

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



**AIR FORCE INSTRUCTION 36-2101**

**25 JUNE 2013**

*Incorporating Change 2, 9 MARCH 2017*

***Personnel***

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AF/A1PT

Certified by: AF/A1P  
(Brig Gen Gina M. Grosso)

Supersedes: AFI 36-2101, 14 June 2010

Pages: 67

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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 enlisted. It develops the classification system that identifies required qualifications for every specialty in the Air Force—the officer structure is found in the Air Force Officer Classification Directory (AFOCD) and the enlisted structure is found in the Air Force Enlisted Classification Directory (AFECD). This instruction applies to RegAF, Air Force Reserve (AFR) and the Air National Guard (ANG) personnel, except where noted otherwise. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for Classification of Personnel (Officer and Enlisted). This Air Force Instruction (AFI) may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; Route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the identified waiver authorities, as indicated in the various paragraphs in this publication. Requests for waiver requirements not otherwise identified in this publication may be sent to HQ AFPC/DPSIC for review and recommendation. HQ AFPC/DPSIC will send to AF/A1PT for approval consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of

in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

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

This interim change corrects paragraph 3.19., and clarifies that medical officers may possess AFSCs in other than the 4XXX series, if approved by the applicable component.

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## Chapter 1

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

**1.1. Overview.** The military personnel classification system identifies duties and tasks for every position needed to accomplish the Air Force mission. The system is designed to identify qualifications and abilities necessary to accomplish these duties and tasks, as well as provide clear and visible career progression patterns. It links duties and tasks into cohesive job clusters 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 Air Force Officer Classification Directory (AFOCD) and the Air Force Enlisted Classification Directory (AFECD). Qualifications include knowledge, education, training, experience, 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 positions in which assigned, they are considered qualified for award of the Air Force Specialty Code (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 AFSC qualification/skill levels 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), reporting identifiers (RI), and special experience identifiers (SEI).

1.2.3.7. Eliminate redundant identifiers. Do not duplicate other Military Personnel Data System (MilPDS) 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 description (contained in the respective AFOCD and AFECD) for each occupational grouping will contain general occupational information (what most of the people do most of the time) and quantify the minimum requirements necessary to reasonably predict success in the specialty.

1.2.3.12. Specialty description is 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. Specialty description format is standardized to maintain simplicity, clarity, and ease of publishing.

1.2.3.15. Specialty descriptions are generally no more than 2 pages in length (may exceed this length to 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 the Career Field Managers' Guide available at <https://gum-crm.csd.disa.mil/app/login/redirect/home/session/L3NpZC9ZZnhLQms3bA==>.

### 1.3. Program Responsibilities:

1.3.1. The Deputy Chief of Staff, Personnel (HQ USAF/A1) shall:

1.3.1.1. Serve as the OPR for AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*.

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

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

1.3.2. The Headquarters Air Force Personnel Center USAF Military Classification Development Branch (HQ AFPC/DPSIC), shall:

1.3.2.1. Establish and oversee policies for classifying personnel including developing, reviewing, interpreting, and changing classification policy and procedures for classifying military personnel based on specialty data, special studies, analyses, and career field manager input.

1.3.2.2. Manage the Air Force Military Classification System (AFMCS), to include establishing, deleting, changing, or revising necessary identifiers and specialty descriptions by means of the AFOCD, AFECD, and Job Code and SEI tables in MilPDS, to manage Air Force manpower requirements and human resources. Approval authority for all military classification changes impacting the above.

1.3.2.2.1. Partner with AF Career Field Managers proposing changes to the AFMCS.

1.3.2.2.2. Develop Air Force specialties, titles, and codes to identify required military skills associated with specialty restructuring, new systems development, acquisition, operation, etc., upon request of the AFCFM.

1.3.2.2.3. Coordinate extensively with functional, manpower and personnel agencies on all classification changes due to the impact these actions have on a variety of programs.

1.3.2.2.4. Staff and coordinate Air Force Specialty (AFS) restructuring actions with affected agencies, AFCFMs, AF/RS, AETC, AF/A1PP, AF/A1PR, AF/A1PT, AF/A1PF, AFPC/MA, etc..

1.3.2.2.5. Coordinate with computer systems managers on classification matters impacting MilPDS Job Code and SEI tables and the Manpower Programming and Execution System (MPES). Develop, coordinate, and process system change requests to MilPDS with associated worksheets and tables to facilitate changes to the officer and enlisted classification structures.

1.3.2.2.6. Design, develop, implement, and publish the AFOCD, AFECD, and Change Summary and Conversion Instruction Guides (CS&CIG) to be effective 30 April and 31 October.

1.3.2.2.7. Monitor Air Force classification procedures and the AFSC conversions affecting classification of the total military force.

1.3.2.3. Develop and coordinate changes to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

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

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

1.3.2.6. Act on requests for waiver of AFI 36-2101 and specialty description qualifications (as found in the AFOCD and AFECD), covering all aspects of classification instructions, i.e., eyesight, aptitude, input AFSC, etc.

1.3.2.7. Answer high level inquiries (i.e., IG, Chief of Staff, Secretary of the Air Force, Secretary of Defense, Congressional and Presidential inquiries); provides advisories

and/or provides administrative relief for Board for Correction of Military Records (BCMR) applications and any other inquiries concerning classification policies, actions and procedures.

1.3.2.8. Establish, publish and monitor classification procedures for downgrading or withdrawing identifiers from individual Airmen.

1.3.2.9. Provide policy interpretation for initial classification of former officers as enlisted personnel.

1.3.2.10. Develop and use standard operating procedures to manage establishing, deleting, changing, or revising classification tools.

1.3.2.11. Attend functionally oriented workshops, conferences, meetings, etc. to provide expertise on classification matters and advises on known or potential impact resulting from specialty restructuring actions.

1.3.2.12. Review, coordinate and approve/disapprove requests for RegAF officer and enlisted Airman AFSC withdrawal (disqualification). Update awarded AFSCs, special duty and reporting identifiers on disqualified airmen. Respond to requests to change disqualified airmen reporting identifiers, as needed.

1.3.2.13. Approve/disapprove RegAF SEI withdrawals/removals.

1.3.2.14. Ensure minimum specialty requirements are adhered to according to the AFOCD and AFECD.

1.3.3. The Surgeon General (HQ USAF/SG) shall recommend to HQ USAF/A1 medical exceptions to classification policies and procedures for officer and enlisted personnel.

1.3.4. The Commander and Supervisor shall: Assign personnel to authorized positions consistent with requirements, Airman's grade, and skill/qualification level. Initiate or review and evaluate job proficiency and skill qualifications of each Airman. Limit the use of enlisted Airmen outside their CAFSC. Comply with criteria outlined in paragraph 3.34. when using enlisted Airmen 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):

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

1.3.4.2. Case Management System (CMS) or AFPC generated action, or

1.3.4.3. MilPDS generated Report on Individual Person (RIP).

1.3.4.4. AFPC-generated order

1.3.5. The Military Personnel Section (MPS), Commanders, and Personnel Officers shall ensure accurate and timely reporting of qualifications of serviced personnel. Train individuals assigned duties as Military Personnelist and ensure each is qualified to carry out the duties described in the Personnel Services Delivery (PSD) Guides, as appropriate.

1.3.6. The Manpower Officials shall identify and code manpower authorizations using the military personnel classification system outlined in this AFI, Officer and Enlisted Classification Directories and manpower directives.



1.3.7. The Individual shall gain and maintain specialty qualifications for awarded AFSC(s). Since individual effort is directly related to career progression, it is incumbent on the Airman to develop professionally and keep abreast of specialty knowledge and proficiency standards. Several programs blend specialty training with academic pursuits to enable or enhance career progression. These include career development courses, advanced specialty training, supplemental training, on-the-job training and accredited education.

1.3.8. The Career Field, MAJCOM Functional Manager (MFM) and NGB/AFR Career Field Manager (CFM) shall provide technical assistance in developing career field structures and classification identifiers. AFCFMs develop (in coordination with MFMs and NGB/AFR CFMs) specialty descriptions, specialty prerequisites, and qualifications. AFCFMs provide waiver recommendations for mandatory AFSC requirements to waiver authority (see [Table 3.1.](#) and [Table 3.2.](#)). NGB/AFR CFMs have enlisted waiver authority commensurate with the AFCFMs as stated in [Table 3.2.](#)) AFCFMs also:

1.3.8.1. Keep specialty descriptions current,

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

1.3.8.3. Resolve all non-concurrences before submitting new classification changes to HQ AFPC/DPSIC, Air Force Military Classification Development for formal coordination and implementation consideration.

1.3.8.4. Publicize approved classification changes to commanders, MFMs, NGB/AFR CFMs, and affected Airmen within their functional communities.

**1.4. Classification Structure.** The classification structure consists of AFSCs, Prefixes, Suffixes, SDIs, RIs, and SEIs. The backbone of the system is the AFSC consisting of four (officer) or five (enlisted) characters and may include a prefix or suffix (shredout). [Table 1.1.](#) and [Table 1.2.](#) outline the AFSC structure and define each character position within the AFSC. Complete descriptions, to include authorized codes, title, summary, duties and responsibilities, qualifications, and suffixes/shred outs (if applicable) are contained in the respective AFOCD and AFECD available on the World Wide Web at <https://gum-crm.csd.disa.mil/app/login/redirect/home/session/L3NpZC9ZZnhLQms3bA==>.

Table 1.1. Enlisted AFSC Explained

L I N E	A	B
	Character	Identifies (see <i>Note 1</i> )
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> 2T - Logistics, Transportation and Vehicle Management
3	third combined with first and second character (numeric)	Career field subdivision.  <b>Example:</b> 2T3 - Logistics, Transportation and Vehicle Management, Vehicle Management
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> 2T37 - Logistics, Transportation and Vehicle Management, Vehicle Management Craftsman
5	fifth combined with other four characters (numeric) (see <i>Note 2</i> )	Specific AFSC.  <b>Example:</b> 2T372 - Logistics, Transportation and Vehicle Management, Vehicle Management Craftsman, Special Vehicle Maintenance
6	alpha prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC.  <b>Example:</b> T - Formal Training Instructor
7	alpha suffix (shred out) (see <i>Note 3</i> )	Positions associated with particular equipment or functions within a single specialty. <b>Example:</b> 2T352A - Logistics, Transportation and Vehicle Management, Vehicle Management Craftsman, Special Vehicle Maintenance, Fire Trucks

**NOTES:**

1. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X2TXXXX denotes all 2T AFSCs, to include all career field subdivisions, prefixes, skill levels, and suffixes.
2. When two or more career ladders are combined at the 7- or 9-skill level, they are called capper AFSCs. And, when combined, the number in the fifth position will always be "0".  
**Examples:** 2T351, 2T352A and 2T352C merge into a common 7-skill level 2T370; 2T370 and 2T377 merge into a common 9 level 2T390.
3. Not applicable at the 9-skill or Chief Enlisted Manger (CEM) level.

Table 1.2. Officer AFSC Explained.

LINE	A	B
	Character	Identifies (see <i>Note 1</i> )
1	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
2	second combined with first character ( <b>numeric</b> )	Utilization field.  <b>Example:</b> 11 - Operations, <b>Pilot</b>
3	third combined with first and second character ( <b>alpha</b> )	Functional area.  <b>Example:</b> 11B - Operations, Pilot, <b>Bomber Pilot</b>
4	fourth ( <b>numeric</b> )	Qualification level.  1 - Entry (any AFSC)  2 - Intermediate (is only for AFSCs so designated in the AFOCD)  3 - Qualified (any AFSC)  4 - Staff (See <i>Note 2</i> ): 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> 11B3 - Operations, Pilot, Bomber Pilot, <b>qualified</b> . 11B4 - Operations, Pilot, Bomber Pilot, <b>qualified and serving in a staff position above wing level</b>  0 - Qualified commander (when used in conjunction with “C” in 3rd position), or  - Senior Leader/Leader (when other than a “C” in the 3rd position for 62S0, 63G0 or 63S0)
5	<b>alpha</b> prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC.  <b>Example:</b> A – Operational Warfare Instructor

6	<b>alpha</b> suffix (shred out)	Positions associated with particular equipment or functions within a single specialty.  <i><b>Example:</b></i> 11B3A - Operations, Pilot, Bomber Pilot, qualified, <b>B-1</b>
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**NOTE:**

1. Use an "X" in any character position of an AFSC when addressing all authorized characters in that position of the AFSC. For example, X12XX denotes all 12 AFSCs, to include all utilization fields, prefixes, qualification levels, and suffixes.
2. In addition, not all positions above wing level qualify for the staff AFSC. For those positions above wing level, Manpower will use the staff AFSC requirements for determining applicability: **Staff Air Force Specialty Code**—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify *planning* and *policy-making* positions **above** wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to *developing broad policies, plans, and procedures*. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling/have filled such positions are awarded the staff AFSC.

