. 1 - Helper    7 - Craftsman 3 - Apprentice    9 - Superintendent 5 - Journeyman    0 - Chief Enlisted Manager (CEM) <i>EXAMPLE:</i> 1N37 - Operations, Intelligence, Cryptologic Linguist, <b>Craftsman</b>
5	fifth combined with other four characters (numeric)	Specific AFSC. <i>EXAMPLE:</i> 1N371 - Operations, Intelligence, Cryptologic Linguist, Craftsman, <b>Germanic</b>
6	alpha prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC. <i>EXAMPLE:</i> T - <b>Formal Training Instructor</b>
7	alpha suffix (shredout)	Positions associated with particular equipment or functions within a single specialty. <i>EXAMPLE:</i> 1N371 <b>B</b> - Operations, Intelligence, Cryptologic Linguist, Craftsman, Germanic, <b>Dutch dialect</b>

**NOTES:**

1. When two or more career ladders combine at the 7- or 9-skill level they are called capper AFSCs. When they combine, the number in the fifth position will always be "0". **EXAMPLE:** 1N371 and 1N372 merge into a common 9 level 1N390.
2. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X3SXXXX would denote all 3S AFSCs, to include all career ladders, prefixes, skill levels, and suffixes.

**Table 1.2. Officer AFSC Explained.**

<b>L I N E</b>	<b>A</b>	<b>B</b>
	<b>Character</b>	<b>Identifies (see note)</b>
<b>1</b>	first ( <b>numeric</b> )	Career group. 1 - Operations      4 - Medical or Dental      7 - Special Investigations 2 - Logistics      5 - Legal or Chaplain      8 - Special Duty Identifier 3 - Support      6 - Acquisition or Finance      9 - Reporting Identifier
<b>2</b>	second combined with first character ( <b>numeric</b> )	Utilization field. <b>EXAMPLE:</b> 11 - Operations, <b>Pilot</b> .
<b>3</b>	third combined with first and second character ( <b>alpha</b> )	Functional area. <b>EXAMPLE:</b> 11A - Operations, Pilot, <b>Airlift</b>
<b>4</b>	fourth ( <b>numeric</b> )	Qualification level. 0 - Qualified commander (when used in conjunction with "C" in 3rd position) 1 - Entry (any AFSC) 2 - Intermediate (is only used for pilots, bomber navigators, and missile launch officers) 3 - Qualified (any AFSC) 4 - Staff ( <b>NOTE:</b> Designation of "staff level" relates only to the level of functional responsibility and is <b>restricted to positions above wing level</b> . It does not denote additional specialty qualifications.) <b>EXAMPLES:</b> 11A3 - Operations, Pilot, Airlift, <b>qualified</b> . 11A4 - Operations, Pilot, Airlift, <b>qualified and serving in a staff position above wing level</b>

L I N E	A	B
		<b>Character</b>
<b>5</b>	<b>alpha</b> prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC. <b>EXAMPLES: B - Squadron Operations Officer</b>
<b>6</b>	<b>alpha</b> suffix (shredout)	Positions associated with particular equipment or functions within a single specialty. <b>EXAMPLE: 11A3A - Operations, Pilot, Airlift, qualified, C-5</b>

**NOTE:** Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X31XX would denote all 31 AFSCs, to include all utilization fields, prefixes, qualification levels, and suffixes.

## Chapter 2

### INITIAL CLASSIFICATION PROCEDURES

**2.1. Newly Commissioned Officer.** Personnel Employment uses 92T0 (pilot trainee) or 92T1 (navigator trainee) as reporting identifiers to classify newly commissioned officers selected for flying training. When pilots and navigators complete training, Personnel Employment will award the entry-level AFSC in which the individual will specialize. (Classify all other newly commissioned officers using individual qualifications, the needs of the Air Force, and the officer's desires.) AFSC determination is based on the officer's education, physical qualifications (as defined in AFI 48-123, *Medical Examination and Standards*), training, experience, and interest, as well as Air Force requirements at the time the officer is ordered to active duty. Use specialty descriptions contained in Officer Classification Directory to determine eligibility criteria.

2.1.1. USAFR Officers Recalled to Active Duty. Show the AFSC with a qualification level previously awarded on the orders authorizing USAFR officers active military service.

#### **2.2. Classifying Non-Prior Service (NPS) Airmen:**

2.2.1. Testing Applicants. Applicants are administered the Armed Services Vocational Aptitude Battery (ASVAB), Electronic Data Processing Test (EDPT), or other required screening tests before enlisting. NPS applicants are tested using the provisions of AFI 36-2605, *Air Force Military Personnel Testing System*. These test scores are used to establish an individual's potential for successful completion of training in Air Force specialties.

2.2.2. Enlisting applicants. HQ USAF Recruiting Service (HQ USAFRS), using the Air Force Recruiting Information Support System (AFRISS), ensures an applicant's aptitude test scores meet Air Force requirements and guarantees them training in one of the following categories:

2.2.2.1. Guaranteed Aptitude Area (GAA). 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.

2.2.2.2. Guaranteed Training Enlistment Program (GTEP). Prior to reserving a GTEP allocation, Recruiting Service will ensure applicant meets all mandatory qualifications for entry into the AFS. In unusual circumstances, HQ USAFRS may request a waiver of mandatory prerequisites for individuals. Process waivers according to **paragraph 3.7.** and use **Table 3.2.** and **Table 3.3.** to determine waiver authority and processing instructions. Consider the following:

2.2.2.2.1. Air Force requirements.

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

2.2.2.2.3. Individual Preference. When warranted, waivers may be initiated at the applicant's request.

#### **2.2.3. Initial Classification:**

2.2.3.1. AFSC classification of enlistees with a GAA is determined by the 319 TRS/DPAA. They use the Military Personnel Data System (MILPDS) to make sure individuals meet mandatory qualifications for entry into each career field. Classification is based on individual's initial enlist-

ment contract, needs of the Air Force, and personal preference. A GAA enlistee may request release from his or her enlistment contract to volunteer for announced priority requirements. 319 TRS/DPAA is the approval authority for these requests. Normally, an individual may select as many as eight AFSC preferences from available openings, provided they are qualified for each.

2.2.3.2. The 319 TRS screens applicants who enlist for training and initial assignment in specific AFSCs to ensure enlistees meet qualifications. Unless disqualified for their guaranteed job, GTEP enlistees will be classified into their GTEP AFSC. They may request a release to volunteer for announced requirements. 319 TRS/DPAA is the approval authority for these requests.

2.2.3.3. Non-United States Citizens (excluding United States Nationals). Non-United States citizens will not be classified into any specialty listed in the Enlisted Classification Directory, Other Mandatory Requirements for Entry, that is not open to Non-United States citizens.

2.2.3.4. The USAFA and HQ AETC, Student Resources Division, jointly classify disenrolled USAFA cadets who have no prior service (see AFI 36-2012, *Record of Disenrollment From Officer Candidate-Type Training*).

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

2.2.3.4.2. Air Force Requirements.

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

2.2.3.4.4. Individual Preference. Normally, an individual may select as many as eight AFSC preferences, provided the individual is qualified for each.

2.2.3.5. GTEP enlistees are classified into their GTEP AFSC unless disqualified during the screening process.

2.2.3.6. The USAFA and HQ AETC, Student Resources Division, jointly classify disenrolled USAFA cadets who have no prior service (see AFI 36-2012, *Record of Disenrollment From Officer Candidate-Type Training*).

2.2.3.6.1. College graduates. If Air Force requirements permit, college graduates are classified and assigned consistent with their academic background.

**2.3. Classifying Prior Service Enlistees.** HQ USAFRS and HQ AFPC/DPPAE, Skills Management Branch, jointly classify prior service enlisted personnel. They determine if the individual is qualified for the AFSC possessed when discharged using the specialty description in the Enlisted Classification Directory. Minimum aptitude requirements don't apply.

2.3.1. HQ USAFRS and HQ AFPC/DPPAES award former enlisted personnel, who join to fill specific requirements, the AFSC possessed at the time of separation, unless downgrade or withdrawal procedures in paragraph 4.1. apply. The control AFSC (CAFSC) is the AFSC in which the airman enlisted. Award AFSCs at the 3-skill level or lower to enlistees from other services who, on separation, held specialties convertible to Air Force skills. Air Force Career Field Managers (AFCFM) determine authorized conversions.

2.3.2. Former Air Force personnel in technical training are awarded the 1-skill level AFSC in the specialty they are enrolled in at technical training as their CAFSC. Their former enlisted AFSC is

assigned as the primary AFSC (PAFSC). Award AFSC at the 3-skill level or lower to personnel who hold a convertible skill earned in another service as a PAFSC.

## 2.4. Classifying Former Air Force Officers:

### 2.4.1. Personnel Employment will:

2.4.1.1. Help former officers determine what enlisted AFSCs they qualify for (Personnel Employment will base AFSC selection on prior experience and training).

2.4.1.2. Classify officers before they enlist when possible.

2.4.1.3. Award AFSCs or SDIs and accurately record qualifications at the proper skill level. After initial classification, normal AFSC skill upgrade requirements apply.

2.4.1.4. Use the following steps to classify former officers: (**NOTE:** Don't alter the sequence.)

2.4.1.4.1. Schedule applicants who don't have Mechanical, Administrative, General, or Electronics (MAGE) scores to take the Armed Forces Classification Test.

2.4.1.4.2. Verify enlisted AFSCs previously held by the officer. Ensure the individual meets mandatory specialty qualifications in AFMAN 36-2108. Apply downgrading and withdrawing provisions specified in paragraph 4.1. Award previously held AFSCs, at the proper skill levels, to qualified officers. Use members in their previous enlisted AFSCs when it meets the needs of the Air Force (see paragraphs 2.4.1.4.3. and 2.4.1.5.).

2.4.1.4.3. When former officers don't qualify or can't be used in a previously held AFSC, award an enlisted AFSC closely related to their officer AFSC if they meet specialty qualifications in AFMAN 36-2108.

2.4.1.4.3.1. Use a technical advisor, who is proficient in the requested AFSC, to review the individual's records (including technical knowledge requirements) to determine the appropriate AFSC and skill level.

2.4.1.4.3.2. Award AFSCs at the 3-skill level unless the technical advisor recommends, in writing, awarding the 5-skill level. Determine whether or not to award an AFSC above the 5-skill level after assigning the member in the AFSC at the permanent duty location. The supervisor, after evaluating the member's experience and training, may recommend awarding the 7-skill level.

2.4.1.4.3.3. If supported, the supervisor will submit a written evaluation, with supporting documentation, showing the member's qualifications through Personnel Employment and the MAJCOM. (The appropriate MAJCOM technical staff agency must evaluate the member's qualifications and if a technical evaluation isn't available at the MAJCOM, then forward the request to HQ AFPC/DPPAC for a recommendation). After MAJCOM or AFPC review and approval recommendation, forward to the AFCFM. The AFCFM will approve or disapprove request. **NOTE:** Disapproval can be at any level, but it must be documented and returned to Personnel Employment with rationale. All requests will be documented and include rationale for approval or disapproval and returned through the chain of command.

2.4.1.5. If an AFSC isn't awarded under paragraphs 2.4.1.4.2. or 2.4.1.4.3., then Personnel Employment will award an AFSC at the 1-skill level using the following criteria:

2.4.1.5.1. Have individual select up to five AFSCs, SDIs, or RI choices, from those listed as shortages on the *On Line Retraining Advisory*, via message to HQ AFPC/DPPAES, Skills Management, Special Actions. DPPAES will use AFI 36-2626, *Airman Retraining Program*, to classify the former officer.

2.4.1.5.2. Individuals must meet the mandatory qualifications listed for the specialties chosen (refer to AFMAN 36-2108). If additional tests are required, administer them. If waivers are necessary, use [Table 3.1.](#), [Table 3.2.](#), and [Table 3.3.](#)

2.4.1.5.3. Individuals may select a Special Duty AFSC, SDI, or RI; however, in addition to meeting mandatory specialty qualifications, the individual must meet assignment criteria outlined in AFI 36-2110.

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

**2.5. Strength Aptitude Test (SAT).** The mandatory strength standards required for entry into all airman career fields are shown in AFMAN 36-2108, attachment 39. Individual's strength aptitude codes are entered on Standard Form (SF) 88, **Report of Medical Examination**, during preenlistment physicals.

**2.6. Determining the Initial CAFSC.** Personnel Employment will use [Table 2.1.](#) to determine initial classification; [Table 3.9.](#) to determine the CAFSC for airmen in training status; and [Table 3.10.](#) to determine the CAFSC as a result of assigning or withdrawing awarded AFSCs.

**Table 2.1. Initial Determination of CAFSC.**

L I N E	A	B
	If the enlistee is	then the CAFSC will be
1	assigned by 319 TRS, Lackland AFB TX 78236, to a formal technical training school	the 1-skill level AFSC in which being trained.
2	a prior service airman who enlists for duty assignment (see note)	the AFSC for which enlisted (see note).
3	a prior service airman who enlists for technical training	the 1-skill level AFSC in which enlisted.

**NOTE:** Skill level restrictions in paragraph [3.33.](#) apply.



## Chapter 3

### CLASSIFICATION ACTIONS AT BASE OF ASSIGNMENT

**3.1. Designating a Primary Air Force Specialty Code (PAFSC).** Personnel Employment is responsible for managing PAFSC designation. The unit CSS is responsible for designating a PAFSC for each officer and enlisted Airman. It will be the AFSC in which the individual is most qualified to perform duty. Use the following factors to determine PAFSC:

- 3.1.1. Skill level. Usually, the AFSC denoting an individual's highest level of skill qualification will be designated as the primary AFSC.
- 3.1.2. Experience. Length and recency of experience will be considered. Length of experience can include comparable military or civilian experience.
- 3.1.3. Complexity of the specialty. Specialties requiring a comparatively high degree of knowledge and responsibility should be given preference over less complex specialties.
- 3.1.4. Amount of formal education and training. The extent of an individual's academic training that led to specialty qualification will be considered.
- 3.1.5. Currency of Equipment. Qualification on state-of-the-art equipment will be considered.
- 3.1.6. Desires and interests of the individual.

#### **3.2. Designating Other AFSCs:**

- 3.2.1. Personnel Unit CSS awards AFSCs, RIs, or SDIs, representing additional qualifications, in the order of best qualification as second (2AFSC), third (3AFSC), and fourth (4AFSC) (enlisted only). Feeder AFSCs are retained according to paragraph [3.32](#).
- 3.2.2. AFSCs, RIs, or SDIs showing additional qualifications will not be designated. There are no provisions to retain more AFSCs, RIs, or SDIs than are available in the Personnel Data System (PDS).
- 3.2.3. Rated officers will possess a PAFSC, 2AFSC, or 3AFSC denoting best aircrew qualifications. "Best aircrew qualifications" means aircrew AFSC 11XX and 12XX with suffix for aircraft type, including "other."
- 3.2.4. Foreign Area Officers will possess a PAFSC, 2AFSC, or 3AFSC denoting best area or language qualifications. This AFSC will be retained throughout the officer's career. "Best area or language qualifications" will be denoted as AFSC 16XX with or without a suffix depending on individual qualifications.

**3.3. Designating DAFSC and Reporting Duty Titles.** A DAFSC, including prefixes, suffixes, and skill levels, must match the authorized unit manpower document (UMD) position. An officer's DAFSC must match an awarded AFSC, either entry, qualified, or staff. The DAFSC for enlisted personnel must match the CAFSC unless the enlisted Airman is on temporary duty (TDY) outside the CAFSC. (Reference paragraph [3.34](#) for duty out of CAFSC restrictions and time limits.) Personnel who perform "USAF Honor Guard" responsibilities as an additional duty will **not** be awarded SDI 85G0 or 8G000. As such, their DAFSC must not reflect 85G0 or 8G000. Individuals must fill a valid UMD authorization for award of either of these SDIs.

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

3.3.2. Officer DAFSC changes must be approved by both the losing and gaining AFPC assignment managers.

3.3.3. **Table 3.6.** provides DAFSC criteria for officer students.

3.3.4. If the authorized position doesn't accurately identify the duties being performed, request manpower personnel conduct a position analysis. Correct the DAFSC retroactively if the analysis results in a change to the unit manpower document.

3.3.5. The duty title will describe the actual job and the level of responsibility of the individual. As such, it should not mirror the AFSC specialty description title.

**3.4. Awarding Special Duty Identifiers (SDI).** SDIs are awarded to denote qualifications the same way AFSCs are awarded. Officer and Enlisted Classification Directories specify SDI qualifications. Personnel Employment awards officer SDIs according to **Table 3.5.**, enlisted SDIs according to **Table 3.7.**, and withdraws SDIs according to the appropriate subparagraph in **4.1.**

**3.5. Awarding or Designating Reporting Identifiers (RI).** RIs are established primarily to identify conditions or jobs where a specific specialty description is not practical, such as a patient or prisoner. However, RIs are awarded or designated to denote qualification or to report a condition the same way AFSCs are awarded. Personnel Employment awards or designates RIs as defined in the Officer and Enlisted Classification Directories. Specific guidelines for awarding and designating RIs are located in AFI 36-2101, **Table 3.5.**, **Table 3.6.**, and **Table 3.7.** Enlisted personnel released from an RI, without an awarded AFSC, will be voluntarily (or, if necessary, selectively) retrained accordingly to AFI36-2626. RIs are withdrawn according to the appropriate subparagraph in paragraph **4.1.**

**3.6. Reinstating an AFSC, SDI, or RI.** AFSCs, SDIs, or RIs withdrawn using appropriate authority can be reinstated by the AFCFM if the original reason for withdrawal no longer exists. Reinstatement must be requested by the individual in writing (memorandum format), endorsed by the individual's supervisor or commander, and forwarded to the Personnel Employment office. Personnel Employment will ensure each request is documented and forward through their MAJCOM to the AFCFM. The letter of reinstatement will briefly outline circumstances leading to AFSC withdrawal and rationale why the AFSC should be reinstated. Requests must be justified and include supporting document(s).

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in rare instances for individuals who have exceptional qualifications determined to be equivalent to the mandatory requirements. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval should be forwarded to the next review level (see paragraph **3.7.5.** and **Table 3.3.** for processing instructions). **NOTE:** Procedures to request waivers pertaining to on-the-job training (OJT) and AFSC upgrade are contained in AFI 36-2201, Volume 5, Air Force Training Program Career Field Education and Training. Approval authority and procedures to request classification waivers are outlined below and in **Table 3.1.** or **Table 3.2.** and **Table 3.3.**

3.7.1. Experience: Consider waivers for individuals who have had experience in a closely related AFS, or who have had civilian experience considered a counterpart of the specialty being considered.

The length of like civilian or related experience must equal the time required for upgrade to the appropriate skill level (for airmen) or the qualified level (for officers) in the AFSC.

3.7.2. Training. Consider waivers of training (formal, CDCs, etc.) for individuals who have performed exceptionally well in the specialty over an extended period or have gained the required knowledge through other avenues. Procedures for waivers pertaining to OJT and AFSC upgrade training are contained in AFMAN 36-2245.

3.7.3. Minimum Aptitude Scores for Retraining (Airmen). Waiver requests must show cause for waiver of the mandatory aptitude score. Consider requests for individuals who have a record of outstanding performance. Commanders will screen each waiver and only forward those justified and recommended for approval.

3.7.4. Other Mandatory Requirements. Waiver requests must be justified and documented. Use [Table 3.1](#) and [Table 3.2](#) to determine approval authorities for waivers of mandatory requirements. Forward officer medical, legal, and chaplain waivers as follows:

3.7.4.1. Medical Officers (AFSCs 4XXX): MAJCOM to HQ AFPC/DPAMF, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

3.7.4.2. Legal Officers (AFSCs 51JX): HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington DC 20330-1420.

3.7.4.3. Chaplains (AFSCs 52RX): HQ USAF/HC, 112 Luke Ave, Bolling AFB DC 20332-5113.

**Table 3.1. Waiver Authority for Mandatory Classification Requirements--Officers (see paragraph 3.7.).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the requirement is (see note 1)</b>	<b>and the officer has</b>	<b>then approval authority is</b>
<b>1</b>	education	provided justification	AFCFM
<b>2</b>	experience	experience or other training which equates to that in the AFS	AFCFM
<b>3</b>	a prerequisite AFSC (see note 5)	experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see paragraph 3.7.)	
<b>4</b>	training	completed other training or has extensive experience which can be equated to the training requirement	
<b>5</b>	other mandatory requirements (not specified above) in the AFMAN 36-2105 specialty description	provided justification	AFCFM (see paragraph 3.7.) <b>EXCEPTION:</b> AFSC 71SX (see note 2).  HQ AFPC/ DPPAC (see notes 3, 4, and 5).

**NOTES:**

1. The MPF will ensure the requester states reasons why the waiver is warranted and include appropriate supporting documentation (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying the request).
2. Approval authority for AFSC 71SX is HQ AFOSI/CC.
3. If a waiver is requested for physical reasons, forward only those recommended for approval by base medical authority.
4. A copy of the waiver decision is forwarded to the AFCFM.
5. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

**Table 3.2. Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel (see paragraph 3.7.).**

R U L E	A	B
	<b>If the enlisted airman's waiver is for (see note 1)</b>	<b>then approval authority is (see note 2)</b>
1	mandatory training as listed in the specialty description	AFCFM (see notes 3 and 7).
2	experience (including input AFSC for an AFSC or prefix in AFMAN 36-2108) (see note 10)	
3	mandatory education as listed in the specialty description	
4	CDC	
5	CDC qualification after twice failing an end of course test	wing commander or equivalent (see notes 4 and 8). <b>EXCEPTION:</b> AFSC 3E7XX waiver authority is AFCFM.
6	other mandatory requirements (not specified above) in the specialty description or Other Mandatory Entry Requirements listed in the Enlisted Classification Directory; or any of the above, when a MAJCOM technical evaluation is not available	HQ AFPC/DPPAC (see notes 5, 6, and 9).

**NOTES:**

1. MPF will ensure individual requesting the waiver includes the rationale, using official memorandum format, why the waiver is warranted and includes supporting documentation, (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying request).
2. Follow the processing guidelines established in paragraphs 3.7.5.
3. Before approving training waivers on personnel with approved retraining class quotas, coordinate with HQ AFPC/DPPAE.
4. Prior to processing a waiver request, commanders must ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable specialty description to identify specific mandatory requirements for the award of the AFSC.
5. If a waiver is requested for physical reasons, forward only those recommended for approval by the base medical authority. Medical waivers for visual acuity, normal depth perception, and color vision will not be entertained.
6. A copy of the waiver decision is forwarded to the AFCFM.
7. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command functional managers for their components. (Applies to enlisted only.)

8. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers must ensure waiver packages are properly documented and recommendations well justified.
9. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

3.7.5. **Processing Waiver Requests.** Use **Table 3.3.** to determine appropriate routing for waiver requests. The individual’s immediate supervisor or commander must decide when a waiver 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. Each level of review has the responsibility to use their best judgment of what is fair and equitable to the individual, and what is in the best interest of the Air Force. Return or disapprove cases lacking sufficient justification to warrant consideration.

**NOTE:** There are no provisions to award additional AFSCs to enlisted personnel solely to show future, potential, or possible utilization. Return such requests to individual without further action and advise individual that if they wish to pursue utilization in another specialty to apply for formal retraining.

Table 3.3. Procedures for Processing All Classification Waiver Requests.

If the individual requests a waiver, then the (see note 1)	of organization	must:
Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force memorandum format, include rationale and attach documentation to support request. If request is not appropriate, document why and return to individual.
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 MPF, Personnel Employment. If request is not substantiated and documented, disapprove and return to individual's supervisor with rationale for disapproval.
Military Personnel Flight	MPF, Personnel Employment	evaluate the request and coordinate with the Base Education and Training Manager, and provide the MPF Commander a coordinated recommendation. If there is a disagreement between Personnel Employment and the Training Manager, both will provide the MPF Commander rationale to support their position. Return disapproved request to the individual's commander.
	Base Education and Training Manager	evaluate request and identify any deficiencies in the training or the request and provide Personnel Employment a recommendation. If there is disagreement with Personnel Employment's recommendation, the Training Manager will provide detailed rationale for recommendation to the MPF Commander.
Military Personnel Flight	MPF Commander	evaluate request with recommendations from Personnel Employment and the Base Training Manager. Only forward those requests that are recommended for approval to the MAJCOM. In cases where there is disagreement between Personnel Employment and the Base Training Manager, make your determination and forward those cases you recommend for approval to the MAJCOM. If disapproving, return request to Personnel Employment with rationale. <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. <i>See NOTE 3.</i>

If the individual requests a waiver, then the (see note 1)	of organization	must:
MAJCOM	Classification Representative	evaluate request. Coordinate recommendation with the MAJCOM Training Manager and the MAJCOM Functional Manager. Forward coordinated requests recommending approval, along with your recommendation, to the applicable approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the MPF for disposition. If a coordinated recommendation cannot be reached, include each office's recommendation and rationale along with complete package and forward to the approval authority. See <i>NOTE 2.</i>
	Training Manager	evaluate request and identify any deficiencies in the training or the request. Provide your recommendation, coordinate recommendation with the MAJCOM Functional Manager (MFM), and forward requests recommended for approval to the applicable approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the MPF for disposition.
Air Force	AFCFM	evaluate request and either approve or disapprove those that are within your approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). Forward all other cases with recommendation to HQ AFPC/DPPAC. Return cases to MAJCOM for disposition and action.
	HQ AFPC/DPPAC	evaluate request and either approve or disapprove. Approved requests will be routed to the appropriate office to consummate action. Disapproved requests will be returned to the appropriate MAJCOM with rationale for disapproval. A courtesy copy of all actions will be provided the appropriate AFCFM.

**NOTES:**

1. All waiver requests must be in official memorandum format.
2. In the event there is no MFM at the MAJCOM to evaluate the request, the MAJCOM Classification Representative will indicate such and send the request with a classification recommendation to HQ AFPC/DPPAC.
3. Requests to waive mandatory training, education, or CDCs should be forwarded through the MAJCOM Training Manager.



### 3.8. Converting to New or Revised AFSs:

3.8.1. Establishing new AFSs or revising existing ones usually requires changes to manning documents and training courses and reevaluating individual qualifications. Conversion instructions for such changes will be published in the change summary and conversion instruction guides with each update to either the Officer Classification Directory or Enlisted Classification Directory. Guides will indicate what action is required for MPF, AFPC, and Manpower.

3.8.2. If a review and evaluation is required, it must be accomplished as a preconversion action to ensure award of AFSCs concurrent with the AFSC conversion effective date (see **Chapter 6** of this instruction, the appropriate Change Summary and Conversion Instruction Guide, and AFSCM 36-699, Volume I, for detailed conversion instructions). In those few cases where conversion actions are not completed by the conversion effective date, MPFs are authorized to award AFSCs based on conversion instructions for 30 days after the effective date. MAJCOM approval is required for conversion actions after expiration of this 30-day grace period. MAJCOM(s) will advise HQ AFPC/DPPAC of any conversion actions that are not completed within 60 days of the conversion effective date.

3.8.3. Conversion to new or revised AFSs will be at a comparable or lower skill level than that held in the AFS from which converted, unless otherwise specified in conversion guide instructions.

3.8.4. During the initial conversion period and for 30 days after the effective date, testing and mandatory training, experience, and education may be waived for awarding new AFSCs unless otherwise specified in conversion guide instructions.

3.8.5. When existing AFSs are revised and new mandatory prerequisites are established, personnel will retain previously awarded AFSCs despite the lack of the newly established prerequisites, unless otherwise specified in conversion guide instruction.

3.8.6. Personnel officers will make sure individuals are classified in agreement with conversion guide instructions. They will use technically qualified personnel to assist in the conversion process.

**3.9. Changes in Mission, Weapon System, or Equipment.** A change in basic mission, weapon system, or equipment may require changes to authorized AFSCs and reevaluation of training and individual qualifications. Conversion instructions for airmen affected by the change are developed by the local functional manager for the specialty in coordination with the MFM for the AFSC, the AFCFM, HQ AFPC/DPPAE, and HQ AFPC/DPPAC.

3.9.1. Conversion instructions will identify training requirements and skill level determination procedures for accomplishing the conversion.

3.9.2. MPFs, with the help of the functional representative, will determine appropriate DAFSC, CAFSC, and awarded AFSCs according to the conversion instructions.

**3.10. Procedures for Using Suffixes.** Suffixes identify positions related to particular equipment or functions within an AFSC.

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

3.10.2. When airmen are being retrained in a different suffix of an AFSC, the individual's CAFSC is designated at the 1-skill level for the AFSC being retrained into.

3.10.3. Award of higher skill levels (enlisted personnel) or qualified level (officer) is contingent on meeting the specialty qualifications outlined in paragraph 3 of the appropriate specialty description contained in the classification directory.

3.10.4. Individuals awarded AFSCs authorized for use without shreds are considered proficient in the basic AFSC and may be used in either the shred or the basic AFSC. **EXAMPLE:** An individual's PAFSC is 1C551D. Because this AFSC is authorized to be used without the shred, the individual is considered qualified to work in either AFSC 1C551 or 1C551D.

3.10.5. AFSCs authorized for use without shreds are identified in the Officer Classification Directory and the Enlisted Classification Directory. They are also highlighted by a (+) preceding the AFSC number on, the *Officer Classification Structure Chart* contained in the Officer Classification Directory and by an (\*) on the *Enlisted Classification Structure Chart*, contained in the Enlisted Classification Directory.

**3.11. Procedures for Using Prefixes.** Prefixes are authorized for use with AFSCs when there is a need to identify an ability or skill not restricted to a single utilization field or career field. A prefix used with the appropriate AFSC identifies manning document position requirements and individuals qualified to perform duty in the position.

3.11.1. More than one prefix to the same specialty is authorized (for example, PAFSC T3S071 and 2AFSC W3S071). However, do not award multiple prefixes to the same AFSC if it results in deleting another AFSC qualification.

3.11.2. Prefix award is managed using the guidance contained in attachment 2 of AFMANs 36-2105 or 36-2108.

3.11.3. Prefix withdrawal is managed using the same guidance as AFSC withdrawal. 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 AFSC is retained. If an AFSC is withdrawn, the prefix associated with the AFSC is also withdrawn.

**3.12. Classifying Patients.** Use RI 93P0 as the DAFSC for officer patients and RI 9P000 for the DAFSC of airmen patients hospitalized or expected to be hospitalized 90 days or more. Normally, airmen will retain their PAFSC and other awarded AFSCs. Airman's CAFSC will not be changed as a result of patient status.

**3.13. Managing Special Experience Identifiers (SEI):**

3.13.1. SEIs are established to identify special experience and training not otherwise identified within the PDS. SEIs compliment the assignment process, but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, SDIs, RIs, personnel processing codes, or professional specialty course codes. They are established when identifying experience or training is critical to the job and person assignment match, and no other 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.

3.13.2. Responsibilities. SEIs can be tied to the assignment process on an exception basis when specific experience requirements are justified for specific situations. As such, AFCFMs, commanders,

supervisors, AFPC assignment managers, and AFPC classification personnel share responsibility for overall management of the SEI program.

3.13.2.1. HQ AFPC/DPPAC establishes, revises, and deletes SEIs when requested by the AFCFM or assignment managers. Additionally, the AFCFM is responsible for periodically reviewing established SEIs to determine validity and usefulness (see **Chapter 4** and the Officer or Enlisted Classification Directory for additional SEI information).

3.13.2.2. Commanders and supervisors report an individual's qualification for award of SEIs to Personnel Employment according to AFCSM 36-699, Volume 1.

3.13.2.3. Functional managers, with the help of manpower, review authorizations to determine if positions are coded with the appropriate SEI or should be coded with an SEI. They review duty positions to determine if the job will provide the incumbent with the special experience that the SEI denotes. A key element to the success of the SEI program is to identify the appropriate positions and then ensure the SEI is designated to the individual assigned to the position.

3.13.2.4. HQ AFPC assignment managers use SEIs, when appropriate, in the assignment process. Without a pool of qualified resources, an assignment match will not occur. As such, assignment managers have the authority to award SEIs when it can be determined that an individual has met the SEI experience or qualification criteria. They also have authority to withdraw SEIs when it can be determined that the SEI was erroneously awarded. The sole purpose of this authority is to ensure the reliability of the SEI program in the assignment process.

3.13.2.4.1. Active duty officers (Lt Col and below) may request award or withdrawal of SEIs through their local MPF. Personnel Employment forwards requests for SEIs to assignment managers as listed below:

3.13.2.4.1.1. Line Officers, Promotion Category A: HQ AFPC/DPAO, 550 C Street West, Suite 31, Randolph AFB TX 78150-4733, and HQ AFPC/DPAS, 550 C Street West, Suite 33, Randolph AFB TX 78150-4735.

3.13.2.4.1.2. Medical Service Officers, AFSCs 4XXX: HQ AFPC/DPAMF, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

3.13.2.4.1.3. Legal Officers, AFSCs 51XX: HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington DC 20330-1420.

3.13.2.4.1.4. Chaplains, AFSCs 52XX: HQ USAF/HC, 112 Luke Avenue, Bolling AFB DC 20332-5113.

3.13.3. Personnel Employment may award and withdraw SEIs for active duty colonels and colonel selectees according to SEI criteria specified in AFMAN 36-2105.

3.13.3.1. Airman SEIs. Personnel Employment will:

3.13.3.1.1. Update or request airman SEI actions. The MPF Commander or designated representative is the approving authority for awarding SEIs unless otherwise specified in AFMAN 36-2108.

3.13.3.1.2. Monitor incoming and locally initiated assignment actions and consider special experience and training in determining an individual's duty position.

3.13.3.1.3. Award SEIs during in-processing, classification interviews, or when determined appropriate by an individual's supervisor or commander.

3.13.4. Unit CSS designates a CAFSC SEI for enlisted personnel assigned to positions identified with an SEI or to positions where special experience represented by an SEI would be gained. The Officer and Enlisted Classification Directories contain the complete list of authorized SEIs and include designation criteria and authorized AFSC combinations. Unit CSS will award the SEI to the appropriate AFSC after the member meets experience and training requirements outlined in the Enlisted Classification Directory. **NOTE:** Individuals assigned to SEI positions will either possess the necessary experience or be able to gain the necessary experience with training and time spent in the position.

3.13.4.1. Withdraw an enlisted Airman's SEI only when the AFSC it is connected to is withdrawn or when an SEI is deleted from the Enlisted Classification Directory.