## Chapter 2

### INITIAL CLASSIFICATION

#### 2.1. Classifying Newly Accessed Officers:

2.1.1. Newly Commissioned Line Officers. The various Sources of Commission (SOC), e.g., United States Air Force Academy (USAFA), Officer Training School (OTS), Air Force Reserve Officer Training Corps (AFROTC) and the Academy of Military Science (ANG) will select and designate candidates for flying using the following reporting identifiers: 92T0 (pilot trainee); 92T1 (navigator/CSO trainee); 92T2 (Air Battle Manager [ABM]; and, 92T3 (remotely piloted aircraft [RPA] pilot trainee). When these RegAF individuals complete training, the MPS will award the appropriate entry-level AFSC. All other newly commissioned RegAF officers will be classified by HQ AFPC/DPSIP, Officer Accession Branch. AFR and ANG MPSs classify newly commissioned officers at their permanent duty station (PDS).

2.1.1.1. HQ AFPC/DPSIP uses the AFPC Initial Classification model (computer application) results to identify, sort and prioritize AFSCs for each ROTC and USAFA cadet using the individual AFSC requirements contained in the AFOCD specialty descriptions as eligibility criteria. Individual qualifications, eligibility, cadet preferences, commander's recommendation, and Air Force requirements are used as model inputs. Air Force requirements have the highest priority. Individual qualifications include education, physical qualifications (as determined in AFI 48-123, *Medical Examinations and Standards*), training, experience and class ranking within the respective SOC. The model is the final AFSC classification solution for cadets.

2.1.1.2. Following initial classification, changes in AFSC may take place due to medical disqualification for the AFSC, individual inability to qualify for associated Personnel Reliability Program (PRP) requirements, or other reasons. Notification of the need to change AFSCs based on these categories will be provided to AFPC/DPSIP for reclassification consideration.

2.1.1.3. Requests for reclassification prior to attending Initial Skills Training may be addressed to AFPC/DPSIP for initial review. AF/A1P is the approval/disapproval authority.

2.1.2. Newly Commissioned Non-Line Officers and Line of the Air Force Judge Advocates will be classified by their respective accession authorities as referenced in paragraphs [3.19.](#), [3.20.](#), and [3.21.](#)

2.1.3. Air Reserve Component (ARC) line officers returned to extended active duty (EAD) in accordance with AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*. Reclassification is not required upon accession. MilPDS will reflect the AFSC contained on the EAD orders issued by HQ AFPC/DPSIPR, Officer Voluntary Return to EAD (Recall) Section.

**2.2. Classifying Non-Prior Service (NPS) Enlistees.** 2 AF/Det 1 classifies non-prior service RegAF enlistees before they depart from Basic Military Training and reclassifies those eliminated from initial skills training but retained in the Air Force. AFR and ANG MPSs will

classify all RC NPS enlistees at their PDS and, if needed, reclassify those eliminated from initial skills training. Process waivers of mandatory entry requirements according to paragraph 3.7. and use Table 3.2. to determine waiver authority and processing instructions.

2.2.1. Guaranteed Training Enlistment Program (GTEP). Prior to reserving a GTEP allocation, Recruiting Service will ensure applicant meets all mandatory qualifications for entry into the AFSC. Process waivers according to paragraph 3.7. and use Table 3.2. to determine waiver authority and processing instructions.

2.2.2. Aptitude Index (AI). Applicants are guaranteed training in one of four aptitude areas: Administrative, Electronic, General, or Mechanical. They will be assigned a specific job during basic training. AFSC classification of enlistees with an AI is determined by 2AF TTOC/Det1/POBB, using MilPDS TTMS-JM to validate individuals meet mandatory qualifications for entry. Classification is based on individual's initial enlistment contract, needs of the Air Force and personal preference. An AI enlistee may request release from his or her enlistment contract to volunteer for announced priority requirements. Det 1/POBB is the approval authority for these requests. Normally, an individual may select as many as ten AFSC preferences from available openings, provided they are qualified for each.

2.2.3. The Detachment 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. Det 1/POBB is the approval authority for these requests.

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

2.2.5. Disenrolled Cadets. The USAFA or HQ AFROTC, in conjunction with HQ AETC, Student Resources Divisions, and HQ AFPC/DPSIPE, Enlisted Accessions Branch, classify disenrolled prior service and non-prior service cadets (see AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training--DD Form 785*). Consider the following in the order presented:

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

2.2.5.2. Needs of the Air Force.

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

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

**2.3. Classifying Prior Service Enlistees.** HQ United States Air Force Recruiting Service (USAFRS) and HQ AFPC/DPSIPE, jointly classify prior service RegAF enlisted Airmen. They determine if the individual remains qualified for the AFSC possessed when separated using the specialty description in the AFECD. Minimum aptitude requirements do not apply for previously held AFSCs. ANG and AFR units will classify all prior service enlistees and evaluate

the member's prior AFSCs, skills and experience for waiver to NGB/AFR CFM for re-award of AFSC.

2.3.1. HQ USAFRS and HQ AFPC/DPSIPE award former enlisted personnel 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 that, on separation, held specialties convertible to Air Force skills. AFCFMs determine authorized conversions from other Service classification identifiers to AFSCs for the convertible skills list in the AFECD.

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:** For RegAF, HQ AFPC/DPSIPE (for RC airmen, the AFR/ANG MPS) will:

2.4.1. Help them determine what enlisted AFSCs they qualify for (AFPC will base AFSC selection on prior experience and training).

2.4.2. Classify them before they enlist, when possible.

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

2.4.4. Use the following steps to classify former officers: (**NOTE:** Do not alter the sequence.)

2.4.4.1. Schedule applicants who do not have Mechanical, Administrative, General, or Electronics (MAGE) scores to take the Armed Forces Classification Test.

2.4.4.2. Verify the enlisted AFSCs previously held by the applicant by ensuring they meet the mandatory specialty qualifications in the AFECD. Apply downgrading and withdrawing provisions specified in paragraph 4.1. Award previously held AFSCs, at the proper skill levels, to qualified applicants. Use applicants in their previous enlisted AFSCs when it meets the needs of the Air Force (see paragraphs 2.4.4.3. and 2.4.5.).

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

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

2.4.4.3.2. 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 5skill level after having been assigned in the AFSC at the permanent duty location. The supervisor, after evaluating the experience and training, may recommend awarding the 7skill level.

2.4.4.3.3. If supported, the supervisor will submit a written evaluation with supporting documentation showing the qualifications to HQ AFPC/DPSIC (for

RegAF airmen) or NGB/AFR CFM (for RC airmen as designated in Table 3.2.) for review. After HQ AFPC/DPSIC review, forward to the AFCFM for recommendation. HQ AFPC/DPSIC (or NGB/AFR CFM IAW authorities in AFI 36-2101, Table 3.2.) will approve or disapprove the request.

2.4.5. If an AFSC is not awarded under paragraphs 2.4.4.2. or 2.4.4.3., the MPS, will award an AFSC at the 1-skill level after completing the following process:

2.4.5.1. RegAF applicant go to the On Line Retraining Advisory, located on the vMPF site, to select up to five AFSCs, SDIs, or RIs, from those listed as shortages. For AFR/ANG, while AFI 36-2626, *Airman Retraining Program*, applies, applicants must contact a reserve component recruiter specific to the vacancies.

2.4.5.1.1. Former officers must meet the mandatory qualifications listed for the specialties chosen (refer to the AFECD). If additional tests are required, administer them. If waivers are necessary, use Table 3.2., and Table 3.3.

2.4.5.1.2. For RegAF, former officers may select an AFSC, SDI, or RI; however, in addition to meeting mandatory specialty qualifications, the former officer must meet assignment criteria outlined in AFI 36-2110, *Assignments*. Reserve members must meet the criteria in AFI 36-2115, *Selected Reserve Assignments*. For ANG, see ANGI 36-2101, *Assignments within the Air National Guard*.

2.4.5.2. Advise HQ AFPC/DPSIPE of the RegAF applicant's choices. DPSIPE will, using AFI 36-2626, the AFECD and this AFI, classify the applicant and notify the MPS. For AFR/ANG, while AFI 36-2626 applies, applicants must contact a reserve component recruiter specific to the vacancies.

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

**2.5. Initial Skills Training Eliminees.** RegAF Line Officer initial skills training eliminatees on extended active duty, whether elimination was self-initiated or not, and whether before or after training commences (to include initial training declination), will be considered for reclassification contingent on current AF requirements. AF/A1PT will provide HQ AFPC/DPSIP all AF Specialty Codes (AFSC) open to receive eliminatees, based on projected requirements and sustainment. A panel of five field grade officers (primarily O-6's) will be convened to review elimination packages and make recommendations for reclassification or separation.

2.5.1. **Reclassification and Separation Authority.** Commander, AFPC is the reclassification and separation authority for line officer initial skills training eliminatees. Using a panel process, the commander will approve reclassification or separation of an officer; refer a case to the officer's command for processing under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; or forward the case to the Secretary of the Air Force's Personnel Council (SAFPC) for action.

2.5.2. **Panel Members.** The panel will review the elimination package using the whole person concept to determine if the officer will be reclassified. Panel members will consider



an officer's potential to develop and contribute in subject career field. Consider degree, special coursework, commander's assessment and officer's preferences. The final determination must meet the needs of the AF and the officer's ability to meet or exceed those needs. Panel members must comply with panel procedures. AF/A1PT provides reclassification requirements to AFPC. Exceptions must be coordinated with AF/A1PT. If qualified, officers must be placed in the most critical AFSCs first, to include reclassification into another rated AFSC.

2.5.2.1. Panel members will use careful consideration when reviewing/scoring each package. Officers not selected for reclassification via this panel will be separated and recoupment of educational costs is a real possibility.

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

**2.7. Determining the Initial CAFSC .** The MPS, will use [Table 2.1.](#) to determine initial classification; [Table 3.10.](#) to determine the CAFSC for airmen in training status; and [Table 3.11.](#) 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 Det 1, 2AF/TTOC, Lackland AFB TX 78236, to a formal technical training school	the 1-skill level AFSC in which being trained.
2	a prior service enlisted Airman who enlists for duty assignment (see <i>Note</i> )	the AFSC for which enlisted (see <i>Note</i> ).
3	a prior service enlisted Airman who enlists for technical training	the 1-skill level AFSC in which enlisted.

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

**2.8. Determining Officer Core Identifier (Core ID) (RegAF only) .** HQ AFPC Officer assignment teams are responsible for managing and periodically auditing Core IDs for lieutenant colonels and below; except for The Judge Advocate General's Corps officers, who are managed by HQ USAF/JAX.

2.8.1. The officer Core ID is initially based on the AFSC into which the member is classified at the time of accession into EAD, approved retraining or approved for Competitive Category Transfer in accordance with (IAW) AFI 36-2106, *Competitive Category Transfers*. For officers accessed to EAD under a Voluntary Return to Active Duty (AD) Program, the Core ID will match the critical AFSC for which they were approved to return to AD IAW AFI 36-2008.

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

2.8.3. Once a Core ID is established, it cannot be changed unless the officer formally applies and is approved to retrain, is designated for involuntary cross flow (IAW AFI 36-2626) or is

approved to transfer to another competitive category IAW AFI 36-2106. The assignment team accepting the retrainee or Competitive Category Transfer Airman is responsible for updating the new Core ID. The MPS will make corrections to the officer's PAFSC/2AFSC as determined by this instruction.

## Chapter 3

### CLASSIFICATION ACTIONS AT BASE OF ASSIGNMENT

**3.1. Designating a Primary AFSC (PAFSC ).** The MPS is responsible for designating the PAFSC for each officer and enlisted Airman. *It will be the AFSC, SDI or RI in which the individual is most qualified to perform duty.* Use the following factors, in the order presented, to determine the PAFSC:

3.1.1. Skill/qualification level. Usually, the AFSC denoting an individual's highest level of skill/qualification will be designated as the PAFSC. Award of higher skill levels (enlisted) or qualification level (officer) is contingent on meeting the qualifications outlined in paragraph 3 of the appropriate specialty description contained in the AFOCD/AFECD.

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 will be given preference over the less complex, consistent with experience.

3.1.4. Amount of formal education and training. The extent of an individual's formal education and 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 Classification Identifiers:**

3.2.1. MPS awards AFSCs, SDIs, or RIs 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 beyond those identified in para [3.2.1](#). will not be designated. There are no provisions to retain more AFSCs, RIs, or SDIs than are available in the MilPDS.

3.2.3. Rated officers will possess a PAFSC, 2AFSC, or 3AFSC denoting best aircrew qualification. "Best aircrew qualification" means aircrew AFSC 11XX, 12XX, 13BX and 18XX with suffix for aircraft type, including "other."

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

**3.3. Designating a Duty AFSC (DAFSC).** 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, except for the officer's qualification level. For example, an entry level (38P1) personnel officer assigned to a position with the qualified (38P3) AFSC will have the 38P3 DAFSC. Do not change authorized AFSCs on manning documents to match the qualification level of the officer. The DAFSC for enlisted personnel must match the CAFSC (except for skill level, if necessary) 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.)

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. For ANG and AFR officers, approval authority is the respective ANG/AFR CFM if an Authorization Change Request (ACR) is being completed.

3.3.3. **Table 3.7.** provides DAFSC criteria for officer students.

3.3.4. If the authorized position does not accurately identify the duties being performed, the unit commander requests Force Support Squadron manpower personnel conduct a position analysis. The MPS corrects the DAFSC retroactively if the analysis results in a change to the UMD.

3.3.5. The duty title will describe the actual job and the level of responsibility of the individual. As such, it will not mirror the AFSC specialty description title in the AFOCD/AFECD, respectively. Using AFSC 38P3 for example, you would not have an officer's duty title read "Personnel Officer, Qualified" since by describing the role being performed it would be more descriptive to have Chief, Manpower and Personnel Flight, Chief, Services Flight, Operations Officer, etc.

3.3.6. An officer appointed as a section commander may be awarded the C-prefix only when the officer so appointed is assigned to a valid C38P3Q UMD authorization and meets the eligibility requirements for award in the AFOCD. For units not qualifying for a full-time section commander authorization, officers may be appointed as the section commander and will remain in their current AFSC without the C-prefix. In this case, officers will use the duty title "section commander" only when performing duties requiring command authority. In all cases, an officer's performance as section commander will be evaluated and recorded under the provisions of AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

**3.4. Awarding Special Duty Identifiers (SDI).** SDIs are awarded to denote qualifications the same way AFSCs are awarded. The AFOCD and AFECD specify SDI qualifications. AFPC approves award of RegAF officer SDIs according to **Table 3.6.**, enlisted SDIs according to **Table 3.8.**, and withdraws SDIs according to the appropriate subparagraph in paragraph 4.1. Airmen performing additional duty SDI roles will not be awarded the SDI. For example, Airmen performing "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 85G0 or 8G000 UMD authorization for award of either of these SDIs. Similarly, part-time First Sergeants will not be awarded SEI 8F000.

**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 general officer (9G000), wing commander (91W0), chief master sergeant of the Air Force (9C000), student, patient, prisoner, disqualified airman, etc. RIs are awarded or designated to denote qualification or to report a condition the same way AFSCs are awarded. MPSs will award or designate RIs as defined in the AFOCD/AFECD and according to **Table 3.6.**, **Table 3.7.**, and **Table 3.8.** except for wounded warrior and disqualified airmen RIs. Enlisted personnel released from an RI, without an awarded AFSC, will have their RI withdrawn (not retained in RI,

regardless of reason) according to the appropriate subparagraph in paragraph 4.1. Consider return to a prior AFSC, if practical, IAW para 4.3.1.2.3.4. If not, designate as a disqualified airman and review for retraining consideration pursuant AFIs 36-2626, *Airman Retraining Program* or separation IAW 36-3208, *Administrative Separation of Airmen*.

**3.6. Reinstating an AFSC, SDI, or RI and Associated SEIs.** AFSCs, SDIs, or RIs and associated SEIs withdrawn using appropriate authority can be reinstated by the AFCFM (or NGB/AFR CFM) 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 and commander, and forwarded by e-mail (digitally signed and encrypted) to the MPS. The MPS will ensure each request is fully documented and forwarded to HQ AFPC/DPSIC by e-mail/CMS for RegAF Airmen. The reinstatement request must outline the circumstances leading to AFSC withdrawal, what has changed since the withdrawal, and justification for AFSC, RI, or SDI and/or SEI reinstatement. Requests must be justified and include supporting document(s). HQ AFPC/DPSIC will coordinate with the appropriate AFCFM, approve/disapprove the request, and notify the MPS. The MPS will notify the individual requesting the reinstatement, and the individual's parent unit. If approved for reinstatement, DPSIC will award the AFSC at the skill level designated by the AFCFM.

3.6.1. Reinstatement request for AFR members will be documented as above and the MPS will forward the reinstatement request electronically to HQ AFRC/A1KK for processing to AFR CFM for approval/disapproval. HQ AFRC/A1KK will notify the MPS of the AFR CFM's decision. The MPS will notify the individual requesting the reinstatement and the individual's unit. If approved for reinstatement, MPS will award the AFSC at the skill level designated by the AFR/CFM.

3.6.2. Reinstatement request for ANG members will be documented as above and the MPS will forward the reinstatement request electronically to the ANG Classification Waivers CoP for processing to NGB/CFM for approval/disapproval. NGB/CFM will notify the MPS of the decision. The MPS will notify the individual requesting the reinstatement and the individual's unit. If approved for reinstatement, MPS will award the AFSC at the skill level designated by the NGB/CFM.

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. Approval authority and procedures to request classification waivers are outlined below in [Table 3.1.](#) and [Table 3.2.](#) 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 will be forwarded to the next review level (see paragraph 3.7.5., [Table 3.3.](#) and [Table 3.4.](#) for processing instructions). **NOTE:** Procedures to request waivers pertaining to on-the-job training (OJT) time-in-training for AFSC upgrade are contained Table 3.4., below.

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 enlisted) or the qualified level (XXX3 for officers) in the AFSC.

3.7.2. Training: Consider waivers of training (formal, Career Development Course (CDC), etc.) for individuals who have performed exceptionally well in the specialty over an extended period or have gained the required knowledge through other avenues.

3.7.3. Minimum Aptitude Scores for Retraining (Enlisted). Waiver requests must explain why waiver of the mandatory aptitude score is in the best interest of the AF *and not simply to allow retraining for the individual*. Consider requests for individuals who have a sustained record of outstanding performance and identify the specific rationale for supporting the waiver. Commanders 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/DPANF, 550 C Street West, Suite 25, Randolph AFB TX 78150-4729.

3.7.4.2. Legal Officers (AFSCs 51JX): HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC 20330-1420. 3.7.4.3. Chaplains (AFSCs 52RX): HQ USAF/HC, 12 Luke Ave, Carpenter Bldg 5683, 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 <i>Note 1</i>)</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	
<b>3</b>	a prerequisite AFSC (see <b>Note 5</b> )	experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see <a href="#">paragraph 3.7.</a> )	
<b>4</b>	training	completed other training or has extensive experience which can be equated to the training requirement	AFCFM (see <a href="#">paragraph 3.7.</a> )  <b>EXCEPTION:</b> AFSC 71SX (see <i>Note 2</i> ).

<b>5</b>	other mandatory requirements (not specified above) in the Officer Classification Directory specialty description	provided justification	HQ AFPC/DPSIC (see <i>Notes 3, 4, and 5</i> ).
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**NOTES:**

1. The MPS will ensure the individual requesting the waiver provides rationale and justification 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. ANG and AFR officers requesting waiver under this rule will complete waiver requests IAW the respective Classification Waiver Guide and send to NGB/AFR CFM for review and coordination. Waiver packages will be forwarded to HQ AFPC/DPSIC for coordination with the AFCFM.

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

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the enlisted airman's waiver is for (see <i>Note 1</i>)</b>	<b>then approval authority is (see <i>Note 2</i>)</b>
<b>1</b>	mandatory training as listed in the specialty description	AFCFM (see <i>Notes 3 and 6</i> ).
<b>2</b>	experience (including input AFSC for an AFSC or prefix in AFECD) (see <i>Note 8</i> )	
<b>3</b>	mandatory education as listed in the specialty description	
<b>4</b>	CDC	
<b>5</b>	Defense Language Aptitude Battery Score	
<b>6</b>	CDC qualification after twice failing an end of course test	wing commander or equivalent (see <i>Notes 4 7, and</i> ).  <b>EXCEPTION:</b> AFSC 3E7XX and 4N0X1X waiver authority is AFCFM.



7	other mandatory requirements (not specified above) in the specialty description or Other Mandatory Entry Requirements listed in the AFECD; or any of the above	HQ AFPC/DPSIC (see <i>Notes 5</i> and <i>8</i> ).
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**NOTES:**

1. The MPS 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/qualification waivers for RegAF enlisted Airmen with approved retraining class quotas, coordinate with HQ AFPC/DPTOT. For RC airmen, the MPS will contact NGB/A1DC or AFRC/A1KK, respectively.
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 AFSC specialty description to identify specific mandatory requirements for award.
5. A copy of the waiver decision is forwarded to the AFCFM (or NGB/AFR CFM, as appropriate).
6. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command CFMs for their Reserve Component. Exception: AFSC 3E7XX and 4N0XXX waiver authority remains with AFCFM.
7. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) and Aerospace Medical Service (4N0XXX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers (for locations not having a Base Training Manager, the senior training manager will fill this role) must ensure waiver packages are properly documented and recommendations well justified.
8. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. HQ AFPC/DPSIC will coordinate waivers with the AFCFM. ANG and AFR enlisted requesting waiver under this rule will complete waiver requests IAW the Classification Waiver Guide and send to NGB/AFR CFM for review and coordination. Waiver packages will be forwarded to the approval authority (HQ AFPC/DPSIC) for coordination with the AFCFM. Examples could be ASVAB, lift factor, PULHES, hearing, vision and any other requirements not identified in rules 1 – 6, above.

3.7.5. Processing Waiver Requests. Use **Table 3.3**. (Table 3.4. is for enlisted On-the-job-Training (OJT) time-in-training) 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 solely to show future, potential, or possible utilization. Return such requests without action and advise the Airman to apply for formal retraining if they wish to pursue utilization in another specialty.