3.13.4.2. Forward active duty enlisted Airman SEI withdrawal requests with attached justification to the HQ AFPC assignment manager (AFSLMO/CG for chief master sergeants). Include the name, grade, office symbol, and phone number of the local manager recommending withdrawal. **NOTE:** If functional expertise is not available locally, then forward the request through the MAJCOM functional manager to the HQ AFPC assignment manager (AFSLMO/CG for chief master sergeants).

3.13.5. If the SEI area in PDS is full, consider the following factors in evaluating which SEIs to retain in the PDS:

3.13.5.1. Retain experience on modern equipment or systems versus experience on obsolete equipment or systems (functional managers determine equipment currency).

3.13.5.2. Retain SEIs based on extensive experience and training versus SEIs with minimum experience.

3.13.5.3. Withdraw an airman's SEI only when the AFSC it's connected to is withdrawn or when an SEI is deleted from AFMAN 36-2108.

3.13.5.4. Forward active duty airman SEI withdrawal requests with attached justification to the HQ AFPC assignment manager (DPAC for chief master sergeants). Include the name, grade, office symbol, and phone number of the local manager recommending withdrawal. **NOTE:** If functional expertise is not available locally, then forward the request through the MAJCOM functional manager to the HQ AFPC assignment manager (DPAC for chief master sergeants).

3.13.6. MAJCOM and FOA staffs may code appropriate "no name allocations" with desired SEI requirements when specific circumstances warrant SEI matches. These actions will be pre-coordinated with the AFPC assignment OPR.

3.13.6.1. Code SEI positions on the manpower files.

3.13.6.2. Assign individuals with desired SEIs to matching positions.

**3.14. Classifying General Officers.** Reporting Identifier (RI) 90G0 is the primary and duty AFSC of all general officers. Award it upon selection for promotion to brigadier general and withdraw all other awarded AFSCs. RI 90G0 award notification is provided according to the procedures outlined in AFCSM 36-699, Volume 1. Classification procedures contained elsewhere in this Air Force Instruction do not apply to general officers.

**3.15. Awarding Air Force Specialty Codes (AFSC) to Officers.** Use specialty description qualifications in the Officer Classification Directory and this instruction to award or change AFSCs. An officer must meet the mandatory entry requirements for award of AFSCs or SDIs or RIs. Paragraph 3 of the specialty description contains mandatory and desirable entry, award, and upgrade criteria. Officers will not normally be awarded an entry level AFSC unless assignment in the specialty is projected. Personnel Employment is the approval authority unless otherwise stated in [Table 3.4.](#) or [Table 3.5.](#) Designate other AFSCs according to paragraphs [3.1.](#) and [3.2.](#)

**3.16. Awarding Intermediate or Qualified AFSCs.** Approval authority is the unit commander, unless otherwise specified in [Table 3.4.](#) and [Table 3.5.](#) Personnel Employment monitors the eligibility of officers for upgrade to intermediate, if applicable, or to a qualified AFSC. Establish a six-month upgrade suspense date when no minimum experience is shown in the specialty description in the Officer Classification Directory. Use this date strictly to monitor the award action. It isn't a minimum experience requirement, it is simply a monitoring tool. See paragraphs [3.17.](#) and [3.18.](#) for commanders' upgrade and award actions. **NOTE:** Don't suspense officers possessing the intermediate level for award of the qualified level--there are sufficient controls in the unit to ensure timely upgrade of these officers.

3.16.1. Use the officer upgrade RIPs to notify commanders or supervisors when officers have met necessary experience requirements.

3.16.2. Commanders or supervisors review an officer's qualifications for upgrade and return annotated RIPs to Personnel Employment. If an officer isn't qualified for upgrade, the commander or supervisor will advise the Personnel Employment to establish a new suspense date. The new suspense date should represent the commander's or supervisor's estimate as to when the individual will be ready for upgrade.

**3.17. Classifying Commanders.** A variety of AFSCs, SDIs, and RIs are available to identify commander requirements. Use the Officer Classification Directory to determine which identifier is appropriate. Personnel selected for commander positions (AFSCs, SDIs, or RIs such as XXC0 and RI 91W0) are considered qualified upon assignment to the position. Because commander specialties encompass command, direction, planning and staff supervision, and cut across career fields of diverse functions and activities, they are only awarded to officers who are assigned to valid commander or deputy commander positions. Generally, these specialties cross functional areas and are inherently broad in scope. They carry a high level of responsibility and extreme care must be exercised in their award. As such, they are not awarded to show potential qualification.

**3.18. Using the Commander Prefix.** Use prefix "C" to identify functional commander positions below group level. It is only authorized to be used with the 3-skill level and cannot be used with the 4-skill level. **NOTE:** The 4-skill level does not denote additional qualification. It is used solely to identify staff positions above wing level. 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 Officer Classification Directory.

3.18.1. If the officer has not been previously awarded the prefix, update the suspense for award 12 months from date assigned to a commander position. The automatic suspense routine will generate a report on individual person (RIP) to the individual's commander.

3.18.2. Do not use the C prefix for specialties specifically established to identify commander functions as denoted by the term "commander" in the specialty title (for **EXAMPLE:** SDIs 80C0, Commander, Cadet Squadron, USAFA and 81C0, Training Commander, OTS; RIs 91C0, Commander; 91W0, Wing Commander; and AFSCs 10C0, Operations Commander; 20C0, Logistics Commander; 30C0, Support Commander; and 40C0, Medical Commander). **EXCEPTION:** AFSC 60C0, Program Director. Although the term commander is not in the specialty title, do not use prefix "C" with AFSC 60C0.

**NOTE:** See C Prefix definition in the prefix listing contained in the Officer Classification Directory for a complete listing of AFSCs **not** authorized for use with the prefix.

**3.19. Awarding Medical Utilization Field AFSCs (4XXX).** Award medical AFSCs only to officers designated as members of the Medical Service, USAF, according to Title 10, United States Code (U.S.C.), Section 8067(a) through (f). A medical officer may not possess AFSCs in other than the 4XXX series, unless approved by HQ AFPC/DPAM, Division of Medical Service Officer Management.

**3.20. Awarding Chaplain Utilization Field AFSCs (52RX).** Award and assign 52RX only to officers who are accepted for service as chaplains, who possess ecclesiastical endorsements listed in DoD Directive 1304.19, and who are acceptable to HQ USAF/HC, Chief of Air Force Chaplains.

**3.21. Awarding Legal Utilization Field AFSCs (51JX).** Don't award legal AFSCs based solely on attaining a law degree. Use the entry level for officers who have met all of the specialty description mandatory requirements except admittance to the bar and designated as a judge advocate according to Title 10, U.S.C., Section 8067 (g). Award the qualified AFSC to those officers who have met all mandatory requirements according to the Officer Classification Directory.

**3.22. Rated Officers. Loss of Aircraft Qualification.** Rated officer placed in an inactive aviation service code (flying status codes J, K, L, P, S, or T) retain their awarded AFSC at the qualified or staff level. There is no requirement to downgrade AFSC as a result of these circumstances. Awarded AFSCs, regardless if its the PAFSC, 2AFSC, or 3AFSC, should reflect the highest previously held qualification level.

**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. Don't delete military specialties recorded by other departments from their records.

**3.24. Competitive Category Transfers.** Requests to transfer an officer to a different competitive category will be accomplished according to AFI 36-2106, *Competitive Category Transfers*.

**3.25. Awarding the International Affairs (16FXX) Specialty.** Officers cross-flowing into or returning to International Affairs (16XXX) will maintain their PAFSC in a functional area. The 16XXX will only be designated as either the 2AFSC or 3AFSC denoting best area or language qualifications. Once awarded, the AFSC will be retained as a 2AFSC or 3AFSC throughout the officer's career.

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

3.25.1.1. Initial classification (see [Chapter 1](#)).

3.25.1.2. Skill level upgrade (see [Table 3.7.](#)).

3.25.1.3. AFSC downgrade or withdrawal (see [Chapter 4](#)).

3.25.1.4. AFSC conversions (see Change Summary and Conversion Instructions Guides; semiannual revisions to the Enlisted Classification Directory).

3.25.1.5. Retraining (see AFI 36-2626 for active duty and AFMAN 36-8001 for Reservists).

3.25.1.6. Awarding helper-level AFSCs to Air National Guard and United States Air Force Reserve enlisted personnel based on civilian experience (see [Chapter 5](#)).

3.25.2. AFCFMs can reinstate an AFSC when the original reason for withdrawal is no longer valid (see paragraph [3.6.](#)).

**3.25.3. Additional AFSCs will not be awarded solely to show future, potential, or possible utilization.**

3.25.4. Restrict award of the 7-skill level to SSgts through MSgts. Restrict award of the 9-skill level to SMSgts. Restrict award of the Chief Enlisted Manager (CEM) code to Chiefs and Chief selects. Use [Table 3.8.](#) for authorizing manpower positions.

**NOTE:** AFSCs will only be awarded through the methods cited in paragraph [3.25](#). Personnel Employment will return requests that do not conform to this paragraph to the originator.

**3.26.** Awarding AFSCs in Enlisted Career Fields. Award or change AFSCs based on specialty standards in the Enlisted Classification Directory and this instruction.

**3.27. Strength Aptitude.** Mandatory strength standards for entry into all enlisted career fields are shown in the Enlisted Classification Directory. Individual strength aptitude codes are recorded on Standard Form (SF) 88, **Report of Medical Examination**, during pre-enlistment physicals. The Air Force Liaison NCO (LNCO) assigned to the MEPCOM conducts the strength test as part of the counseling and classification process. An instructional video is available to demonstrate the proper way to perform Strength Aptitude Test (SAT). Testing procedures for active duty retrainees are outlined in a SAT Program Guidance Message (PGM) and video. USAFR and ANG retrainees are processed according to Air Reserve Forces directives.

3.27.1. Active Duty CMSgts and CMSgt selectees who are approved by AFPC Chiefs Group Assignments Division (DPAC) to cross flow into other than an awarded CEM code may bypass normal lower skill level qualification. **NOTE:** ANG and AFRC CMSgts cross flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to ANG/DPF for ANG personnel and AFRC/DPMF for AFRC personnel. ANG/DPF or AFRC/DPMF will review for completeness and coordinate with ANG or AFRC functional and training managers before approving or disapproving.

3.27.2. While some training may be required, the managerial talents of this resource group should not be wasted through routine and unnecessary training efforts. CEM codes are awarded using [Table 3.7.](#), rule 6.

**3.28. Classifying Students.** Retain a student's awarded AFSC except as indicated in paragraph [2.2.3](#). For classifying student officers refer to [Table 3.6](#).

3.28.1. Active Duty CMSgts and CMSgt selectees who are approved by AFSLMO/CG, Chiefs Group Assignments to cross-flow into other than an awarded CEM code may bypass normal lower skill level qualification. **NOTE:** ANG and AFRC CMSgts cross-flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to ANG/DPF for ANG personnel and AFRC/DPT for AFRC personnel. ANG/DPF or AFRC/DPT will review for completeness and coordinate with ANG or AFRC functional managers before approving or disapproving.

**3.29. Classifying Chapel Management Personnel Except USAFR Airmen.** The 37th Training Wing, Lackland AFB TX, using policies established by HQ USAF/HC, makes initial entry of NPS into chapel management (AFSC 5R0X1). The Installation Staff Chaplain and Chief of Chapel Support Activities interviews retrainees into this AFSC, then forwards recommendations to the command chaplain for review.

**3.30. Classifying Instrumentalists.** The Air Force Military Training Center classifies initial enlistees into AFSCs 3N1X1 and 3N2X1 using AFI 36-2002, *Regular Air Force and Special Category Accessions* and AFI 35-203, *Band Program*.

3.30.1. Band commanders may award any suffix 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 35-203.

3.30.2. USAF Band and Air Force Academy Band commanders, in coordination with SAF/PAC, may award AFSC 3N251.

**3.31. Classification Interviews and Audits:**

3.31.1. Personnel specialists, 5-skill level or higher, with classification experience, conduct classification interviews or audits during in-processing and when an airman receives an assignment in an AFSC other than their CAFSC.

3.31.2. Interviewers or auditors will:

3.31.2.1. Evaluate accuracy and currency of the AFSC data in the PDS. Ensure a source document exists for each awarded AFSC, RI, or SDI and verify accuracy of awarded skill level.

3.31.2.2. Downgrade or withdraw AFSCs according to paragraph [4.1](#).

3.31.2.3. Provide classification counseling.

3.31.2.4. Determine whether designated SEIs are accurate.

**3.32. Using Feeder AFSCs.** When airmen progress to the 5-, 7-, or 9-skill level AFSC or CEM code in which two or more AFSCs merge, retain the feeder AFSC (the AFSC from which they progressed) as an awarded AFSC. Retain only the feeder AFSC immediately preceding the member's highest awarded AFSC. **EXAMPLE:** PAFSC 1N390, 2AFSC 1N371B would be retained as a feeder AFSC. When the individual is promoted to Chief and is designated with CEM 1N200, 2AFSC 1N390 will be awarded to denote individual's technical qualifications. AFSC 1N371B would be withdrawn.

3.32.1. AFSCs shredded at the 3-skill level and combined at the 5-skill level are used to facilitate the first duty assignment. Therefore, delete the feeder 3-skill level AFSC when upgrading the individual to the 5-skill level.



**3.33. Determining CAFSC.** HQ AFPC/DPAA (Airman Assignment Division) manages CAFSCs.

3.33.1. The CAFSC is initially based on the AFSC into which the airman is classified at the time of enlistment or during basic training. (See [Table 2.1.](#)) It will be identical to the highest awarded AFSC or CEM code in the ladder in which the airman is being used or trained with the following restrictions:

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

3.33.1.1.1. 3-skill level for AB through A1C.

3.33.1.1.2. 5-skill level for SrA and SSgt.

3.33.1.1.3. 7-skill level for TSgts and MSgts.

3.33.1.1.4. 9-skill level for SMSgts.

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

3.33.1.2.1. 3-skill level for AB through SSgt.

3.33.1.2.2. 7-skill level for TSgts and MSgts.

3.33.1.2.3. 9-skill level for SMSgts.

3.33.1.3. The CAFSC for Chiefs and Chief selectees is the CEM code of the career ladder in which assigned.

3.33.2. Although base level can change the CAFSC, changes other than initial, retraining, normal skill-level upgrade, and Special Duty Identifier (SDI) actions are reviewed for propriety by both the gaining and losing AFPC assignment managers. Base level changes of CAFSC can be disapproved based on the overall Air Force resource need.

**3.34. Use Outside of CAFSC.** Local emergencies or overages may be the basis for an airman's prolonged assignment outside of the normal career progression pattern. However, to negate any career regression, assignments should be rotated between all airmen in the same CAFSC.

3.34.1. Personnel Employment may:

3.34.1.1. Authorize using airmen through SMSgt outside their CAFSC up to 130 days in any 12-month period.

3.34.1.2. Authorize using CMSgts and Chief selectees outside their CAFSC up to 180 days in a 12-month period.

3.34.2. Although base level can change the CAFSC, changes other than initial, retraining, normal skill-level upgrade, and Special Duty Identifier (SDI) actions are reviewed for propriety by both the gaining and losing AFPC assignment managers. Base level changes of CAFSC can be disapproved based on the overall Air Force resource need. **NOTE:** Individuals with more than one awarded AFSC can be used based on the needs of the Air Force. The date the CAFSC is changed is based on how that change is affected. If an individual is PCA'd locally, the effective date of the CAFSC is the date assigned to the position. If an individual is PCS'd to another base, the effective date of the CAFSC is the date departed last duty station.

3.34.3. Don't use an airman out of their CAFSC if they have an assignment limitation code "O" and received an enlistment bonus, a selective reenlistment bonus, or who have broken service, without first requesting a waiver. Send requests for waivers to HQ AFPC/DPAAS, 550 C Street West, Suite 29, Randolph AFB TX 78150-4737.

3.34.4. MAJCOMs may:

3.34.4.1. Approve using airman through SMSgts outside their CAFSC up to 240 days. HQ AFPC assignment managers may approve periods in excess of 240 days.

3.34.4.2. Approve using Chiefs and Chief selectees outside their CAFSC up to 270 days. Forward requests for waivers in excess of 270 day periods to AFSLMO/CG, Chiefs Group Assignments.

3.34.5. Use outside CAFSC doesn't waive requirements to terminate special duty assignment pay (SDAP) when the period of temporary duty exceeds 90 days (see AFI 36-3017, *Special Duty Assignment Pay*).

**Table 3.4. Criteria for Awarding Officer-Rated AFSCs.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the officer serving in the position</b>	<b>then officer is qualified for award of</b>
<b>1</b>	is newly commissioned, and selected for pilot training or is undergoing basic pilot training	RI 92T0.
<b>2</b>	is newly commissioned, and selected for navigator training or undergoing basic navigator training	RI 92T1.
<b>3</b>	is a pilot, but does not meet mandatory specialty qualification for the AFSC, including suffix	entry AFSC (1 level).
<b>4</b>	is a qualified pilot or copilot in the aircraft identified by the suffix, but has not qualified as an aircraft commander	intermediate AFSC (2 level).
<b>5</b>	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).
<b>6</b>	is a navigator, but does not meet mandatory specialty qualifications for the AFSC, including suffix	entry AFSC (1 level).
<b>7</b>	is a navigator 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).
<b>8</b>	is a B-52 navigator but not a B-52 radar navigator	intermediate AFSC (2 level) (see note 1).
<b>9</b>	possesses a rated qualified AFSC (3 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 2).

**NOTES:**

1. Bomber navigators qualified as B-52 radar navigators will possess a 12B3E AFSC. Bomber navigators not qualified as B-52 navigators will possess a 12B2E AFSC.
2. Manpower will not change XXX3X authorizations at wing level and below to XXX4X.

**Table 3.5. Criteria for Awarding Officer AFSCs, SDIs and RIs Other Than Rated AFSCs.**

LINE	A	B
	<b>If the officer meets AFMAN 36-2105 AFSC entry qualifications and</b>	<b>then the officer qualifies for award of an (see note 1)</b>
1	is assigned principal duty in an AFSC and continued assignment is intended, but the officer does not meet mandatory upgrade requirements in specialty description	entry AFSC.
2	possesses significant experience in an AFSC not previously awarded, but is not serving in the AFSC (for example, by performing in an AFSC as additional duty or through civilian experience or education)	entry AFSC. This does not apply to award of commander specialties. (see note 2)
3	is a qualified deputy missile combat crew commander but has not qualified as a missile combat crew commander	intermediate AFSC. (2 level)
4	is currently serving in the AFSC and is demonstrating qualifying proficiency and meets mandatory upgrade requirements	qualified AFSC. (see note 3)
5	is serving in the SDI or RI and meets mandatory AFMAN 36-2105 qualifications	SDI or RI.
6	possesses a qualified AFSC (3 level) and is serving in a staff position (above wing level) in the same AFSC.	staff AFSC. (XXX4) (see note 4)

**NOTES:**

1. Only the Air Force Office of Special Investigations (AFOSI) awards 71SX AFSCs. The Secretary of the Air Force Public Affairs (SAF/PA) awards 35PX AFSCs. The parent MAJCOM commander or the Secretary of the Air Force approves the award of the 60C0 AFSC.
2. Requests for award of additional AFSCs must include a recommendation by an individual possessing the specialty at the qualified level. If technical evaluation is not available at base level, then forward the request to the MAJCOM. If technical evaluation is not available at the MAJCOM, then forward to the AFCFM.
3. Time spent in staff duty positions can be applied to the award of the qualified level (3 or 4 level).
4. Manpower will not change XXX3X authorizations at wing level or below to XXX4X.

**Table 3.6. Classifying Students--Officers.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the officer is</b>	<b>then the officer's duty AFSC will be</b>
<b>1</b>	attending a course of training that leads to the award of a nonrated AFSC	an entry-level AFSC toward which the course trains or a qualified AFSC if already possessed. (see note 1)
<b>2</b>	attending undergraduate flying training (UFT) (see note 2)	RI 92T0 for undergraduate pilot training and 92T1 for specialized undergraduate navigator training.
<b>3</b>	in TDY status while attending a course not leading to the award of a specific AFSC	the duty AFSC indicated by the parent organization.
<b>4</b>	in permanent change of station (PCS) status while attending formal training not leading to the award of a specific AFSC	the same as previous duty AFSC, <b>except</b> rated officers in flying categories other than 2 and 3R. Give these officers a DAFSC in their best qualified rated AFSC if their previous duty was in a nonrated AFSC.
<b>5</b>	in PCS status while attending professional military education (PME)	RI 92S0, except USAFR non-extended active duty (EAD) officers. These officers will have the DAFSC assigned to them at their Reserve unit of assignment.

**NOTES:**

1. Award a primary AFSC, at the entry-level, to officers selected for school when they don't already have an awarded AFSC.
2. On graduation from UFT, award the officer the entry-level primary and duty AFSC for the specific weapons system.

**Table 3.7. Criteria for Awarding Enlisted AFSCs, SDIs, RIs or CEM Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the enlisted Airman</b>	<b>then the enlisted Airman is qualified for award of AFSC, SDI, or CEM code as indicated (See note 7)</b>
<b>1</b>	is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the AFS as listed in the Enlisted Classification Directory	1-skill level. (see note 1)
<b>2</b>	completes an AFSC awarding course listed in the Education and Training Course Announcements (ETCA), or via OJT alone only when specified in the retraining instructions and as approved by the AFCFM or ARC CFM (see notes 2 and 10)	3-skill level.
<b>3</b>	successfully completes mandatory Career Development Courses (CDC), completes all core tasks identified in the Career Field Education and Training Plan (CFETP) and other duty position tasks identified by individual's supervisor, completes 15 months in upgrade training, meets mandatory 5-skill level requirements listed in the specialty description in the Enlisted Classification Directory and CFETP (see note 8)	5-skill level. (see note 3)
<b>4</b>	satisfactorily completes all mandatory 7-skill level training, is a SSgt or above, completes 12 months OJT, meets all mandatory 7-skill level requirements in the specialty description in the Enlisted Classification Directory and is recommended by supervisor (see note 9)	7-skill level. (see notes 3 and 7)
<b>5</b>	is a SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, meets mandatory 9-skill level requirements in the specialty description in the Enlisted Classification Directory, and is recommended by supervisor	9-skill level. (see notes 3 and 7)
<b>6</b>	is a CMSgt or CMSgt select and has 9-skill level feeder AFSC that is normal input source into CEM code (the Enlisted Classification Directory)	CEM code. (see notes 3, 4, and 5)
<b>7</b>	is approved for duty in an SDI or RI	SDI or RI. (see note 6)

**NOTES:**

1. Designate 1-skill level AFSC to identify initial classification or retraining into an AFSC. Remove it when the member is upgraded, disqualified from the AFSC, or retrained into another specialty.
2. Effective date of award is the course completion date or OJT completion date.

3. AFSCs withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the enlisted Airman meets all current mandatory requirements for the award of the withdrawn AFSC.
4. Effective date of award for selectees is the date of release of the selection list.
5. The 9-skill level feeder skill is not required for the award of CEM code to CMSgts assigned or authorized permanent duty by AFSLMO/CG 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 according to [Table 3.9](#).
7. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
8. Individuals in retraining status (TSC "F") must complete a minimum of 6 months in upgrade training (UGT) for TSC "F"; individuals must complete a minimum of 9 months in UGT.
9. Individuals in retraining status (TSC "G") must complete a minimum of 6 months in UGT.
10. Complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all mandatory requirements.

**Table 3.8. 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)						
		A1C	SrA	SSgt	TSgt	MSgt	SMSgt	CMSgt
<b>AFS With 5 Skill</b>								
1	3-skill level	X						
2	5-skill level		X	X				
3	7-skill level				X	X		
4	9-skill level						X	
5	CEM code							X
<b>AFS Without 5 Skill</b>								
6	3-skill level		X	X				
7	7-skill level				X	X		
8	9-skill level						X	
9	CEM code							X
10	SDI or RI	X	X	X	X	X	X	X

**NOTE:** The authorized grade for AFSC 8F000 must be MSgt or higher.

**Table 3.9. Determining the CAFSC for Enlisted Personnel in Training Status.**

R U L E	A	B
	If the enlisted Airman is	then the CAFSC is
1	a basic trainee or performing at a helper level and is entered into training for SDI, RI, or 3-skill level AFSC	an SDI, RI, or a 1-skill level AFSC.
2	entered into retraining or SDI, RI, or AFSC according to Air Force directives	an SDI, RI, or 1-skill level AFSC. (see notes 1, 2, and 3)
3	in normal upgrade training from awarded 3-skill level AFSC	the highest awarded AFSC in career ladder. (see note 4)
4	CMSgt or CMSgt selectee in retraining status	the CEM code of assignment.

**NOTES:**

1. Effective date of change for the CAFSC for unclassified enlisted personnel (RI 9A000, 9A100, or 9U000) is the date of receipt of training or transaction identifier code AA47Q, whichever comes first.
2. CAFSC effective date (for retraining through a formal school {including special duty}) is the date departed current duty station TDY to accomplish required training (either en route to new duty station or when returning to present duty station). If there isn't a PCS or PCA and no formal training, the CAFSC will be changed when assigned duty. **Do not change CAFSC prior to date of departure.**
3. Individuals returned to previous duty station following completion of training and worked in their previous AFSC will be reported as working duty out of control. The duty AFSC will match the position the individual is assigned to, but the CAFSC will remain the new AFSC.
4. Skill restrictions of paragraph 3.32. apply.



**Table 3.10. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

R U L E	A	B
		<b>If the enlisted Airman</b>
1	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see notes 1, 2, 3, and 4)
2	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see notes 1, 2, and 4)
3	is a prisoner, not dropped from role, and is in confinement (not to be used for pretrial status)	RI 9J000. (see notes 1, 5, and 6)
4	is selected as an officer trainee	RI 9T100 effective on class start date.
5	has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC or is on leave awaiting appellate review (duty status code 52)	RI, 9A000, 9A100, or 9A200 effective the date of withdrawal of the RI, SDI, or awarded AFSC. (see note 3)
6	has been determined ineligible for duty in an awarded AFSC at current duty location, and has been approved for retraining as surplus enlisted Airman by HQ AFPC/DPAA	RI 9U000, effective date approved by HQ AFPC/DPAA.

**NOTES:**

1. See note 2, [Table 3.7](#).
2. AFI 36-8001, *Air Force Reserve Education and Training*, contains policies and procedures for change in unit of assignment for USAFR.
3. If a recruiter, military training instructor, or first sergeant is relieved from duty for cause, then the CAFSC is changed effective the date the individual is relieved from duty.
4. Skill level restrictions reflected in paragraph [3.33](#) apply.
5. Only use RI 9J000 upon confinement as a result of courts martial or when confined as the result of conviction by a US state or federal court or foreign civil court. Don't use it for personnel in pretrial status.
6. HQ AFPC/DPAAD1 will update the CAFSC to RI 9J000 when they receive orders that directs convicted or court-martialed individual(s) to enter civil or military confinement under the administrative control of the Air Force Correction System at HQ AFSCF/SFCI, Lackland AFB TX. Military confinement may be at the USDB, Ft Leavenworth KS; NAVCONBRIG, Charleston SC; Miramar NAVCONBRIG, San Diego CA; Ft Lewis WA; Ft Sill OK; Ft Knox KY; Navy Brig, Norfolk VA; Quantico Marine Brig; or other regional confinement facilities as directed by the Chief, Correction Division, AFSFC/SFC.

## Chapter 4

### DOWNGRADING AND WITHDRAWING AFSC PROCEDURES

**4.1. Downgrading AFSCs or Withdrawing Awarded AFSCs, CEMs, SDIs, or RIs.** Personnel Employment monitors the downgrade of AFSCs or the withdrawal of AFSCs, CEMs, SDIs, and RIs codes and processes appropriate forms and actions according to AFCSM 36-699 Volume 1. Unit Commander is the approval authority unless otherwise noted. Commanders must review conditions in paragraphs [4.1.1.](#) through [4.1.12.](#) to determine when to downgrade AFSCs or to withdraw an awarded AFSC, SDI, RI, or CEM. Personnel Employment will ensure downgraded AFSCs match grade and skill-level authorizations in [Table 3.8.](#) Commanders and supervisors considering downgrade or withdrawal recommendations must carefully evaluate all the facts before proceeding. Downgrading or withdrawing an AFSC, SDI, RI, or CEM will not be used as an alternative to more appropriate disciplinary or quality force action. Conversely, punitive action will not be taken against an individual solely because of their failure to remain qualified in an AFSC, SDI, RI, or CEM. However, the cause for downgrade or withdrawal may require administrative action.

4.1.1. Downgrading or Withdrawing as an Exception to Procedures. When none of the provisions outlined in this chapter apply and the commander stills believes an AFSC downgrade or withdrawal is appropriate, forward all pertinent data to the parent MAJCOM as an exception to procedures. The MAJCOM/DP (or designated representative in the MAJCOM classification office) is the approval authority.

**NOTE:** A copy of all approved cases will be forwarded to HQ AFPC/DPPAC (USAF Classification). For Selective Reenlistment Bonus (SRB) skill withdrawal, commanders must review and consider termination and recoument action according to AFI 36-2606, *Reenlistment in the United States Air Force.*

4.1.2. Lack of Recent Performance (Downgrade or Withdrawal):

4.1.2.1. Officer--Withdrawal.

4.1.2.1.1. Do not withdraw an awarded AFSC for at least 3 years after the date that duty was last performed.

4.1.2.1.2. Do not withdraw an awarded AFSC based on extensive formal training (20 weeks or longer) for at least 5 years after the date that duty was last performed.

4.1.2.1.3. Unit CSS will only withdraw awarded AFSCs when requested by the officer.

4.1.2.2. Enlisted--Downgrade. Unit CSS downgrades AFSCs using [Table 4.1.](#)

4.1.2.3. Airman--Withdrawal.

4.1.2.3.1. AFSCs are withdrawn after 2 additional years of non-performance when downgraded using [Table 4.1.](#) (see [Table 3.10.](#) to determine CAFSC).

4.1.2.3.2. SDIs or RIs are withdrawn after 8 consecutive years of nonperformance in that SDI or RI.

4.1.2.3.3. If downgrade action based on consecutive nonperformance in the specialty was not accomplished as outlined in [Table 4.1.](#), AFSCs awarded at the 7- or 9-skill level are withdrawn after 8 years, and 5-skill levels (3-skill levels, if no 5-skill level exists in the ladder) are withdrawn after 6 years, 3-skill levels are withdrawn after 2 years.

**NOTE:** Time spent in a TDY status (contingency or other) in an AFSC, SDI, or RI other than CAFSC counts as time performing in the specialty. **EXAMPLE:** Individual's PAFSC, CAFSC, and DAFSC is 3S1X1 and is selected for a TDY assignment in SDI 8M000. 8M000 would not be withdrawn for 8 years following the return date of the TDY.

4.1.2.3.4. Personnel Employment or the Unit CSS may reaward AFSCs withdrawn under this provision at the 3-skill level, if a technical advisor proficient in the AFSC provides written certification of the member's proficiency and the member meets mandatory entry and award specialty requirements as listed in the Enlisted Classification Directory. Upgrade to the highest previously held skill level only requires qualification training and duty position certification by the supervisor.

4.1.2.3.5. Lack of recent performance does not apply to feeder AFSCs (see paragraph 3.32.).

**NOTE:** Time spent in a TDY status (contingency or other) in an AFSC, SDI or RI other than CAFSC counts as time performing in the specialty. **EXAMPLE:** Individual's PAFSC, CAFSC, and DAFSC is 3S1X1 and is selected for a TDY assignment in SDI 8M000. 8M000 would not be withdrawn for 8 years following the return date of the TDY.

**Table 4.1. Downgrading AFSCs for Lack of Recent Performance (see note).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the airman possess an AFSC at the</b>	<b>and the date last performed duty in the AFSC has been</b>	<b>then downgrade the awarded AFSC to</b>
<b>1</b>	5-skill level	4 years	3-skill level.
<b>2</b>	7-skill level	6 years	3-skill level.
<b>3</b>	9 skill level	6 years	3-skill level.

**NOTE:** AFSCs not downgraded using the above table will be withdrawn using paragraph 4.1.2.3.3.

4.1.3. Enlisted Airman Reduced in Grade (Downgrade). Unit CSS will downgrade to the skill level as shown in **Table 4.2.** Restore AFSCs downgraded due to reduction in grade effective upon promotion, provided the enlisted Airman meets all mandatory requirements. Reinstate original effective dates when demotion appeals result in restoration of former grade and original date of rank.

**Table 4.2. Downgrading AFSCs as a Result of Demotion (see note).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the enlisted airman is demoted to</b>	<b>downgrade the CAFSC to</b>	<b>downgrade the PAFSC and other awarded AFSCs (when applicable) to</b>
<b>1</b>	SMSGt	9-skill level	9-skill level.
<b>2</b>	TSgt or MSgt	7-skill level	7-skill level.
<b>3</b>	SSgt	5-skill level	7-skill level.
<b>4</b>	SrA (see note)	5-skill level	5-skill level
<b>5</b>	AB through A1C	3-skill level	5-skill level

**NOTE:** Downgrade the CAFSC and awarded AFSC to 3-skill level for AFSCs without a 5-skill level.

4.1.4. Substandard Performance (Downgrade or Withdrawal). Unit CSS takes withdrawal action when duty performance indicates an officer or enlisted is unable to perform tasks associated with his or her skill level. Review the individual's record for adequate training.

4.1.4.1. Commander Actions. Notify the member by letter that AFSC downgrade or withdrawal will be initiated on an AF Form 2096. Member must concur or nonconcur and sign the form. The commander's notification will include the reasons for the action and advises the member that he or she may submit a rebuttal when interviewed by an evaluation official (EO). The commander will submit the following documentation to Personnel Employment if action is to downgrade or withdraw an AFSC for substandard performance:

4.1.4.1.1. Notification letter signed by unit commander with an AF Form 2096 prepared according to AFCSM 36-699, Volume 1.

4.1.4.1.2. Last two performance reports; or, if the individual hasn't received a performance report, a letter from the member's immediate supervisor assessing past duty performance.

4.1.4.1.3. Supporting training documentation (enlisted only).

4.1.4.1.4. Letters of counseling relative to duty performance.

4.1.4.1.5. Any additional documentation germane to the case.

4.1.4.2. If the commander, supervisor, member, and MPF Commander concur with the AFSC downgrade or withdrawal action, Unit CSS will document and approve the downgrade or withdrawal.

4.1.4.3. When the member or the MPF Commander doesn't concur with the downgrade or withdrawal, the mission support commander will either disapprove the request, if it is considered without merit, or appoint a disinterested EO. The EO must be a field grade officer or senior NCO; senior in grade to the individual being reviewed. The EO cannot be a commander or immediate supervisor. The EO will:

4.1.4.3.1. Read [Chapter 4](#) of this instruction to ensure a thorough understanding of AFSC withdrawal and downgrade procedures.

4.1.4.3.2. Review the case file and the member's Unit Personnel Record Group.

4.1.4.3.3. Get a written evaluation by a technical adviser qualified on the technical aspects of the specialty involved (the technical advisor cannot be the commander or immediate supervisor of the individual).

4.1.4.3.4. Explain the recommended action and counsel the member, advise him or her of the right to submit a written rebuttal that may include statements from people knowledgeable of the member's duty performance, and help the member prepare any written rebuttal. Members who don't want to submit a rebuttal will acknowledge such in writing. Airmen will acknowledge they understand "disqualified airman processing" according to AFI 36-2626. Members will include the acknowledgment letter as part of the case file.

4.1.4.3.4.1. Prepare a written summary and recommendation and include it in the case file, then forward the case file to the mission support commander for his or her recommendation. Finally, the EO forwards the case file to the parent MAJCOM DP (or designated representative in the MAJCOM classification office) for final review and approval or disapproval. If technical evaluation isn't available at the MAJCOM, then forward the case to the AFCFM for a decision.

4.1.4.3.4.2. Forward action within 30 days to MAJCOM or AFCFM. If action at base level takes more than 30 days to complete, then include an explanation in the case file.

4.1.5. Certifying and Withdrawing Certification for Air Force Office of Special Investigations (AFOSI) (Withdrawal).

4.1.5.1. The AFOSI commander is solely responsible for certifying and withdrawing certification for personnel in the 71XX and 7SXXX AFSCs.

4.1.5.2. Withdrawing certification requires the withdrawal of the AFSC unless the AFOSI commander grants an exception. Unit CSS will take action to delete 71XX or 7SXXX before reassignment.

4.1.6. Failing to Maintain Mandatory AFSC or SDI or CEM Qualification Standards (Withdrawal).

4.1.6.1. Unit CSS will withdraw the AFSC, SDI or CEM code when an officer or enlisted person fails to maintain the mandatory specialty requirements listed as "other" in the Officer Classification Directory or when an enlisted Airman fails to meet award and retention criteria in specialty descriptions contained in the Enlisted Classification Directory.

4.1.6.2. Don't use failure to meet a mandatory entry requirement as sole basis for AFSC withdrawal after award of an AFSC above the 1-skill level.

4.1.6.3. Withdraw the AFSC or CEM Code if an airman fails to maintain mandatory qualifications listed as retention requirements for the 5-, 7-, or 9-skill level. **EXCEPTION:** An enlistee, with prior service, who has an AFSC awarded according to paragraph 2.3., retains the AFSC pending determination of eligibility for reinstatement of mandatory security clearance if administratively withdrawn (AFI 31-501, *Personnel Security Program Management*).

4.1.7. Withdrawing an AFSC as a Result of Medical Disqualification (Withdrawal). Withdraw an AFSC when an individual is permanently disqualified from performing the duties in the specialty description, or when the medical evaluation reviewing or approving authority recommends retraining

based on a medical defect that permanently prevents the individual from being used in the awarded AFSC (AFI 48-123, *Medical Examination and Standards*).

4.1.7.1. A change of the physical profile alone doesn't disqualify a member for continued duty in the career field. Consider other factors (such as recorded evaluation of duty performance, extent to which physical restriction would affect duty performance, etc.) in determining whether the physical limitations preclude the member from performing effectively.

4.1.7.2. The medical evaluation board (MEB) reviewing and approval authority will provide the MPF Commander an AF Form 422, **Physical Profile Serial Report**, including comments clearly defining the scope of the medical problem. Complete the AF Form 422 using provisions in AFI 48-123. If retraining is recommended, then the MEB reviewing and approval authority makes recommendations of possible retraining AFSCs from options provided by the Personnel Employment.

#### 4.1.8. Prerequisite AFSC:

4.1.8.1. Officers--Withdrawal. After award of the qualified or intermediate-level AFSC, delete the entry-level officer AFSCs from PDS. After awarding the qualified 3-level aircraft commander, missile combat crew commander, or B-52 radar navigator AFSC, delete the intermediate-level AFSC (2 level) from PDS.

4.1.8.2. Airmen--Withdrawal. When an airman progresses from a skill level to the next higher one in the same career ladder, delete the lower-skill level AFSC from PDS. **EXCEPTION:** When airmen progress to a 5-, 7-, or 9-skill level AFSC or CEM code in which two or more AFSCs combine, retain the feeder AFSC as an awarded AFSC.

4.1.9. Withdrawing or Downgrading an Improperly Awarded AFSC. When discovered, Unit CSS or Personnel Employment will request withdrawal of an improperly awarded AFSC. The request will be in official memorandum format and contain a synopsis of the requested action and will include a recommendation from the individual's supervisor. An assessment by an individual proficient in the specialty will accompany the request. Final approval authority is the HQ AFPC/DPPAC, USAF Classification Development Branch.

#### 4.1.10. Medically Disqualified for Aviation Services.

##### 4.1.10.1. Rated Officers--Withdrawal.

4.1.10.1.1. Rated AFSCs (11XX and 12XX) are retained for 4 years from the medical disqualification date from aviation service. However, duty not involving flying in a rated AFSC requires HQ AFPC/DPAO approval. After 4 years, the rated AFSC is withdrawn unless continued use beyond 4 years is approved by HQ AFPC/DPAO. An AFSC withdrawn under this provision will be reawarded at the appropriate qualification level if the medical defect no longer exists and the individual is returned to active flying status. Approval authority is the Unit CSS but must coordinate and get assignment instructions from HQ AFPC/DPAO.

4.1.10.2. Nonrated Officers--Withdrawal. Withdraw officer nonrated AFSCs requiring qualification for aviation service or parachute duties when permanently medically disqualified.

4.1.10.2.1. Members temporarily disqualified for failure to maintain medical fitness according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings, and Badges* may

retain their AFSCs for 9 months from the date assigned aviation service code 03 (medical disqualification), unless permanently disqualified before the end of 9 months.

4.1.10.2.1.1. **DELETED.**

4.1.10.2.1.2. **DELETED.**

4.1.10.3. Career Enlisted Aviators (CEA)--Withdrawal. Withdraw CEA AFSCs 365 days after medical authority signs AF Form 1042 placing CEA on duty not to include flying (DNIF), or when assigned aviation service code of 03 (medically disqualified), whichever occurs first.

4.1.11. Disqualified for Aviation Service for Other Than Medical Reasons (Withdrawal). When an individual is removed from aviation service for other than physical reasons, Unit CSS will withdraw the rated or aircrew specialties and notify assignment authority. The effective date is based on aeronautical orders received from the flight records office.

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

4.1.12.1. Officers. Withdraw the AFSC when an officer is eliminated from initial technical training, fails to meet proficiency requirements for upgrade to the qualified AFSC, or is disapproved for continued duty in an AFSC. The approval authority is the AFCFM.

4.1.12.2. Airmen:

4.1.12.2.1. If the MAJCOM OJT manager removes an individual from training according to procedures in AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*, then withdraw the AFSC for failure to progress.

4.1.12.2.2. Withdraw the AFSC when an airman is eliminated from an AFSC awarding or formal training course that is mandatory for skill progression and listed as mandatory in AFMAN 36-2108. **NOTE:** See AFI 36-2626, table 2.2, for disposition of retraining formal school eliminees.

4.1.12.2.3. Do not withdraw an AFSC if it will be reinstated at a later date.

**4.2. Officer Disqualification Actions.** An officer disqualified from an AFSC and who does not possess another AFSC will be designated with either 96D0, Officer Not Available for Use in Awarded AFSC for Cause, or 96U0, Unclassified Officer. Unit CSS will report circumstances to the MAJCOM and the losing AFPC assignments team. The assignments team will provide further instructions as necessary. An officer being considered for award for another AFSC must meet the mandatory entry requirements and projected to be assigned or used in the new AFSC.

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

4.3.1. HQ 497 IG/INS is solely responsible for determining and certifying eligibility for access to sensitive compartmented information (SCI).

4.3.2. Security certification standards are established by Director of Central Intelligence.

4.3.3. SCI certification authority will not be delegated.

4.3.4. Withdrawal of SCI certification requires withdrawal of 14NX AFSCs, unless an exception is granted by HQ AFPC/DPPAC on recommendation of the Office of the Assistant Chief of Staff, Intelligence (HQ USAF/IN).

4.3.5. Revocation of an officer's security clearance by HQ 497 IG/INS requires withdrawal of AFSC 14NX, without exception. Approval authority is the MPF, Personnel Employment.

**4.4. Effective Date of Downgrade or Withdrawal Actions:**

4.4.1. In cases where the MPF has approval authority for AFSC withdrawal, the effective date is the date indicated in AF Form 2096, Section II or PC-III generated application.

4.4.2. AFSC disqualification for medical reasons will normally take effect on the date on the AF Form 422.

4.4.3. The effective date for cases requiring AFCFM approval is the date of the approval action.

4.4.4. Withdrawing an airman's PAFSC and designating a new PAFSC are concurrent actions.

4.4.5. If an airman doesn't have an awarded AFSC besides the one withdrawn, then designate RI, 9A000, 9A100, 9A200, or 9A300 as the primary and control AFSC until receipt of the approved retraining application or until the member is separated, retired, or discharged.



**Table 4.3. Procedures for Processing Downgrade and Withdrawal Actions.**

<b>If the downgrade or withdrawal is for:</b>	<b>then the:</b>	<b>must:</b>
Exception to Procedures, paragraph <a href="#">4.1.1.</a> (see note 1)	Commander	forward all pertinent data to Unit CSS to forward to parent MAJCOM with recommendation. MAJCOM/DP (or designated representative in the MAJCOM classification office) is approval authority. MAJCOM/DP evaluates circumstances and accompanying documentation. If supportable, approves request. Disapprovals will be returned to the servicing MPF. MAJCOM/DP function will forward a copy of all approved cases to HQ AFPC/DPPAC.
Lack of Recent Performance, paragraph <a href="#">4.1.2.</a> (see note 2)	Unit CSS	reviews request and completes AF Form 2096 or IMT 2096 to document downgrade or withdrawal action. Unit CSS will only approve substantiated cases where non-performance in the specialty is verified. (see note 3) If request is not substantiated, disapprove and return to individual or unit with rationale.
Substandard Performance, paragraph <a href="#">4.1.4.</a>	Unit CSS	ensure appropriate documentation outlined in paragraph <a href="#">4.1.4.1.1.</a> through <a href="#">4.1.4.1.5.</a> is included. If all coordinating agencies agree, approve the downgrade or withdrawal. If the member does not concur with the action, forward request to the next commander in the chain of command for resolution.
Substandard Performance, paragraph <a href="#">4.1.4.</a>	Commander	either disapprove the request, if considered to be without merit, or appoint a disinterested Evaluation Official (EO) (field grade officer or SNCO, senior in grade to member being reviewed). EO cannot be individual's commander or supervisor.
	EO	Will read <a href="#">Chapter 4</a> and follow procedures outlined in paragraph <a href="#">4.1.4.3.1.</a> through <a href="#">4.1.4.3.4.2.</a>

**NOTES:**

1. Use this provision when none of the other provisions outlined in paragraph [4.1.2.](#) through [4.1.12.](#) apply, and the commander still believes downgrade or withdrawal is appropriate.
2. [Table 4.1.](#) applies.
3. Time spent in a TDY status in the AFSC to be downgraded or withdrawn counts as time performing in the specialty. Member's time starts over from the return date of the TDY.

**Figure 4.1. Sample Statement To Accompany AFSC Withdrawal Case File.**

MEMORANDUM FOR (Grade and Name of the Evaluation Official)

FROM: Office Symbol of Member

SUBJECT: AFSC (Withdrawal or Downgrade) Acknowledgment

This certifies I received a personal interview on (date), by (grade, name, social security number), a duly appointed evaluation official according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*. I was advised of the nature of this action and counseled regarding the case. I am aware of my rights to submit a rebuttal or statement in my behalf and know the evaluation official will help me prepare my response. I hereby state I (do) or (do not) desire to submit a rebuttal or statement concerning the withdrawal of my AFSC. If withdrawn, I understand I may be retrained according to procedures contained in AFI 36-2626, *Airman Retraining Program*.

Signature

Name, Grade, USAF

SSN

## Chapter 5

### AIR RESERVE FORCES PERSONNEL NOT ON EXTENDED ACTIVE DUTY (EAD)

#### 5.1. Classifying Responsibilities:

5.1.1. Air National Guard (ANG). Commanders of Air National Guard units having custody of field personnel records are responsible for classifying ANG personnel.

5.1.2. United States Air Force Reserve (USAFR).

5.1.2.1. Air Force Reserve Command (AFRC). Commanders of Category "A" units having custody of field personnel records are responsible for classifying unit assigned personnel.

5.1.2.2. Commanders of Regular Air Force units or ARPC central managers initiate classification actions for personnel assigned or attached as individual mobilization augmentees according to AFI 36-8001, *Reserve Personnel Participation and Training Procedures*.

5.1.2.3. HQ ARPC authenticates classification actions on reservists assigned as Air Reserve Squadron Reinforcement Designees and Individual Mobilization Augmentees (IMA).

#### 5.2. Classifying Procedures:

5.2.1. Members can qualify for the award of AFSCs while not on active military service by inactive or active duty training, completing formal military courses, civilian experience, or civilian education (see paragraph 3.28. and Table 3.2.).

5.2.2. Gaining commands conduct training for ANG and USAFR personnel (including IMAs) for AFSCs listed in AFMANs 36-2105 and 36-2108 according to the same standards as active force personnel.

5.2.3. When unique operating conditions preclude meeting specialty qualification criteria, ANG or USAFR may supplement this AFI 36-2101, the Officer Classification Directory, and the Enlisted Classification Directory according to AFI 37-160, volume 1. Forward draft supplements through respective ANG or USAFR component headquarters (functional manager and classification and training offices) to HQ AFPC/ DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712.

**5.3. Awarding AFSCs in the Legal Utilization Field (51JX).** Award the qualified-level AFSC to officers assigned to the Judge Advocate General Department of Reserves (JAGDR) and assigned to ready reserve positions.

5.3.1. Members must have:

5.3.1.1. Served on EAD as a judge advocate within the past 4 years.

5.3.1.2. Attended the Judge Advocate General Department's Reserve Training Course within the past 4 years and the Judge Advocate General's Annual Survey within the past 2 years.

5.3.2. Award all others an entry-level legal AFSC.

5.3.3. JAGDR must approve USAFR officers to possess the legal AFSC. Officers awarded a legal AFSC but who don't have a JAGDR appointment and designation will have the AFSC withdrawn and be reclassified.

## Chapter 6

### AIR FORCE CLASSIFICATION DIRECTORIES (OFFICER AND ENLISTED)

#### 6.1. Using The Air Force Officer and Enlisted Classification Directories (AFOCD/AFECD):

6.1.1. There are separate directories for officer (AFOCD) and enlisted (AFECD) specialties. The directories contain the official specialty descriptions for all military classification codes and identifiers. Change Summary and Conversion Instruction Guides are incorporated with the semiannual AFSC conversion process. Change Summary Guides are added as needed. The directories also contain the appropriate Quick Reference Guide as well as the Classification Structure Chart to depict career progression through the specialties. Also included are the lists of Authorized Prefixes, Reporting Identifiers, Special Duty Identifiers, Air Force Specialty (AFS) descriptions, their assigned Air Force Specialty Codes (AFSC), and Special Experience Identifiers. The enlisted directory also includes Additional Mandatory Requirements for AFSC Entry and a Chief Enlisted Manager (CEM) codes listing. The officer directory contains a List of Officer AFSCs Authorized for Use Without Shredouts.

6.1.2. The directories are updated as needed, but all conversion actions are implemented either 30 April or 31 October. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. Individual specialty descriptions and other attachments to this manual provide the occupational standards required or desired for successful performance in an AFS. Use these standards to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower documents (UMD) positions.

6.1.3. Other Mandatory Entry Requirements (OMER) table is part of the enlisted directory and comprises a consolidated listing by AFSC of mandatory requirements and restrictions for AFSC entry or retraining. The OMER lists AFSCs not open to non-United States citizens, AFSCs authorized for use without shredouts, combat-related AFSCs not open to enlisted women, minimum physical profiles, and strength and mental aptitude scores for AFSC entry or retraining.

6.1.4. AFCSM 36-699, Volume 1, Chapter 5, contains procedural guidance for military classification actions and AFI 38-201, *Determining Manpower Requirements*, contains procedural guidance for manpower.

**6.2. Describing the Classification Structure.** An AFSC is the basic grouping of positions requiring similar skills and qualifications. In turn, the AFS is grouped into career field ladders, career field subdivisions, and career fields to provide for career development in different aspects of a career field. An AFS may be subdivided by alphabetical "shredouts" to identify specialization in a specific type of equipment or function. Air Force specialty descriptions are published in the Officer and Enlisted Classification Directories in numeric order and describe the general duties and responsibilities of the specialty. Career Progression Charts show the overall classification structure. In addition to AFSCs, other identification codes are used in the classification system:

6.2.1. Prefixes identify specific skills and abilities not restricted to a single career field. See Prefix explanation for guidelines on use of prefixes with specific AFSCs.

6.2.2. Reporting identifiers (RI) identify positions, persons, or both not otherwise identifiable in the classification system. RIs are primarily intended to identify conditions for which specific job descriptions are not practical, such as patient or prisoner. See [Attachment 4](#).

6.2.3. Special duty identifiers (SDI) identify positions and persons performing duties not clearly within a specific career field, such as a courier. General tasks and responsibilities are outlined in each special duty description.

6.2.4. Special experience identifiers (SEI) identify special experience and training not otherwise reflected in the classification system. SEIs complement other classification identifications. They do not replace them. SEIs are primarily used for contingency purposes.

6.2.5. CEM codes identify chief master sergeants (CMSgt) and selectees, and CMSgt positions to allow personalized management by the Headquarters Air Force Senior Leadership Management Office (HQ AFSLMO/CG).

**6.3. Explaining the Enlisted Specialty Description.** Specialty descriptions apply to the 9-, 7-, 5-, and 3-skill levels of the AFSC. Specialty descriptions are comprised of the following parts:

6.3.1. Heading:

6.3.1.1. Consists of the specialty title, the last date the specialty was changed or revised, applicable AFSCs and CEM code, and skill level names.

6.3.1.2. Lateral retraining specialties may or may not contain a 5-skill level, depending on the AFSC structure.

6.3.1.3. When shredouts are authorized, an asterisk is printed after the AFSC.

6.3.2. Specialty Summary:

6.3.2.1. Provides a concise statement of the scope and characteristics of the specialty.

6.3.2.2. Identifies the conversion table subgroup as listed in the Department of Defense (DoD) Occupational Conversion Manual that groups similar occupations in the military services and civil service.

6.3.3. Duties and Responsibilities:

6.3.3.1. Describes representative duties and responsibilities of the specialty for the skills identified in the heading. Does not attempt to include all aspects of all jobs in the specialty.

6.3.3.2. Does not include duties and responsibilities inherent for all enlisted personnel, such as displaying good conduct, correct military appearance, on-the-job training (OJT), safety, professional military education (PME), supervising or indoctrinating personnel, making work schedules, or assigning work duties.

6.3.3.3. May not include responsibilities common to all specialties in a given field; these may appear in the introduction to the career field. For example, all enlisted personnel in the medical and dental (4XXXX) career fields have a common responsibility for emergency medical care.

6.3.4. Specialty Qualifications. Establishes occupational qualification standards for effective performance in a specialty. Only mandatory standards are listed except for education. Desirable education may be cited. Desirable qualifications to enhance a person's ability to succeed in the specialty and serve as a guide for career development may be listed in the specialty career field education training

plan (CFETP). Mandatory qualifications must be met to perform in the specialty, and may be required for entry into a specialty, for upgrade to a skill level of the specialty at one or all skill levels, or for retention of the AFSC. Specialty descriptions and attachment 39, contained in the AFECD, list the mandatory qualifications for entry into the AFSC. Qualifications in specialty descriptions may consist of all or part of the following:

6.3.4.1. Knowledge. Contains the required understanding and practical skills for award of the AFSC at any skill level. Specific levels of knowledge for each skill level are identified in the specialty training standard (STS) of the CFETP.

6.3.4.2. Education. Outlines academic study or instruction that is either a mandatory or a desirable requirement for entering the specialty.

6.3.4.3. Training. Contains only mandatory AFSC awarding formal military training. Since PME is considered desirable for all enlisted personnel, it is not listed in specialty descriptions.

6.3.4.4. Experience. Describes mandatory military or civilian work experience for entry or award of an AFSC. Functions or items listed that are preceded by "such as" are examples representative of the specialty. Such lists are not all encompassing, nor is it intended that experience must be gained in each function listed. Specific experience for each skill level is identified in the STS of the CFETP.

6.3.4.5. Other. Lists objective and measurable qualifications such as physical standards, eligibility for security clearances, certifications, licenses, and so forth. When eligibility for a security clearance is a mandatory requirement for award and retention of an AFSC, an interim clearance is sufficient for award of that AFSC.

6.3.4.6. Specialty Shredouts. Lists alphabetical suffixes that may be used with the basic AFSC to identify specialization in specific equipment or functions.

#### **6.4. Explaining the Officer Specialty Description.** Specialty descriptions consist of:

6.4.1. Heading. Includes AFSCs (entry-XXX1, intermediate-XXX2, qualified-XXX3, and staff-XXX4), specialty title, and the last **date the specialty description changed**. If a shredout is authorized, an asterisk is printed after the AFSC.

6.4.2. Specialty Summary. The specialty summary provides a concise overview of the scope and characteristics of the specialty. Included is the related Department of Defense (DoD) occupational code from the DoD Occupational Conversion Manual that lists similar jobs from each military service and civil service.

#### 6.4.3. Duties and Responsibilities:

6.4.3.1. Describes representative duties and responsibilities of the specialty without attempting to include all aspects of all jobs in the specialty.

6.4.3.2. Excluded are duties that are inherent for all officers who command or supervise personnel regardless of specialty. These include morale, welfare, safety, individual performance evaluation, career management, coaching, and disciplinary action. Do not cite duties or responsibilities associated with command in any specialty descriptions other than commander special duty identifiers or specialties. **Below group level, identify commanders and their positions with prefix C affixed to a functional AFSC (e.g., C37F3).**

6.4.3.3. Utilization field introductions include responsibilities common to all specialties in the field and, when appropriate, opportunities to command within the functional specialties of the field.

6.4.3.4. Specialty Qualifications. Establishes job qualification standards for effective performance. Include only mandatory standards except for education, which may be desirable. List desirable qualifications in the Officer Career Field Education and Training Plan (CFETP) for the specific specialty. Officers must meet mandatory qualifications to perform in the specialty. Include only entry, upgrade, or for retention qualifications. Qualification standards may consist of:

6.4.3.4.1. Knowledge. Factual understanding and practical military skills required to perform at the qualified level.

6.4.3.4.2. Education. Specific academic subjects or disciplines, or courses of study required or desired to succeed in the specialty. Mandatory education requirements are to enter the specialty.

6.4.3.4.3. Training. Military courses training for or contributing directly to effective performance. Mandatory courses must be completed for upgrade. Professional military education courses are desirable for all officers and are not included unless mandatory for the specialty.

6.4.3.4.4. Experience. Experience performing specialty duties needed for upgrade to the qualified level. Breadth of experience is described and a minimum length of time performing duties may be specified. An individual's supervisor must recommend upgrade, certify the individual meets all requirements of the specialty, and has shown ability to perform at the qualified level.

6.4.3.4.5. Other. Measurable qualifications, such as physical standards, security clearances, aeronautical ratings, certifications, and licenses required to perform in the specialty. Qualifications stated as mandatory pertain to upgrade unless otherwise specified.

6.4.4. Specialty Shredouts. Specifies shredouts authorized with the AFSC: letter suffix identifiers and the title or portion of the specialty to which the shredout is related.

## 6.5. Responsibilities:

6.5.1. HQ AFPC, USAF Classification Development Branch (DPPAC) publishes semiannual Change Summary and Conversion Instruction Guides effective 30 April and 31 October. Change Summary Guides that don't require any conversion actions are published and posted as new changes are approved. All updates are posted on the AFPC Website at: <http://www.afpc.randolph.af.mil/classification> when finalized and approved by DPPAC. Advance copies of the semiannual master Change Summary and Conversion Instruction Guides (CS&CIG), along with individual page changes, are electronically posted on the Website and notification sent to all MAJCOM personnel and manpower agencies **no later than 30 December for the 30 April update and 30 June for the 31 October update**. The CS&CIG explains changes and provides special conversion instructions for action officers to supplement procedures in current manpower and personnel directives.

6.5.2. On receiving manual changes or advance notifications of approved changes, commands will review manpower documents and reflect necessary classification code changes according to AFI 38-201.

6.5.3. During the effective month, action offices will revise all statistical reports using AFSCs to reflect authorized changes.

6.5.4. Training managers will review training courses that provide skills and abilities to support performance in AFSCs affected by manual changes. Courses will be reevaluated and revised, if necessary.

6.5.5. Commands and Air Staff agencies have a continuing responsibility to review skill requirements and the currency of existing classification. When existing classification becomes obsolete or developments occur that require new or revised Air Force-wide skill identification, recommended changes are submitted through channels to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, according to paragraphs 5 and 6 of this manual.

## 6.6. Requesting New or Revising Existing Classification:

6.6.1. Modifying existing classification has a significant effect on all facets of personnel management. Recommended changes must reflect personnel classification concepts in **Chapter 1**, and provide sufficient data for analysis by HQ USAF and other staffing agencies. Any agency contemplating a change to the military classification system should consider the following when initially developing a proposal:

6.6.1.1. What is the specific requirement? Include tasks to be performed, locations or bases having the requirement, and number of personnel who will perform these duties, etc.

6.6.1.2. Is a new AFS necessary? Could an existing classification identifier or management tool fill the requirement? **FOR EXAMPLE:**

6.6.1.2.1. SEIs are awarded based on completion of formal training or a unique course and experience performing specific duties.

6.6.1.2.2. Suffixes are added to an existing AFSC to provide system or task specific training and assignment section.

6.6.1.2.3. Prefixes are used to identify required experience across many different AFSs.

6.6.1.2.4. Personnel Processing Codes (PPC). PPCs are used to identify special requirements needed for assignment to a specific duty location. They may include system-specific or special purpose training en route to assignment.

6.6.1.3. Will the population size of a new AFSC or shredout support a trained personnel requirement (TPR), technical school course development, and overseas requirements?

6.6.1.4. Where are the assignment locations of the proposed structure, to include continental United States (CONUS) geographical variety and number of overseas positions (long or short)?

6.6.1.5. What are the advantages and disadvantages of proposed action? Use Air Force, command, and functional perspectives.

6.6.2. Submit recommended revisions or additions to the classification system in this manual in the following manner:

6.6.2.1. Base Level. Military Personnel Flight (MPF) will:

6.6.2.1.1. Ensure the recommended changes include information according to paragraphs **5.3** and **5.4**.



6.6.2.1.2. Send the change request to the major command (MAJCOM) director of personnel (classification section) for review, comment, and recommendation.

6.6.2.1.2.1. Requests to change Enlisted Medical Service specialties (4XXXX) must be forwarded to HQ USAF/SGC, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.

6.6.2.2. MAJCOM Level. MAJCOM classification section will:

6.6.2.2.1. Ensure the recommendation includes sufficient information and rationale for analysis and consideration.

6.6.2.2.2. Obtain an evaluation by the appropriate functional manager.

6.6.2.2.3. Send the change request to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, to review, evaluate, and formally process a change or send it to the Air Force career field manager to review or evaluate further. In either instance, MAJCOMs must include a recommendation of approval or disapproval.

6.6.2.3. Air Staff Level. Proposals initiated by the Air Staff must include rationale and document the need for change before forwarding it to HQ AFPC/DPPAC.

6.6.2.4. Change Requests. All requests requiring a conversion must arrive at HQ AFPC/DPPAC **by 28 February** for consideration of the **October change** or by **31 August** for consideration of the following **April change**. **Changes that do not require a conversion can be requested at any time but will go through the same formal staffing process prior to being implemented. Be sure to include a desired implementation date. The AFCFM in coordination with HQ AFPC/DPPAC will determine effective date.**

6.6.3. Recommendations for changes to AFSCs, prefixes, suffixes, and SDIs must include the following information:

6.6.3.1. Brief Description of the Proposed Change. Show its relationship to the existing classification structure. Is it consistent with personnel classification concepts?

6.6.3.2. Rationale for Proposed Change. Include reasons why existing classification is inadequate. Fully justify the request. Outline all considerations examined in your initial proposal development.

6.6.3.3. Identify all requirements. For example, tasks to be performed and locations or bases with the requirement.

6.6.3.4. Description of Duties and Tasks:

6.6.3.4.1. Send a draft specialty description; include major tasks, equipment, special tools, or materials involved. **NOTE:** Specialty descriptions should not exceed two pages, not including shredout explanation.

6.6.3.4.2. Include details of knowledge, education, and experience required to perform duties and tasks.

6.6.3.5. Evaluation of Training Requirements:

- 6.6.3.5.1. Examine all training alternatives that would meet the stated requirement. Compare the costs of each option. Evaluate benefits from the change versus costs of additional training required.
- 6.6.3.5.2. Include evaluation of existing courses, need for new courses, and estimated OJT or formal training time.
- 6.6.3.5.3. Categorize training as “mandatory” and only identify formal military training leading to award of an AFSC. Identify “desirable” training in the CFETP.
- 6.6.3.6. Detailed Summary of Personnel and Manpower Impact:
  - 6.6.3.6.1. Estimate the number and organizational level of positions identified in the proposed classification change.
  - 6.6.3.6.2. Estimate the number, location, and AFSC of manpower positions to be deleted or added, or both.
  - 6.6.3.6.3. List AFSCs of personnel currently performing duties included in the proposed classification and estimate the number, by AFSC, that would convert to the new AFSC, if established.
  - 6.6.3.7. Recommendation on Occupational Analysis. Include a recommendation on desirability of a specialty survey conducted under AFI 36-2623, *Occupational Analysis*, for proposed classification.
- 6.6.4. Recommended changes, additions, or deletions to SEIs must contain the following information:
  - 6.6.4.1. Brief description of proposed change and contingency value, if any.
  - 6.6.4.2. Brief rationale for change including its intended use.
  - 6.6.4.3. Number of manpower authorizations to be coded Air Force-wide.
  - 6.6.4.4. Criteria for awarding SEI:
    - 6.6.4.4.1. Formal course requirements. Include course title, number, and the Military Personnel Data System (MilPDS) code reflected in Education and Training Course Announcements (ETCA).
    - 6.6.4.4.2. Experience requirements. State, in whole months, the experience requirements (minimum necessary).
    - 6.6.4.4.3. Recommendation requirements. Explicitly state need for supervisor or commander recommendation, if applicable.

## **6.7. Information Collections, Records, and Forms/Information Management Tools (IMTs).**

- 6.7.1. Information Collections. Information collections are not created by this publication.
- 6.7.2. Records. Retain and dispose of records according to the AF Records Disposition Schedule.
- 6.7.3. Forms/IMTs Prescribed or Adopted.
  - 6.7.3.1. Forms/IMTs Adopted. AF IMT 2096, **Classification on the Job Training Action**, SF 88, **Report of Medical Examination**, AF IMT 422, **Physical Profile Serial Report**, AF IMT 1042,

**Medical Recommendations for Flying or Special Operational Duty and AF IMT 623a, On the Job Training Record, Continuation Sheet.**

6.7.3.2. Forms/IMTs Prescribed. This publication does not prescribe any forms/IMTs.

ROGER A. BRADY, Lt General, USAF  
DCS/Personnel

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

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 36-501, *Personnel Security Program Management*

AFI 33-360, *Publication Management Program*

AFMAN 34-137, *Air Force Sports and Fitness Operations*

AFI 35-203, *Band Program*

AFPD 36-21, *Utilization and Classification of Air Force Military*

AFVA 36-211, *Officer Classification Structure Chart*

AFVA 36-212, *Airman Classification Structure Chart*

AFCSM 36-699, V1, *Personnel Data Systems User Manual*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training*

AFMAN 36-2105, *Officer Classification*

AFI 36-2106, *Competitive Category Transfers*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2110, *Assignments*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 36-2245, *Managing Career Field Education and Training*

AFI 36-2605, *Air Force Military Personnel Testing System*

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

AFMAN 36-2622, *Personnel Data System Users Manual*

AFI 36-2626, *Airman Retraining Program*

AFI 36-3017, *Special Duty Assignment Pay*

AFI 36-8001, *Reserve Personnel Participation and Training Procedures*

AFI 48-123, *Medical Examination and Standards*

*ETCA, Education and Training Course Announcements (formerly AFCAT 36-2223)*

***Abbreviations and Acronyms***

**2AFSC**—Secondary Air Force Specialty Code

**3AFSC**—Tertiary Air Force Specialty Code

**4AFSC**—Fourth Air Force Specialty Code  
**AFCFM**—Air Force Career Field Manager  
**AFPC**—Air Force Personnel Center  
**AFOSI**—Air Force Office of Special Investigations  
**AFRC**—Air Force Reserve Command  
**AFRISS**—Air Force Recruiting Information Support System  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AIA**—Air Intelligence Agency  
**ANGRC**—Air National Guard Readiness Center  
**ARPC**—Air Reserve Personnel Center  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**BLMPS**—Base Level Military Personnel System  
**CAFSC**—Control Air Force Specialty Code  
**CDC**—Career Development Course  
**CEA**—Career Enlisted Aviator  
**CEM**—Chief Enlisted Manager  
**CSS**—Commander's Support Staff  
**DAFSC**—Duty Air Force Specialty Code  
**DoD**—Department of Defense  
**EAD**—Extended Active Duty  
**EDPT**—Electronic Data Processing Test  
**EO**—Evaluation Official  
**GTEP**—Guaranteed Training Enlistment Program  
**JAGDR**—Judge Advocate General Department of Reserves  
**MAJCOM**—Major Command  
**MEB**—Medical Evaluation Board  
**MFM**—MAJCOM Function Manager  
**MilPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**NPS**—Nonprior Service

**PAFSC**—Primary Air Force Specialty Code

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PME**—Professional Military Education

**RI**—Reporting Identifier

**RIP**—Report on Individual Person

**SDI**—Special Duty Identifier

**SEI**—Special Experience Identifier

**SRB**—Selective Reenlistment Bonus

**TDY**—Temporary Duty

**UFT**—Undergraduate Flying Training

**UMD**—Unit Manpower Document

**UPRG**—Unit Personnel Records Group

**USAFA**—United States Air Force Academy

**USAFR**—United States Air Force Reserve

**U.S.C.**—United States Code

### *Terms*

**Advanced Technical Training**—Advanced formal training for an officer or enlisted specialty.

**Air Force Officer Qualifying Test (AFOQT)**—An aptitude test used in selecting candidates for officer commissioning programs or specific commissioned officer training programs (AFI 36-2605).