**Table 3.3. Processing of All Classification Waiver Requests (Except Enlisted On-the-Job-Training (OJT) Time-in-Training for AFSC Upgrade). (Note 1)**

<b>If the individual requests a waiver, then the (see Note 2)</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 applicable, coordinate with the Base Training Manager to evaluate the request and identify any deficiencies in the training or to request a recommendation and provide detailed rationale for the recommendation. If request is not appropriate, document why and return to individual.
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 MPS.
MPS	Unit	review the request for completeness and forward to HQ AFPC/DPSIC (ANG/AFR CFM for Reserve Component Airmen). See <i>Notes 3 and 4</i> .
ANG/AFR CFM	ANG/AFR	evaluate the request to determine whether further evaluation is necessary. If request is not appropriate, document why and return to the action office for disposition. If recommended for approval and within the scope of ANG/AFR CFM approval authority, approve waiver. If not within the scope of ANG/AFR CFM approval authority, include appropriate endorsement and forward completed request to the HQ AFPC/DPSIC for waivers requiring approval by the AFCFM or DPSIC. See <i>Note 4</i> .
Classification Representative (DPSIC)	AFPC	evaluate request. Forward coordinated requests recommending approval, along with supporting documentation, to the applicable RegAF approval authority (see <a href="#">Tables 3.1.</a> and <a href="#">3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the action office for disposition.
Training Manager (DPSIT)	AFPC	If needed, evaluate request and identify any deficiencies in the training or the request. Provide a recommendation and coordinate it with the MAJCOM Functional Manager (MFM), if applicable (see <a href="#">Tables 3.1.</a> and <a href="#">3.2.</a> ). <b>Do not</b> forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the Unit for disposition.
AFCFM	Air Force	evaluate request and either approve or disapprove those that are within your approval authority (see <a href="#">Tables 3.1.</a> and <a href="#">3.2.</a> ).

		Forward all other cases with recommendation to HQ AFPC/DPSIC.
Classification Representative (DPSIC)	AFPC	evaluate request and either approve or disapprove. Approved requests are routed to the applicable office. Disapproved requests will be returned to the applicable action office with rationale for disapproval. A courtesy copy of all actions will be provided to the applicable AFCFM and ANG/AFR CFM (when applicable)

**NOTES:**

1. AFR and ANG members/units will use the respective classification waiver guide for processing.
2. All waiver requests must be in official memorandum format.
3. Requests to waive mandatory training, education, or CDCs will be forwarded by email to HQ AFPC/DPSIC for further staffing to the AFPC Education and Training Branch, as necessary.
4. ANG/AFR CFMs, consistent with waiver authority in Table 3.2. (Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel), approve/disapprove waivers within their authority. All others are to be sent with recommendation to HQ AFPC/DPSIC.

**Table 3.4. Processing of OJT Time-in-Training Waiver Requests for AFSC Upgrade for Enlisted ANG, RegAF, and AFR Airmen. (See note)**

<b>R U L E</b>	<b>If an individual requests a waiver under Table 3.2., rule 1, then the</b>	<b>of organization</b>	<b>must:</b>
1	Supervisor	Unit	RegAF/ANG/AFR: Review the member's request and if concur complete a memorandum for record (MFR) detailing the request and justification for waiver approval
2	Training Manager	Unit	RegAF: Review the request package for compliance with instructional guidance. If recommended for approval, place the MFR on top of the waiver package and process through the unit commander, group commander, and finally to the wing commander or designee for final approval/disapproval authority.  AFR: N/A, supervisor forwards to Unit Commander, Rule 3  ANG: Review the request package for compliance with instructional guidance. If recommended for approval, place the MFR on top of the waiver package and forward to MSG and Wing CC
3	Commander	Unit/Wing	RegAF: Review the MFR and corresponding package and determine whether further evaluation is necessary.

			<p>If recommended for approval, Wing CC or designee will include appropriate endorsement and forward completed request to the UTM. Disapproved waivers are returned to the unit commander</p> <p>ANG: Review the MFR and corresponding package and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed request to the Base Training Manager for processing to Wing Commander and TAG</p> <p>AFR: Review the MFR and corresponding package and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed request to the Base Training Manager for processing</p>
4	Wing/Base Training Manager	FSS/Wing	<p>RegAF: Initiate upgrade action in MilPSA following Wing/CC approval</p> <p>ANG: Scan entire waiver package and add the Classification Waiver Checklist as page 1 of file, MFR of concurrence for TAG and forward to the single State POC (typically the State MPMO)</p> <p>AFR: Reviews and forwards to HQ AFRC/A1K</p>
5	MPMO	State	<p>ANG ONLY: Review and have the TAG complete/add a concurrence MFR to the electronic waiver package and load the file to the ANG Classification Waiver CoP</p>
6	AFRC/A1K	MAJCOM	<p>AFR ONLY: Reviews complete/add a concurrence/non concurrence MFR to the electronic waiver package. Forward to MAJCOM functional manager for final disposition</p>
7	Career Field Manager (CFM)	HAF/MAJCOM	<p>ANG: Evaluate request and either approve or disapprove. Complete a MFR of action and add to the request as the first page. Approved request packages are moved to the completed AFSC folder within the ANG Classification Waiver CoP and routed to the State POC. Disapproved requests will be returned to the applicable action office with rationale for disapproval</p> <p>AFR: Once received from HQ AFRC/A1K, CFM evaluates request and either approves or disapproves. Complete a MFR of action and add to the request as the first page. Approved request packages are moved to the completed AFSC folder within the HQ AFRC CoP</p>

			and routed to the Wing Training and Education Office of origin
8	Wing/Base Training Manager	Wing	AFR ONLY: Forwards final disposition to unit of origin for appropriate action
9	Unit Training Manager	FSS/Unit	RegAF/ANG ONLY: Initiate upgrade action in the Personnel Data System

**NOTES:** ANG and AFR units will use their respective Classification Waiver Standard Operating Procedures

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

3.8.1. Establishing a new AFS or revising existing ones usually requires changes to accession targets, training courses and requirements, initial and selective reenlistment bonus applicability, and manning documents as well as reevaluating entry, award, and retention qualification criterion. Conversion instructions for such changes will be published in the CS&CIG with each update to either the AFOCD or AFECD. The CS&CIG will specify the action(s) required by the MPS, AFPC, and Manpower.

3.8.2. If a review and evaluation of individual's qualification is required, e.g. an indirect conversion action, this must be accomplished as a pre-conversion action to ensure award of the AFSC(s) occurs immediately following the AFSC conversion effective date (see the applicable CS&CIG and *AFSC Conversion PSD guide* available on the AFPC myPers website, for detailed conversion instructions). Conversion actions must be completed immediately following the conversion effective date. However, in cases where the actions are not completed, MPSs are authorized to award AFSCs based on conversion instructions for up-to 30 days after the effective date.

3.8.3. Conversion to new or revised AFS will be at a comparable skill level unless otherwise noted in the conversion guide instructions.

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

3.8.5. When existing AFSCs are revised and new mandatory prerequisites are established, personnel will retain their awarded AFSC even if they no longer meet the newly established prerequisites, unless otherwise specified in the conversion guide instruction.

3.8.6. MPS will make sure individuals are classified in accordance with conversion guide instructions. Technically qualified MPS personnel will assist in the conversion process. For indirect conversions, the senior functional for the AFSC(s) concerned or a MFM (NGB/AFR CFM) will assist in identifying the correct AFSC(s) from those listed in the conversion guide.

**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 for individual AFSCs. Conversion instructions for Airmen affected by the change are developed by the local functional manager for the specialty in coordination with the AFCFM.

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

3.9.2. MPS, with the help of the local functional representatives impacted by the conversion, will determine appropriate DAFSC, CAFSC, and awarded AFSCs according to the conversion instructions and update accordingly.

3.9.3. Source documents for control and awarded AFSC updates resulting from an indirect AFSC conversion are the conversion RIP (generated by the MPS) or the AF Form 2096.

**3.10. 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 enlisted Airmen are being retrained in a different AFSC, including a different suffix of an AFSC, the CAFSC is designated at the 1-skill level for the AFSC into which retraining (see [Table 3.10.](#), Rule 2).

3.10.3. Besides being identified in paragraph 3 of the specialty description, AFSCs authorized for use without shreds are also identified in the AFOCD by a (+) preceding the AFSC number on the Officer Classification Structure Chart and in the AFECD by an (\*) preceding the AFSC on the Enlisted Classification Structure Chart.

3.10.4. Enlisted airmen 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 enlisted airman's PAFSC is 1C551D. Because this AFSC is authorized to be used without the shred, the enlisted airman is considered qualified to work in either AFSC 1C551 or 1C551D. Note: an airman with a PAFSC of 1C551 must meet the requirements for award of the 1C551D AFSC for award and utilization.

**3.11. 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 Section I of the AFOCD or AFECD.

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. This includes the officer C prefix.

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

**3.12. Classifying Patients.** Use RI 93P0 as the *DAFSC* for officer patients and RI 9P000 for the *DAFSC* of enlisted patients hospitalized or expected to be hospitalized for 90 days or more. Airmen will retain their CAFSC, PAFSC and other awarded AFSCs unless withdrawn according to [Chapter 4](#).

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

3.13.1. SEIs are established to identify special experience and training not otherwise identified within MilPDS. SEIs complement the assignment process, but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, SDIs, RIs, or professional specialty course codes. They are established when identifying training, skills or experience as critical to the assignment match, or force management needs 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, as required, when specific experience requirements are justified for specific situations for assignment selection. As such, AFCFMs, MFMs, ANG/AFR CFMs, commanders, supervisors, AFPC assignment managers, and AFPC military classification personnel share responsibility for overall management of the SEI program.

3.13.2.1. HQ AFPC/DPSIC establishes, revises, and deletes SEIs from the AFOCD/AFECD and MilPDS when requested by the AFCFM (or NGB/AFR CFM if RC-specific). The AFCFM, in conjunction with MAJCOM FMs and ANG/AFR CFMs are responsible for annually reviewing established SEIs to determine validity and usefulness (see AFOCD and AFECD for additional SEI information). DPSIC does not update SEIs for individual Airmen, but is the approval authority for all RegAF SEI withdrawal actions processed through CMS IAW the PSD Guide. For ANG/AFR Airmen, the unit commander approves withdrawal of awarded SEIs and CMS is not used.

3.13.2.2. Commanders and supervisors review an individual's qualification for award and request SEI update by the MPS according to SEI PSD Guide.

3.13.2.3. Functional managers at the appropriate level (MAJCOM, ANG/AFR-CFM, SOA, Det, etc.), with the help of manpower, review authorizations to determine if positions are coded with the appropriate SEI or SEI coding is required. 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 requiring the training/experience reflected by the SEI.

3.13.2.4. HQ AFPC assignment officers/managers use SEIs, when appropriate, in the assignment selection process for RegAF Airmen.

3.13.2.5. Officers (lieutenant colonel and below) may request award or withdrawal of SEIs IAW the SEI PSD Guide.

3.13.3. MPS may award SEIs for colonels and colonel-selects according to SEI criteria specified in the AFOCD IAW the SEI PSD Guide.

3.13.4. Enlisted SEIs. MPSs will:

3.13.4.1. Update or request enlisted SEI actions. The Commander or designated representative is the approving authority for awarding SEIs unless otherwise specified in the AFECD.

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

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

3.13.5. The AFECD contains the complete list of authorized SEIs and includes designation criteria and authorized AFSC combinations. MPS will award the SEI to the appropriate AFSC IAW the PSD Guide after the member meets experience and training requirements outlined in the AFECD. **NOTE:** Enlisted airmen 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.

3.13.6. If the SEI area in MilPDS is full and a new SEI is to be awarded, consider the following factors in evaluating which SEIs to retain in MilPDS:

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

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

3.13.6.3. Officer SEIs are not awarded for simply occupying an SEI coded position. SEIs are only awarded once the officer meets the mandatory qualification criteria to include training and/or experience, whether occupying a coded position or not.

3.13.7. RegAF functional managers at the appropriate level 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 manager.

3.13.7.1. Code SEI positions on the manpower files.

3.13.7.2. Assign individuals with desired SEIs to matching positions.

3.13.8. Process requests for withdrawal of awarded SEIs IAW the SEI PSD Guide.

**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. 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 AFOCD and this instruction to award or change AFSCs. An officer must meet the mandatory entry requirements for award of AFSCs, SDIs, or RIs. Paragraph 3 of the specialty description contains mandatory and desirable entry, award, and upgrade criteria. 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 3.5.](#) and [Table 3.6.](#) MPS monitors the eligibility of officers for upgrade to an 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 AFOCD. Use this date strictly to monitor the award action. It is not a minimum experience requirement; it is simply a monitoring tool. See paragraphs 3.17. and 3.18. for commanders' upgrade and award actions.

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

3.16.2. Commanders or supervisors review an officer's qualification for upgrade and return annotated RIP to the MPS. If an officer is not qualified for upgrade, the commander or supervisor will advise the MPS to establish a new suspense date. The new suspense date will 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 AFOCD to determine which identifier is appropriate for the role and position under consideration. Personnel selected for commander positions (AFSCs, SDIs, or RIs such as XXC0, SDI 80C0, SDI 81T0, RI 91C0 and RI 91W0) are considered qualified upon assignment to the position. Such commander specialties encompass command, direction, planning, and staff supervision, cut across career fields of diverse functions and activities and are only awarded to officers assigned to valid commander or deputy commander positions. They carry a high level of responsibility and extreme care must be exercised in their award. They are not awarded to show potential qualification.

**3.18. Using the Commander Prefix .** Use the prefix "C" to identify functional AFSC commander positions below group level. It is only authorized to be used with the **3 qualification level** and **cannot** be used with the 4 qualification level. **NOTE:** The 4 qualification 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 AFOCD.

3.18.1. If the officer has not been previously awarded the C prefix, update the suspense for award 12 months from date assigned to a commander position. The automatic suspense routine will generate a RIP to the individual's commander. The minimum experience for award of the C-prefix is 12 months assigned to a funded C-coded authorization as a unit commander and performing that role.

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. **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 or 60C0, Program Director. **NOTE:** See C Prefix definition in the prefix listing contained in the AFOCD for a complete listing of AFSCs **not** authorized for use with the prefix.

**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 be awarded an AFSC



other than those in the 4XXX series if approved by AFPC/DP2N, AFRC/SG, or NGB/SG, as appropriate.

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

3.20.1. Assignment as an ANG chaplain requires appointment as a Chaplain (52RX) IAW ANGI 36-2005 Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force.

3.20.2. Assignment as an AFR chaplain requires be appointed as a Chaplain (52RX) IAW AFI 36-2115.

**3.21. Awarding Legal Utilization Field AFSCs (51JX).** A Bachelor of Laws or Juris Doctor degree in law issued by an accredited law school, current admission to the bar of a Federal Court of the highest court of a state, and designation by The Judge Advocate General according to 10 U.S.C., Section 8067(g), are mandatory for entry and award of 51JX AFSCs. In addition, award the qualified AFSC to those officers who have met all training and experience requirements prescribed in the AFOCD. Award 51JX AFSCs only to those Air Reserve Component officers designated as judge advocates by The Judge Advocate General, in accordance with AFI 51-103, *Designation and Certification of Judge Advocates*. Officers awarded a 51JX AFSC, but who do not have an appointment in The Judge Advocate General's Corps Reserve in accordance with AFI 51-802, *Assignment to The Judge Advocate General's Department Reserve*, shall have the AFSC withdrawn and will be reclassified. Award the qualified AFSC to those officers who have met all training and experience requirements prescribed in AFI 51-802 and the AFSC specialty description in the AFOCD. For ANG officers ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*.

**3.22. Rated Officers. Loss of Aircraft Qualification.** Rated officers placed in an inactive aviation service code (flying status codes J, K, L, P, S, or T) retain their awarded AFSC at the qualified or staff level. **Chapter 4** contains instructions for rated officers disqualified from aviation service. There is no requirement to downgrade the AFSC as a result of these circumstances. An awarded AFSC, regardless if it is the PAFSC, 2AFSC, or 3AFSC, will reflect the highest 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. Do not delete military specialties recorded by other departments from their records.

**3.24. Competitive Category Transfers.** For RegAF officers, requests to transfer between competitive categories will be accomplished according to AFI 36-2106, initiated by the officer, and coordinated through the appropriate functional assignment officer. Application requirements for a competitive category will vary based on the gaining AFSC requirements. Transfer application requirements are available on their specific website via

<https://gum-crm.csd.disa.mil/app/login/redirect/home/session/L3NpZC9ZZnhLQms3bA>

**NOTE:** Officers eliminated from their initial skills training may be reclassified under paragraph **3.35**.

3.24.1. Air Force Reserve and Air National Guard competitive category transfers will be accomplished IAW AFI 36-2005 (and ANGI 36-2005 for ANG officers).

**3.25. Awarding AFSCs in Enlisted Career Fields.** Award or change AFSCs based on specialty standards in the AFECD, this instruction, and the PSD Guide.

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. Enlisted skill level upgrade (see [Table 3.8](#)).

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

3.25.1.4. AFSC conversions (see CS&CIG; periodic revisions to the AFECD).

3.25.1.5. Enlisted retraining (see AFI 36-2626 for requirements).

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

3.25.3. 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 3.9](#) for authorizing manpower positions.

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

**3.26. Strength Aptitude.** Mandatory strength standards for entry into all enlisted career fields are shown in the AFECD, Part II, Attachment 4.

**3.27. Classifying Airmen in Retraining Status .** Retrainees in the grade of SMSgt and below must complete all mandatory requirements to qualify for award of a new skill level. Supervisors will review AFSC mandatory requirements to determine if a waiver is appropriate when an Airman possesses prior experience or training in a related AFSC, and forward the supporting documentation to the individual's commander (coordinate with Base Training Manager/senior 3S2X1, Education and Training as necessary). If recommended for approval, the commander will forward the complete request by encrypted email to the MPS. The MPS will review for completeness and forward waiver with recommendations, to HQ AFPC/DPSIC for final disposition. For RC personnel, process waivers IAW the respective ANG/AFR Classification Waiver guide. Review [Table 3.1](#), and [Table 3.2](#), and [Table 3.3](#) for waiver approval levels and processing requirements.

3.27.1. RegAF CMSgts and CMSgt-selects approved by AF/DPE, Chiefs' Group, Assignments Division, to cross flow into other than an awarded CEM code may bypass normal lower skill level qualification. **NOTE:** ANG and Air Force Reserve Command (AFRC) CMSgts cross flowing into another AFSC outside the career field ladder must submit a waiver to bypass normal skill level qualifications to NGB/AIPO for ANG personnel and AFRC/A1KK for AFRC personnel. NGB/AIPO or AFRC/A1KK will review for completeness and coordinate with ANG or AFRC CFM and training managers before approving or disapproving.

3.27.2. While some training may be required, the managerial talents of the CMSgts/CMSgt-selects will not be wasted through routine and unnecessary training efforts. CEM codes are awarded using **Table 3.8.**, rule 6.

**3.28. Classifying Students.** Retain a student's awarded AFSC except as indicated in paragraph **2.2.** For classifying student officers refer to **Table 3.7.** The DAFSC of enlisted personnel attending a formal school is the AFSC to which the course trains according to the Education and Training Course Announcement (ETCA, a web-page version of the Air Force Course Catalog). If the course does not train to a specific AFSC, the DAFSC remains the same as it was at the base of assignment. Award a 3-skill level AFSC upon graduation from the AFSC awarding course. To determine the CAFSC of enlisted personnel, see **Table 3.10.**

**3.29. Classifying Chaplain Assistant Personnel (Except USAFR Enlisted Personnel).** The 37th Training Wing, Lackland AFB TX, using policies established by HQ USAF/HC, makes initial entry of NPS enlisted personnel into Chaplain Assistant (AFSC 5R0X1). The wing chaplain and NCOIC interviews retrainees into this AFSC, then forwards recommendations to the command chaplain for review.

3.29.1. For AFR enlisted personnel, HQ AFRC/HC using policies established by HQ USAF/HC, will approve/disapproval retraining applications into the Chaplain Assistant career field (AFR do not accept NPS into AFSC 5R0X1). The wing chaplain and NCOIC will interview applicants into this AFSC, then forwards recommendation to HQ AFRC/HC for command chaplain review/approval.

**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 35-101, *Public Affairs Policies and Procedures*. Band commanders may award any instrumental 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 35-101.

**3.31. Classification Interviews and Audits:**

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

3.31.2. Auditors or Personnel specialists will:

3.31.2.1. Evaluate accuracy and currency of the AFSC data. Ensure a source document (see paragraph 1.3.4.) 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 enlisted 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 enlisted airman's highest awarded AFSC. (**Example:** PAFSC 2A590, 2AFSC

2A573A would be retained as a feeder AFSC. When the enlisted airman is promoted to Chief Master Sergeant and is designated with CEM 2A300, 2AFSC 2A590 will be awarded to denote the enlisted airman's technical qualifications. AFSC 2A573A would be withdrawn.) AFSCs with shreds at the 3-skill level and combined at the 5-skill level are used to facilitate the first duty assignment. Therefore, delete the feeder 3skill level AFSC when upgrading the enlisted airman to the 5-skill level.

**3.33. Determining CAFSC.** HQ AFPC/DPAA (Airman Assignments Division) manages CAFSCs for RegAF enlisted and ANG/AFR MPSs for assigned RC airmen.

3.33.1. The CAFSC is initially based on the AFSC into which the member 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 member 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 selects is the CEM code of the career ladder in which assigned.

3.33.2. Although the MPS 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 for RegAF airmen (ANG/AFR CFMs for RC airmen). 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. Do not change the CAFSC for an Airman being disqualified from their current CAFSC (see [Chapter 4](#)).

3.33.2.1. Airmen having received an initial enlistment bonus (IEB) or receiving a selective reenlistment bonus (SRB) in their current enlistment are restricted by MilPDS for MPS-level CAFSC changes. For RegAF airmen, contact HQ AFPC/DPAA5 for assistance if CAFSC change is needed.

3.33.2.1.1. For ANG and AFR airmen, the servicing MPS performs these actions.

**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 will be rotated between all airmen in the same CAFSC, if the source CAFSC represents the appropriate resource pool. If pulling from any AFSC, rotate among all available Airmen.

3.34.1. MPSs:

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

3.34.1.2. Are responsible for ensuring CMSgts and CMSgt selects are not performing duty out of their CAFSC for more than 270 days in a 12-month period.

3.34.2. Do not use airmen out of their CAFSC if they have an assignment limitation code (ALC) "O" and received an enlistment bonus, a selective reenlistment bonus, or who have a break in service without first requesting a waiver. Send requests for waivers on RegAF airmen to the Systems, Procedures and Student Management Assignments Branch at HQ AFPC/DPAA5, 550 C Street West, Suite 29, Randolph AFB TX 78150-4737. RC waiver requests will be coordinated with NGB/A1P and AFR/A1KK, respectively.

3.34.3. AFPC Assignment Managers/ANG/AFR CFMs may:

3.34.3.1. Approve using airmen through SMSgts outside their CAFSC in excess of 130 days.

3.34.3.2. Forward waiver request for using RegAF Chiefs and Chief selects outside their CAFSC to HQ USAF/DPE, Chiefs' Group Assignments. For NGB/AFR Chiefs and Chief -selects, forward waiver requests to the respective RC CFM.

3.34.4. Use outside of CAFSC does not 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 3.5. Criteria for Awarding Officer Rated AFSCs. (See Note 1)**

<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 newly commissioned, and selected for air battle manager training or undergoing basic air battle manager training	RI 92T2
<b>4</b>	is newly commissioned, and selected for remotely piloted aircraft pilot training or undergoing basic remotely piloted aircraft pilot training	RI 92T3 (to be established 2 August 2010)

5	is a pilot, but does not meet mandatory specialty qualification for the AFSC, including suffix	entry AFSC (1 level).
6	is a qualified pilot or copilot in the aircraft identified by the suffix, but has not qualified as an aircraft commander	intermediate AFSC (2 level).
7	meets all mandatory specialty qualifications, and is certified by the unit commander or designated representative as being aircraft commander qualified in the aircraft identified by the suffix	aircraft commander AFSC (3 level).
8	is a CSO, but does not meet mandatory specialty qualifications for the AFSC, including suffix	entry AFSC (1 level).
9	is a CSO who meets all mandatory specialty qualifications, and is certified by the unit commander or designated representative as being qualified in the specific weapon system as identified by the suffix	qualified AFSC (3 level).
10	is a B-52 navigator but not a B-52 radar navigator	intermediate AFSC (2 level) (see <i>Note 2</i> ).
11	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 <i>Note 3</i> ).