**Air Force Recruiting Information Support System (AFRISS)**—An automated military personnel accession system. AFRISS is an on-line transaction processing system used by accession activities to determine availability of, and reserve positions for individuals prior to entering active duty.

**Air Force Specialty (AFS)**—A group of positions requiring common qualifications. Each AFS has a title and a code.

**Air Force Specialty Code (AFSC)**—A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when more specific identification of position requirements and individual qualifications is necessary. Refer to [Table 1.1](#) and [Table 1.2](#) for explanation of codes.

**Air Force Specialty Code Prefix**—A letter of the alphabet is used as part of the AFSC to identify an ability, skill, special qualification, or system. Prefixes are not restricted to a single AFS.

**Air Force Specialty Code Suffix**—An alphabetical suffix is used as part of the AFSC to identify specific equipment or functions and positions of an AFS. Each suffix has a title.

**Aptitude Cluster**—A group of basic aptitudes related to Air Force career fields and career field subdivisions--mechanical, administrative, electronics, and general.

**Aptitude Index**—A number that represents the percentile score made on a single cluster (see Aptitude Cluster).

**Armed Forces Classification Test**—A test comparable to the ASVAB with four aptitude clusters--mechanical, administrative, electronics, and general.

**Armed Services Vocational Aptitude Battery (ASVAB)**—A test that evaluates aptitudes. Use the test to make initial classification to career fields and to formal school courses. It measures basic aptitudes grouped in clusters.

**Awarded Air Force Specialty Code**—An AFSC awarded to an individual as primary, second, third, or fourth AFSC after certification of ability to perform in positions of an AFS at a certain skill level. Fourth AFSC applies only to enlisted personnel.

**Awarded Air Force Specialty Code, Special Experience Identifier**—The SEI designated with PAFSC, 2AFSC, 3AFSC, and 4AFSC.

**Basic Technical Training**—Initial formal training in an officer or enlisted specialty. Awards enlisted Airman graduates a semiskilled AFSC.

**Capper Air Force Specialty Code**—An AFSC used when two or more career ladders combine at the supervisory 7- or 9-skill level. The 5th digit of a capper AFSC is a "0."

**Career Enlisted Aviator**—An enlisted Airman awarded and performing permanent duty in AFSCs 1AXXX.

**Career Field**—A group of closely related AFSs (or a single AFSC 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 Subdivision**—A division of a career field that groups closely related AFSs in one or more ladders.

**Chief Enlisted Manager (CEM) Code**—A five-digit code ending in "00" to identify CMSgts and CMSgt selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

**Commander (AFSC XXCX)**—A specialty that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Competitive Category**—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

**Control Air Force Specialty Code (CAFSC)**—A management tool used to make enlisted Airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Control Air Force Specialty Code, Special Experience Identifier (CAFSC SEI)**— The SEI designated with the CAFSC.

**Defense Language Aptitude Battery**—A test that evaluates an individual's ability to complete formal

courses in foreign language training (AFI 36-2605).

**Disqualified Enlisted Airman**—An enlisted person disqualified from being able to perform duties in an awarded AFSC.

**Duty Air Force Specialty Code (DAFSC)**—The AFSC denoting the specialty in which the individual is performing duty.

**Duty Air Force Specialty Code, Special Experience Identifier (DAFSC SEI)**—The SEI reported in the DAFSC SEI area of the personnel data system.

**Electronic Data Processing Test (EDPT)**—A test that evaluates a person's ability to complete formal courses dealing with operating and programming electronic data processing equipment (Enlisted Classification Directory).

**Entry Air Force Specialty Code**—An AFSC showing potential or partial qualification in the AFS. The 4th digit of this code is always 1.

**Evaluation Official (EO)**—A disinterested field grade officer, chief master sergeant (CMSgt), senior master sergeant (SMSgt) or master sergeant (MSgt) appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

**Feeder Air Force Specialty Code**—The awarded AFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC or CEM code when two or more AFSCs combine.

**Fourth Air Force Specialty Code (4AFSC)**—The awarded AFSC in which an individual is fourth best qualified to perform duty.

**Functional Category**—Group of career fields managed by the same Air Staff functional community.

**Input Air Force Specialty**—The AFSC identified in the Enlisted Classification Directory for entry into a lateral AFS.

**Intermediate Air Force Specialty Code**—An AFSC for pilots, bomber navigators, and missile launch officers showing qualification at an intermediate level above entry. The 4th digit is always 2.

**Lateral Air Force Specialty**—An AFS that requires prior qualification at the semiskilled or higher-skill level as specified in the specialty description in the Enlisted Classification Directory.

**Lateral Training**—Formal course that requires prior qualification in another specialty as stated in the specialty description in the Officer or Enlisted Classification Directories.

**Physical Profile Serial**—The physical profile serial is a means to identify an individual's general physical condition. Six factors are measured: physical condition, upper extremities, lower extremities, hearing, vision, and neuropsychiatric (see AFI 48-123, *Medical Examination and Standards*).

**Position**—A manpower authorization appearing on a manpower document with a prescribed set of duties or tasks.

**Primary Air Force Specialty Code (PAFSC)**—The awarded AFSC in which an individual is best qualified to perform duty. It will always be the AFSC with the highest skill level.

**Qualified Air Force Specialty Code**—An officer AFSC showing full qualification in the AFS. The 4th digit is always "3" and is authorized at any level.



**Rated Air Force Specialty Code**—Aircrew AFSCs (11XX, 12XX, 13AX, and 13BX) identify aircrew members serving in, or qualified to serve in, pilot, navigator, flight test positions, astronaut, and air battle manager.

**Related Air Force Specialty Code**—An AFSC similar in training, formal education, or practical experience that makes it compatible with another AFSC as defined by the career field manager.

**Reporting Identifier (RI)**—A four- or five-digit code and a title used to identify positions or persons not identified elsewhere in the classification structure. Normally describes conditions rather than duties. Does not have a full specialty description. *EXAMPLE:* 93P0 Patient (officer), 9P000 Patient (enlisted).

**Secondary Air Force Specialty Code (2AFSC)**—The awarded AFSC in which an individual is second best qualified to perform duty.

**Skill Level**—The level of qualification within an awarded enlisted AFS, shown by the fourth digit of the AFSC. The 1-skill level (helper) identifies personnel initially classified in an AFS when entering the Air Force or when retraining. The 3-skill level (apprentice) identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of an initial skills course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). In specialties where a 5-skill level does not exist, personnel are considered skilled at the 3-skill level. Apprentices implement work activities as directed and perform tasks unsupervised when certifying officials determine them to be qualified. The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and, upon promotion to staff sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Journeymen plan, coordinate, implement, and supervise work activities. The 7-skill level (craftsman) identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and who have additionally acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Craftsmen plan, coordinate, implement, and direct work activities. The 9-skill level (superintendent) identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Superintendents plan, coordinate, implement, and direct a wider scope of work activities and functions. When two or more career ladders combine at the supervisory 7- or 9-skill level (capper AFSC), members can supervise any or all of the subordinate career ladders; however, members may only perform the specific technical functions of the career ladder through which they have progressed. The awarded feeder AFSC identifies this training and experience.

**Special Duty Identifier (SDI)**—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).

**Special Experience Identifier (SEI)**—A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet peacetime assignments. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system or mission. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identifiers, CEM codes, personnel processing codes, or professional specialty course codes. AFMANs

36-2105 and 36-2108 list approved SEIs.

**Special Duty Assignment Pay AFSC**—AFSCs designated for special duty assignment pay as stated in AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

**Specialty Description**—A description of an AFS or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

**Staff Air Force Specialty Code**—An officer according to AFSC to identify staff positions. 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.

**Strength Aptitude**—An individual's strength ability as measured by the Air Force Strength Aptitude Test. The Enlisted Classification Directory lists strength requirements for each AFSC.

**Supplemental Training**—Formal training of officers or enlisted personnel that enhances qualification in the job but does not result in change of AFSC.

**Technical Advisor**—Any military person awarded the AFSC at the 5-skill level or above that can evaluate an individual's specialty qualifications. Does not require formal designation.

**Technical Training Course**—A formal school course of instruction listed in the Education and Training Announcements (ETCA), authorized by HQ USAF, and taught by the Air Force, DoD school, or by a civilian organization for the DoD.

**Third Air Force Specialty Code (3AFSC)**—The awarded AFSC in which the individual is third best qualified to perform duty.

**Training**—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

**Utilization Field**—A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and don't relate to other officer specialties.

**Attachment 2****AFSC DOWNGRADE/WITHDRAWAL/WAIVER PACKAGE GUIDELINES****DOWNGRADE/WITHDRAWAL ACTIONS**

Military Personnel Flight (MPF)

AFSC Downgrade or Withdrawal Procedures

(How to build a package and what to include)

This has been created to assist in the processing of AFSC downgrade or withdrawal packages. Information covered has been gleaned from appropriate paragraph references in this instruction as well as AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*.

**Types of AFSC Downgrades or Withdrawals**

- Lack of Recent Performance (Can be either a downgrade action or withdrawal)
- Reduced in Grade (Downgrade)
- Substandard Performance (Can be either a downgrade action or withdrawal)
- AFOSI decertification (Withdrawal)
- Failing to Maintain Mandatory AFSC, SDI, or CEM Qualification Standards (Withdrawal)
- Medical Disqualification (Withdrawal)
- Prerequisite AFSC (Withdrawal)
- Improperly Awarded AFSC (Can be either a downgrade action or withdrawal)
- Aviation Service Medical Disqualification (Withdrawal)
- Aviation Service Disqualification, Other than Medical (Withdrawal)
- Failing to Progress while in Upgrade Training (Withdrawal) (This is the most common type of package.)
- Exception to Procedures

**NOTE:** For failure to progress packages, the **KEY** element is, while in upgrade training and the individual is in TSC A, B, C, E, F, G, or T. In these types of cases, the base training manager **must** be involved. Packages must request AFSC withdrawal, not retraining...retraining is the step after withdrawal.

**Routing of the Package**

The Unit CC submits paperwork and a letter suggesting action to the MPF.

The Base Training Office makes a written recommendation to the MPF CC **when the individual is in Upgrade Training**.

The MPF CC submits downgrade or withdrawal packages along with letters suggesting actions to the MAJCOM training office.

The MAJCOM training office and MAJCOM Functional Manager will determine course of action.

**NOTE:** Throughout the process, the base training office must be involved if the request is based on training issues. The base training office must provide a recommendation to the MPF CC.

**Ask the following questions when reviewing package:**

Is there adequate justification for the removal?

Is it based entirely on a CDC failure? (Is a CDC waiver more appropriate?)

Does the documentation support withdrawing the AFSC?

Do the EPRs match requested action?

Should the individual be retained in the Air Force? (Is discharge action for disciplinary reasons more appropriate?)

**NOTE:** If the requested action doesn't fit the situation, contact the unit to get additional information, documentation, or rationale. (There may be a more appropriate avenue than the one being requested.) If the package doesn't justify what the unit is trying to do, return with recommendations.

If the package isn't properly prepared...send it back for completion!

**AFSC withdrawal packages must contain the following information:**

Copy of CFETP Part 2 and AF IMT 623a documentation, to include the CC evaluations if the trainee has a two-time CDC failure.

Minimum of last 3 Enlisted Performance Reports (EPR).

Copy of AF Form 2096 or IMT 2096 withdrawing the AFSC-**NOT PROCESSED**.

Medical Evaluations (if applicable).

Letter from the commander, supervisor, and other supervisors/trainers.

Letter from the trainee (**See Figure 5.1**).

Letters of Recommendation (LOR) or Letters of Counseling (LOC) indicating training related information.

Any other pertinent information regarding training status.

## WAIVER ACTION GUIDELINES

### Requests to Waive the Specialty Entry or Retention Requirements

The following information has been created to assist you in processing AFSC waiver requirement packages.

#### Types of Waiver Packages

Training or education listed as mandatory in the specialty description

Experience requirements  
(i.e., time)

Core Task requirements

CDC (**Initial Completion**)

CDC (**Twice Failing the CE**)

Other mandatory requirements listed in the Officer or Enlisted Classification Directory

#### Waiver Authority

Air Force Career Field Manager  
(AFCFM)

AFCFM

AFCFM

AFCFM

Wing CC

HQ AFPC/DPPAC

#### Routing of the Package

- The individual requesting the waiver submits a request to his or her immediate supervisor.
- The supervisor reviews request and if justified assists individual in obtaining necessary documentation and justification to support the requested waiver.

**NOTE:** The waiver request will consist of an official memorandum, **initiated by the individual concerned**, with appropriate justification or rationale and documentation.

- The unit commander validates the waiver request and indorses the request with a recommendation of approval or disapproval. If recommended for approval, the request is forwarded to the MPF, Personnel Employment. If disapproved, return the request to the individual with rationale.
- Personnel Employment evaluates the request and coordinates appropriate request with Base Training who also evaluates. If both offices agree with recommendation, a coordinated recommendation may be forwarded to the MPF CC. If there is disagreement, provide the MPF CC separate recommendations with rationale.

- The MPF CC evaluates the request along with recommendations and either recommends approval or disapproves request. Packages recommended for approval are forwarded to the MAJCOM Classification office. Disapproved requests are returned to the unit with rationale.
- The MAJCOM Classification Representative will evaluate and coordinate action with the MAJCOM Training Manager and MAJCOM Functional Manager. If all agree with recommendation, requests recommending approval are forwarded to approval authority (either the AFCFM or AFPC/DPPAC). If the coordinated recommendation is for disapproval, return request to the individual through the MPF with rationale.

**NOTE:** If there is disagreement between the evaluators, each office will provide a recommendation, with rationale, and the package will be forwarded by the Classification Representative to the approval authority for final action.

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and are determined the minimum required to reasonably assure success in the specialty. When reviewing a waiver request, look for equivalent substitutes. Requests must clearly substantiate that individuals meet or exceed the mandatory requirements considered crucial for successful performance in an AFSC. Consider this and the following when reviewing the package for possible submission.

**Review request and evaluate using the following questions:**

- Has the individual completed an education or training course (i.e., equivalent education course, a certificate program, an equivalent vocational technical training course) acquiring the knowledge and proficiency required?
- Has the individual performed duty in an exceptional manner over an extended period of time in the actual or equivalent specialty/civilian occupation?
- Has the individual provided supporting documentation, such as proof of experience, that equates or exceeds the minimum experience requirement?
- Does the individual possess the career knowledge equivalent to specified requirements?
- If waiver is for an aptitude score, has the individual taken the Air Force Classification Test (AFCT) in an attempt to meet the minimum scores?

**NOTE:** It must be reflected that individuals meet the mandatory career knowledge topics identified in the specialty description and all items contained in the CDC as reflected in the CFETP.

- Does the individual possess the physical ability, aptitude, or qualifications which are equivalent to, or commensurate with, the established requirement?

- Were all practical training options available within the MAJCOM, exhausted before recommending approval of the waiver request?

**MPF or MAJCOM: If the package isn't properly prepared...send it back for completion!**

- Letter from the trainee.

- Copy of CFETP Part 2 and AF IMT 623a documentation.

-- If this is a CDC waiver, all core and subject knowledge items identified in the CDC column of the CFETP must be certified prior to waiver submission.

-- If this is a 7-level school waiver, all core tasks and the tasks covered in the 7-level course column of the CFETP must be certified prior to waiver submission.

- As a minimum, the last 3 EPRs.

- Letters of recommendation from the commander, supervisor, and other supervisors/trainers.

- Any other pertinent information regarding waiver request.

- If this is an experience waiver request, supporting documentation must include proof of experience. Besides the EPRs and training records, also include state or federal operating licenses or certificate of affiliation (if applicable).

**Attachment 3****IC 99-1 TO AFI 36-2101,  
CLASSIFYING MILITARY PERSONNEL (OFFICER AND AIRMEN)****9 DECEMBER 1999****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 99-1. Specifically, this change revises paragraphs **1.3.7.** and **1.3.10.** to correct publication references; realigns data in **Table 1.1.** and **Table 1.2.**; corrects references in paragraphs **2.2.2.2.1.** and **2.4.1.5.2.**; adds paragraph **3.2.4.**, Foreign Area Officers; corrects addresses in paragraphs **3.7.4.2.** and **3.7.4.3.**; realigns and revises data in **Table 3.1.**, **Table 3.2.**, **Table 3.3.**, **Table 3.7.**, and **Table 3.10.**; corrects references and data in paragraphs **4.1.**, **4.1.2.3.2.**, **4.1.2.3.3.**, and **Table 4.1.**, and adds **Table 4.3.**, Procedures for Processing Downgrade and Withdrawal Actions; adds references to **Attachment 1**; and incorporates **Attachment 2**, AFSC Withdrawal Guide. Minor changes to correct spelling, format, or editing changes have also been incorporated into this IC. See the last attachment of the publication, IC 99-1, for the complete IC. A bar (/) indicates revision from the previous edition.

1.3.7. Military Personnel Flight (MPF) Commanders and Personnel Officers. Ensure accurate and timely reporting of qualifications of personnel serviced. Train individuals assigned duties as classification journeymen or craftsmen and ensure each person is qualified to carry out the duties described in AFCSM 36-699, Volume 1, *Personnel Data Systems User Manual*.

1.3.10. Career Field and Functional Managers. Each AFS has a designated Air Force Career Field Manager (AFCFM) and a MAJCOM Functional Manager (MFM) to provide technical assistance to develop career field structures and identifiers. They help develop specialty descriptions, specialty prerequisites, and qualifications. MFMs provide waiver recommendations for mandatory AFSC requirements to waiver authority (see **Table 3.1.** and **Table 3.2.**). AFCFMs also:



Table 1.1. Airman AFSC Explained.

LINE	A	B
	Character	Identifies (see notes)
1	first position (numerical)	Career group. 1 - Operations    4 - Medical or Dental    7 - Special Investigation 2 - Logistics    5 - Legal or Chaplain    8 - Special Duty Identifier 3 - Support    6 - Acquisition or Finance    9 - Reporting Identifier
2	second combined with first character (Alpha)	Career field. <b>EXAMPLE:</b> 1N - Operations, <b>Intelligence</b>
3	third combined with first and second character (numeric)	Career field subdivision. <b>EXAMPLE:</b> 1N3 - Operations, Intelligence, <b>Cryptologic Linguist</b>
4	fourth (numeric)	Skill level of AFSC. 1 - Helper    7 - Craftsman 3 - Apprentice    9 - Superintendent 5 - Journeyman    0 - Chief Enlisted Manager (CEM) <b>EXAMPLE:</b> 1N37 - Operations, Intelligence, Cryptologic Linguist, <b>Craftsman</b>
5	fifth combined with other four characters (numeric)	Specific AFSC. <b>EXAMPLE:</b> 1N371 - Operations, Intelligence, Cryptologic Linguist, Craftsman, <b>Germanic</b>
6	alpha prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC. <b>EXAMPLE:</b> T - <b>Formal Training Instructor</b>
7	alpha suffix (shredout)	Positions associated with particular equipment or functions within a single specialty. <b>EXAMPLE:</b> 1N371 <b>B</b> - Operations, Intelligence, Cryptologic Linguist, Craftsman, Germanic, <b>Dutch dialect</b>

**NOTES:**

1. When two or more career ladders combine at the 7- or 9-skill level they are called capper AFSCs. When they combine, the number in the fifth position will always be "0". **EXAMPLE:** 1N371 and 1N372 merge into a common 9 level 1N390.

2. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X3SXXXX would denote all 3S AFSCs, to include all career ladders, prefixes, skill levels, and suffixes.

**Table 1.2. Officer AFSC Explained.**

<b>L I N E</b>	<b>A</b>	<b>B</b>
	<b>Character</b>	<b>Identifies (see note)</b>
<b>1</b>	first ( <b>numeric</b> )	Career group. 1 - Operations    4 - Medical or Dental    7 - Special Investigations 2 - Logistics    5 - Legal or Chaplain    8 - Special Duty Identifier 3 - Support    6 - Acquisition or Finance    9 - Reporting Identifier
<b>2</b>	second combined with first character ( <b>numeric</b> )	Utilization field. <b>EXAMPLE:</b> 11 - Operations, <b>Pilot</b> .
<b>3</b>	third combined with first and second character ( <b>alpha</b> )	Functional area. <b>EXAMPLE:</b> 11A - Operations, Pilot, <b>Airlift</b>
<b>4</b>	fourth ( <b>numeric</b> )	Qualification level. 0 - Qualified commander (when used in conjunction with "C" in 3rd position) 1 - Entry (any AFSC) 2 - Intermediate (is only used for pilots, bomber navigators, and missile launch officers) 3 - Qualified (any AFSC) 4 - Staff ( <b>NOTE:</b> Designation of "staff level" relates only to the level of functional responsibility and is <b>restricted to positions above wing level</b> . It does not denote additional specialty qualifications.)  <b>EXAMPLES:</b> 11A3 - Operations, Pilot, Airlift, <b>qualified</b> . 11A4 - Operations, Pilot, Airlift, <b>qualified and serving in a staff position above wing level</b>

LINE	A	B
	Character	Identifies (see note)
5	alpha prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC. <b>EXAMPLES: B - Squadron Operations Officer</b>
6	alpha suffix (shredout)	Positions associated with particular equipment or functions within a single specialty.  <b>EXAMPLE: 11A3A - Operations, Pilot, Airlift, qualified, C-5</b>

**NOTE:** Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X31XX would denote all 31 AFSCs, to include all utilization fields, prefixes, qualification levels, and suffixes.

2.2.2.2.1. Non-United States Citizens (excluding United States Nationals). Non-United States citizens will not be classified in any specialty listed in AFMAN 36-2108, attachment 39, that is not open to Non-United States citizens.

2.4.1.5.2. Individuals must meet the mandatory qualifications listed for the specialties chosen (refer to AFMAN 36-2108). If additional tests are required, administer them. If waivers are necessary, use [Table 3.1.](#), [Table 3.2.](#), and [Table 3.3.](#)

3.2.4. Foreign Area Officers will possess a PAFSC, 2AFSC, or 3AFSC denoting best area or language qualifications. This AFSC will be retained throughout the officer's career. "Best area or language qualifications" will be denoted as AFSC 16XX with or without a suffix depending on individual qualifications.

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in rare instances for individuals who have exceptional qualifications determined to be equivalent to the mandatory requirements. Waiver requests must be fully justified and documented. Only requests that are recommended for approval should be forwarded to the next review level (see paragraph [3.7.5.](#) and [Table 3.3.](#) for processing instructions).

**NOTE:** Airman waivers will not be considered for award of additional AFSCs based solely on prior experience, knowledge, or training. Procedures to request waivers pertaining to on-the-job training (OJT) and AFSC upgrade are contained in AFMAN 36-2245, *Managing Career Field Education and Training*. Approval authority and procedures to request classification waivers are outlined below and in [Table 3.1.](#) or [Table 3.2.](#) and [Table 3.3.](#)

3.7.3. Minimum Aptitude Scores for Retraining (Airmen). Waiver requests must show cause for waiver of the mandatory aptitude score. Consider requests for individuals who have a record of outstanding performance. Commanders will screen each waiver and only forward those justified and recommended for approval.

3.7.4.2. Legal Officers (AFSCs 51JX): HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington DC 20330-1420.

3.7.4.3. Chaplains (AFSCs 52RX): HQ USAF/HC, 112 Luke Ave, Bolling AFB DC 20332-5113.

**Table 3.1. Waiver of Mandatory Requirements for Awarding an AFSC, SDI, RI, or Prefix--Officers (see paragraph 3.7.).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the requirement is (see note 1)</b>	<b>and the officer has</b>	<b>then approval authority is</b>
<b>1</b>	education	provided justification	AFCFM
<b>2</b>	experience	experience or other training which equates to that in the AFS	AFCFM
<b>3</b>	a prerequisite AFSC (see note 5)	experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see paragraph 3.7.)	
<b>4</b>	training	completed other training or has extensive experience which can be equated to the training requirement	
<b>5</b>	other mandatory requirements (not specified above) in the AFMAN 36-2105 specialty description	provided justification	HQ AFPC/DPPAC (see notes 3, 4, and 5).

**NOTES:**

1. The MPF will ensure the requester states reasons why the waiver is warranted and include appropriate supporting documentation (i.e., transcripts, training records, performance reports, test results, letters of recommendation, or other documents justifying the request).
2. Approval authority for AFSC 71SX is HQ AFOSI/CC.
3. If a waiver is requested for physical reasons, forward only those recommended for approval by base medical authority.
4. A copy of the waiver decision is forwarded to the AFCFM.
5. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

**Table 3.2. Waiver Authority For Mandatory Requirements--Airmen**  
(see paragraph 3.7.).

R U L E	A	B
		<b>If the airman's waiver is for (see note 1)</b>
1	mandatory training as listed in the specialty description	AFCFM (see notes 3, 4, and 8).
2	experience (including input AFSC for an AFSC or prefix in AFMAN 36-2108) ( see note 10)	
3	mandatory education as listed in the specialty description	
4	CDC	
5	CDC qualification after twice failing an end of course test	Wing commander or equivalent (see notes 5 and 9). <b>EXCEPTION:</b> AFSC 3E7XX waiver authority is AFCFM.
6	other mandatory requirements (not specified above) in the specialty description or attachment 39 in AFMAN 36-2108; or any of the above, when a MAJCOM technical evaluation is not available	HQ AFPC/DPPAC (see notes 6, 7, and 10).

**NOTES:**

1. MPF will ensure individual requesting the waiver includes the rationale, using official memorandum format, why the waiver is warranted and includes supporting documentation, (i.e., transcripts, training records, performance reports, test results, letters of recommendation, or other documents justifying request).
2. Follow the processing guidelines established in paragraphs 3.7.5.
3. Before approving training waivers on personnel with approved retraining class quotas, coordinate with HQ AFPC/DPPAE.
4. The MPF Commander can conduct the career knowledge training CDC according to AFI 36-2201, *Developing, Managing, and Conducting Training*, attachment 3, and award AFSCs to airmen at isolated locations without testing facilities where travel to locations with testing facilities would be uneconomical or inconvenient.
5. Prior to processing a waiver request, commanders must ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable specialty description to identify specific mandatory requirements for the award of the AFSC.
6. If a waiver is requested for physical reasons, forward only those recommended for approval by the base medical authority.
7. A copy of the waiver decision is forwarded to the AFCFM.

8. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command functional managers for their components.
9. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers must ensure waiver packages are properly documented and recommendations well justified.
10. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

**Table 3.3. Procedures for Processing Waiver Requests.**

<b>If the individual requests a waiver, then the (see note 1)</b>	<b>of organization</b>	<b>must:</b>
Supervisor	Unit	Decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force Memorandum format, include rationale, and attach documentation to support request. If request is not appropriate, document why and return to individual.
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 MPF, Personnel Employment. If request is not substantiated and documented, disapprove and return to individual's supervisor with rationale for disapproval.
Military Personnel Flight	MPF, Personnel Employment	Evaluate the request and coordinate with the Base Education and Training Manager, and provide the MPF Commander a coordinated recommendation. If there is a disagreement between Personnel Employment and the Training Manager, both will provide the MPF Commander rationale to support their position. Return disapproved request to the individual's commander.
	Base Education and Training Manager	Evaluate request and identify any deficiencies in the training or the request and provide Personnel Employment a recommendation. If there is disagreement with Personnel Employment's recommendation, the Training Manager will provide detailed rationale for recommendation to the MPF Commander.

Military Personnel Flight	MPF Commander	Evaluate request with recommendations from Personnel Employment and the Base Training Manager. Only forward those requests that are recommended for approval to the MAJCOM. In cases where there is disagreement between Personnel Employment and the Base Training Manager, make your determination and forward those cases you recommend for approval to the MAJCOM. If disapproving, return request to Personnel Employment with rationale. <b>Do not</b> forward incomplete cases or cases lacking rationale or justification.
MAJCOM	Classification Representative	Evaluate request. Coordinate recommendation with the MAJCOM Training Manager and the MAJCOM Functional Manager. Forward coordinated requests recommending approval to the applicable approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the MPF for disposition. If a coordinated recommendation cannot be reached, include each office's recommendation and rationale along with complete package and forward to the approval authority. See <b>NOTE 2.</b>
Air Force	AFCFM	Evaluate request and either approve or disapprove those that are within your approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). Forward all other cases with recommendation to HQ AFPC/DPPAC. Return cases to MAJCOM for disposition and action.
	HQ AFPC/DPPAC	Evaluate request and either approve or disapprove. Approved requests will be routed to the appropriate office to consummate action. Disapproved requests will be returned to the appropriate MAJCOM with rationale for disapproval. A courtesy copy of all actions will be provided the appropriate AFCFM.

**NOTES:**

1. All waiver requests must be in official memorandum format.
2. In the event there is no MFM at the MAJCOM to evaluate the request, the MAJCOM Classification Representative will indicate such and send the request with a classification recommendation to HQ AFPC/DPPAC.
- 3.8.1. Establishing new AFSs or revising existing ones usually requires changes to manning documents and training courses and reevaluating individual qualifications. Conversion instructions for such changes will be published in the change summary and conversion guides with each interim change (IC) or revision to AFMAN 36-2105 or AFMAN 36-2108. Guides will indicate what action is required for MPF, AFPC, and Manpower.
- 3.8.2. If a review and evaluation is required, it must be accomplished as a preconversion action to ensure award of AFSCs concurrent with the AFSC conversion effective date (see AFSCM 36-699, Volume 1, for detailed conversion instructions). In those few cases where conversion actions are not completed by the conversion effective date, MPFs are authorized to award AFSCs based on conversion instructions for 30 days after the effective date. MAJCOM approval is required for conversion actions after expiration of this

30-day grace period. MAJCOM(s) will advise HQ AFPC/DPPAC of any conversion actions that are not completed within 60 days of the conversion effective date.

3.13.2.2. Commanders and supervisors report an individual's qualification for award of SEIs to Personnel Employment according to AFCSM 36-699, Volume 1.

3.13.2.4.1.3. Legal Officers, AFSCs 51XX: HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington DC 20330-1420.

3.13.2.4.1.4. Chaplains, AFSCs 52XX: HQ USAF/HC, 112 Luke Avenue, Bolling AFB DC 20332-5113.

**3.14. Classifying General Officers.** Reporting Identifier (RI) 90G0 is the primary and duty AFSC of all general officers. Award it upon selection for promotion to brigadier general and withdraw all other awarded AFSCs. RI 90G0 award notification is provided according to the procedures outlined in AFCSM 36-699, Volume 1. Classification procedures contained elsewhere in this Air Force Instruction do not apply to general officers.

**3.16. Awarding Intermediate or Qualified AFSCs.** Approval authority is the unit commander, unless otherwise specified in **Table 3.4.** and **Table 3.5.** Personnel Employment monitors the eligibility of officers for upgrade to intermediate, if applicable, or to a qualified AFSC. Establish a six-month upgrade suspense date when no minimum experience is shown in the specialty description in AFMAN 36-2105. Use this date strictly to monitor the award action. It is not a minimum experience requirement; it is simply a monitoring tool. See paragraphs **3.17.** and **3.18.** for commanders' upgrade and award actions.

3.34.4.2. Approve using Chiefs and Chief selectees outside their CAFSC up to 270 days. HQ AFPC/DPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712 may approve periods in excess of 270 days.

**Table 3.7. Criteria for Awarding Airmen AFSCs, SDIs, or CEM Codes.**

	<b>A</b>	<b>B</b>
<b>R U L E</b>	<b>If the airman</b>	<b>then the airman is qualified for award of AFSC, SDI, or CEM code as indicated (See note 9)</b>
<b>1</b>	is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the AFS as listed in AFMAN 36-2108	1-skill level. (see note 1)
<b>2</b>	completes an AFSC awarding course listed in Education and Training Course Announcement (formerly AFCAT 36-2223) (see note 2)	3-skill level.
<b>3</b>	successfully completes mandatory Career Development Courses (CDC), completes all core tasks identified in the Career Field Education and Training Plan (CFETP) and other duty position tasks identified by individual's supervisor, completes 15 months in upgrade training, meets mandatory 5-skill level requirements listed in the specialty description in AFMAN 36-2108 and CFETP (see note 10)	5-skill level.



4	satisfactorily completes all mandatory 7-skill level training, is a SSgt or above, completes 18 months OJT, meets all mandatory 7-skill level requirements in the specialty description in AFMAN 36-2108 and is recommended by supervisor	7-skill level. (see notes 3 and 11)
5	is satisfactorily performing in AFSC, is a SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, completes all training requirements, completes the Senior NCO Academy (in-residence or by correspondence), is recommended by supervisor, and meets mandatory 9-skill level requirements in the specialty description in AFMAN 36-2108	9-skill level. (see notes 3 and 4)
6	is a CMSgt or CMSgt select and has 9-skill level feeder AFSC that is normal input source into CEM code (AFMAN 36-2108)	CEM code. (see notes 3, 5, and 6)
7	is approved for duty in an SDI or RI	SDI or RI. (see note 7).