**NOTES:**

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

**Table 3.6. Criteria for Awarding Officer AFSCs, SDIs and RIs Other Than Rated AFSCs.**  
(See note 1.)

L I N E	A	B
	If the officer meets AFSC entry qualifications contained in the specialty description in the Officer Classification Directory and	then the officer qualifies for award of an (see <i>Note 2</i> )
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 <i>Note 3</i> )
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 <i>Note 4</i> )
5	is serving in the SDI (assigned to a SDI/RI coded manpower authorization) or RI and meets mandatory qualifications identified in the AFOCD. Do not award to individuals performing a SDI role as an additional duty. Most RIs identify a status, not a role such as General Officer or Wing Commander and as such may or may not have an associated manpower authorization.	SDI or RI.
6	possesses a qualified AFSC (3 level) and is serving in a qualifying staff position (above wing level) in the same AFSC.	Staff AFSC. (XXX4) (see <i>Note 5</i> )
7	is approved for Wounded Warrior designation by HQ AFPC/DPFW	appropriate 92WX RI (see <i>Note 6</i> )

**NOTES:**

1. Gaining commands conduct training for ANG and USAFR personnel (including IMAs) for AFSCs listed in the AFOCD and AFECD according to the same standards as active force personnel.
2. Only the Air Force Office of Special Investigations (AFOSI) awards 71SX AFSCs. The parent MAJCOM commander or the Secretary of the Air Force approves the award of the 60C0 AFSC.
3. Requests for award of additional AFSCs must include a recommendation by an individual possessing the specialty at the qualified level. If technical evaluation is not available at base level, then forward the request to the AFCFM.
4. Time spent in staff duty positions can be applied to the award of the qualified level (3 or 4 level).
5. Manpower will not change XXX3X authorizations at wing level or below to XXX4X. In addition, not all positions above wing level qualify for the staff AFSC. For those positions above wing level, Manpower will use the staff AFSC requirements for determining applicability: **“Staff Air Force Specialty Code**—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify *planning* and *policy-making* positions **above** wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to *developing broad policies, plans, and procedures*. Management responsibility

increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling/have filled such positions are awarded the staff AFSC.”

6. HQ AFPC/DPFW determines Wounded Warrior eligibility and updates the appropriate 92WX reporting identifier to the secondary or third AFSC for tracking purposes only. No further updates or removals are allowed other than by HQ AFPC/DPFW. Reporting Identifiers 92WX will not be updated as the DAFSC.

**Table 3.7. 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. (see <i>Note 1</i> )
	a student who was previously awarded the qualified level of the AFSC into which training,	at the qualified level.
<b>2</b>	attending undergraduate flying training (UFT)	RI 92T0 for undergraduate pilot training and 92T1 for specialized undergraduate navigator training/undergraduate CSO training. (see <i>Note 2</i> )
<b>3</b>	attending undergraduate air battle manager (ABM) training	RI 92T2. (see <i>Note 2</i> )
<b>4</b>	attending undergraduate remotely piloted aircraft (RPA) pilot training	RI 92T3 (see <i>Note 2</i> )
<b>4</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>5</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>6</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 do not already have an awarded AFSC.
2. Following graduation from rated officer initial skills training (92T0, 92T1, 92T2 or 92T3), the MPS will award the officer the entry-level primary and duty AFSC for the specific weapons system in which they are being trained.



Table 3.8. Criteria for Awarding Enlisted AFSCs, SDIs, RIs or CEM Codes.

R U L E	A	B
		then the enlisted Airman is qualified for award of AFSC, SDI, or CEM code as indicated (See <i>Note 7</i> )
	<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 the Enlisted Classification Directory	1-skill level. (see <i>Note 1</i> )
<b>2</b>	completes an AFSC awarding course listed in the Education and Training Course Announcements (ETCA), possesses an approved waiver (IAW Table 3.2), or via OJT alone only when specified in the retraining instructions and as approved by the AFCFM or ARC CFM (see <i>Notes 2</i> and <i>8</i> )	3-skill level.
<b>3</b>	successfully completes mandatory CDC when available and applicable mandatory core tasks identified in the CFETP. Award of the 5-skill level also requires completion of a minimum of 12 months in upgrade training (UGT); mandatory requirements listed in the AFECD; and must be recommended by their supervisor and approved by their commander. Individuals in retraining status, Training Status Code (TSC) F are subject to the same training requirements and must complete a minimum of 9 months in upgrade training (UGT). Wing Commanders may approve time-in-training waivers. Time-in-training waivers for ARC are processed according to Table 3.4. Coordinate requests for AFCFM approval through the MAJCOM FM. <b>Note:</b> Supervisors may identify and standardize local tasks for upgrade with the AFCFM approval.	5-skill level. (see <i>Note 3</i> )

4	is at least a staff sergeant (SSgt), complete mandatory CDCs when available and applicable mandatory core tasks identified in the CFETP (see part 1 of the CFETP). Supervisors may identify and standardize local tasks for upgrade with the AFCFM approval. Coordinate requests for AFCFM approval through the MAJCOM FM. Award of the 7-skill level also requires completion of a 7-skill level craftsman course (if required); mandatory requirements listed in ECD; complete a minimum of 12 months in training; recommendation by the supervisor and approval of the commander. Individuals in retraining status (TSC G) are subject to the same training requirements and must complete a minimum of 6 months in UGT. Wing Commanders may approve time-in-training waivers. Note: Time-in-training waivers for ARC are processed according to Table 3.4.	7-skill level. (see <i>Notes 3 and 7</i> )
5	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, completed SNCOA and is recommended by supervisor	9-skill level. (see <i>Notes 3 and 7</i> )
6	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 <i>Notes 3, 4, and 5</i> )
7	is approved for duty in an SDI or RI	SDI or RI. (see <i>Note 6</i> )
8	is approved for Wounded Warrior designation by HQ AFPC/DPFW	appropriate 9WXXX RI (See note 9)

**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 CMSgt-selects 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 USAF/DPE 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 3.10](#).
7. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
8. Complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all mandatory requirements.
9. HQ AFPC/DPFW determines Wounded Warrior eligibility and updates the appropriate 9WXXX reporting identifier to the secondary or third (or forth for enlisted) AFSC for tracking purposes only. No further updates or removals are allowed other than by HQ AFPC/DPFW. Reporting Identifiers 9WXXX will not be updated to the CAFSC or DAFSC.

**Table 3.9. 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 <i>Note</i> )						
		A1C	SrA	SSgt	TSgt	MSgt	SMSgt	CMSgt or CMSgt selectee
AFS With 5 Skill								
1	3-skill level	X						
2	5-skill level		X	X				
3	7-skill level				X	X		
4	9-skill level						X	
5	CEM code							X
AFS Without 5 Skill								
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 SDI 8F000 must be MSgt or higher.

**Table 3.10. 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 <i>Notes 1, 2, and 3</i> )
3	in normal upgrade training from awarded 3-skill level AFSC	the highest awarded AFSC in career ladder. (see <i>Note 4</i> )
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 (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 is not 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.** For ANG airmen, update the entry level CAFSC (and award the AFSC to the PAFSC, 2AFSC, 3AFSC or 4AFSC) at the time the airman is assigned to the duty position with the AFSC in which they will be attending the 3-level awarding course.
3. Individuals returned to previous duty station following completion of training and who work in their previous AFSC will be reported as working duty out of 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 3.33. apply.

**Table 3.11. Determining CAFSC as a Result of Assigning or Withdrawing Awarded CEMs, AFSCs, SDIs, or RIs.**

R U L E	A	B
	If the enlisted Airman	then the CAFSC is
1	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see <i>Notes 1, 2, and 3</i> )
2	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see <i>Notes 1, 2, and 3</i> )
3	is a prisoner, not dropped from rolls, and is in confinement (not to be used for pretrial status)	RI 9J000. (see <i>Note 4</i> )
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	RI 9A000, 9A100, 9A200 or 9A300 effective the date DPSIC approves the withdrawal of the RI, SDI, or awarded AFSC for RegAF. ANG/AFR MPS for RC airmen. (see <i>Note 2</i> )
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.
7	an Air Force Return to Duty program (see AFI 31-205, <i>The Air Force Corrections System</i> , Chapter 11) candidate being returned to an active unit and is no longer qualified to serve in previously awarded AFSC(s)	RI 9A400, (approved and updated by HQ AFPC/DPSIC only)
8	is awaiting appellate review (duty status code 52)	RI 9A200 only

9		
10		

**NOTES:**

1. See *Note* 2, **Table 3.8**.
2. If a recruiter, military training instructor, military training leader, first sergeant or OSI agent is relieved from duty for cause and disqualified from the identifier IAW Chapter 4, then the CAFSC is changed by HQ AFPC/DPSIC (or ANG/AFR MPS for RC airmen) effective the date the individual is relieved from duty. For medical disqualifications, effective date is the date established by competent medical authority on the AF Forms 1042 or 422.
3. Skill level restrictions reflected in paragraph **3.33** apply.
4. Only use RI 9J000 upon confinement as a result of court-martial or when confined as the result of conviction by a US state or federal court or foreign civil court. Do not use it for personnel in pretrial status. HQ AFPC/DPAA1, Logistics Support and Security Forces Assignments Branch, 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/SFC, Lackland AFB TX. Locations include: DoD Correctional Facility (Level III), located at the United States Disciplinary Barracks USDB, Ft Leavenworth KS. DoD Joint regional Correctional Facilities (Level II) include: Northwest – Ft Lewis, WA; Southwest – NAVCONBRIG Miramar, San Diego CA; Midwest – Ft Leavenworth, KS; Mid-Atlantic – NAVCONBRIG Chesapeake, Chesapeake, VA; Southeast – NAVCONBRIG, Charleston, Charleston SC; or other regional confinement facilities as directed by the Director, AF Corrections, AFSFC/SFC.

**3.35. Line Officers Eliminated From Initial Skills Training.** Line officer initial skills training eliminees (except JA), whether elimination was self-initiated or not, and whether before or after training commences (to include initial training declination), will be considered for reclassification or discharge contingent upon current AF requirements. RegAF eliminees will be reported to HQ AFPC/DPSIP for reclassification consideration. For RC officers, ANG officer eliminations are to be reported to the initial skills training ANG liaison and AFR officers to their home unit for disposition.

## Chapter 4

### DOWNGRADING AND WITHDRAWING AFSCS

**4.1. Downgrading AFSCs or Withdrawing Awarded AFSCs, CEMs, SDIs, or RIs.** The MPS monitors the downgrade of AFSCs or the withdrawal of AFSCs, and CEM, SDI, and RI codes and processes appropriate forms and actions according to this AFI, and the Officer/Enlisted AFSC Disqualification PSD Guide (see [Table 4.3](#)). 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. MPS will ensure downgraded AFSCs match grade and skill-level authorizations in [Table 3.9](#). Commanders and supervisors considering downgrade or withdrawal recommendations must carefully evaluate all of 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, while punitive action will not be taken against an individual solely because of their failure to remain qualified in an AFSC, SDI, RI, or CEM code,—the cause for downgrade or withdrawal may require appropriate administrative action. In many instances, however, withdrawal of the AFSC, SDI, RI or CEM code is the result of the individual's ineligibility to retain the awarded identifier and will be characterized as being disqualified from the identifier. Disqualification is either the result of conditions or actions over which the individual had no control, i.e., medical disqualification, some training failures, some failures to maintain mandatory AFSC qualification requirements; or, due to conditions or actions over which the individual did have control, i.e., other training failures, substandard duty performance, loss of security clearance, failure to maintain AFSC qualification requirements, etc. These will be processed through the CMS as AFSC Disqualification actions IAW the applicable Officer or Enlisted AFSC Disqualification PSD Guide. HQ AFPC/DPSIC is the approval authority for all RegAF AFSC disqualification actions. For RC Airmen, ANG and AFR squadron/flight commanders are the approval authority for their assigned Airmen. Follow-on utilization of disqualified Airmen will be IAW AFIs 362626, *Airman Retraining Program*, 362110, *Assignments (for RC Airmen, AFI 36-2115 (AFR) and ANGI 36-2101)*; 36-3208, *Administrative Separation of Airmen (AFI 36-3209 for AFR)*. HQ AFPC/DPSIC determines qualifications for, approves/disapproves disqualification actions and updates reporting identifiers (9A000, 9A100, 9A200, 9A300, 9A400 and 9A500) for RegAF enlisted airmen upon initial disqualification from all awarded AFSCs. ANG/AFR MPS will accomplish updates for downgrading and withdrawing AFSCs following unit/CC disqualification action approval. When notified the disqualified airman reporting identifier on a RegAF Airman must be revised to reflect changes in retraining status, DPSIC will reopen the case and contact the submitting unit/MPS for the new AF IMT 2096. DPSIC, NGB/A1DC or AFRC/A1KK may also initiate a disqualification action (when available evidence makes the airman ineligible to remain in the AFSC) and direct the unit to complete the unit/base level requirements for disqualification. When an airman's eligibility for retraining changes following initial disqualification, DPSIC (or the commander) may initiate the documentation required to change the reporting identifier to the most appropriate under the new circumstances. DPSIC determines eligibility for award of and updates RI 9A400 (return to duty program). The AF Wounded Warrior program (HQ AFPC/DPFW) determines eligibility for and updates Wounded Warrior (9WXXX and 92WX)

identifiers. All AFSC disqualification cases will include a current EPR or OPR, as appropriate, closing out the day prior to disqualification action initiation. See AFI 36-2406 for details.

**NOTE:** For actions resulting in Initial Enlistment (IEB) or Selective Reenlistment Bonus (SRB) skill withdrawal, commanders must review for bonus termination and recoupment action according to AFI 36-2606, *Reenlistment in the United States Air Force (RegAF)*, ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, or AFI 36-2612, *United States Air Force Reserve Reenlistment and Retention Program*, as applicable.

4.1.1. Downgrade, Withdrawal, or Disqualification as an Exception to Procedures (ETP). When none of the provisions outlined in this chapter apply and the commander still believes an AFSC downgrade, withdrawal, or disqualification is appropriate, contact HQ AFPC/DPSIC (RegAF only) to review the circumstances/issues/documentation believed to support AFSC disqualification under this paragraph. Following DPSIC review forward all pertinent data via a CMS action to HQ AFPC/DPSIC as an exception to procedures. HQ AFPC/DPSIC is the approval authority for RegAF airmen.

4.1.1.1. HQ AFPC/DPSIC will forward cases on RC Airmen to ANG/A1PO or HQ AFRC/A1KK, respectively, for consideration. If approved, the RC MPS will update MilPDS.

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

4.1.2.1. Officer—Withdrawal (does not apply to rated AFSCs).

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. Officers may request withdrawal of awarded AFSCs after meeting the requirements of 4.1.2.1.1. or 4.1.2.1.2. above. MPS will review the request and forward to the AFPC assignment manager for final action.

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

4.1.2.3. Enlisted—Withdrawal.

4.1.2.3.1. AFSCs are withdrawn after 2 additional years of nonperformance when downgraded using [Table 4.1](#). (See [Table 3.11](#). to determine CAFSC.)

4.1.2.3.2. SDIs or RIs are withdrawn after 8 consecutive years of nonperformance.

4.1.2.3.3. Although downgrade action based on consecutive nonperformance in the specialty may or may not have been accomplished as outlined in [Table 4.1](#)., AFSCs awarded at the 7- or 9-skill level are withdrawn after 8 years, and 5-skill level (3-skill level, if no 5-skill level exists in the ladder) are withdrawn after 6 years, 3-skill level is withdrawn after 2 years. Failure to downgrade or withdraw AFSCs within the specified time frames does not indicate the Airman remains qualified and will be deleted upon discovery.

4.1.2.3.4. Re-awarding AFSCs withdrawn (or to have been withdrawn) under this provision at the 3-skill level requires approval by the AFPC assignment manager



(RegAF only) and AFCFM for the AFSC. The commander's request for re-award will include written certification by a technical advisor proficient in the AFSC of the airman's eligibility (meets mandatory entry and award specialty requirements as listed in the AFECD) and proficiency level for consideration. For those times when a technical advisor proficient in the AFSC is not available, nearby bases and the MAJCOM staff may be able to assist with the certification. Upgrade to the highest previously held skill level only requires qualification training and duty position certification by the supervisor.

4.1.2.3.4.1. NGB and AFRC CFMs are the approval authorities for RC enlisted actions review and approval IAW their waiver approval authority in Table 3.2. The respective RC MPS will finalize the action.

4.1.2.3.4.2. Documentation requirements for RC personnel include a copy of the certified CFETP, position description (PD), or coordinated MFR with supervisor and command of host location to document tasks performed. All documentation will be provided to the servicing MPS for ANG/AFR MPS verification.

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) or performing duties 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 TDY performing duty in a previously awarded AFSC (that has not been withdrawn for lack of recent performance). This performance establishes a new date from which to count years outside of the AFSC. See above for RC documentation requirements.

**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 possesses 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). MPS 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</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the enlisted airman is</b>	<b>downgrade the CAFSC to</b>	<b>downgrade the PAFSC</b>



<b>L E</b>	<b>demoted to</b>		<b>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 <i>Note</i> )	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 [Disqualification]). Commander initiates withdrawal (disqualification) action when duty performance indicates an officer or enlisted is unable to perform tasks associated with his or her skill/qualification level. Review the individual's record for adequate training. For RegAF airmen, contact HQ AFPC/DPSIC to review the circumstances/issues/documentation believed to support AFSC disqualification under this paragraph prior to creating the CMS case. The MPS will submit an AFSC disqualification action via CMS (IAW the PSD Guide) to HQ AFPC/DPSIC for approval.

4.1.4.1. Upon receipt of a CMS case for RC Airmen, DPSIC will forward the CMS case to NGB/A1PO or HQ AFRC/A1KK, respectively for internal processing. If approved, the servicing RC MPS will update MilPDS.

4.1.4.2. Commander Actions. Notify the member by letter that AFSC downgrade or withdrawal has been initiated on an AF Form 2096. Member must concur or nonconcur, sign and date the form. The commander's notification will include the reasons for the action and advise the member if he/she non-concurs with the action of the option to submit a written rebuttal when interviewed by an evaluation official (EO). The commander will submit the following documentation to the MPS:

4.1.4.2.1. Notification letter signed by unit commander with the completed, signed and dated AF Form 2096 prepared according to the PSD Guide.

4.1.4.2.2. Last three performance reports; or, if the individual has not received a performance report, a letter from the member's immediate supervisor assessing past duty performance. **Note:** it is difficult to support disqualification for substandard duty performance when the officer or enlisted performance report reflects the individual is meeting standards.

4.1.4.2.3. Supporting training documentation (enlisted only). **Note:** this disqualification reason is the most difficult to use in that the individual's training documentation must show that the unit has decertified the individual from specific tasks in which the airman is performing in a substandard manner, retrained and certified, and continues to perform in a substandard manner despite the additional training, etc.

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

4.1.4.2.5. Any additional documentation germane to the case.

4.1.4.3. If the commander, supervisor, member, and MPS Commander concur with the AFSC downgrade action, the MPS will approve the downgrade. If the commander, supervisor, member, and MPS Commander concur with the AFSC withdrawal (disqualification) action, the MPS will document and forward the action via CMS to HQ AFPC/DPSIC. DPSIC will review and approved/disapprove and update MilPDS for approvals.

4.1.4.3.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. If approved the servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.4.4. When the member or the MPS Chief does not concur with the downgrade or withdrawal (disqualification), the Force Support Squadron (FSS) commander will either disapprove the request if it is considered without merit, or appoint a disinterested evaluation official (EO). The EO must be a field grade officer or senior NCO; senior in grade to the individual being reviewed. The EO cannot be in the member's chain of command. The EO will:

4.1.4.4.1. Read **Chapter 4** of this instruction to ensure a thorough understanding of AFSC withdrawal and downgrade procedures.

4.1.4.4.2. Review the case file and the supporting documentation.

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

4.1.4.4.4. 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 not submitting a rebuttal will acknowledge such in writing as well as understanding of "disqualified airman processing" according to the PSD Guide. The acknowledgement letter is a mandatory part of the case file. (See **Figure 4.1.**)

**Figure 4.1. Sample Statement to Accompany Enlisted Substandard Performance AFSC Withdrawal (Disqualification) Case File.**

MEMORANDUM FOR (Grade and Name of the Evaluation Official)

FROM: Office Symbol of Member

SUBJECT: AFSC (Withdrawal, Disqualification, or Downgrade) Acknowledgment

This certifies I received a personal interview on (date), by (grade, name), a duly appointed evaluation official according to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. I was advised of the nature of this action and counseled regarding the case. I am aware of my right 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 (if retraining is recommended, I am qualified, and retraining opportunities are

available) according to procedures contained in AFI 36-2626, *Airman Retraining Program*, or separated IAW AFI 36-3208, *Administrative Separation of Airmen*.

Signature

Name, Grade, USAF

4.1.4.4.4.1. Within 30 days, the EO will prepare a written summary and recommendation as a part of the official disqualification case file for the FSS commander. If base level actions take more than 30 days to complete, include an explanation in the case file for the delay.

4.1.4.4.4.2. Finally, the FSS commander reviews and disapproves the action or recommends approval and forwards the case file via CMS to HQ AFPC/DPSIC for review and approval/disapproval for RegAF Airmen. For technical evaluation of training provided, DPSIC may forward to HQ AFPC/DPSIT (RegAF only) and then to the AFCFM if additional evaluation is needed.

4.1.4.4.4.2.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. If approved the servicing RC MPS will finalize the action and update MilPDS.

4.1.5. Certifying and Withdrawing Certification for Air Force Office of Special Investigations (AFOSI) (AFSC withdrawal/disqualification).

4.1.5.1. The AFOSI commander has sole authority 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 (disqualification) unless the AFOSI commander grants an exception. The AFOSI MPS submits AFSC disqualification actions via CMS to HQ AFPC/DPSIC for deletion of AFSCs 71XX or 7SXXX before reassignment.

4.1.6. Failure to Maintain Mandatory AFSC, SDI, or CEM Qualification Standards (withdrawal [disqualification]).

4.1.6.1. The MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC. For RegAF Airmen, if approved, DPSIC will withdraw the AFSC, SDI or CEM code (for officers) when an Airman fails to maintain the mandatory specialty requirements listed as "other" in the AFOCD specialty descriptions or when an enlisted Airman fails to meet award and retention criteria in specialty descriptions contained in the AFECD.

4.1.6.1.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing. If approved, the servicing RC MPS will finalize the action and update MilPDS.

4.1.6.2. Do not 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. Request withdrawal of the AFSC or CEM Code if an airman fails to maintain the mandatory qualifications listed as award and/or retention requirements for the 3-, 5-, 7-, 9-, or CEM skill level in the AFSC specialty description. **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 previously administratively withdrawn (AFI 31-501, *Personnel Security Program Management*).

4.1.7. Withdrawing an AFSC as a Result of Medical Disqualification (Withdrawal [Disqualification]). Typically, when the medical evaluation reviewing or approving authority determines the medical defect permanently prevents the individual from being used in the awarded AFSC IAW AFI 48-123, *Medical Examinations and Standards*, the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC for approval/disapproval. DPSIC refers the disqualification case to HQ AFPC/DPASF for review and follow-on utilization consideration for RegAF officers, if approved.

4.1.7.1. Upon receipt of a CMS case for RC personnel, HQ AFPC/DPSIC will refer the case to ANG/AIPO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.7.2. A change of the physical profile alone does not disqualify a member for continued duty in the AFSC. 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 in the awarded AFSC. Submit documentation describing the impact for medical evaluation reviewing or approving authority consideration. Do not send in AFSC disqualification case. Ensure the completed AF Form 1042 or 422 is submitted with the disqualification action.