**NOTES:**

1. Designate 1-skill level AFSC to identify initial classification or retraining into an AFSC. Remove it when the member is upgraded, disqualified from the AFSC, or retrained into another specialty.
2. Effective date of award is the course completion date. Retraining into a related AFSC or shred within the same AFSC may be accomplished via OJT only when specified in the retraining instructions as approved by the respective AFSC AFCFM.
3. AFSCs withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the airman meets all current mandatory requirements for the award of the withdrawn AFSC.
4. Air Force Reserve Command (AFRC) and Air National Guard (ANG) personnel will continue to be awarded the 9-skill level upon promotion to SMSgt.
5. Effective date of award for selectees is the date of release of the selection list.
6. The 9-skill level feeder skill is not required for the award of CEM code to CMSgts assigned or authorized permanent duty by HQ AFPC/DPAC outside the career field ladder. HQ AFRC/DPMF will process CEM code requests, with disapproval authority only, then forward to HQ AFPC/DPAC for final approval.
7. The effective date of the award of SDI or RI will coincide with the effective date of the CAFSC according to [Table 3.6](#).
8. Individuals assigned in AFSCs without an AFSC awarding course qualify for award of the 7-skill level when they meet all other requirements specified in rule 4 and complete 18 months time in training.
9. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
10. Individuals in retraining status (TSC "F") must complete a minimum of 9 months in upgrade training (UGT).
11. Individuals in retraining status (TSC "G") must complete a minimum of 12 months in UGT.

**Table 3.10. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

R U L E	A	B
	If the airman	then the CAFSC is
1	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see notes 1, 2, 3, and 4)
2	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see notes 1, 2, and 4)
3	is a prisoner, not dropped from role, and is in confinement (not to be used for pretrial status)	RI 9J000. (see notes 1, 5, and 6)
4	is selected as an officer trainee	RI 9T100 effective on class start date.
5	has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC or is on leave awaiting appellate review (duty status code 52)	RI, 9A000, 9A100, or 9A200 effective the date of withdrawal of the RI, SDI, or awarded AFSC. (see note 3)
6	has been determined ineligible for duty in an awarded AFSC at current duty location, and has been approved for retraining as surplus airman by HQ AFPC/DPAA	RI 9U000, effective date approved by HQ AFPC/DPAA.

**NOTES:**

1. See note 2, [Table 3.7](#).
2. AFI 36-8001, *Air Force Reserve Education and Training*, contains policies and procedures for change in unit of assignment for USAFR.
3. If a recruiter, military training instructor, or first sergeant is relieved from duty for cause, then the CAFSC is changed effective the date the individual is relieved from duty.
4. Skill level restrictions reflected in paragraph [3.33](#). apply.
5. Only use RI 9J000 upon confinement as a result of courts-martial or when confined as the result of conviction by a US state or federal court or foreign civil court. Do not use it for personnel in pretrial status.
6. HQ AFPC/DPAAD6 will update the CAFSC to RI 9J000 when they receive orders that direct court-martialed individual(s) to enter confinement under the administrative control of the Air Force Correction System at HQ AFSCF/SFCI, Lackland AFB TX. Confinement may be at the USDB, Ft Leavenworth KS; NAVCONBRIG, Charleston SC; Miramar NAVCONBRIG, San Diego CA; Ft Lewis WA; Ft Sill OK; Ft Knox KY; Navy Brig, Norfolk VA; Quantico Marine Brig; or other regional confinement facilities as directed by the Chief, Correction Division, AFSFC/SFC.

**4.1. Downgrading AFSCs or Withdrawing Awarded AFSCs, CEMs, SDIs, or RIs.** Personnel Employment monitors the downgrade of AFSCs or the withdrawal of AFSC, CEM, SDI, and RI codes and processes AF Form 2096 actions according to AFCSM 36-699, Volume 1. **Personnel Employment is the approval authority unless otherwise noted.** Commanders must review conditions in paragraphs

4.1.1. through 4.1.12. to determine when to downgrade AFSCs or to withdraw an awarded AFSC, SDI, RI, or CEM. Personnel Employment will ensure downgraded AFSCs match grade and skill-level authorizations in **Table 3.8**. Commanders and supervisors considering downgrade or withdrawal recommendations must carefully evaluate all the facts before proceeding. Downgrading or withdrawing an AFSC, SDI, RI, or CEM will not be used as an alternative to more appropriate disciplinary or quality force action. Conversely, punitive action will not be taken against an individual solely because of their failure to remain qualified in an AFSC, SDI, RI, or CEM. However, the cause for downgrade or withdrawal may require administrative action.

4.1.2.3.2. SDIs or RIs are withdrawn after 8 consecutive years of nonperformance in that SDI or RI.

4.1.2.3.3. If downgrade action based on consecutive nonperformance in the specialty was not accomplished as outlined in **Table 4.1.**, AFSCs awarded at the 7- or 9-skill level are withdrawn after 8 years, and 5-skill levels (3-skill levels, if no 5-skill level exists in the ladder) are withdrawn after 6 years, 3-skill levels are withdrawn after 2 years. **NOTE:** Time spent in a TDY status (contingency or other) in an AFSC, SDI, or RI other than CAFSC counts as time performing in the specialty. **EXAMPLE:** Individual's PAFSC, CAFSC, and DAFSC is 3S1X1 and is selected for a TDY assignment in SDI 8M000. 8M000 would not be withdrawn for 8 years following the return date of the TDY.

**Table 4.1. Downgrading AFSCs for Lack of Recent Performance (see note).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the airman possess an AFSC at the</b>	<b>and the date last performed duty in the AFSC has been</b>	<b>then downgrade the awarded AFSC to</b>
<b>1</b>	5-skill level	4 years	3-skill level.
<b>2</b>	7-skill level	6 years	3-skill level.
<b>3</b>	9 skill level	6 years	3-skill level.

**NOTE:** AFSCs not downgraded using the above table will be withdrawn using paragraph 4.1.2.3.3.

4.1.4.1.1. Notification letter signed by unit commander with an AF Form 2096 prepared according to AFCSM 36-699, Volume 1.

4.1.6.3. Withdraw the AFSC or CEM Code if an airman fails to maintain mandatory qualifications listed as retention requirements for the 5-, 7-, or 9-skill level. **EXCEPTION:** An enlistee, with prior service, who has an AFSC awarded according to paragraph 2.3., retains the AFSC pending determination of eligibility for reinstatement of mandatory security clearance if administratively withdrawn (AFI 31-501, *Personnel Security Program Management*).

4.1.9. **Withdrawing or Downgrading an Improperly Awarded AFSC.** When discovered, Personnel Employment will request withdrawal of an improperly awarded AFSC. The request will be in official memorandum format and contain a synopsis of the requested action and will include a recommendation by the individual's supervisor. An assessment by an individual proficient in the specialty will accompany the request. Final approval authority is the MAJCOM Classification Office.

4.1.12.2.2. Withdraw the AFSC when an airman is eliminated from an AFSC awarding or formal training course that is mandatory for skill progression and listed as mandatory in AFMAN 36-2108.

**NOTE:** See AFI 36-2626, table 2.2, for disposition of retraining formal school eliminees.

**Table 4.3. Procedures for Processing Downgrade and Withdrawal Actions.**

<b>If the downgrade or withdrawal is for:</b>	<b>then the:</b>	<b>must:</b>
Exception to Procedures, paragraph 4.1.1. (see note 1)	Commander	Forward all pertinent data to MPF, Personnel Employment (PE). PE will evaluate and, if warranted, forward to parent MAJCOM with recommendation. MAJCOM/DP (or designated representative in the MAJCOM classification office) is approval authority. MAJCOM/DP evaluates circumstances and accompanying documentation. If supportable, approves request. Disapproval will be returned to the servicing MPF. MAJCOM/ DP function will forward a copy of all approved cases to HQ AFPC/ DPPAC.
Lack of Recent Performance, paragraph 4.1.2. (see note 2)	Unit/MPF	Reviews request and completes AF Form 2096 to document downgrade or withdrawal action. Personnel Employment will only approve substantiated cases where nonperformance in the specialty can be verified. (See note 3). If request is not substantiated, disapprove and return to individual or unit with rationale.
Substandard Performance, paragraph 4.1.4.	MPF, Personnel Employment	Evaluate the commander's request with appropriate documentation out-lined in paragraphs 4.1.4.1.1. through 4.1.4.1.5. If all coordinating agencies agree, approve the downgrade or withdrawal. If the member or the MPF commander does not concur with the action, forward request to the Mission Support Commander for resolution.
	Mission Support Commander	Either disapproves the request, if considered without merit, or appoints a disinterested Evaluation Official (EO) (field grade officer or SNCO, senior in grade to member being reviewed). EO cannot be the individual's commander or supervisor
	EO	Will read <b>Chapter 4</b> and follow procedures outlined in paragraphs 4.1.4.3.1. through 4.1.4.3.4.2.
Medical Disqualification	MPF, Personnel Employment	Withdraw an AFSC when an individual is permanently disqualified from performing duties or when the medical evaluation review or approval authority recommends retraining based on a medical defect that will permanently prevent the member from performing in the specialty. <b>NOTE:</b> A change in the physical profile alone <b>does not</b> disqualify a member for continued duty in the career field.

**NOTES:**

1. Use this provision when none of the other provisions outlined in paragraph 4.1.2. through 4.1.12. apply, and the commander still believes downgrade or withdrawal is appropriate.

2. **Table 4.1.** applies.
3. Time spent in a TDY status in the AFSC to be downgraded or withdrawn counts as time performing in the specialty. Member's time starts over from the return date of the TDY.

### **Attachment 1**

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

### **References**

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*  
AFI 36-501, *Personnel Security Program Management*  
AFI 33-360, *Publication Management Program*  
AFMAN 34-137, *Air Force Sports and Fitness Operations*  
AFI 35-203, *Band Program*  
AFPD 36-21, *Utilization and Classification of Air Force Military*  
AFVA 36-211, *Officer Classification Structure Chart*  
AFVA 36-212, *Airman Classification Structure Chart*  
AFCSM 36-699, V1, *Personnel Data Systems User Manual*  
AFI 36-2002, *Regular Air Force and Special Category Accessions*  
AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training*  
AFMAN 36-2105, *Officer Classification*  
AFI 36-2106, *Competitive Category Transfers*  
AFMAN 36-2108, *Airman Classification*  
AFI 36-2110, *Assignments*  
AFI 36-2201, *Developing, Managing, and Conducting Training*  
AFMAN 36-2245, *Managing Career Field Education and Training*  
AFI 36-2605, *Air Force Military Personnel Testing System*  
AFI 36-2606, *Reenlistment in the United States Air Force*  
AFMAN 36-2622, *Personnel Data System Users Manual*  
AFI 36-2626, *Airman Retraining Program*  
AFI 36-3017, *Special Duty Assignment Pay*  
AFI 36-8001, *Reserve Personnel Participation and Training Procedures*  
AFI 48-123, *Medical Examination and Standards*

ETCA, Education and Training Course Announcements (formerly AFCAT 36-2223)

### **Abbreviations and Acronyms**

**2AFSC** Secondary Air Force Specialty Code

**3AFSC** Tertiary Air Force Specialty Code

**4AFSC** Fourth Air Force Specialty Code

**AFCFM** Air Force Career Field Manager

**AFPC** Air Force Personnel Center

**AFOSI** Air Force Office of Special Investigations

**AFRC** Air Force Reserve Command

**AFS** Air Force Specialty

**AFSC** Air Force Specialty Code

**AFVA** Air Force Visual Aid

**AIA** Air Intelligence Agency

**ANGRC** Air National Guard Readiness Center

**ARPC** Air Reserve Personnel Center

**ASVAB** Armed Services Vocational Aptitude Battery

**BLMPS** Base Level Military Personnel System

**CAFSC** Control Air Force Specialty Code

**CDC** Career Development Course

**CEM** Chief Enlisted Manager

**DAFSC** Duty Air Force Specialty Code

**DoD** Department of Defense

**EAD** Extended Active Duty

**EDPT** Electronic Data Processing Test

**EO** Evaluation Official

**GTEP** Guaranteed Training Enlistment Program

**JAGDR** Judge Advocate General Department of Reserves

**MAJCOM** Major Command

**MEB** Medical Evaluation Board

**MFM** MAJCOM Function Manager

**MPF** Military Personnel Flight

**NPS** Nonprior Service  
**PAFSC** Primary Air Force Specialty Code  
**PCA** Permanent Change of Assignment  
**PCS** Permanent Change of Station  
**PDS** Personnel Data System  
**PME** Professional Military Education  
**PROMIS** Procurement Management Information System  
**RI** Reporting Identifier  
**RIP** Report on Individual Person  
**SDI** Special Duty Identifier  
**SEI** Special Experience Identifier  
**SRB** Selective Reenlistment Bonus  
**TDY** Temporary Duty  
**UFT** Undergraduate Flying Training  
**UMD** Unit Manpower Document  
**UPRG** Unit Personnel Records Group  
**USAFA** United States Air Force Academy  
**USAFR** United States Air Force Reserve  
**U.S.C.** United States Code

## Terms

***Advanced Technical Training***--Advanced formal training for an officer or airman specialty.

***Air Force Dental Aptitude Test (AFDAT)***--A test that measures a person's ability to complete the formal training for the dental laboratory career field (AFI 36-2605).

***Air Force Officer Qualifying Test (AFOQT)***--An aptitude test used in selecting candidates for officer commissioning programs or specific commissioned officer training programs (AFI 36-2605).

***Air Force Specialty (AFS)***--A group of positions requiring common qualifications. Each AFS has a title and a code.

***Air Force Specialty Code (AFSC)***--A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; airman AFSCs consist of five characters. Use alpha prefixes or suffixes with the numerical codes when more specific identification of position requirements and individual qualifications is required. Refer to [Table 1.1.](#) and [Table 1.2.](#) for explanation of codes.

***Air Force Specialty Code Prefix***--A letter of the alphabet is used as part of the AFSC to identify an ability, skill, special qualification, or system. Prefixes are not restricted to a single AFS.

***Air Force Specialty Code Suffix***--An alphabetical suffix is used as part of the AFSC to identify specific equipment or functions and positions of an AFS. Each suffix has a title.

***Aptitude Cluster***--A group of basic aptitudes related to Air Force career fields and career field subdivisions--mechanical, administrative, electronics, and general.

***Aptitude Index***--A number that represents the percentile score made on a single cluster (see Aptitude Cluster).

***Armed Forces Classification Test***--A test comparable to the ASVAB with four aptitude clusters--mechanical, administrative, electronics, and general.

***Armed Services Vocational Aptitude Battery (ASVAB)***--A test that evaluates aptitudes. Use the test to make initial classification to career fields and to formal school courses. It measures basic aptitudes grouped in clusters.

***Awarded Air Force Specialty Code***--An AFSC awarded to an individual as primary, second, third, or fourth AFSC after certification of ability to perform in positions of an AFS at a certain skill level. Fourth AFSC applies only to airmen.

***Awarded Air Force Specialty Code, Special Experience Identifier***--The SEI designated with PAFSC, 2AFSC, 3AFSC, and 4AFSC.

***Basic Technical Training***--Initial formal training in an officer or airman specialty. Awards airman graduates a semiskilled AFSC.

***Capper Air Force Specialty Code***--An AFSC used when two or more career ladders combine at the supervisory 7- or 9-skill level. The 5th digit of a capper AFSC is a "0."



**Career Field**--A group of closely related AFSs (or a single AFSC 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 Subdivision**--A division of a career field that groups closely related AFSs in one or more ladders.

**Chief Enlisted Manager (CEM) Code**--A five-digit code ending in "00" to identify CMSgts and CMSgt selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

**Commander (AFSC XXCX)**--A specialty that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Competitive Category**--A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

**Control Air Force Specialty Code (CAFSC)**--A management tool used to make airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Control Air Force Specialty Code, Special Experience Identifier (CAFSC SEI)**--The SEI designated with the CAFSC.

**Defense Language Aptitude Battery**--A test that evaluates an individual's ability to complete formal courses in foreign language training (AFI 36-2605).

**Disqualified Airman** – An enlisted person disqualified from being able to perform duties in an awarded AFSC.

**Duty Air Force Specialty Code (DAFSC)**--The AFSC denoting the specialty in which the individual is performing duty.

***Duty Air Force Specialty Code, Special Experience Identifier (DAFSC SEI)***--The SEI reported in the DAFSC SEI area of the personnel data system.

***Electronic Data Processing Test (EDPT)***--A test that evaluates a person's ability to complete formal courses dealing with operating and programming electronic data processing equipment (AFMAN 36-2108).

***Entry Air Force Specialty Code***--An AFSC showing potential or partial qualification in the AFS. The 4th digit of this code is always 1.

***Evaluation Official (EO)***--A disinterested field grade officer, chief master sergeant (CMSgt), or senior master sergeant (SMSgt) appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

***Feeder Air Force Specialty Code***--The awarded AFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC or CEM code when two or more AFSCs combine.

***Fourth Air Force Specialty Code (4AFSC)***--The awarded AFSC in which an individual is fourth best qualified to perform duty.

***Functional Category***--Group of career fields managed by the same Air Staff functional community.

***Input Air Force Specialty***--The AFSC identified in AFMAN 36-2108 for entry into a lateral AFS.

***Intermediate Air Force Specialty Code***--An AFSC for pilots, bomber navigators, and missile launch officers showing qualification at an intermediate level above entry. The 4th digit is always 2.

***Lateral Air Force Specialty***--An AFS that requires prior qualification at the semiskilled or higher-skill level as specified in the specialty description in AFMAN 36-2108.

***Lateral Training***--Formal course that requires prior qualification in another specialty as stated in the specialty description in AFMANs 36-2105 or 36-2108.

***Physical Profile Serial***--The physical profile serial is a means to identify an individual's general physical condition. Six factors are measured: physical condition, upper extremities, lower extremities, hearing, vision, and neuropsychiatric (see AFI 48-123, *Medical Examination and Standards*).

**Position**--A manpower authorization appearing on a manpower document with a prescribed set of duties or tasks.

**Primary Air Force Specialty Code (PAFSC)**--The awarded AFSC in which an individual is best qualified to perform duty.

**Procurement Management Information System (PROMIS)**--An automated military personnel accession system. PROMIS is an on-line transaction processing system used by accession activities to determine availability of, and reserve positions for, individuals prior to entering active duty.

**Qualified Air Force Specialty Code**--An AFSC showing full qualification in the AFS. The 4th digit is always "3" and is authorized at any level.

**Rated Air Force Specialty Code**--Aircrew AFSCs (11XX, 12XX, and 13AX) identify aircrew members serving in, or qualified to serve in, pilot, navigator, flight test positions, and astronaut.

**Related Air Force Specialty Code**--An AFSC similar in training, formal education, or practical experience that makes it compatible with another AFSC as defined by the career field manager.

**Reporting Identifier (RI)**--A four- or five-digit code and a title used to identify positions or persons not identified elsewhere in the classification structure. **EXAMPLE:** 93P0 Patient (officer), 9P000 Patient (airman).

**Secondary Air Force Specialty Code (2AFSC)**--The awarded AFSC in which an individual is second best qualified to perform duty.

**Skill Level**—The level of qualification within an awarded airman AFS, shown by the fourth digit of the AFSC. The 1-skill level (helper) identifies personnel initially classified in an AFS when entering the Air Force or when retraining. The 3-skill level (apprentice) identifies airmen who have obtained basic knowledge within an AFSC through completion of an initial skills course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). In specialties where a 5-skill level does not exist, personnel are considered skilled at the 3-skill level. Apprentices implement work activities as directed and perform tasks unsupervised when certifying officials determine them to be qualified. The 5-skill level identifies airmen who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and, upon promotion to staff sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Journeymen plan, coordinate, implement, and supervise work activities. The 7-skill

level (craftsman) identifies airmen who have gained a high degree of technical knowledge in their AFSC and who have additionally acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory and managerial functions. Craftsmen plan, coordinate, implement, and direct work activities. The 9-skill level (superintendent) identifies airmen who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Superintendents plan, coordinate, implement, and direct a wider scope of work activities and functions. When two or more career ladders combine at the supervisory 7- or 9-skill level (capper AFSC), members can supervise any or all of the subordinate career ladders; however, members may only perform the specific technical functions of the career ladder through which they have progressed. The awarded feeder AFSC identifies this training and experience.

***Special Duty Identifier (SDI)***--A four- or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field. ***EXAMPLES:*** 83RO Recruiting Service (Officer), 8P000 Courier (Airman).

***Special Experience Identifier (SEI)***--A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet peacetime assignments. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identifiers, CEM codes, personnel processing codes, or professional specialty course codes. AFMANs 36-2105 and 36-2108 list approved SEIs.

***Special Duty Assignment Pay AFSC***--AFSCs designated for special duty assignment pay under the provisions of AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

***Specialty Description***--A description of an AFS or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

***Staff Air Force Specialty Code***--An AFSC to identify staff positions. 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.

***Strength Aptitude***--An individual's strength ability as measured by the Air Force Strength Aptitude Test. AFMAN 36-2108, attachment 39, lists strength requirements for each AFSC.

**Supplemental Training**--Formal training of officers or airmen that enhances qualification in the job but does not result in change of AFSC.

**Technical Training Course**--A formal school course of instruction authorized by HQ USAF and taught by the Air Force, DoD school, or by a civilian organization for the DoD.

**Third Air Force Specialty Code (3AFSC)**--The awarded AFSC in which the individual is third best qualified to perform duty.

**Training**--Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

**Utilization Field**--A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and don't relate to other officer specialties.

## **Attachment 2**

### **AFSC Withdrawal Guide**

Military Personnel Flight (MPF)

AFSC Downgrade or Withdrawal Procedures

(How to build a package and what to include)

This has been created to assist in the processing of AFSC downgrade or withdrawal packages. Information covered has been gleaned from appropriate paragraph references in this instruction as well as AFI 36-2201, *Developing, Managing, and Conducting Training*.

### **Types of AFSC Downgrades or Withdrawals**

- Lack of Recent Performance (Can be either a downgrade action or withdrawal)
- Reduced in Grade (Downgrade)
- Substandard Performance (Can be either a downgrade action or withdrawal)
- AFOSI decertification (Withdrawal)
- Failing to Maintain Mandatory AFSC, SDI, or CEM Qualification Standards (Withdrawal)
- Medical Disqualification (Withdrawal)

- Prerequisite AFSC (Withdrawal)
- Improperly Awarded AFSC (Can be either a downgrade action or withdrawal)
- Aviation Service Medical Disqualification (Withdrawal)
- Aviation Service Disqualification, Other than Medical (Withdrawal)
- Failing to Progress while in Upgrade Training (Withdrawal) (This is the most common type of package.)
- Exception to Procedures

**NOTE:** For failure to progress packages the **KEY** element is; while in upgrade training and the individual is in TSC A, B, C, E, F, G, or T. In these types of cases the base training manager **must** be involved. Packages must request AFSC withdrawal, not retraining...retraining is the step after withdrawal.

### **Routing of the Package**

The Unit CC submits paperwork and a letter suggesting action to the MPF.

The Base Training Office makes a written recommendation to the MPF CC only if the individual is in UGT.

The MPF CC submits paperwork and a letter suggesting action to the MAJCOM training office.

The MAJCOM training office and MAJCOM Functional Manager will determine course of action.

**NOTE:** Throughout the process, the base training office must be involved if the request is based on training issues. The base training office must provide a recommendation to the MPF CC.

### **Ask the following questions when reviewing package:**

Is there adequate justification for the removal?

Is it based entirely on a CDC failure? (Is a CDC waiver more appropriate?)

Does the documentation support withdrawing the AFSC?

Do the EPRs match requested action?

Should the individual be retained in the Air Force? (Is discharge action for disciplinary reasons more appropriate?)

**NOTE:** If the requested action doesn't fit the situation, contact the unit to get additional information, documentation, or rationale. (There may be a more appropriate avenue than the one being requested.) If the package doesn't justify what the unit is trying to do, return with recommendations.

If the package isn't properly prepared...send it back for completion!

**AFSC withdrawal packages must contain the following information:**

Copy of CFETP Part 2 and AF Form 623a documentation, to include the CC evaluations if the trainee has a two-time CDC failure.

Minimum of last 3 Enlisted Performance Reports (EPR).

Copy of AF Form 2096 withdrawing the AFSC-**NOT PROCESSED**.

Medical Evaluations (if applicable).

Letter from the commander, supervisor, and other supervisors/trainers.

Letter from the trainee.

Letters of Recommendation (LOR) or Letters of Counseling (LOC) indicating training related information.

Any other pertinent information regarding training status.

**Requests to Waive the Specialty Entry or Retention Requirements**

The following information has been created to assist you in processing AFSC waiver requirement packages.

**Types of Waiver Packages**

- Training or education listed as mandatory in the specialty description	Waiver Authority: AF Career Field Manager (AFCFM)
- Experience requirements (i.e., time)	Waiver Authority: AFCFM
- Core Task requirements	Waiver Authority: AFCFM
- CDC ( <b>Initial Completion</b> )	Waiver Authority: AFCFM
- CDC ( <b>Twice Failing the CE</b> )	Waiver Authority: Wing CC
- Other mandatory requirements listed in the specialty or in Attachment 39 of AFMAN 36-2108	Waiver Authority: HQ AFPC/DPPAC

## Routing of the Package

- The individual requesting the waiver submits a request to his or her immediate supervisor.
- The supervisor reviews request and if justified assists individual in obtaining necessary documentation and justification to support the requested waiver.

**NOTE:** The waiver request will consist of an official memorandum, **initiated by the individual concerned**, with appropriate justification or rationale and documentation.

- The unit commander validates the waiver request and indorses the request with a recommendation of approval or disapproval. If recommended for approval, the request is forwarded to the MPF, Personnel Employment. If disapproved, return the request to the individual with rationale.
- Personnel Employment evaluates the request and coordinates appropriate request with Base Training who also evaluates. If both offices agree with recommendation, a coordinated recommendation may be forwarded to the MPF CC. If there is disagreement, provide the MPF CC separate recommendations with rationale.
- The MPF CC evaluates the request along with recommendations and either recommends approval or disapproves request. Packages recommended for approval are forwarded to the MAJCOM Classification office. Disapproved requests are returned to the unit with rationale.
- The MAJCOM Classification Representative will evaluate and coordinate action with the MAJCOM Training Manager and MAJCOM Functional Manager. If all agree with recommendation, requests recommending approval are forwarded to approval authority (either the AF CFM or AFPC/DPPAC). If the coordinated recommendation is for disapproval, return request to the individual through the MPF with rationale.

**NOTE:** If there is disagreement between the evaluators, each office will provide a recommendation, with rationale, and the package will be forwarded by the Classification Representative to the approval authority for final action.

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and are determined the minimum required to reasonably assure success in the specialty. When reviewing a waiver request, look for equivalent substitutes. Requests must clearly substantiate that individuals meet or exceed the mandatory requirements considered crucial for successful performance in an AFSC. Consider this and the following when reviewing the package for possible submission.

### Review request and evaluate using the following questions:

- Has the individual completed an education or training course (i.e., equivalent education course, a certificate



program, an equivalent vocational technical training course) acquiring the knowledge and proficiency required?

- Has the individual performed duty in an exceptional manner over an extended period of time in the actual or equivalent specialty/civilian occupation?
- Has the individual provided supporting documentation, such as proof of experience, that equates or exceeds the minimum experience requirement?
- Does the individual possess the career knowledge equivalent to specified requirements?
- If waiver is for an aptitude score, has the individual taken the Air Force Classification Test (AFCT) in an attempt to meet the minimum scores?

**NOTE:** It must be reflected that individuals meet the mandatory career knowledge topics identified in the specialty description and all items contained in the CDC as reflected in the CFETP.

- Does the individual possess the physical ability, aptitude, or qualifications which are equivalent to, or commensurate with, the established requirement?
- Were all practical training options available within the MAJCOM, exhausted before recommending approval of the waiver request?

**MPF or MAJCOM: If the package isn't properly prepared...send it back for completion!**

- Letter from the trainee.
- Copy of CFETP Part 2 and AF Form 623a documentation.
- If this is a CDC waiver, all core and subject knowledge items identified in the CDC column of the CFETP must be certified prior to waiver submission.
- If this is a 7-level school waiver, all core tasks and the tasks covered in the 7-level course column of the CFETP must be certified prior to waiver submission.
- As a minimum, the last 3 EPRs.
- Letters of recommendation from the commander, supervisor, and other supervisors/trainers.
- Any other pertinent information regarding waiver request.
- If this is an experience waiver request, supporting documentation must include proof of experience. Besides the EPRs and training records, also include state or federal operating licenses or certificate of affiliation (if applicable).

**Attachment 4****IC 2001-1 TO AFI 36-2101,  
CLASSIFYING MILITARY PERSONNEL (OFFICER AND ENLISTED)****30 APRIL 2001*****SUMMARY OF REVISIONS***

This change incorporates interim change (IC) 2001-1. Specifically, this change revises the title to replace the term “airman” with “enlisted”, replaces “airmen” with “enlisted” when referring to enlisted personnel throughout the publication, revises paragraph 1.2. to add general classification tenets, expands and clarifies classification responsibilities for Air Staff and AFPC (paragraph 1.3.), revises procedures for classifying non-prior service personnel (paragraph 2.2.), strengthens provisions of paragraph 3.7., revises Table 3.3. to add specific procedures to process waiver requests, adds clarification to paragraph 3.18., changes AFSC award requirements for 7-skill and 9-skill levels (Table 3.7.), changes requirements for retraining ANG and AFRC Chiefs (paragraph 3.27.), and establishes provisions for medically disqualified career enlisted aviators (CEA) (paragraph 4.1.10.3.). Minor changes to correct spelling, format, or editing changes have also been incorporated into this IC. See the last attachment of the publication, IC 2001-1, for the complete IC. The bar (/) indicates revision from the previous edition.

**Chapter 1****CLASSIFICATION OBJECTIVE, CONCEPT, TENETS, RESPONSIBILITIES, AND  
STRUCTURE****1.2. Classification Concepts and Tenets:**

1.2.2. Practical Specialization Concept. Air Force Specialty qualifications are listed in paragraph 3 of each specialty description in AFMANs 36-2105, *Officer Classification*, and 36-2108, *Enlisted Classification*. Qualifications include knowledge, education, experience, training, and other factors. These are defined as mandatory or desirable for each skill level. While no one person is likely to perform all functions of an AFS at any one time, individuals can be developed to perform all duties and responsibilities of the various duty positions within an AFS at different times throughout a career. When individuals meet all of the mandatory qualifications of the specialty and have shown skill level qualification in all tasks of the position in which assigned, they are considered qualified for award of the AFSC.

1.2.3. The following are the basic tenets of the classification structure:

- 1.2.3.1. The classification system is established to identify requirements and identify the personnel qualified to fill those requirements.
- 1.2.3.2. Design AFSCs which make sense in the objective Air Force structure.
- 1.2.3.3. Use simple, clear, logical groupings.
- 1.2.3.4. Provide visible career paths for officer and enlisted personnel.

- 1.2.3.5. Maintain the ability to identify career fields, specialties, subspecialties, and skill levels.
- 1.2.3.6. Maintain the ability to identify special job requirements and positions, special duty identifiers (SDI), and reporting identifiers (RI).
- 1.2.3.7. Eliminate redundant identifiers. Don't duplicate other personnel data system (PDS) identifiers.
- 1.2.3.8. Group AFSCs functionally.
- 1.2.3.9. Maintain a balance of specialist versus generalist specialties to allow maximum efficiency and equity in assignment and promotion opportunities.
- 1.2.3.10. Do not proliferate small population specialties that adversely limit the ability to effectively manage the resource.
- 1.2.3.11. Specialty descriptions for each occupational grouping will be updated as needed and contain general occupational information.
- 1.2.3.12. Specialty descriptions will be broad in scope to adequately portray all skill levels represented by the description and will not contain a grade requirement.
- 1.2.3.13. Grade requirements are determined by manpower, in conjunction with the Air Force Career Field Manager (AFCFM).
- 1.2.3.14. The format of the specialty descriptions will be standardized to maintain simplicity, clarity, and ease of publishing.
- 1.2.3.15. Specialty descriptions will generally be no more than 2 pages in length (does not include shred-out descriptions when needed).
- 1.2.3.16. Staff each requested change to the classification system, with all impacted agencies, using the provisions of either AFMAN 36-2105, *Officer Classification* or AFMAN 36-2108, *Enlisted Classification*, as appropriate, and resolve any non-concurrence before implementing.

### **1.3. Program Responsibilities:**

**1.3.1. The Deputy Chief of Staff, Personnel (HQ USAF/DP).** HQ USAF/DP establishes and oversees policies for classifying personnel including developing, reviewing, interpreting, and changing classification policy.

1.3.1.1. OPR for AFD 36-21, Utilization and Classification of Air Force Military Personnel.

1.3.1.2. Reviews Air Force classification policy for clarity, propriety, and accuracy.

1.3.1.3. Works with Air Staff agencies to determine if new or revised Classification policies are needed to effectively and efficiently manage requirements and human resources.

**1.3.2. Headquarters Air Force Personnel Center (HQ AFPC/DPPAC).** The USAF Classification Branch establishes, monitors, and interprets procedures for classifying military personnel based on specialty data, special studies, analyses, and career field managers' input. Ensures minimum specialty requirements are adhered to according to AFMAN 36-2105 and AFMAN 36-2108. The following specifically outlines HQ AFPC/DPPAC responsibilities:

1.3.2.1. Responsible for the overall management of the Air Force Classification System to include establishing, deleting, changing, or revising necessary identifiers used to manage Air Force requirements and human resources.

1.3.2.2. Develops Air Force specialties, titles, and codes to identify required military skills associated with new systems development, acquisition, and operation.

1.3.2.3. Designs, develops, implements, publishes, and monitors Air Force classification procedures affecting classification of the total force.

1.3.2.4. Coordinates with personnel data system managers on classification matters impacting PDS. Develops, coordinates, and processes system change requests to PDS to facilitate changes to Officer and Enlisted Classification structures.

1.3.2.5. Coordinates extensively with functional, manpower, and personnel agencies on all Classification actions due to the impact these actions have on a variety of programs.

1.3.2.6. Develops explanations, titles, and codes to identify special experience.

1.3.2.7. Responsible for the publication and update of the following publications: AFI 36-2101, *Classifying Military Personnel*; AFMAN 36-2105, *Officer Classification*, and AFMAN 36-2108, *Enlisted Classification*.

1.3.2.8. Conducts special studies and analyses to validate and integrate occupational data to revise, develop, or delete Air Force occupational data to revise, develop or delete Air Force specialties, titles, and codes in order to identify required military skills.

1.3.2.9. Staffs and coordinates AFS restructuring actions.

1.3.2.10. Provides extensive guidance and interpretation to MAJCOMs, Air Staff agencies, units, and individuals regarding classification procedures.

1.3.2.11. Acts on requests for waivers of AFI 36-2101 and AFMANs 36-2105 and 36-2108, covering all aspects of classification instructions, i.e., physical, aptitude, security, strength, etc.

1.3.2.12. Answers Congressional and IG inquiries; high level correspondence, correction of records requests, and other inquiries concerning classification actions and procedures.

1.3.2.13. Establishes, publishes, and monitors classification procedures for deleting identifiers for individual personnel.

1.3.2.14. Provides procedures for classifying former officers as enlisted personnel.

1.3.2.15. Develops and uses standard operating procedures to effectively and efficiently manage establishing, deleting, changing, or revising classification tools.

1.3.2.16. Attends functionally oriented workshops, conferences, meetings, etc. to provide expertise on classification matters and advises of impact resulting from specialty restructuring actions.

2.2.2. Enlisting applicants. HQ USAF Recruiting Service (HQ USAFRS), using the Procurement Management Information System (PROMIS), ensures an applicant's aptitude test scores meet Air Force requirements and guarantees them training in one of the following categories:

2.2.2.1. Guaranteed Aptitude Area (GAA). 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.

2.2.2.2. Guaranteed Training Enlistment Program (GTEP). Prior to reserving a GTEP allocation, Recruiting Service will ensure applicant meets all mandatory qualifications for entry into the AFS. In unusual circumstances, HQ USAFRS may request a waiver of mandatory prerequisites for individuals. Process

waivers according to **paragraph 3.7.** and use **Table 3.2.** and **Table 3.3.** to determine waiver authority and processing instructions. Consider the following:

2.2.2.2.1. Air Force requirements.

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

2.2.2.2.3. Individual Preference. When warranted, waivers may be initiated at the applicant's request.

### 2.2.3. Initial Classification:

2.2.3.1. AFSC classification of enlistees with a GAA is determined by the 319 TRS/TPCA. They use the Processing and Classification of Enlistees (PACE) computer system to make sure individuals meet mandatory qualifications for entry into each career field. Classification is based on individual's initial enlistment contract, needs of the Air Force, and personal preference. A GAA enlistee may request release from his or her enlistment contract to volunteer for announced priority requirements. 319 TRS/TPCA is the approval authority for these requests. Normally, an individual may select as many as eight AFSC preferences from available openings, provided they are qualified for each.

2.2.3.2. The 319 TRS screens applicants who enlist for training and initial assignment in specific AFSCs to ensure enlistees meet qualifications. Unless disqualified for their guaranteed job, GTEP enlistees will be classified into their GTEP AFSC. They may request a release to volunteer for announced requirements. 319 TRS/TPCA is the approval authority for these requests.

2.2.3.3. Non-United States Citizens (excluding United States Nationals). Non-United States citizens will not be classified into any specialty listed in AFMAN 36-2108, attachment 39 that is not open to Non-United States citizens.

2.2.3.4. The USAFA and HQ AETC, Student Resources Division, jointly classify disenrolled USAFA cadets who have no prior service (see AFI 36-2012, *Record of Disenrollment From Officer Candidate-Type Training*).

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

**2.3. Classifying Prior Service Enlistees.** HQ USAFRS and HQ AFPC/DPPAE, Skills Management Branch, jointly classify prior service enlisted personnel. They determine if the individual is qualified for the AFSC possessed when discharged using the specialty description in AFMAN 36-2108. Minimum aptitude requirements don't apply.

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in rare instances for individuals who have exceptional qualifications determined to be equivalent to the mandatory requirements. Waiver requests must be fully justified and documented. Only requests that are recommended for approval should be forwarded to the next review level (see paragraph **3.7.5.** and **Table 3.3.** for processing instructions).

### NOTES:

1. Current Air Force policy does not allow award of additional AFSCs based solely on prior experience, knowledge, or training. **EXAMPLE:** An enlisted airman has previous civilian experience and training in a specialty unrelated to his or her awarded specialty and would like to show the AFSC as a qualification for possible future utilization. There are no provisions to award additional AFSC(s) based on prior civil-

ian knowledge, training or experience. **Return such requests to the individual without action.** Individuals should be counseled to apply for retraining, if eligible, and if approved for retraining, can request to waive the initial skills training course.

2. Procedures to request waivers pertaining to on-the-job training (OJT) and AFSC upgrade are contained in AFMAN 36-2245, *Managing Career Field Education and Training*. Approval authority and procedures to request classification waivers are outlined below and in [Table 3.1.](#) or [Table 3.2.](#) and [3.3.](#)

3.7.4.2. Legal Officers (AFSCs 51JX): HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington DC 20330-1420.

**Table 3.1. Waiver Authority for Mandatory Classification Requirements--Officers**  
(see paragraph 3.7.).

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the requirement is (see note 1)</b>	<b>and the officer has</b>	<b>then approval authority is</b>
<b>1</b>	education	provided justification	AFCFM
<b>2</b>	experience	experience or other training which equates to that in the AFS	AFCFM
<b>3</b>	a prerequisite AFSC (see note 5)	experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see paragraph 3.7.)	
<b>4</b>	training	completed other training or has extensive experience which can be equated to the training requirement	AFCFM (see paragraph 3.7.) <b>EXCEPTION:</b> AFSC 71SX (see note 2).
<b>5</b>	other mandatory requirements (not specified above) in the AFMAN 36-2105 specialty description	provided justification	HQ AFPC/ DPPAC (see notes 3, 4, and 5).

**NOTES:**

1. The MPF will ensure the requester states reasons why the waiver is warranted and include appropriate supporting documentation (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying the request).
2. Approval authority for AFSC 71SX is HQ AFOSI/CC.
3. If a waiver is requested for physical reasons, forward only those recommended for approval by base medical authority.
4. A copy of the waiver decision is forwarded to the AFCFM.
5. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

**Table 3.2. Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel (see paragraph 3.7.).**

R U L E	A	B
	If the enlisted airman's waiver is for (see note 1)	
1	mandatory training as listed in the specialty description	AFCFM (see notes 3, 4, and 8).
2	experience (including input AFSC for an AFSC or prefix in AFMAN 36-2108) (see note 10)	
3	mandatory education as listed in the specialty description	
4	CDC	
5	CDC qualification after twice failing an end of course test	wing commander or equivalent (see notes 5 and 9). <b>EXCEPTION:</b> AFSC 3E7XX waiver authority is AFCFM.
6	other mandatory requirements (not specified above) listed in the specialty description or attachment 39, in AFMAN 36-2108; or any of the above, when a MAJCOM technical evaluation is not available	HQ AFPC/DPPAC (see notes 6, 7, and 10).

**NOTES:**

1. MPF will ensure individual requesting the waiver includes the rationale, using official memorandum format, why the waiver is warranted and includes supporting documentation, (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying request).
2. Follow the processing guidelines established in paragraphs 3.7.5.
3. Before approving training waivers on personnel with approved retraining class quotas, coordinate with HQ AFPC/DPPAE.
4. The MPF Commander can conduct the career knowledge training CDC according to AFI 36-2201, *Developing, Managing, and Conducting Training*, attachment 3, and award AFSCs to enlisted personnel at isolated locations without testing facilities where travel to locations with testing facilities would be uneconomical or inconvenient.
5. Prior to processing a waiver request, commanders must ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable specialty description to identify specific mandatory requirements for the award of the AFSC.
6. If a waiver is requested for physical reasons, forward only those recommended for approval by the base medical authority.
7. A copy of the waiver decision is forwarded to the AFCFM.



- 8. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command functional managers for their components.
- 9. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers must ensure waiver packages are properly documented and recommendations well justified.
- 10. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

**3.7.5. Processing Waiver Requests.** Use **Table 3.3.** to determine appropriate routing for waiver requests. The individual’s immediate supervisor or commander must decide when a waiver 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. Each level of review has the responsibility to use their best judgment of what is fair and equitable to the individual, and what is in the best interest of the Air Force. Return or disapprove cases lacking sufficient justification to warrant consideration.

**NOTE:** There are no provisions to award additional AFSCs to enlisted personnel solely to show future, potential, or possible utilization. Return such requests to individual without further action and advise individual that if they wish to pursue utilization in another specialty to apply for formal retraining.

**3.10.5.** AFSCs authorized for use without shreds are identified in attachment 47, AFMAN 36-2105, and attachment 39, column M, AFMAN 36-2108. They are also highlighted by a (+) preceding the AFSC number on Attachment 2, AFMAN 36-2105, *Officer Classification Structure Chart*, and by an (\*) on Attachment 2, AFMAN 36-2108, *Enlisted Classification Structure Chart*.

**Table 3.3. Procedures for Processing All Classification Waiver Requests.**

If the individual requests a waiver, then the (see note 1)	of organization	must:
Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force memorandum format, include rationale and attach documentation to support request. If request is not appropriate, document why and return to individual.
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 MPF, Personnel Employment. If request is not substantiated and documented, disapprove and return to individual's supervisor with rationale for disapproval.

Military Personnel Flight	MPF, Personnel Employment	evaluate the request and coordinate with the Base Education and Training Manager, and provide the MPF Commander a coordinated recommendation. If there is a disagreement between Personnel Employment and the Training Manager, both will provide the MPF Commander rationale to support their position. Return disapproved request to the individual's commander.
	Base Education and Training Manager	evaluate request and identify any deficiencies in the training or the request and provide Personnel Employment a recommendation. If there is disagreement with Personnel Employment's recommendation, the Training Manager will provide detailed rationale for recommendation to the MPF Commander.
Military Personnel Flight	MPF Commander	evaluate request with recommendations from Personnel Employment and the Base Training Manager. Only forward those requests that are recommended for approval to the MAJCOM. In cases where there is disagreement between Personnel Employment and the Base Training Manager, make your determination and forward those cases you recommend for approval to the MAJCOM. If disapproving, return request to Personnel Employment with rationale. <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. <i>See NOTE 3.</i>

If the individual requests a waiver, then the (see note 1)	of organization	must:
MAJCOM	Classification Representative	evaluate request. Coordinate recommendation with the MAJCOM Training Manager and the MAJCOM Functional Manager. Forward coordinated requests recommending approval, along with your recommendation, to the applicable approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the MPF for disposition. If a coordinated recommendation cannot be reached, include each office's recommendation and rationale along with complete package and forward to the approval authority. See <i>NOTE 2</i> .
	Training Manager	evaluate request and identify any deficiencies in the training or the request. Provide your recommendation, coordinate recommendation with the MAJCOM Functional Manager (MFM), and forward requests recommended for approval to the applicable approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the MPF for disposition.
Air Force	AFCFM	evaluate request and either approve or disapprove those that are within your approval authority (see <a href="#">Table 3.1.</a> and <a href="#">Table 3.2.</a> ). Forward all other cases with recommendation to HQ AFPC/DPPAC. Return cases to MAJCOM for disposition and action.
	HQ AFPC/DPPAC	evaluate request and either approve or disapprove. Approved requests will be routed to the appropriate office to consummate action. Disapproved requests will be returned to the appropriate MAJCOM with rationale for disapproval. A courtesy copy of all actions will be provided the appropriate AFCFM.

**NOTES:**

1. All waiver requests must be in official memorandum format.
2. In the event there is no MFM at the MAJCOM to evaluate the request, the MAJCOM Classification Representative will indicate such and send the request with a classification recommendation to HQ AFPC/DPPAC.
3. Requests to waive mandatory training, education, or CDCs should be forwarded through the MAJCOM Training Manager.

3.13.2.1. HQ AFPC/DPPAC in conjunction with AFCFM, assignment managers, and manpower establish, revise, and delete SEIs as needed. Additionally, they periodically review established SEIs to determine validity and usefulness (see AFMANs 36-2105 and 36-2108).

**3.18. Using the Commander Prefix.** Use prefix "C" to identify commander positions below group level. It denotes commander duties within a functional AFSC, (i.e., C36M3, Commander, Mission Support). Award it according to AFMAN 36-2105.

3.18.1. If the officer has not been previously awarded the prefix, update the suspense for award 12 months from date assigned to a commander position. The automatic suspense routine will generate a report on individual person (RIP) to the individual's commander.

3.18.2. Do not use the C prefix for AFSCs specifically established to identify commander functions as denoted by the term "commander" in the specialty title (for **EXAMPLE:** RIs 91C0, Commander; 91W0, Wing Commander; and AFSCs 10C0, Operations Commander; 20C0, Logistics Commander; 30C0, Support Commander; and 40C0, Medical Commander). **EXCEPTION:** AFSC 60C0, Program Director. Although the term commander is not in the specialty title, do not use prefix "C" with AFSC 60C0. **NOTE:** See C Prefix Definition for a complete listing of AFSCs **not** authorized for use with the prefix.

3.25.1.5. Retraining (see AFI 36-2626 for active duty and AFMAN 36-8001 for Reservists).

3.25.1.6. Awarding helper-level AFSCs to Air National Guard and United States Air Force Reserve enlisted personnel based on civilian experience (see **Chapter 5**).

3.27.1. Active Duty CMSgts and CMSgt selectees who are approved by AFPC Chiefs Group Assignments Division (DPAC) to cross flow into other than an awarded CEM code may bypass normal lower skill level qualification.

**NOTE:** ANG and AFRC CMSgts cross flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to ANG/DPF for ANG personnel and AFRC/DPMF for AFRC personnel. ANG/DPF or AFRC/DPMF will review for completeness and coordinate with ANG or AFRC functional and training managers before approving or disapproving.

3.28.1. The DAFSC of an enlisted airman attending a formal school is the AFSC to which the course trains according to Education and Training Course Announcement (ETCA), formally AFCAT 36-2223, *U.S. Air Force Formal Schools*. If the course doesn't train to a specific AFSC, the enlisted airman's DAFSC remains the same as it was at the base of assignment. Award enlisted personnel a 3-skill level AFSC when they graduate from a 3-skill level AFSC awarding course.

3.34.4.2. Approve using Chiefs and Chief selectees outside their CAFSC up to 270 days. HQ AFPC/DPAC, 550 C Street West, Suite 30, Randolph AFB TX 78150-4732 may approve periods in excess of 270 days.

**Table 3.7. Criteria for Awarding Enlisted AFSCs, SDIs, RIs or CEM Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
		<b>If the enlisted airman</b>
<b>1</b>	is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the AFS as listed in AFMAN 36-2108	1-skill level. (see note 1)
<b>2</b>	completes an AFSC awarding course listed in the Education and Training Course Announcements (ETCA), formally AFCAT 36-2223 (see note 2)	3-skill level.
<b>3</b>	successfully completes mandatory Career Development Courses (CDC), completes all core tasks identified in the Career Field Education and Training Plan (CFETP) and other duty position tasks identified by individual's supervisor, completes 15 months in upgrade training, meets mandatory 5-skill level requirements listed in the specialty description in AFMAN 36-2108 and CFETP (see note 10)	5-skill level.
<b>4</b>	satisfactorily completes all mandatory 7-skill level training, is a SSgt or above, completes 12 months OJT, meets all mandatory 7-skill level requirements in the specialty description in AFMAN 36-2108 and is recommended by supervisor	7-skill level. (see notes 3 and 7)
<b>5</b>	is a SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, meets mandatory 9-skill level requirements in the specialty description in AFMAN 36-2108, and is recommended by supervisor	9-skill level. (see notes 3 and 7)
<b>6</b>	is a CMSgt or CMSgt select and has 9-skill level feeder AFSC that is normal input source into CEM code (AFMAN 36-2108)	CEM code. (see notes 3, 4, and 5)
<b>7</b>	is approved for duty in an SDI or RI	SDI or RI. (see note 6)

**NOTES:**

1. Designate 1-skill level AFSC to identify initial classification or retraining into an AFSC. Remove it when the member is upgraded, disqualified from the AFSC, or retrained into another specialty.
2. Effective date of award is the course completion date.
3. AFSCs withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the enlisted airman meets all current mandatory requirements for the award of the withdrawn AFSC.

4. Effective date of award for selectees is the date of release of the selection list.
5. The 9-skill level feeder skill is not required for the award of CEM code to CMSgts assigned or authorized permanent duty by HQ AFPC/DPAC 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 according to **Table 3.9**.
7. Individuals assigned in AFSCs without a 7-level AFSC awarding course qualify for award of the 7-skill level when they meet all other requirements specified in rule 4 and complete 18 months time in training.
8. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
9. Individuals in retraining status (TSC "F") must complete a minimum of 9 months in upgrade training (UGT).
10. Individuals in retraining status (TSC "G") must complete a minimum of 12 months in UGT.

**Table 3.10. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the enlisted airman</b>	<b>then the CAFSC is</b>
<b>1</b>	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see notes 1, 2, 3, and 4)
<b>2</b>	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see notes 1, 2, and 4)
<b>3</b>	is a prisoner, not dropped from role, and is in confinement (not to be used for pretrial status)	RI 9J000. (see notes 1, 5, and 6)
<b>4</b>	is selected as an officer trainee	RI 9T100 effective on class start date.
<b>5</b>	has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC or is on leave awaiting appellate review (duty status code 52)	RI, 9A000, 9A100, or 9A200 effective the date of withdrawal of the RI, SDI, or awarded AFSC. (see note 3)
<b>6</b>	has been determined ineligible for duty in an awarded AFSC at current duty location, and has been approved for retraining as surplus enlisted airman by HQ AFPC/DPAA	RI 9U000, effective date approved by HQ AFPC/DPAA.

**NOTES:**

1. See note 2, **Table 3.7**.
2. AFI 36-8001, *Air Force Reserve Education and Training*, contains policies and procedures for change in unit of assignment for USAFR.
3. If a recruiter, military training instructor, or first sergeant is relieved from duty for cause, then the CAFSC is changed effective the date the individual is relieved from duty.

4. Skill level restrictions reflected in paragraph 3.33. apply.
5. Only use RI 9J000 upon confinement as a result of courts martial or when confined as the result of conviction by a US state or federal court or foreign civil court. Don't use it for personnel in pretrial status.
6. HQ AFPC/DPAAD1 will update the CAFSC to RI 9J000 when they receive orders that directs court-martialed individual(s) to enter confinement under the administrative control of the Air Force Correction System at HQ AFSCF/SFCI, Lackland AFB TX. Confinement may be at the USDB, Ft Leavenworth KS; NAVCONBRIG, Charleston SC; Miramar NAVCONBRIG, San Diego CA; Ft Lewis WA; Ft Sill OK; Ft Knox KY; Navy Brig, Norfolk VA; Quantico Marine Brig; or other regional confinement facilities as directed by the Chief, Correction Division, AFSCF/SFC.
- 4.1.10.2. Nonrated Officers--Withdrawal. Withdraw officer nonrated AFSCs requiring qualification for aviation service or parachute duties when permanently medically disqualified.
- 4.1.10.2.1.1. **DELETED.**
- 4.1.10.2.1.2. **DELETED.**
- 4.1.10.3. Career Enlisted Aviators (CEA)--Withdrawal. Withdraw CEA AFSCs 365 days after medical authority signs AF Form 1042 placing CEA on duty not to include flying (DNIF), or when assigned aviation service code of 03 (medically disqualified), whichever occurs first.
- 4.3. Certifying Intelligence Officers for Security Access (AFSCs 14NX):**
- 5.1.2.3. HQ ARPC authenticates classification actions on reservists assigned as Air Reserve Squadron Reinforcement Designees and Individual Mobilization Augmentees (IMA).

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *Abbreviations and Acronyms*

2AFSC	Secondary Air Force Specialty Code
3AFSC	Tertiary Air Force Specialty Code
4AFSC	Fourth Air Force Specialty Code
AFCFM	Air Force Career Field Manager
AFPC	Air Force Personnel Center
AFOSI	Air Force Office of Special Investigations
AFRC	Air Force Reserve Command
AFS	Air Force Specialty
AFSC	Air Force Specialty Code

AFVA	Air Force Visual Aid
AIA	Air Intelligence Agency
ANGRC	Air National Guard Readiness Center
ARPC	Air Reserve Personnel Center
ASVAB	Armed Services Vocational Aptitude Battery
BLMPS	Base Level Military Personnel System
CAFSC	Control Air Force Specialty Code
CDC	Career Development Course
CEA	Career Enlisted Aviator
CEM	Chief Enlisted Manager
DAFSC	Duty Air Force Specialty Code
DoD	Department of Defense
EAD	Extended Active Duty
EDPT	Electronic Data Processing Test
ETCA	Education and Training Announcements
EO	Evaluation Official
GTEP	Guaranteed Training Enlistment Program
JAGDR	Judge Advocate General Department of Reserves
MAJCOM	Major Command
MEB	Medical Evaluation Board
MFM	MAJCOM Function Manager
MPF	Military Personnel Flight
NPS	Nonprior Service
PAFSC	Primary Air Force Specialty Code
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PDS	Personnel Data System
PME	Professional Military Education
PROMIS	Procurement Management Information System
RI	Reporting Identifier
RIP	Report on Individual Person
SDI	Special Duty Identifier



SEIS	Special Experience Identifier
SRB	Selective Reenlistment Bonus
TDY	Temporary Duty
UFT	Undergraduate Flying Training
UMD	Unit Manpower Document
UPRG	Unit Personnel Records Group
USAFA	United States Air Force Academy
USAFR	United States Air Force Reserve
U.S.C.	United States Code

### ***Terms***

***Advanced Technical Training***--Advanced formal training for an officer or enlisted specialty.

***Air Force Dental Aptitude Test (AFDAT)***--A test that measures a person's ability to complete the formal training for the dental laboratory career field (AFI 36-2605).

***Air Force Officer Qualifying Test (AFOQT)***--An aptitude test used in selecting candidates for officer commissioning programs or specific commissioned officer training programs (AFI 36-2605).

***Air Force Specialty (AFS)***--A group of positions requiring common qualifications. Each AFS has a title and a code.

***Air Force Specialty Code (AFSC)***--A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when more specific identification of position requirements and individual qualifications is necessary. Refer to [Table 1.1](#) and [Table 1.2](#) for explanation of codes.

***Air Force Specialty Code Prefix***--A letter of the alphabet is used as part of the AFSC to identify an ability, skill, special qualification, or system. Prefixes are not restricted to a single AFS.

***Air Force Specialty Code Suffix***--An alphabetical suffix is used as part of the AFSC to identify specific equipment or functions and positions of an AFS. Each suffix has a title.

***Aptitude Cluster***--A group of basic aptitudes related to Air Force career fields and career field subdivisions--mechanical, administrative, electronics, and general.

***Aptitude Index***--A number that represents the percentile score made on a single cluster (see Aptitude Cluster).

***Armed Forces Classification Test***--A test comparable to the ASVAB with four aptitude clusters--mechanical, administrative, electronics, and general.

***Armed Services Vocational Aptitude Battery (ASVAB)***--A test that evaluates aptitudes. Use the test to make initial classification to career fields and to formal school courses. It measures basic aptitudes grouped in clusters.

***Awarded Air Force Specialty Code***--An AFSC awarded to an individual as primary, second, third, or fourth AFSC after certification of ability to perform in positions of an AFS at a certain skill level. Fourth AFSC applies only to enlisted personnel.

***Awarded Air Force Specialty Code, Special Experience Identifier***--The SEI designated with PAFSC, 2AFSC, 3AFSC, and 4AFSC.

***Basic Technical Training***--Initial formal training in an officer or enlisted specialty. Awards enlisted airman graduates a semiskilled AFSC.

***Capper Air Force Specialty Code***--An AFSC used when two or more career ladders combine at the supervisory 7- or 9-skill level. The 5th digit of a capper AFSC is a "0."

***Career Enlisted Aviator***--An enlisted airman awarded and performing permanent duty in AFSCs 1AXXX.

***Career Field***--A group of closely related AFSs (or a single AFSC 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 Subdivision**--A division of a career field that groups closely related AFSs in one or more ladders.

**Chief Enlisted Manager (CEM) Code**--A five-digit code ending in "00" to identify CMSgts and CMSgt selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

**Commander (AFSC XXCX)**--A specialty that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Competitive Category**--A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

**Control Air Force Specialty Code (CAFSC)**--A management tool used to make enlisted airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Control Air Force Specialty Code, Special Experience Identifier (CAFSC SEI)**--The SEI designated with the CAFSC.

**Defense Language Aptitude Battery**--A test that evaluates an individual's ability to complete formal courses in foreign language training (AFI 36-2605).

**Disqualified Enlisted Airman** -- An enlisted person disqualified from being able to perform duties in an awarded AFSC.

**Duty Air Force Specialty Code (DAFSC)**--The AFSC denoting the specialty in which the individual is performing duty.

**Duty Air Force Specialty Code, Special Experience Identifier (DAFSC SEI)**--The SEI reported in the DAFSC SEI area of the personnel data system.

**Electronic Data Processing Test (EDPT)**--A test that evaluates a person's ability to complete formal courses dealing with operating and programming electronic data processing equipment (AFMAN 36-2108).

**Entry Air Force Specialty Code**--An AFSC showing potential or partial qualification in the AFS. The 4th digit of this code is always 1.

**Evaluation Official (EO)**--A disinterested field grade officer, chief master sergeant (CMSgt), or senior master sergeant (SMSgt) appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

**Feeder Air Force Specialty Code**--The awarded AFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC or CEM code when two or more AFSCs combine.

**Fourth Air Force Specialty Code (4AFSC)**--The awarded AFSC in which an individual is fourth best qualified to perform duty.

**Functional Category**--Group of career fields managed by the same Air Staff functional community.

**Input Air Force Specialty**--The AFSC identified in AFMAN 36-2108 for entry into a lateral AFS.

**Intermediate Air Force Specialty Code**--An AFSC for pilots, bomber navigators, and missile launch officers showing qualification at an intermediate level above entry. The 4th digit is always 2.

**Lateral Air Force Specialty**--An AFS that requires prior qualification at the semiskilled or higher-skill level as specified in the specialty description in AFMAN 36-2108.

**Lateral Training**--Formal course that requires prior qualification in another specialty as stated in the specialty description in AFMANs 36-2105 or 36-2108.

**Physical Profile Serial**--The physical profile serial is a means to identify an individual's general physical condition. Six factors are measured: physical condition, upper extremities, lower extremities, hearing, vision, and neuropsychiatric (see AFI 48-123, *Medical Examination and Standards*).

**Position**--A manpower authorization appearing on a manpower document with a prescribed set of duties or tasks.

**Primary Air Force Specialty Code (PAFSC)**--The awarded AFSC in which an individual is best qualified to perform duty. It will always be the AFSC with the highest skill level.

**Procurement Management Information System (PROMIS)**--An automated military personnel accession system. PROMIS is an on-line transaction processing system used by accession activities to determine availability of, and reserve positions for individuals prior to entering active duty.

**Qualified Air Force Specialty Code**--An officer AFSC showing full qualification in the AFS. The 4th digit is always "3" and is authorized at any level.

**Rated Air Force Specialty Code**--Officer aircrew AFSCs (11XX, 12XX, 13AX, and 13BX) identify aircrew members serving in, or qualified to serve in, pilot, navigator, flight test positions, astronaut, and air battle manager.

**Related Air Force Specialty Code**--An AFSC similar in training, formal education, or practical experience that makes it compatible with another AFSC as defined by the career field manager.

**Reporting Identifier (RI)**--A four- or five-digit code and a title used to identify positions or persons not identified elsewhere in the classification structure. Normally describes conditions rather than duties. Does not have a full specialty description. **EXAMPLE:** 93P0 Patient (officer), 9P000 Patient (enlisted).

**Secondary Air Force Specialty Code (2AFSC)**--The awarded AFSC in which an individual is second best qualified to perform duty.

**Skill Level**—The level of qualification within an awarded enlisted AFS, shown by the fourth digit of the AFSC. The 1-skill level (helper) identifies personnel initially classified in an AFS when entering the Air Force or when retraining. The 3-skill level (apprentice) identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of an initial skills course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). In specialties where a 5-skill level does not exist, personnel are considered skilled at the 3-skill level. Apprentices implement work activities as directed and perform tasks unsupervised when certifying officials determine them to be qualified. The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and, upon promotion to staff sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Journeymen plan, coordinate, implement, and supervise work activities. The 7-skill level (craftsman) identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and who have additionally acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory and managerial functions. Craftsmen plan, coordinate, implement, and direct work activities. The 9-skill level (superintendent) identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical)

knowledge. Superintendents plan, coordinate, implement, and direct a wider scope of work activities and functions. When two or more career ladders combine at the supervisory 7- or 9-skill level (capper AFSC), members can supervise any or all of the subordinate career ladders; however, members may only perform the specific technical functions of the career ladder through which they have progressed. The awarded feeder AFSC identifies this training and experience.

***Special Duty Identifier (SDI)***--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).

***Special Experience Identifier (SEI)***--A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet peacetime assignments. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system or mission. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identifiers, CEM codes, personnel processing codes, or professional specialty course codes. AFMANs 36-2105 and 36-2108 list approved SEIs.

***Special Duty Assignment Pay AFSC***--AFSCs designated for special duty assignment pay according to AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

***Specialty Description***--A description of an AFS or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

***Staff Air Force Specialty Code***--An officer AFSC to identify staff positions. 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.

***Strength Aptitude***--An individual's strength ability as measured by the Air Force Strength Aptitude Test. AFMAN 36-2108, attachment 39, lists strength requirements for each AFSC.

***Supplemental Training***--Formal training of officers or enlisted personnel that enhances qualification in the job but does not result in change of AFSC.

***Technical Advisor***--Any military person awarded the AFSC at the 5-skill level or above that can evaluate an individual's specialty qualifications. Does not require formal designation.

***Technical Training Course***--A formal school course of instruction listed in the Education and Training Announcements (ETCA), authorized by HQ USAF, and taught by the Air Force, DoD school, or by a civilian organization for the DoD.

***Third Air Force Specialty Code (3AFSC)***--The awarded AFSC in which the individual is third best qualified to perform duty.

***Training***--Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

***Utilization Field***--A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and don't relate to other officer specialties.

**Attachment 5****AFI 36-2101,  
CLASSIFYING MILITARY PERSONNEL****7 MARCH 2006*****SUMMARY OF REVISIONS***

This change incorporates interim change (IC) 2006-1 (**Attachment 5**). Updates and revises and incorporates both enlisted and officer instructions for developing, establishing, changing, and deleting specialties and identifiers using the semiannual update process and establishes a process to change specialties as needed when a conversion action is not required. This change deletes the current classification manuals, AFMAN 36-2105, *Officer Classification*, and 36-2108, *Enlisted Classification*, and replaces them with Officer and Enlisted Classification Directories. Additionally, wherever the terms are identified, they are replaced with the term Officer Classification Directory or Enlisted Classification Directory, as appropriate. The directories will be more user-friendly and easier to update. Further clarifies the procedures for using the officer C prefix (**Chapter 3**); clarifies how to use the Honor Guard SDIs (**Chapter 3**); details that a request for waiving a mandatory specialty requirement must be initiated by the individual or the individual's immediate supervisor (**Chapter 3**); clarifies OJT waivers and AFSC upgrade are governed by AFI 36-2201, *Air Force Training Program* (**Chapter 3**); identifies which medical standards will not be waived (**Chapter 3**); simplifies when and how to change an individual's CAFSC as a result of retraining (**Chapter 3**); adds responsibility for periodic reviews of specialties and SEIs on the appropriate AFCFM (**Chapter 1**); revises the procedures for award of the 16XX, International Affairs AFSCs (**Chapter 3**); updates references to strength aptitude testing procedures (**Chapter 3**); clarifies chief utilization of CMS-gts in the ANG and AFRC (**Chapter 3**); updates current upgrade time requirements (**Chapter 3**); replaces Personnel Employment with Unit CSS as the approval authority for most base-level AFSC downgrade or withdrawal actions (**Chapter 4**); clarifies when and how ANG and USAFR may supplement classification procedures (**Chapter 5**); Adds new **Chapter 6** to incorporate necessary procedures for updating the classification system and the directories; and revises list of abbreviations and acronyms (**Attachment 1**); updates references to 2096 and 623a to Information Management Tools (IMTs); updates addresses of contact points throughout the AFI; updates publication references; updates system terms throughout the AFI; and minor editing and format alterations have also been incorporated into this change. A bar ( | ) indicates a revision from the previous edition.

1.2.2. Practical Specialization Concept. AFS qualifications are listed in paragraph 3 of each specialty description in the Officer Classification Directory and the Enlisted Classification Directory. Qualifications include knowledge, education, experience, training, and other factors. These are defined as mandatory or desirable for each skill level. While no one person is likely to perform all functions of an AFS at any one time, individuals can be developed to perform all duties and responsibilities of the various duty positions within an AFS at different times throughout a career. When individuals meet all of the mandatory qualifications of the specialty and have shown skill level qualification in all tasks of the position in which assigned, they are considered qualified for award of the AFSC.

1.2.3.11. Specialty descriptions (contained in the respective Air Force Officer and Enlisted Classification Directory) for each occupational grouping will contain general occupational information (what most of the people do most of the time) and quantify the minimum requirements necessary to reasonably predict success in the specialty.



1.2.3.16. Staff each requested change to the classification system, with all impacted agencies, using the provisions of **Chapter 4**, How to change the Officer Classification System or How to change the Enlisted Classification System, as appropriate, and resolve any non-concurrence before implementing.

1.3.2. **Headquarters Air Force Personnel Center (HQ AFPC/DPPAC)**. The USAF Classification Branch establishes, monitors, and interprets procedures for classifying military personnel based on specialty data, special studies, analyses, and career field managers' input. Ensures minimum specialty requirements are adhered to according to **Chapter 6** and the Officer and Enlisted Classification Directories. The following specifically outlines HQ AFPC/DPPAC responsibilities:

1.3.2.1. Responsible for the overall management of the Air Force Classification System (AFCS) to include establishing, deleting, changing, or revising necessary identifiers used to manage Air Force requirements and human resources.

1.3.2.4. Coordinates with computer systems managers on classification matters impacting personnel data system (PDS) and manpower execution system (MPES). Develops, coordinates, and processes system change requests and associated worksheets and tables to the personnel data system to facilitate changes to Officer and Enlisted Classification structures.

1.3.2.7. Responsible for publishing AFI 36-2101, *Classifying Military Personnel*, updating *Air Force Officer Classification Directory*, and *Air Force Enlisted Classification Directory*, as necessary.

1.3.2.11. Acts on requests for waivers of AFI 36-2101 and specialty description qualifications, covering all aspects of classification instructions, i.e., eyesight, aptitude, input AFSC, etc.

1.3.8. Manpower Officials. Identify and code manpower positions using the military personnel classification system outlined in this AFI, Officer and Enlisted Classification Directories, and manpower directives.

1.4. Classification Structure. The classification structure consists of AFSCs, Prefixes, Suffixes, SDIs, RIs, and SEIs. The backbone of the system is the AFSC. AFSCs consist of four (officer) or five (enlisted) digits and may include a prefix or suffix (shredout). **Table 1.1.** and **Table 1.2.** outline the AFSC structure and define each position of the AFSC. Complete descriptions to include authorized codes, title, summary, duties and responsibilities, qualifications, and shredouts (if applicable) are contained in the respective Air Force Officer and Enlisted Classification Directories and available on the World Wide Web at: <http://www.afpc.randolph.af.mil/classification> (change to new website when website is available).

2.1. **Newly Commissioned Officer.** Personnel Employment uses 92T0 (pilot trainee) or 92T1 (navigator trainee) as reporting identifiers to classify newly commissioned officers selected for flying training. When pilots and navigators complete training, Personnel Employment will award the entry-level AFSC in which the individual will specialize. (Classify all other newly commissioned officers using individual qualifications, the needs of the Air Force, and the officer's desires.) AFSC determination is based on the officer's education, physical qualifications (as defined in AFI 48-123, *Medical Examination and Standards*), training, experience, and interest, as well as Air Force requirements at the time the officer is ordered to active duty. Use specialty descriptions contained in Officer Classification Directory to determine eligibility criteria.

2.2.1. Testing Applicants. Applicants are administered the Armed Services Vocational Aptitude Battery (ASVAB), Electronic Data Processing Test (EDPT), or other required screening tests before enlisting. NPS applicants are tested using the provisions of AFI 36-2605, *Air Force Military Personnel Testing Sys-*

*tem*. These test scores are used to establish an individual's potential for successful completion of training in Air Force specialties.

2.2.2. Enlisting applicants. HQ USAF Recruiting Service (HQ USAFRS), using the Air Force Recruiting Information Support System (AFRISS), ensures an applicant's aptitude test scores meet Air Force requirements and guarantees them training in one of the following categories:

2.2.3. Initial Classification:

2.2.3.1. AFSC classification of enlistees with a GAA is determined by the 319 TRS/DPAA. They use the Military Personnel Data System (MILPDS) to make sure individuals meet mandatory qualifications for entry into each career field. Classification is based on individual's initial enlistment contract, needs of the Air Force, and personal preference. A GAA enlistee may request release from his or her enlistment contract to volunteer for announced priority requirements. 319 TRS/DPAA is the approval authority for these requests. Normally, an individual may select as many as eight AFSC preferences from available openings, provided they are qualified for each.

2.2.3.2. The 319 TRS screens applicants who enlist for training and initial assignment in specific AFSCs to ensure enlistees meet qualifications. Unless disqualified for their guaranteed job, GTEP enlistees will be classified into their GTEP AFSC. They may request a release to volunteer for announced requirements. 319 TRS/DPAA is the approval authority for these requests.

2.2.3.3. Non-United States Citizens (excluding United States Nationals). Non-United States citizens will not be classified into any specialty listed in the Enlisted Classification Directory, Other Mandatory Requirements for Entry, that is not open to Non-United States citizens.

**2.3. Classifying Prior Service Enlistees.** HQ USAFRS and HQ AFPC/DPPAE, Skills Management Branch, jointly classify prior service enlisted personnel. They determine if the individual is qualified for the AFSC possessed when discharged using the specialty description in the Enlisted Classification Directory. Minimum aptitude requirements don't apply.

3.1. Designating a Primary Air Force Specialty Code (PAFSC). Personnel Employment is responsible for managing PAFSC designation. The unit CSS is responsible for designating a PAFSC for each officer and enlisted Airman. It will be the AFSC in which the individual is most qualified to perform duty. Use the following factors to determine PAFSC:

3.2.1. Personnel Unit CSS awards AFSCs, RIs, or SDIs, representing additional qualifications, in the order of best qualification as second (2AFSC), third (3AFSC), and fourth (4AFSC) (enlisted only). Feeder AFSCs are retained according to paragraph 3.32.

**3.3. Designating DAFSC and Reporting Duty Titles.** A DAFSC, including prefixes, suffixes, and skill levels, must match the authorized unit manpower document (UMD) position. An officer's DAFSC must match an awarded AFSC, either entry, qualified, or staff. The DAFSC for enlisted personnel must match the CAFSC unless the enlisted Airman is on temporary duty (TDY) outside the CAFSC. (Reference paragraph 3.34. for duty out of CAFSC restrictions and time limits.) Personnel who perform "USAF Honor Guard" responsibilities as an additional duty will **not** be awarded SDI 85G0 or 8G000. As such, their DAFSC must not reflect 85G0 or 8G000. Individuals must fill a valid UMD authorization for award of either of these SDIs.

**3.4. Awarding Special Duty Identifiers (SDI).** SDIs are awarded to denote qualifications the same way AFSCs are awarded. Officer and Enlisted Classification Directories specify SDI qualifications. Personnel

Employment awards officer SDIs according to [Table 3.5.](#), enlisted SDIs according to [Table 3.7.](#), and withdraws SDIs according to the appropriate subparagraph in [4.1.](#)

**3.5. Awarding or Designating Reporting Identifiers (RI).** RIs are established primarily to identify conditions or jobs where a specific specialty description is not practical, such as a patient or prisoner. However, RIs are awarded or designated to denote qualification or to report a condition the same way AFSCs are awarded. Personnel Employment awards or designates RIs as defined in the Officer and Enlisted Classification Directories. Specific guidelines for awarding and designating RIs are located in AFI 36-2101, [Table 3.5.](#), [Table 3.6.](#), and [Table 3.7.](#) Enlisted personnel released from an RI, without an awarded AFSC, will be voluntarily (or, if necessary, selectively) retrained accordingly to AFI36-2626. RIs are withdrawn according to the appropriate subparagraph in paragraph [4.1.](#)

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in rare instances for individuals who have exceptional qualifications determined to be equivalent to the mandatory requirements. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval should be forwarded to the next review level (see paragraph [3.7.5.](#) and [Table 3.3.](#) for processing instructions). **NOTE:** Procedures to request waivers pertaining to on-the-job training (OJT) and AFSC upgrade are contained in AFI 36-2201, Volume 5, Air Force Training Program Career Field Education and Training. Approval authority and procedures to request classification waivers are outlined below and in [Table 3.1.](#) or [Table 3.2.](#) and [Table 3.3.](#)

**Table 3.2. Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel (see paragraph [3.7.](#)).**

R U L E	A	B
	<b>If the enlisted airman's waiver is for (see note 1)</b>	<b>then approval authority is (see note 2)</b>
1	mandatory training as listed in the specialty description	AFCFM (see notes 3 and 7).
2	experience (including input AFSC for an AFSC or prefix in AFMAN 36-2108) (see note 10)	
3	mandatory education as listed in the specialty description	
4	CDC	
5	CDC qualification after twice failing an end of course test	wing commander or equivalent (see notes 4 and 8). <b>EXCEPTION:</b> AFSC 3E7XX waiver authority is AFCFM.
6	other mandatory requirements (not specified above) in the specialty description or Other Mandatory Entry Requirements listed in the Enlisted Classification Directory; or any of the above, when a MAJCOM technical evaluation is not available	HQ AFPC/DPPAC (see notes 5, 6, and 9).

**NOTES:**

1. MPF will ensure individual requesting the waiver includes the rationale, using official memorandum format, why the waiver is warranted and includes supporting documentation, (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying request).
2. Follow the processing guidelines established in paragraphs 3.7.5.
3. Before approving training waivers on personnel with approved retraining class quotas, coordinate with HQ AFPC/DPPAE.
4. Prior to processing a waiver request, commanders must ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable specialty description to identify specific mandatory requirements for the award of the AFSC.
5. If a waiver is requested for physical reasons, forward only those recommended for approval by the base medical authority. Medical waivers for visual acuity, normal depth perception, and color vision will not be entertained.
6. A copy of the waiver decision is forwarded to the AFCFM.
7. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command functional managers for their components. (Applies to enlisted only.)
8. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers must ensure waiver packages are properly documented and recommendations well justified.
9. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority.

3.8.1. Establishing new AFSCs or revising existing ones usually requires changes to manning documents and training courses and reevaluating individual qualifications. Conversion instructions for such changes will be published in the change summary and conversion instruction guides with each update to either the Officer Classification Directory or Enlisted Classification Directory. Guides will indicate what action is required for MPF, AFPC, and Manpower.

3.8.2. If a review and evaluation is required, it must be accomplished as a preconversion action to ensure award of AFSCs concurrent with the AFSC conversion effective date (see **Chapter 6** of this instruction, the appropriate Change Summary and Conversion Instruction Guide, and AFSCM 36-699, Volume I, for detailed conversion instructions). In those few cases where conversion actions are not completed by the conversion effective date, MPFs are authorized to award AFSCs based on conversion instructions for 30 days after the effective date. MAJCOM approval is required for conversion actions after expiration of this 30-day grace period. MAJCOM(s) will advise HQ AFPC/DPPAC of any conversion actions that are not completed within 60 days of the conversion effective date.

3.10.3. Award of higher skill levels (enlisted personnel) or qualified level (officer) is contingent on meeting the specialty qualifications outlined in paragraph 3 of the appropriate specialty description contained in the classification directory.

3.10.5. AFSCs authorized for use without shreds are identified in the Officer Classification Directory and the Enlisted Classification Directory. They are also highlighted by a (+) preceding the AFSC number on the *Officer Classification Structure Chart* contained in the Officer Classification Directory and by an (\*) on the *Enlisted Classification Structure Chart*, contained in the Enlisted Classification Directory.

3.13.2. Responsibilities. SEIs can be tied to the assignment process on an exception basis when specific experience requirements are justified for specific situations. As such, AFCFMs, commanders, supervisors, AFPC assignment managers, and AFPC classification personnel share responsibility for overall management of the SEI program.

3.13.2.1. HQ AFPC/DPPAC establishes, revises, and deletes SEIs when requested by the AFCFM or assignment managers. Additionally, the AFCFM is responsible for periodically reviewing established SEIs to determine validity and usefulness (see **Chapter 4** and the Officer or Enlisted Classification Directory for additional SEI information).

3.13.4. Unit CSS designates a CAFSC SEI for enlisted personnel assigned to positions identified with an SEI or to positions where special experience represented by an SEI would be gained. The Officer and Enlisted Classification Directories contain the complete list of authorized SEIs and include designation criteria and authorized AFSC combinations. Unit CSS will award the SEI to the appropriate AFSC after the member meets experience and training requirements outlined in the Enlisted Classification Directory. **NOTE:** Individuals assigned to SEI positions will either possess the necessary experience or be able to gain the necessary experience with training and time spent in the position.

3.13.4.1. Withdraw an enlisted Airman's SEI only when the AFSC it is connected to is withdrawn or when an SEI is deleted from the Enlisted Classification Directory.

3.13.4.2. Forward active duty enlisted Airman SEI withdrawal requests with attached justification to the HQ AFPC assignment manager (AFSLMO/CG for chief master sergeants). Include the name, grade, office symbol, and phone number of the local manager recommending withdrawal. **NOTE:** If functional expertise is not available locally, then forward the request through the MAJCOM functional manager to the HQ AFPC assignment manager (AFSLMO/CG for chief master sergeants).

**3.15. Awarding Air Force Specialty Codes (AFSC) to Officers.** Use specialty description qualifications in the Officer Classification Directory and this instruction to award or change AFSCs. An officer must meet the mandatory entry requirements for award of AFSCs or SDIs or RIs. Paragraph 3 of the specialty description contains mandatory and desirable entry, award, and upgrade criteria. Officers will not normally be awarded an entry level AFSC unless assignment in the specialty is projected. Personnel Employment is the approval authority unless otherwise stated in **Table 3.4.** or **Table 3.5.** Designate other AFSCs according to paragraphs **3.1.** and **3.2.**

**3.16. Awarding Intermediate or Qualified AFSCs.** Approval authority is the unit commander, unless otherwise specified in **Table 3.4.** and **Table 3.5.** Personnel Employment monitors the eligibility of officers for upgrade to intermediate, if applicable, or to a qualified AFSC. Establish a six-month upgrade suspense date when no minimum experience is shown in the specialty description in the Officer Classification Directory. Use this date strictly to monitor the award action. It isn't a minimum experience requirement, it is simply a monitoring tool. See paragraphs **3.17.** and **3.18.** for commanders' upgrade and award actions. **NOTE:** Don't suspense officers possessing the intermediate level for award of the qualified level--there are sufficient controls in the unit to ensure timely upgrade of these officers.

**3.17. Classifying Commanders.** A variety of AFSCs, SDIs, and RIs are available to identify commander requirements. Use the Officer Classification Directory to determine which identifier is appropriate. Per-

sonnel selected for commander positions (AFSCs, SDIs, or RIs such as XXC0 and RI 91W0) are considered qualified upon assignment to the position. Because commander specialties encompass command, direction, planning and staff supervision, and cut across career fields of diverse functions and activities, they are only awarded to officers who are assigned to valid commander or deputy commander positions. Generally, these specialties cross functional areas and are inherently broad in scope. They carry a high level of responsibility and extreme care must be exercised in their award. As such, they are not awarded to show potential qualification.

3.18. **Using the Commander Prefix.** Use prefix "C" to identify functional commander positions below group level. It is only authorized to be used with the 3-skill level and cannot be used with the 4-skill level. **NOTE:** The 4-skill level does not denote additional qualification. It is used solely to identify staff positions above wing level. 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 Officer Classification Directory.

3.18.2. Do not use the C prefix for specialties specifically established to identify commander functions as denoted by the term "commander" in the specialty title (for **EXAMPLE:** SDIs 80C0, Commander, Cadet Squadron, USAFA and 81C0, Training Commander, OTS; RIs 91C0, Commander; 91W0, Wing Commander; and AFSCs 10C0, Operations Commander; 20C0, Logistics Commander; 30C0, Support Commander; and 40C0, Medical Commander). **EXCEPTION:** AFSC 60C0, Program Director. Although the term commander is not in the specialty title, do not use prefix "C" with AFSC 60C0.

**NOTE:** See C Prefix definition in the prefix listing contained in the Officer Classification Directory for a complete listing of AFSCs **not** authorized for use with the prefix.

3.19. **Awarding Medical Utilization Field AFSCs (4XXX).** Award medical AFSCs only to officers designated as members of the Medical Service, USAF, according to Title 10, United States Code (U.S.C.), Section 8067(a) through (f). A medical officer may not possess AFSCs in other than the 4XXX series, unless approved by HQ AFPC/DPAM, Division of Medical Service Officer Management.

3.21. **Awarding Legal Utilization Field AFSCs (51JX).** Don't award legal AFSCs based solely on attaining a law degree. Use the entry level for officers who have met all of the specialty description mandatory requirements except admittance to the bar and designated as a judge advocate according to Title 10, U.S.C., Section 8067 (g). Award the qualified AFSC to those officers who have met all mandatory requirements according to the Officer Classification Directory.

3.25. Awarding the International Affairs (16FXX) Specialty. Officers cross-flowing into or returning to International Affairs (16XXX) will maintain their PAFSC in a functional area. The 16XXX will only be designated as either the 2AFSC or 3AFSC denoting best area or language qualifications. Once awarded, the AFSC will be retained as a 2AFSC or 3AFSC throughout the officer's career.

3.26. Awarding AFSCs in Enlisted Career Fields. Award or change AFSCs based on specialty standards in the Enlisted Classification Directory and this instruction.

3.25.1.4. AFSC conversions (see Change Summary and Conversion Instructions Guides; semiannual revisions to the Enlisted Classification Directory).

3.27. **Strength Aptitude.** Mandatory strength standards for entry into all enlisted career fields are shown in the Enlisted Classification Directory. Individual strength aptitude codes are recorded on Standard Form (SF) 88, **Report of Medical Examination**, during pre-enlistment physicals. The Air Force Liaison NCO (LNCO) assigned to the MEPCOM conducts the strength test as part of the counseling and classification

process. An instructional video is available to demonstrate the proper way to perform Strength Aptitude Test (SAT). Testing procedures for active duty retrainees are outlined in a SAT Program Guidance Message (PGM) and video. USAFR and ANG retrainees are processed according to Air Reserve Forces directives.

3.28.1. Active Duty CMSgts and CMSgt selectees who are approved by AFSLMO/CG, Chiefs Group Assignments to cross-flow into other than an awarded CEM code may bypass normal lower skill level qualification. **NOTE:** ANG and AFRC CMSgts cross-flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to ANG/DPF for ANG personnel and AFRC/DPT for AFRC personnel. ANG/DPF or AFRC/DPT will review for completeness and coordinate with ANG or AFRC functional managers before approving or disapproving.

3.34.2. Although base level can change the CAFSC, changes other than initial, retraining, normal skill-level upgrade, and Special Duty Identifier (SDI) actions are reviewed for propriety by both the gaining and losing AFPC assignment managers. Base level changes of CAFSC can be disapproved based on the overall Air Force resource need. **NOTE:** Individuals with more than one awarded AFSC can be used based on the needs of the Air Force. The date the CAFSC is changed is based on how that change is affected. If an individual is PCA'd locally, the effective date of the CAFSC is the date assigned to the position. If an individual is PCS'd to another base, the effective date of the CAFSC is the date departed last duty station.

3.34.4.2. Approve using Chiefs and Chief selectees outside their CAFSC up to 270 days. Forward requests for waivers in excess of 270 day periods to AFSLMO/CG, Chiefs Group Assignments.

**Table 3.7. Criteria for Awarding Enlisted AFSCs, SDIs, RIs or CEM Codes.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the enlisted Airman</b>	<b>then the enlisted Airman is qualified for award of AFSC, SDI, or CEM code as indicated (See note 7)</b>
<b>1</b>	is assigned permanent duty or training in a helper AFSC and meets specialty entry qualifications for the AFS as listed in the Enlisted Classification Directory	1-skill level. (see note 1)
<b>2</b>	completes an AFSC awarding course listed in the Education and Training Course Announcements (ETCA), or via OJT alone only when specified in the retraining instructions and as approved by the AFCFM or ARC CFM (see notes 2 and 10)	3-skill level.
<b>3</b>	successfully completes mandatory Career Development Courses (CDC), completes all core tasks identified in the Career Field Education and Training Plan (CFETP) and other duty position tasks identified by individual's supervisor, completes 15 months in upgrade training, meets mandatory 5-skill level requirements listed in the specialty description in the Enlisted Classification Directory and CFETP (see note 8)	5-skill level. (see note 3)
<b>4</b>	satisfactorily completes all mandatory 7-skill level training, is a SSgt or above, completes 12 months OJT, meets all mandatory 7-skill level requirements in the specialty description in the Enlisted Classification Directory and is recommended by supervisor (see note 9)	7-skill level. (see notes 3 and 7)
<b>5</b>	is a SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, meets mandatory 9-skill level requirements in the specialty description in the Enlisted Classification Directory, and is recommended by supervisor	9-skill level. (see notes 3 and 7)
<b>6</b>	is a CMSgt or CMSgt select and has 9-skill level feeder AFSC that is normal input source into CEM code (the Enlisted Classification Directory)	CEM code. (see notes 3, 4, and 5)
<b>7</b>	is approved for duty in an SDI or RI	SDI or RI. (see note 6)

**NOTES:**

1. Designate 1-skill level AFSC to identify initial classification or retraining into an AFSC. Remove it when the member is upgraded, disqualified from the AFSC, or retrained into another specialty.
2. Effective date of award is the course completion date or OJT completion date.



3. AFSCs withdrawn as a result of a reduction in grade may be restored immediately upon promotion, provided the enlisted Airman meets all current mandatory requirements for the award of the withdrawn AFSC.
4. Effective date of award for selectees is the date of release of the selection list.
5. The 9-skill level feeder skill is not required for the award of CEM code to CMSgts assigned or authorized permanent duty by AFSLMO/CG 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 according to **Table 3.9**.
7. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
8. Individuals in retraining status (TSC "F") must complete a minimum of 6 months in upgrade training (UGT) for TSC "F"; individuals must complete a minimum of 9 months in UGT.
9. Individuals in retraining status (TSC "G") must complete a minimum of 6 months in UGT.
10. Complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all mandatory requirements.

**Table 3.9. Determining the CAFSC for Enlisted Personnel in Training Status.**

R U L E	A	B
	If the enlisted Airman is	then the CAFSC is
1	a basic trainee or performing at a helper level and is entered into training for SDI, RI, or 3-skill level AFSC	an SDI, RI, or a 1-skill level AFSC.
2	entered into retraining or SDI, RI, or AFSC according to Air Force directives	an SDI, RI, or 1-skill level AFSC. (see notes 1, 2, and 3)
3	in normal upgrade training from awarded 3-skill level AFSC	the highest awarded AFSC in career ladder. (see note 4)
4	CMSgt or CMSgt selectee in retraining status	the CEM code of assignment.

**NOTES:**

1. Effective date of change for the CAFSC for unclassified enlisted personnel (RI 9A000, 9A100, or 9U000) is the date of receipt of training or transaction identifier code AA47Q, whichever comes first.
2. CAFSC effective date (for retraining through a formal school {including special duty}) is the date departed current duty station TDY to accomplish required training (either en route to new duty station or when returning to present duty station). If there isn't a PCS or PCA and no formal training, the CAFSC will be changed when assigned duty. **Do not change CAFSC prior to date of departure.**

3. Individuals returned to previous duty station following completion of training and worked in their previous AFSC will be reported as working duty out of control. The duty AFSC will match the position the individual is assigned to, but the CAFSC will remain the new AFSC.
4. Skill restrictions of paragraph 3.32. apply.

**Table 3.10. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

R U L E	A	B
	<b>If the enlisted Airman</b>	<b>then the CAFSC is</b>
<b>1</b>	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see notes 1, 2, 3, and 4)
<b>2</b>	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see notes 1, 2, and 4)
<b>3</b>	is a prisoner, not dropped from role, and is in confinement (not to be used for pretrial status)	RI 9J000. (see notes 1, 5, and 6)
<b>4</b>	is selected as an officer trainee	RI 9T100 effective on class start date.
<b>5</b>	has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC or is on leave awaiting appellate review (duty status code 52)	RI, 9A000, 9A100, or 9A200 effective the date of withdrawal of the RI, SDI, or awarded AFSC. (see note 3)
<b>6</b>	has been determined ineligible for duty in an awarded AFSC at current duty location, and has been approved for retraining as surplus enlisted Airman by HQ AFPC/DPAAD1	RI 9U000, effective date approved by HQ AFPC/DPAAD1.

**NOTES:**

1. See note 2, [Table 3.7](#).
2. AFI 36-8001, *Air Force Reserve Education and Training*, contains policies and procedures for change in unit of assignment for USAFR.
3. If a recruiter, military training instructor, or first sergeant is relieved from duty for cause, then the CAFSC is changed effective the date the individual is relieved from duty.
4. Skill level restrictions reflected in paragraph 3.33. apply.
5. Only use RI 9J000 upon confinement as a result of courts martial or when confined as the result of conviction by a US state or federal court or foreign civil court. Don't use it for personnel in pre-trial status.
6. HQ AFPC/DPAAD1 will update the CAFSC to RI 9J000 when they receive orders that directs convicted or court-martialed individual(s) to enter civil or military confinement under the admin-

Administrative control of the Air Force Correction System at HQ AFSCF/SFCI, Lackland AFB TX. Military confinement may be at the USDB, Ft Leavenworth KS; NAVCONBRIG, Charleston SC; Miramar NAVCONBRIG, San Diego CA; Ft Lewis WA; Ft Sill OK; Ft Knox KY; Navy Brig, Norfolk VA; Quantico Marine Brig; or other regional confinement facilities as directed by the Chief, Correction Division, AFSFC/SFC.

4.1. Downgrading AFSCs or Withdrawing Awarded AFSCs, CEMs, SDIs, or RIs. Personnel Employment monitors the downgrade of AFSCs or the withdrawal of AFSCs, CEMs, SDIs, and RIs codes and processes appropriate forms and actions according to AFCSM 36-699 Volume 1. Unit Commander is the approval authority unless otherwise noted. Commanders must review conditions in paragraphs [4.1.1.](#) through [4.1.12.](#) to determine when to downgrade AFSCs or to withdraw an awarded AFSC, SDI, RI, or CEM. Personnel Employment will ensure downgraded AFSCs match grade and skill-level authorizations in [Table 3.8.](#) Commanders and supervisors considering downgrade or withdrawal recommendations must carefully evaluate all the facts before proceeding. Downgrading or withdrawing an AFSC, SDI, RI, or CEM will not be used as an alternative to more appropriate disciplinary or quality force action. Conversely, punitive action will not be taken against an individual solely because of their failure to remain qualified in an AFSC, SDI, RI, or CEM. However, the cause for downgrade or withdrawal may require administrative action.

4.1.1. Downgrading or Withdrawing as an Exception to Procedures. When none of the provisions outlined in this chapter apply and the commander stills believes an AFSC downgrade or withdrawal is appropriate, forward all pertinent data to the parent MAJCOM as an exception to procedures. The MAJCOM/DP (or designated representative in the MAJCOM classification office) is the approval authority.

**NOTE:** A copy of all approved cases will be forwarded to HQ AFPC/DPPAC (USAF Classification). For Selective Reenlistment Bonus (SRB) skill withdrawal, commanders must review and consider termination and recoument action according to AFI 36-2606, *Reenlistment in the United States Air Force.*

4.1.2.1.3. Unit CSS will only withdraw awarded AFSCs when requested by the officer.

4.1.2.2. Enlisted--Downgrade. Unit CSS downgrades AFSCs using [Table 4.1.](#)

4.1.2.3.4. Personnel Employment or the Unit CSS may reaward AFSCs withdrawn under this provision at the 3-skill level, if a technical advisor proficient in the AFSC provides written certification of the member's proficiency and the member meets mandatory entry and award specialty requirements as listed in the Enlisted Classification Directory. Upgrade to the highest previously held skill level only requires qualification training and duty position certification by the supervisor.

4.1.3. Enlisted Airman Reduced in Grade (Downgrade). Unit CSS will downgrade to the skill level as shown in [Table 4.2.](#) Restore AFSCs downgraded due to reduction in grade effective upon promotion, provided the enlisted Airman meets all mandatory requirements. Reinstate original effective dates when demotion appeals result in restoration of former grade and original date of rank.

**Table 4.2. Downgrading AFSCs as a Result of Demotion (see note).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the enlisted airman is demoted to</b>	<b>downgrade the CAFSC to</b>	<b>downgrade the PAFSC and other awarded AFSCs (when applicable) to</b>
<b>1</b>	SMSGt	9-skill level	9-skill level.
<b>2</b>	TSgt or MSgt	7-skill level	7-skill level.
<b>3</b>	SSgt	5-skill level	7-skill level.
<b>4</b>	SrA (see note)	5-skill level	5-skill level
<b>5</b>	AB through A1C	3-skill level	5-skill level

**NOTE:** Downgrade the CAFSC and awarded AFSC to 3-skill level for AFSCs without a 5-skill level.

4.1.4. Substandard Performance (Downgrade or Withdrawal). Unit CSS takes withdrawal action when duty performance indicates an officer or enlisted is unable to perform tasks associated with his or her skill level. Review the individual's record for adequate training.

4.1.4.2. If the commander, supervisor, member, and MPF Commander concur with the AFSC downgrade or withdrawal action, Unit CSS will document and approve the downgrade or withdrawal.

4.1.5.2. Withdrawing certification requires the withdrawal of the AFSC unless the AFOSI commander grants an exception. Unit CSS will take action to delete 71XX or 7SXXX before reassignment.

4.1.6.1. Unit CSS will withdraw the AFSC, SDI or CEM code when an officer or enlisted person fails to maintain the mandatory specialty requirements listed as "other" in the Officer Classification Directory or when an enlisted Airman fails to meet award and retention criteria in specialty descriptions contained in the Enlisted Classification Directory.

4.1.9. Withdrawing or Downgrading an Improperly Awarded AFSC. When discovered, Unit CSS or Personnel Employment will request withdrawal of an improperly awarded AFSC. The request will be in official memorandum format and contain a synopsis of the requested action and will include a recommendation from the individual's supervisor. An assessment by an individual proficient in the specialty will accompany the request. Final approval authority is the HQ AFPC/DPPAC, USAF Classification Development Branch.

4.1.10.1.1. Rated AFSCs (11XX and 12XX) are retained for 4 years from the medical disqualification date from aviation service. However, duty not involving flying in a rated AFSC requires HQ AFPC/DPAO approval. After 4 years, the rated AFSC is withdrawn unless continued use beyond 4 years is approved by HQ AFPC/DPAO. An AFSC withdrawn under this provision will be reawarded at the appropriate qualification level if the medical defect no longer exists and the individual is returned to active flying status. Approval authority is the Unit CSS but must coordinate and get assignment instructions from HQ AFPC/DPAO.

4.1.11. Disqualified for Aviation Service for Other Than Medical Reasons (Withdrawal). When an individual is removed from aviation service for other than physical reasons, Unit CSS will withdraw the rated

or aircrew specialties and notify assignment authority. The effective date is based on aeronautical orders received from the flight records office.

4.1.12.2.1. If the MAJCOM OJT manager removes an individual from training according to procedures in AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*, then withdraw the AFSC for failure to progress.

**4.2. Officer Disqualification Actions.** An officer disqualified from an AFSC and who does not possess another AFSC will be designated with either 96D0, Officer Not Available for Use in Awarded AFSC for Cause, or 96U0, Unclassified Officer. Unit CSS will report circumstances to the MAJCOM and the losing AFPC assignments team. The assignments team will provide further instructions as necessary. An officer being considered for award for another AFSC must meet the mandatory entry requirements and projected to be assigned or used in the new AFSC.

**Table 4.3. Procedures for Processing Downgrade and Withdrawal Actions.**

<b>If the downgrade or withdrawal is for:</b>	<b>then the:</b>	<b>must:</b>
Exception to Procedures, paragraph <a href="#">4.1.1.</a> (see note 1)	Commander	forward all pertinent data to Unit CSS to forward to parent MAJCOM with recommendation. MAJCOM/DP (or designated representative in the MAJCOM classification office) is approval authority. MAJCOM/DP evaluates circumstances and accompanying documentation. If supportable, approves request. Disapprovals will be returned to the servicing MPF. MAJCOM/DP function will forward a copy of all approved cases to HQ AFPC/DPPAC.
Lack of Recent Performance, paragraph <a href="#">4.1.2.</a> (see note 2)	Unit CSS	reviews request and completes AF Form 2096 or IMT 2096 to document downgrade or withdrawal action. Unit CSS will only approve substantiated cases where non-performance in the specialty is verified. (see note 3) If request is not substantiated, disapprove and return to individual or unit with rationale.
Substandard Performance, paragraph <a href="#">4.1.4.</a>	Unit CSS	ensure appropriate documentation outlined in paragraph <a href="#">4.1.4.1.1.</a> through <a href="#">4.1.4.1.5.</a> is included. If all coordinating agencies agree, approve the downgrade or withdrawal. If the member does not concur with the action, forward request to the next commander in the chain of command for resolution.
Substandard Performance, paragraph <a href="#">4.1.4.</a>	Commander	either disapprove the request, if considered to be without merit, or appoint a disinterested Evaluation Official (EO) (field grade officer or SNCO, senior in grade to member being reviewed). EO cannot be individual's commander or supervisor.
	EO	Will read <a href="#">Chapter 4</a> and follow procedures outlined in paragraph <a href="#">4.1.4.3.1.</a> through <a href="#">4.1.4.3.4.2.</a>

**NOTES:**

1. Use this provision when none of the other provisions outlined in paragraph 4.1.2. through 4.1.12. apply, and the commander still believes downgrade or withdrawal is appropriate.
2. Table 4.1 applies.
3. Time spent in a TDY status in the AFSC to be downgraded or withdrawn counts as time performing in the specialty. Member's time starts over from the return date of the TDY.

5.2.3. When unique operating conditions preclude meeting specialty qualification criteria, ANG or USAFR may supplement this AFI 36-2101, the Officer Classification Directory, and the Enlisted Classification Directory according to AFI 37-160, volume 1. Forward draft supplements through respective ANG or USAFR component headquarters (functional manager and classification and training offices) to HQ AFPC/ DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712.

**Chapter 6****AIR FORCE CLASSIFICATION DIRECTORIES  
(OFFICER AND ENLISTED)****6.1. Using The Air Force Officer and Enlisted Classification Directories (AFOCD/AFECD):**

6.1.1. There are separate directories for officer (AFOCD) and enlisted (AFECD) specialties. The directories contain the official specialty descriptions for all military classification codes and identifiers. Change Summary and Conversion Instruction Guides are incorporated with the semiannual AFSC conversion process. Change Summary Guides are added as needed. The directories also contain the appropriate Quick Reference Guide as well as the Classification Structure Chart to depict career progression through the specialties. Also included are the lists of Authorized Prefixes, Reporting Identifiers, Special Duty Identifiers, Air Force Specialty (AFS) descriptions, their assigned Air Force Specialty Codes (AFSC), and Special Experience Identifiers. The enlisted directory also includes Additional Mandatory Requirements for AFSC Entry and a Chief Enlisted Manager (CEM) codes listing. The officer directory contains a List of Officer AFSCs Authorized for Use Without Shredouts.

6.1.2. The directories are updated as needed, but all conversion actions are implemented either 30 April or 31 October. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. Individual specialty descriptions and other attachments to this manual provide the occupational standards required or desired for successful performance in an AFS. Use these standards to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower documents (UMD) positions.

6.1.3. Other Mandatory Entry Requirements (OMER) table is part of the enlisted directory and comprises a consolidated listing by AFSC of mandatory requirements and restrictions for AFSC entry or retraining. The OMER lists AFSCs not open to non-United States citizens, AFSCs authorized for use without shredouts, combat-related AFSCs not open to enlisted women, minimum physical profiles, and strength and mental aptitude scores for AFSC entry or retraining.

6.1.4. AFCSM 36-699, Volume 1, Chapter 5, contains procedural guidance for military classification actions and AFI 38-201, *Determining Manpower Requirements*, contains procedural guidance for manpower.

**6.2. Describing the Classification Structure.** An AFSC is the basic grouping of positions requiring similar skills and qualifications. In turn, the AFS is grouped into career field ladders, career field subdivisions, and career fields to provide for career development in different aspects of a career field. An AFS may be subdivided by alphabetical "shredouts" to identify specialization in a specific type of equipment or function. Air Force specialty descriptions are published in the Officer and Enlisted Classification Directories in numeric order and describe the general duties and responsibilities of the specialty. Career Progression Charts show the overall classification structure. In addition to AFSCs, other identification codes are used in the classification system:

6.2.1. Prefixes identify specific skills and abilities not restricted to a single career field. See Prefix explanation for guidelines on use of prefixes with specific AFSCs.

6.2.2. Reporting identifiers (RI) identify positions, persons, or both not otherwise identifiable in the classification system. RIs are primarily intended to identify conditions for which specific job descriptions are not practical, such as patient or prisoner. See [Attachment 4](#).

6.2.3. Special duty identifiers (SDI) identify positions and persons performing duties not clearly within a specific career field, such as a courier. General tasks and responsibilities are outlined in each special duty description.

6.2.4. Special experience identifiers (SEI) identify special experience and training not otherwise reflected in the classification system. SEIs complement other classification identifications. They do not replace them. SEIs are primarily used for contingency purposes.

6.2.5. CEM codes identify chief master sergeants (CMSgt) and selectees, and CMSgt positions to allow personalized management by the Headquarters Air Force Senior Leadership Management Office (HQ AFSLMO/CG).

**6.3. Explaining the Enlisted Specialty Description.** Specialty descriptions apply to the 9-, 7-, 5-, and 3-skill levels of the AFSC. Specialty descriptions are comprised of the following parts:

6.3.1. Heading:

6.3.1.1. Consists of the specialty title, the last date the specialty was changed or revised, applicable AFSCs and CEM code, and skill level names.

6.3.1.2. Lateral retraining specialties may or may not contain a 5-skill level, depending on the AFSC structure.

6.3.1.3. When shredouts are authorized, an asterisk is printed after the AFSC.

6.3.2. Specialty Summary:

6.3.2.1. Provides a concise statement of the scope and characteristics of the specialty.

6.3.2.2. Identifies the conversion table subgroup as listed in the Department of Defense (DoD) Occupational Conversion Manual that groups similar occupations in the military services and civil service.

6.3.3. Duties and Responsibilities:

6.3.3.1. Describes representative duties and responsibilities of the specialty for the skills identified in the heading. Does not attempt to include all aspects of all jobs in the specialty.

6.3.3.2. Does not include duties and responsibilities inherent for all enlisted personnel, such as displaying good conduct, correct military appearance, on-the-job training (OJT), safety, professional military education (PME), supervising or indoctrinating personnel, making work schedules, or assigning work duties.

6.3.3.3. May not include responsibilities common to all specialties in a given field; these may appear in the introduction to the career field. For example, all enlisted personnel in the medical and dental (4XXXX) career fields have a common responsibility for emergency medical care.

6.3.4. Specialty Qualifications. Establishes occupational qualification standards for effective performance in a specialty. Only mandatory standards are listed except for education. Desirable education may be cited. Desirable qualifications to enhance a person's ability to succeed in the specialty and serve as a guide for career development may be listed in the specialty career field education training plan (CFETP). Mandatory qualifications must be met to perform in the specialty, and may be required for entry into a specialty, for upgrade to a skill level of the specialty at one or all skill levels, or for retention of the AFSC. Specialty descriptions and attachment 39, contained in the AFECD, list the mandatory qualifications for entry into the AFSC. Qualifications in specialty descriptions may consist of all or part of the following:

6.3.4.1. Knowledge. Contains the required understanding and practical skills for award of the AFSC at any skill level. Specific levels of knowledge for each skill level are identified in the specialty training standard (STS) of the CFETP.

6.3.4.2. Education. Outlines academic study or instruction that is either a mandatory or a desirable requirement for entering the specialty.

6.3.4.3. Training. Contains only mandatory AFSC awarding formal military training. Since PME is considered desirable for all enlisted personnel, it is not listed in specialty descriptions.

6.3.4.4. Experience. Describes mandatory military or civilian work experience for entry or award of an AFSC. Functions or items listed that are preceded by "such as" are examples representative of the specialty. Such lists are not all encompassing, nor is it intended that experience must be gained in each function listed. Specific experience for each skill level is identified in the STS of the CFETP.

6.3.4.5. Other. Lists objective and measurable qualifications such as physical standards, eligibility for security clearances, certifications, licenses, and so forth. When eligibility for a security clearance is a mandatory requirement for award and retention of an AFSC, an interim clearance is sufficient for award of that AFSC.

6.3.4.6. Specialty Shredouts. Lists alphabetical suffixes that may be used with the basic AFSC to identify specialization in specific equipment or functions.

**6.4. Explaining the Officer Specialty Description.** Specialty descriptions consist of:

6.4.1. Heading. Includes AFSCs (entry-XXX1, intermediate-XXX2, qualified-XXX3, and staff-XXX4), specialty title, and the last **date the specialty description changed**. If a shredout is authorized, an asterisk is printed after the AFSC.

6.4.2. Specialty Summary. The specialty summary provides a concise overview of the scope and characteristics of the specialty. Included is the related Department of Defense (DoD) occupational code from the DoD Occupational Conversion Manual that lists similar jobs from each military service and civil service.

6.4.3. Duties and Responsibilities:



6.4.3.1. Describes representative duties and responsibilities of the specialty without attempting to include all aspects of all jobs in the specialty.

6.4.3.2. Excluded are duties that are inherent for all officers who command or supervise personnel regardless of specialty. These include morale, welfare, safety, individual performance evaluation, career management, coaching, and disciplinary action. Do not cite duties or responsibilities associated with command in any specialty descriptions other than commander special duty identifiers or specialties.

**Below group level, identify commanders and their positions with prefix C affixed to a functional AFSC (e.g., C37F3).**

6.4.3.3. Utilization field introductions include responsibilities common to all specialties in the field and, when appropriate, opportunities to command within the functional specialties of the field.

6.4.3.4. Specialty Qualifications. Establishes job qualification standards for effective performance. Include only mandatory standards except for education, which may be desirable. List desirable qualifications in the Officer Career Field Education and Training Plan (CFETP) for the specific specialty. Officers must meet mandatory qualifications to perform in the specialty. Include only entry, upgrade, or for retention qualifications. Qualification standards may consist of:

6.4.3.4.1. Knowledge. Factual understanding and practical military skills required to perform at the qualified level.

6.4.3.4.2. Education. Specific academic subjects or disciplines, or courses of study required or desired to succeed in the specialty. Mandatory education requirements are to enter the specialty.

6.4.3.4.3. Training. Military courses training for or contributing directly to effective performance. Mandatory courses must be completed for upgrade. Professional military education courses are desirable for all officers and are not included unless mandatory for the specialty.

6.4.3.4.4. Experience. Experience performing specialty duties needed for upgrade to the qualified level. Breadth of experience is described and a minimum length of time performing duties may be specified. An individual's supervisor must recommend upgrade, certify the individual meets all requirements of the specialty, and has shown ability to perform at the qualified level.

6.4.3.4.5. Other. Measurable qualifications, such as physical standards, security clearances, aeronautical ratings, certifications, and licenses required to perform in the specialty. Qualifications stated as mandatory pertain to upgrade unless otherwise specified.

6.4.4. Specialty Shredouts. Specifies shredouts authorized with the AFSC: letter suffix identifiers and the title or portion of the specialty to which the shredout is related.

## **6.5. Responsibilities:**

6.5.1. HQ AFPC, USAF Classification Development Branch (DPPAC) publishes semiannual Change Summary and Conversion Instruction Guides effective 30 April and 31 October. Change Summary Guides that don't require any conversion actions are published and posted as new changes are approved. All updates are posted on the AFPC Website at: <http://www.afpc.randolph.af.mil/classification> when finalized and approved by DPPAC. Advance copies of the semiannual master Change Summary and Conversion Instruction Guides (CS&CIG), along with individual page changes, are electronically posted on the Website and notification sent to all MAJCOM personnel and manpower agencies **no later than 30 December for the 30 April update and 30 June for the 31 October update.** The CS&CIG explains

changes and provides special conversion instructions for action officers to supplement procedures in current manpower and personnel directives.

6.5.2. On receiving manual changes or advance notifications of approved changes, commands will review manpower documents and reflect necessary classification code changes according to AFI 38-201.

6.5.3. During the effective month, action offices will revise all statistical reports using AFSCs to reflect authorized changes.

6.5.4. Training managers will review training courses that provide skills and abilities to support performance in AFSCs affected by manual changes. Courses will be reevaluated and revised, if necessary.

6.5.5. Commands and Air Staff agencies have a continuing responsibility to review skill requirements and the currency of existing classification. When existing classification becomes obsolete or developments occur that require new or revised Air Force-wide skill identification, recommended changes are submitted through channels to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, according to paragraphs 5 and 6 of this manual.

## 6.6. Requesting New or Revising Existing Classification:

6.6.1. Modifying existing classification has a significant effect on all facets of personnel management. Recommended changes must reflect personnel classification concepts in [Chapter 1](#), and provide sufficient data for analysis by HQ USAF and other staffing agencies. Any agency contemplating a change to the military classification system should consider the following when initially developing a proposal:

6.6.1.1. What is the specific requirement? Include tasks to be performed, locations or bases having the requirement, and number of personnel who will perform these duties, etc.

6.6.1.2. Is a new AFS necessary? Could an existing classification identifier or management tool fill the requirement? **FOR EXAMPLE:**

6.6.1.2.1. SEIs are awarded based on completion of formal training or a unique course and experience performing specific duties.

6.6.1.2.2. Suffixes are added to an existing AFSC to provide system or task specific training and assignment section.

6.6.1.2.3. Prefixes are used to identify required experience across many different AFSs.

6.6.1.2.4. Personnel Processing Codes (PPC). PPCs are used to identify special requirements needed for assignment to a specific duty location. They may include system-specific or special purpose training en route to assignment.

6.6.1.3. Will the population size of a new AFSC or shredout support a trained personnel requirement (TPR), technical school course development, and overseas requirements?

6.6.1.4. Where are the assignment locations of the proposed structure, to include continental United States (CONUS) geographical variety and number of overseas positions (long or short)?

6.6.1.5. What are the advantages and disadvantages of proposed action? Use Air Force, command, and functional perspectives.

6.6.2. Submit recommended revisions or additions to the classification system in this manual in the following manner:

6.6.2.1. Base Level. Military Personnel Flight (MPF) will:

6.6.2.1.1. Ensure the recommended changes include information according to paragraphs 5.3. and 5.4.

6.6.2.1.2. Send the change request to the major command (MAJCOM) director of personnel (classification section) for review, comment, and recommendation.

6.6.2.1.2.1. Requests to change Enlisted Medical Service specialties (4XXXX) must be forwarded to HQ USAF/SGC, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.

6.6.2.2. MAJCOM Level. MAJCOM classification section will:

6.6.2.2.1. Ensure the recommendation includes sufficient information and rationale for analysis and consideration.

6.6.2.2.2. Obtain an evaluation by the appropriate functional manager.

6.6.2.2.3. Send the change request to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, to review, evaluate, and formally process a change or send it to the Air Force career field manager to review or evaluate further. In either instance, MAJCOMs must include a recommendation of approval or disapproval.

6.6.2.3. Air Staff Level. Proposals initiated by the Air Staff must include rationale and document the need for change before forwarding it to HQ AFPC/DPPAC.

6.6.2.4. Change Requests. All requests requiring a conversion must arrive at HQ AFPC/DPPAC **by 28 February** for consideration of the **October change** or by **31 August** for consideration of the following **April change**. **Changes that do not require a conversion can be requested at any time but will go through the same formal staffing process prior to being implemented. Be sure to include a desired implementation date. The AFCFM in coordination with HQ AFPC/DPPAC will determine effective date.**

6.6.3. Recommendations for changes to AFSCs, prefixes, suffixes, and SDIs must include the following information:

6.6.3.1. Brief Description of the Proposed Change. Show its relationship to the existing classification structure. Is it consistent with personnel classification concepts?

6.6.3.2. Rationale for Proposed Change. Include reasons why existing classification is inadequate. Fully justify the request. Outline all considerations examined in your initial proposal development.

6.6.3.3. Identify all requirements. For example, tasks to be performed and locations or bases with the requirement.

6.6.3.4. Description of Duties and Tasks:

6.6.3.4.1. Send a draft specialty description; include major tasks, equipment, special tools, or materials involved. **NOTE:** Specialty descriptions should not exceed two pages, not including shredout explanation.

6.6.3.4.2. Include details of knowledge, education, and experience required to perform duties and tasks.

6.6.3.5. Evaluation of Training Requirements:

6.6.3.5.1. Examine all training alternatives that would meet the stated requirement. Compare the costs of each option. Evaluate benefits from the change versus costs of additional training required.

6.6.3.5.2. Include evaluation of existing courses, need for new courses, and estimated OJT or formal training time.

6.6.3.5.3. Categorize training as “mandatory” and only identify formal military training leading to award of an AFSC. Identify “desirable” training in the CFETP.

6.6.3.6. Detailed Summary of Personnel and Manpower Impact:

6.6.3.6.1. Estimate the number and organizational level of positions identified in the proposed classification change.

6.6.3.6.2. Estimate the number, location, and AFSC of manpower positions to be deleted or added, or both.

6.6.3.6.3. List AFSCs of personnel currently performing duties included in the proposed classification and estimate the number, by AFSC, that would convert to the new AFSC, if established.

6.6.3.7. Recommendation on Occupational Analysis. Include a recommendation on desirability of a specialty survey conducted under AFI 36-2623, *Occupational Analysis*, for proposed classification.

6.6.4. Recommended changes, additions, or deletions to SEIs must contain the following information:

6.6.4.1. Brief description of proposed change and contingency value, if any.

6.6.4.2. Brief rationale for change including its intended use.

6.6.4.3. Number of manpower authorizations to be coded Air Force-wide.

6.5.4.4. Criteria for awarding SEI:

6.6.4.4.1. Formal course requirements. Include course title, number, and the Military Personnel Data System (MilPDS) code reflected in Education and Training Course Announcements (ETCA).

6.6.4.4.2. Experience requirements. State, in whole months, the experience requirements (minimum necessary).

6.6.4.4.3. Recommendation requirements. Explicitly state need for supervisor or commander recommendation, if applicable.

## 6.7. Information Collections, Records, and Forms/Information Management Tools (IMTs).

6.7.1. Information Collections. Information collections are not created by this publication.

6.7.2. Records. Retain and dispose of records according to the AF Records Disposition Schedule.

6.7.3. Forms/IMTs Prescribed or Adopted.

6.7.3.1. Forms/IMTs Adopted. AF IMT 2096, **Classification on the Job Training Action**, SF 88, **Report of Medical Examination**, AF IMT 422, **Physical Profile Serial Report**, AF IMT 1042, **Medical Recommendations for Flying or Special Operational Duty** and AF IMT 623a, **On the Job Training Record, Continuation Sheet**.

6.7.3.2. Forms/IMTs Prescribed. This publication does not prescribe any forms/IMTs.

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

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*  
AFI 36-501, *Personnel Security Program Management*  
AFI 33-360, *Publication Management Program*  
AFMAN 34-137, *Air Force Sports and Fitness Operations*  
AFI 35-203, *Band Program*  
AFPD 36-21, *Utilization and Classification of Air Force Military*  
AFVA 36-211, *Officer Classification Structure Chart*  
AFVA 36-212, *Airman Classification Structure Chart*  
AFCSM 36-699, V1, *Personnel Data Systems User Manual*  
AFI 36-2002, *Regular Air Force and Special Category Accessions*  
AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training*  
AFMAN 36-2105, *Officer Classification*  
AFI 36-2106, *Competitive Category Transfers*  
AFMAN 36-2108, *Enlisted Classification*  
AFI 36-2110, *Assignments*  
AFI 36-2201, *Developing, Managing, and Conducting Training*  
AFMAN 36-2245, *Managing Career Field Education and Training*  
AFI 36-2605, *Air Force Military Personnel Testing System*  
AFI 36-2606, *Reenlistment in the United States Air Force*  
AFMAN 36-2622, *Personnel Data System Users Manual*  
AFI 36-2626, *Airman Retraining Program*  
AFI 36-3017, *Special Duty Assignment Pay*  
AFI 36-8001, *Reserve Personnel Participation and Training Procedures*  
AFI 48-123, *Medical Examination and Standards*  
*ETCA, Education and Training Course Announcements (formerly AFCAT 36-2223)*

***Abbreviations and Acronyms***

**2AFSC**—Secondary Air Force Specialty Code  
**3AFSC**—Tertiary Air Force Specialty Code  
**4AFSC**—Fourth Air Force Specialty Code

**AFCFM**—Air Force Career Field Manager  
**AFPC**—Air Force Personnel Center  
**AFOSI**—Air Force Office of Special Investigations  
**AFRC**—Air Force Reserve Command  
**AFRISS**—Air Force Recruiting Information Support System  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AIA**—Air Intelligence Agency  
**ANGRC**—Air National Guard Readiness Center  
**ARPC**—Air Reserve Personnel Center  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**BLMPS**—Base Level Military Personnel System  
**CAFSC**—Control Air Force Specialty Code  
**CDC**—Career Development Course  
**CEA**—Career Enlisted Aviator  
**CEM**—Chief Enlisted Manager  
**CSS**—Commander’s Support Staff  
**DAFSC**—Duty Air Force Specialty Code  
**DoD**—Department of Defense  
**EAD**—Extended Active Duty  
**EDPT**—Electronic Data Processing Test  
**EO**—Evaluation Official  
**GTEP**—Guaranteed Training Enlistment Program  
**JAGDR**—Judge Advocate General Department of Reserves  
**MAJCOM**—Major Command  
**MEB**—Medical Evaluation Board  
**MFM**—MAJCOM Function Manager  
**MilPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**NPS**—Nonprior Service  
**PAFSC**—Primary Air Force Specialty Code

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PME**—Professional Military Education

**RI**—Reporting Identifier

**RIP**—Report on Individual Person

**SDI**—Special Duty Identifier

**SEI**—Special Experience Identifier

**SRB**—Selective Reenlistment Bonus

**TDY**—Temporary Duty

**UFT**—Undergraduate Flying Training

**UMD**—Unit Manpower Document

**UPRG**—Unit Personnel Records Group

**USAFA**—United States Air Force Academy

**USAFR**—United States Air Force Reserve

**U.S.C.**—United States Code

### *Terms*

**Advanced Technical Training**—Advanced formal training for an officer or enlisted specialty.

**Air Force Officer Qualifying Test (AFOQT)**—An aptitude test used in selecting candidates for officer commissioning programs or specific commissioned officer training programs (AFI 36-2605).

**Air Force Recruiting Information Support System (AFRISS)**—An automated military personnel accession system. AFRISS is an on-line transaction processing system used by accession activities to determine availability of, and reserve positions for individuals prior to entering active duty.

**Air Force Specialty (AFS)**—A group of positions requiring common qualifications. Each AFS has a title and a code.

**Air Force Specialty Code (AFSC)**—A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when more specific identification of position requirements and individual qualifications is necessary. Refer to [Table 1.1.](#) and [Table 1.2.](#) for explanation of codes.

**Air Force Specialty Code Prefix**—A letter of the alphabet is used as part of the AFSC to identify an ability, skill, special qualification, or system. Prefixes are not restricted to a single AFS.

**Air Force Specialty Code Suffix**—An alphabetical suffix is used as part of the AFSC to identify specific equipment or functions and positions of an AFS. Each suffix has a title.

**Aptitude Cluster**—A group of basic aptitudes related to Air Force career fields and career field subdivisions--mechanical, administrative, electronics, and general.

**Aptitude Index**—A number that represents the percentile score made on a single cluster (see Aptitude Cluster).

**Armed Forces Classification Test**—A test comparable to the ASVAB with four aptitude clusters--mechanical, administrative, electronics, and general.

**Armed Services Vocational Aptitude Battery (ASVAB)**—A test that evaluates aptitudes. Use the test to make initial classification to career fields and to formal school courses. It measures basic aptitudes grouped in clusters.

**Awarded Air Force Specialty Code**—An AFSC awarded to an individual as primary, second, third, or fourth AFSC after certification of ability to perform in positions of an AFS at a certain skill level. Fourth AFSC applies only to enlisted personnel.

**Awarded Air Force Specialty Code, Special Experience Identifier**—The SEI designated with PAFSC, 2AFSC, 3AFSC, and 4AFSC.

**Basic Technical Training**—Initial formal training in an officer or enlisted specialty. Awards enlisted Airman graduates a semiskilled AFSC.

**Capper Air Force Specialty Code**—An AFSC used when two or more career ladders combine at the supervisory 7- or 9-skill level. The 5th digit of a capper AFSC is a "0."

**Career Enlisted Aviator**—An enlisted Airman awarded and performing permanent duty in AFSCs 1AXXX.

**Career Field**—A group of closely related AFSs (or a single AFSC 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 Subdivision**—A division of a career field that groups closely related AFSs in one or more ladders.

**Chief Enlisted Manager (CEM) Code**—A five-digit code ending in "00" to identify CMSgts and CMSgt selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

**Commander (AFSC XXCX)**—A specialty that identifies jobs of broad responsibility for command, direction, and planning or staff supervision of diverse activities across several functional areas. Emphasis on the command, managerial, and executive levels of duties and responsibilities.

**Competitive Category**—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Judge Advocate, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

**Control Air Force Specialty Code (CAFSC)**—A management tool used to make enlisted Airman assignments, to assist in determining training requirements, and to consider individuals for promotion.

**Control Air Force Specialty Code, Special Experience Identifier (CAFSC SEI)**— The SEI designated with the CAFSC.

**Defense Language Aptitude Battery**—A test that evaluates an individual's ability to complete formal courses in foreign language training (AFI 36-2605).



**Disqualified Enlisted Airman**—An enlisted person disqualified from being able to perform duties in an awarded AFSC.

**Duty Air Force Specialty Code (DAFSC)**—The AFSC denoting the specialty in which the individual is performing duty.

**Duty Air Force Specialty Code, Special Experience Identifier (DAFSC SEI)**—The SEI reported in the DAFSC SEI area of the personnel data system.

**Electronic Data Processing Test (EDPT)**—A test that evaluates a person's ability to complete formal courses dealing with operating and programming electronic data processing equipment (Enlisted Classification Directory).

**Entry Air Force Specialty Code**—An AFSC showing potential or partial qualification in the AFS. The 4th digit of this code is always 1.

**Evaluation Official (EO)**—A disinterested field grade officer, chief master sergeant (CMSgt), senior master sergeant (SMSgt) or master sergeant (MSgt) appointed to evaluate facts and circumstances surrounding a recommendation to downgrade or withdraw an AFSC based on substandard performance. Evaluation officials must be senior in grade to the person being evaluated.

**Feeder Air Force Specialty Code**—The awarded AFSC from which an individual has progressed to the 5-, 7-, or 9-skill level AFSC or CEM code when two or more AFSCs combine.

**Fourth Air Force Specialty Code (4AFSC)**—The awarded AFSC in which an individual is fourth best qualified to perform duty.

**Functional Category**—Group of career fields managed by the same Air Staff functional community.

**Input Air Force Specialty**—The AFSC identified in the Enlisted Classification Directory for entry into a lateral AFS.

**Intermediate Air Force Specialty Code**—An AFSC for pilots, bomber navigators, and missile launch officers showing qualification at an intermediate level above entry. The 4th digit is always 2.

**Lateral Air Force Specialty**—An AFS that requires prior qualification at the semiskilled or higher-skill level as specified in the specialty description in the Enlisted Classification Directory.

**Lateral Training**—Formal course that requires prior qualification in another specialty as stated in the specialty description in the Officer or Enlisted Classification Directories.

**Physical Profile Serial**—The physical profile serial is a means to identify an individual's general physical condition. Six factors are measured: physical condition, upper extremities, lower extremities, hearing, vision, and neuropsychiatric (see AFI 48-123, *Medical Examination and Standards*).

**Position**—A manpower authorization appearing on a manpower document with a prescribed set of duties or tasks.

**Primary Air Force Specialty Code (PAFSC)**—The awarded AFSC in which an individual is best qualified to perform duty. It will always be the AFSC with the highest skill level.

**Qualified Air Force Specialty Code**—An officer AFSC showing full qualification in the AFS. The 4th digit is always "3" and is authorized at any level.

**Rated Air Force Specialty Code**—Aircrew AFSCs (11XX, 12XX, 13AX, and 13BX) identify aircrew members serving in, or qualified to serve in, pilot, navigator, flight test positions, astronaut, and air battle manager.

**Related Air Force Specialty Code**—An AFSC similar in training, formal education, or practical experience that makes it compatible with another AFSC as defined by the career field manager.

**Reporting Identifier (RI)**—A four- or five-digit code and a title used to identify positions or persons not identified elsewhere in the classification structure. Normally describes conditions rather than duties. Does not have a full specialty description. *EXAMPLE:* 93P0 Patient (officer), 9P000 Patient (enlisted).

**Secondary Air Force Specialty Code (2AFSC)**—The awarded AFSC in which an individual is second best qualified to perform duty.

**Skill Level**—The level of qualification within an awarded enlisted AFS, shown by the fourth digit of the AFSC. The 1-skill level (helper) identifies personnel initially classified in an AFS when entering the Air Force or when retraining. The 3-skill level (apprentice) identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of an initial skills course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). In specialties where a 5-skill level does not exist, personnel are considered skilled at the 3-skill level. Apprentices implement work activities as directed and perform tasks unsupervised when certifying officials determine them to be qualified. The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and, upon promotion to staff sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Journeymen plan, coordinate, implement, and supervise work activities. The 7-skill level (craftsman) identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and who have additionally acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Craftsmen plan, coordinate, implement, and direct work activities. The 9-skill level (superintendent) identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Superintendents plan, coordinate, implement, and direct a wider scope of work activities and functions. When two or more career ladders combine at the supervisory 7- or 9-skill level (capper AFSC), members can supervise any or all of the subordinate career ladders; however, members may only perform the specific technical functions of the career ladder through which they have progressed. The awarded feeder AFSC identifies this training and experience.

**Special Duty Identifier (SDI)**—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).

**Special Experience Identifier (SEI)**—A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet peacetime assignments. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system or mission. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identi-

ers, CEM codes, personnel processing codes, or professional specialty course codes. AFMANs 36-2105 and 36-2108 list approved SEIs.

**Special Duty Assignment Pay AFSC**—AFSCs designated for special duty assignment pay as stated in AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

**Specialty Description**—A description of an AFS or SDI that includes a title, code, specialty summary, duties and responsibilities, qualifications, other specialty data, and, when established, suffixes.

**Staff Air Force Specialty Code**—An officer according to AFSC to identify staff positions. 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.

**Strength Aptitude**—An individual's strength ability as measured by the Air Force Strength Aptitude Test. The Enlisted Classification Directory lists strength requirements for each AFSC.

**Supplemental Training**—Formal training of officers or enlisted personnel that enhances qualification in the job but does not result in change of AFSC.

**Technical Advisor**—Any military person awarded the AFSC at the 5-skill level or above that can evaluate an individual's specialty qualifications. Does not require formal designation.

**Technical Training Course**—A formal school course of instruction listed in the Education and Training Announcements (ETCA), authorized by HQ USAF, and taught by the Air Force, DoD school, or by a civilian organization for the DoD.

**Third Air Force Specialty Code (3AFSC)**—The awarded AFSC in which the individual is third best qualified to perform duty.

**Training**—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

**Utilization Field**—A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and don't relate to other officer specialties.

## Attachment 2

### AFSC DOWNGRADE/WITHDRAWAL/WAIVER PACKAGE GUIDELINES

#### DOWNGRADE/WITHDRAWAL ACTIONS

Military Personnel Flight (MPF)  
AFSC Downgrade or Withdrawal Procedures  
(How to build a package and what to include)

This has been created to assist in the processing of AFSC downgrade or withdrawal packages. Informa-

tion covered has been gleaned from appropriate paragraph references in this instruction as well as AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*.

### **Types of AFSC Downgrades or Withdrawals**

- Lack of Recent Performance (Can be either a downgrade action or withdrawal)
- Reduced in Grade (Downgrade)
- Substandard Performance (Can be either a downgrade action or withdrawal)
- AFOSI decertification (Withdrawal)
- Failing to Maintain Mandatory AFSC, SDI, or CEM Qualification Standards (Withdrawal)
- Medical Disqualification (Withdrawal)
- Prerequisite AFSC (Withdrawal)
- Improperly Awarded AFSC (Can be either a downgrade action or withdrawal)
- Aviation Service Medical Disqualification (Withdrawal)
- Aviation Service Disqualification, Other than Medical (Withdrawal)
- Failing to Progress while in Upgrade Training (Withdrawal) (This is the most common type of package.)
- Exception to Procedures

**NOTE:** For failure to progress packages, the **KEY** element is, while in upgrade training and the individual is in TSC A, B, C, E, F, G, or T. In these types of cases, the base training manager **must** be involved. Packages must request AFSC withdrawal, not retraining...retraining is the step after withdrawal.

### **Routing of the Package**

The Unit CC submits paperwork and a letter suggesting action to the MPF.

The Base Training Office makes a written recommendation to the MPF CC **when the individual is in Upgrade Training**.

The MPF CC submits downgrade or withdrawal packages along with letters suggesting actions to the MAJCOM training office.

The MAJCOM training office and MAJCOM Functional Manager will determine course of action.

**NOTE:** Throughout the process, the base training office must be involved if the request is based on training issues. The base training office must provide a recommendation to the MPF CC.

**Ask the following questions when reviewing package:**

Is there adequate justification for the removal?

Is it based entirely on a CDC failure? (Is a CDC waiver more appropriate?)

Does the documentation support withdrawing the AFSC?

Do the EPRs match requested action?

Should the individual be retained in the Air Force? (Is discharge action for disciplinary reasons more appropriate?)

**NOTE:** If the requested action doesn't fit the situation, contact the unit to get additional information, documentation, or rationale. (There may be a more appropriate avenue than the one being requested.) If the package doesn't justify what the unit is trying to do, return with recommendations.

If the package isn't properly prepared...send it back for completion!

**AFSC withdrawal packages must contain the following information:**

Copy of CFETP Part 2 and AF IMT 623a documentation, to include the CC evaluations if the trainee has a two-time CDC failure.

Minimum of last 3 Enlisted Performance Reports (EPR).

Copy of AF Form 2096 or IMT 2096 withdrawing the AFSC-**NOT PROCESSED**.

Medical Evaluations (if applicable).

Letter from the commander, supervisor, and other supervisors/trainers.

Letter from the trainee (See **Figure 5.1**).

Letters of Recommendation (LOR) or Letters of Counseling (LOC) indicating training related information.

Any other pertinent information regarding training status.

**WAIVER ACTION GUIDELINES**

**Requests to Waive the Specialty Entry or Retention Requirements**

The following information has been created to assist you in processing AFSC waiver requirement packages.

**Types of Waiver Packages**

**Waiver Authority**

Training or education listed as mandatory in the specialty description	Air Force Career Field Manager (AFCFM)
Experience requirements (i.e., time)	AFCFM
Core Task requirements	AFCFM
CDC ( <b>Initial Completion</b> )	AFCFM
CDC ( <b>Twice Failing the CE</b> )	Wing CC
Other mandatory requirements listed in the Officer or Enlisted Classification Directory	HQ AFPC/DPPAC

### Routing of the Package

- The individual requesting the waiver submits a request to his or her immediate supervisor.
- The supervisor reviews request and if justified assists individual in obtaining necessary documentation and justification to support the requested waiver.

**NOTE:** The waiver request will consist of an official memorandum, **initiated by the individual concerned**, with appropriate justification or rationale and documentation.

- The unit commander validates the waiver request and indorses the request with a recommendation of approval or disapproval. If recommended for approval, the request is forwarded to the MPF, Personnel Employment. If disapproved, return the request to the individual with rationale.
- Personnel Employment evaluates the request and coordinates appropriate request with Base Training who also evaluates. If both offices agree with recommendation, a coordinated recommendation may be forwarded to the MPF CC. If there is disagreement, provide the MPF CC separate recommendations with rationale.
- The MPF CC evaluates the request along with recommendations and either recommends approval or disapproves request. Packages recommended for approval are forwarded to the MAJCOM Classification office. Disapproved requests are returned to the unit with rationale.
- The MAJCOM Classification Representative will evaluate and coordinate action with the MAJCOM Training Manager and MAJCOM Functional Manager. If all agree with recommendation, requests recommending approval are forwarded to approval authority (either the AFCFM or AFPC/DPPAC). If the coordinated recommendation is for disapproval, return request to the individual through the MPF with rationale.

**NOTE:** If there is disagreement between the evaluators, each office will provide a recommendation, with rationale, and the package will be forwarded by the Classification Representative to the approval authority for final action.

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and are determined the minimum required to reasonably assure success in the specialty. When reviewing a waiver request, look for equivalent substitutes. Requests must clearly substantiate that individuals meet or exceed the mandatory requirements considered crucial for successful performance in an AFSC. Consider this and the following when reviewing the package for possible submission.

**Review request and evaluate using the following questions:**

- Has the individual completed an education or training course (i.e., equivalent education course, a certificate program, an equivalent vocational technical training course) acquiring the knowledge and proficiency required?
- Has the individual performed duty in an exceptional manner over an extended period of time in the actual or equivalent specialty/civilian occupation?
- Has the individual provided supporting documentation, such as proof of experience, that equates or exceeds the minimum experience requirement?
- Does the individual possess the career knowledge equivalent to specified requirements?
- If waiver is for an aptitude score, has the individual taken the Air Force Classification Test (AFCT) in an attempt to meet the minimum scores?

**NOTE:** It must be reflected that individuals meet the mandatory career knowledge topics identified in the specialty description and all items contained in the CDC as reflected in the CFETP.

- Does the individual possess the physical ability, aptitude, or qualifications which are equivalent to, or commensurate with, the established requirement?
- Were all practical training options available within the MAJCOM, exhausted before recommending approval of the waiver request?

**MPF or MAJCOM: If the package isn't properly prepared...send it back for completion!**

- Letter from the trainee.
- Copy of CFETP Part 2 and AF IMT 623a documentation.

-- If this is a CDC waiver, all core and subject knowledge items identified in the CDC column of the CFETP must be certified prior to waiver submission.

-- If this is a 7-level school waiver, all core tasks and the tasks covered in the 7-level course column of the CFETP must be certified prior to waiver submission.

- As a minimum, the last 3 EPRs.

- Letters of recommendation from the commander, supervisor, and other supervisors/trainers.

- Any other pertinent information regarding waiver request.

- If this is an experience waiver request, supporting documentation must include proof of experience. Besides the EPRs and training records, also include state or federal operating licenses or certificate of affiliation (if applicable).

ROGER A. BRADY, Lt General, USAF

DCS/Personnel