4.1.7.3. If the airman has been processed through the Disability Evaluation System and retained on active duty, the local MEB reviewing and approval authority will provide the MPS an AF Form 422, *Physical Profile Serial Report*, including comments clearly defining the scope of the medical problem and whether the physical limitations preclude the member from performing effectively in the awarded AFSC. Complete the AF Form 422 using provisions in AFI 48-123.

#### 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. After awarding the qualified 3-level aircraft commander, missile combat crew commander, or bomber CSO AFSC, delete the intermediate-level AFSC (2- level).

4.1.8.2. Enlisted--Withdrawal. When an enlisted airman progresses from a skill level to the next higher one in the same career ladder, delete the lower-skill level AFSC. **EXCEPTION:** When enlisted airmen progress to a 5-, 7-, or 9-skill level AFSC or 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, the unit 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. The MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC for approval/disapproval. Final approval authority is HQ AFPC/DPSIC, for RegAF Airmen.

4.1.9.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. If approved the servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.10. Medically Disqualified for Aviation Services. Aviation service disqualification actions are processed IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*. Following disqualification from aviation service, AFSC disqualification actions are processed using the CMS, as indicated below.

4.1.10.1. Rated Officers--Withdrawal. Rated AFSCs (11XX, 12XX, 13BX, 18XX) are retained for 4 years from the medical disqualification date from aviation service. However, further duty not involving flying in a rated AFSC requires HQ AFPC/DPAO (NGB/A1PO or AFR/A1KK for RC personnel) approval. After 4 years, the rated AFSC is withdrawn unless DPAO (NGB/A1PO or AFR/A1KK for RC personnel) approves further duty beyond the initial 4 years. When rated officers disqualified from aviation service are not selected to perform non-flying rated duties and/or determined no longer needed to perform in this capacity, the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC. An AFSC withdrawn under this provision will be re-awarded at the appropriate qualification level IAW paragraph 3.6. if the medical defect no longer exists and the individual is returned to active flying status. The approval authority, the unit CC, must coordinate with DPAO (NGB/A1PO or AFR/A1KK for RC personnel) for assignment instructions in that event.

4.1.10.1.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing. If approved the servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.10.2. Nonrated Officers--Withdrawal. Withdraw officer nonrated AFSCs requiring qualification for aviation service or parachute duties when permanently medically disqualified. Officers temporarily disqualified for failure to maintain medical fitness according to AFI 11402, *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. At that time, the MPS will initiate AFSC disqualification through CMS. An officer's AFSC in and of itself may not require qualification under 11-402 to retain the AFSC. In these instances, the disqualification case is to address the X or J prefixes and the officer retains the non-prefixed AFSC.

4.1.10.2.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.10.3. Career Enlisted Aviators (CEA)--Withdrawal (Disqualification). 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 (permanently medically disqualified), whichever occurs first. The MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC for approval/disapproval.

4.1.10.3.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing through the MPS,

supporting SG and wing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.11. Disqualified for Aviation Service for Other Than Medical Reasons (Withdrawal [Disqualification]). When an individual is removed from aviation service for other than physical reasons (aviation service codes 01, 02, 05, 06, 07, 08 or 09), the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC for review and approval/disapproval. The CMS case must include the documentation supporting the disqualification (loss of security clearance, training failure, failure to maintain AFSC specialty qualification requirements, etc.). DPSIC is the approval authority for RegAF Airmen. The effective date, if approved, will be the effective date on the aeronautical orders from the flight records office. DPSIC refers the disqualification case to HQ AFPC/DPASF for review and follow-on utilization consideration for RegAF officers, if approved.

4.1.11.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing. The servicing RC MPS will withdraw the rated or aircrew specialties following wing commander approval. The effective date would be the date on the aeronautical orders provided by the flight records office.

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

4.1.12.1. Officers. When an officer is eliminated from initial technical training (see paragraph 3.35 for RegAF officers) a technical training elimination package will be submitted to HQ AFPC/DPSIP IAW AFI 36-2110 (RegAF only). For officers failing to meet proficiency requirements for upgrade to the qualified AFSC, identify the training provided and other associated documentation supporting the denial of upgrade via CMS to HQ AFPC/DPSIC. For officers disapproved for continued duty in an AFSC, provide the documentation supporting the denial of upgrade via CMS to HQ AFPC/DPSIC. HQ AFPC/DPSIC is the approval/disapproval authority. Reclassification or retention of the officer will be considered based on current Air Force policies.

4.1.12.2. Upon receipt of a CMS case for RC personnel, HQ AFPC/DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively, for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.12.3. Enlisted:

4.1.12.3.1. If the training manager disqualifies an individual from training in IAW AFI 36-2201, *Air Force Training Program*, the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIC.

4.1.12.3.2. Upon receipt of a CMS case for RC personnel, HQ AFPC/DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

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

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

4.1.13. AFSC withdrawal (Disqualification) for airmen returned to active duty under the return to duty program (AFI 31-205, *The Air Force Corrections System*, **Chapter 11**) and no longer qualify to retain awarded AFSCs. HQ AFSC will initiate withdrawal of awarded AFSCs for which the airman no longer qualifies via CMS to HQ AFPC/DPSIC for review, processing and update of RI 9A400. This RI remains until such time as the airman is retrained or separated/discharged.

4.1.14. Airmen leaving a SDI, regardless of reason (Voluntary or Involuntary) without a military skill (Valid awarded AFSC at the 3-level or higher) to which they are eligible to return, must be reviewed for future utilization. If the airman cannot be utilized after pursuing the following utilization options, initiate disqualified airman processing through CMS to HQ AFPC/DPSIC. Upon receipt of a CMS case for RC personnel, HQ AFPC/DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

4.1.15.1. Assess feasibility of returning to AFSCs previously withdrawn (or to have been withdrawn) for lack of recent performance IAW paragraph **4.1.2**.

4.1.15.2. If eligible, airman may apply for retraining IAW AFI 36-2626.

**4.2. Officer Disqualification Actions.** The MPS will report the disqualifying circumstances of RegAF officers to HQ AFPC/DPSIC via CMS. HQ AFPC/DPSIC will review to determine if disqualification can be approved then forward to HQ AFPC/DPASF for a utilization determination. If DPASF is unable to place the officer into a new AFSC, the officer will be designated as either 96D0, Officer Not Available for Use in Awarded AFSC for Cause (if appropriate, see AFOCD), or 96U0, Unclassified Officer. For those identified for utilization in a new AFSC, the assignment team will provide further instructions, as necessary. An officer under consideration for award of another AFSC must meet the mandatory entry and retention requirements.

4.2.1. Upon receipt of a CMS case for RC personnel, HQ AFPC/DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.

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

4.3.1. HQ 497 IG/INS, the Air Force Central Adjudication Facility (AFCAF), is solely responsible for determining and certifying eligibility for access to sensitive compartmented information (SCI). (See AFI 31-501, *Personnel Security Program Management*.)

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/DPSIC on recommendation of the Office of the Assistant Chief of Staff, Intelligence (HQ USAF/A2).

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 HQ AFPC/DPSIC.

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

4.4.1. In cases where AFPC (NGB/A1PO or AFRC/A1KK for RC personnel) has approval authority for AFSC withdrawal, the effective date for the AF Form 2096, Section II, will be determined prior to the approval notification being sent to the MPS via the CMS.

4.4.2. AFSC disqualification for medical or disqualification from aviation service/jump/marine dive reasons will take effect on the date of the disqualification as specified on the AF Form 422/AF Form 1042 or aviation order, respectively.

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

4.4.4. If an enlisted airman does not have an awarded AFSC besides the one withdrawn, then HQ AFPC/DPSIC will designate RI 9A000, 9A100, 9A200, 9A300, 9A400 or 9A500 (as appropriate) as the primary and control AFSC for RegAF airmen or 96D0/96U0 as the duty and primary AFSC for RegAF officers. RegAF MPSs will not award a 9AXXX RI and may delete only when departing for approved retraining—otherwise, retain until the member is separated, retired, or discharged. AFPC will update all disqualified airmen RIs following approval of the disqualification action for RegAF Airmen (officer and enlisted).

4.4.4.1. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.



**Table 4.3. Processing Downgrade and Withdrawal/Disqualification 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 <i>Note 1</i> )	Commander	forward, all pertinent data to MPS to forward to HQ AFPC/DPSIC, via CMS with recommendation. DPSIC is the approval authority for RegAF Airmen. DPSIC evaluates circumstances and accompanying documentation. If supportable, approves request. Disapprovals will be returned to the MPS. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO/A1DC or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.
Lack of Recent Performance, paragraph <a href="#">4.1.2.</a> (see <i>Note 2</i> )	MPS	reviews request and completes AF Form 2096 to document downgrade or withdrawal action. MPS will only approve substantiated cases where non-performance in the specialty is verified. (see <i>Note 3</i> ) If request is not substantiated, disapprove and return to individual or unit with rationale.
Substandard Performance, paragraph <a href="#">4.1.4.</a>	MPS	ensure appropriate documentation outlined in paragraphs <a href="#">4.1.4.1.1.</a> through <a href="#">4.1.4.1.4.</a> is included. Disapprove and return to the unit if incomplete. If complete and all coordinating agencies and the member agree on downgrading the AFSC, approve the downgrade and update MilPDS accordingly. Disapprove and return to the unit if all requirements have not been met and/or if the documentation is incomplete. If complete and the member does not concur with the action, forward request to the FSS commander for resolution. If complete and (1) the commander has requested withdrawing the AFSC and (2) the member, commander, and MPS concur, recommend approval and forward the CMS case to HQ AFPC/DPSIC for processing. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO/A1DC or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS. If the member, commander, and MPS are not in concurrence with the withdrawal, forward the case to the FSS Commander for continued processing.
Substandard	FSS	either disapprove the request, if considered to be without

Performance, paragraph 4.1.4.	Commander	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, supervisor or in the member's chain of command. HQ AFPC/DPSIC is the approval authority for RegAF Airmen. Upon receipt of a CMS case for RC personnel, DPSIC will refer the case to ANG/A1PO or AFR/A1KK, respectively for internal processing. The servicing RC MPS will finalize the action and, if approved, update MilPDS.
	EO	Will read Chapter 4 and follow procedures outlined in paragraph 4.1.4.3.1. through 4.1.4.3.4.2.

**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 (to include deployment) 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.

DARRELL D. JONES, Lt General, USAF  
DCS, Manpower and Personnel

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

- Title 10, U.S.C., **Chapter 803**, **Air Force**, **Section 8013**, *Secretary of the Air Force*
- Title 10, U.S.C., **Chapter 807**, **Air Force**, **Section 8067g**, *Designation: officers to perform certain professional functions*
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010
- AFI 31-501, *Personnel Security Program Management*, 27 January 2005
- AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010
- AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 April 1999
- AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, 19 May 2003
- AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002
- AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training- DD Form 785*, 3 July 1998
- AFI 36-2106, *Competitive Category Transfers*, 9 May 1994
- AFI 36-2110, *Assignments*, 22 September 2009
- AFI 36-2201, *Air Force Training Program*, 15 September 2010
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 2 January 2013
- AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011
- AFI 36-2626, *Airman Retraining Program*, 1 July 1999
- AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 June 1994
- AFI 48-123, *Medical Examinations and Standards*, 24 September 2009
- AFI 51-103, *Designation and Certification of Judge Advocates*, 7 December 2004
- AFI 51-802, *Management of the Judge Advocate General's Corps Reserve*, 16 June 2011
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998
- ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, 1 October 2012
- ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*, 15 March 2005
- ANGI 36-2101, *Assignments within the Air National Guard*, 10 Apr 2012

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

ETCA, *Education and Training Course Announcements*

### ***Prescribed Forms***

None

### ***Adopted Forms***

AF Form 422, *Physical Profile Serial Report*

AF Form 623a, *On the Job Training Record, Continuation Sheet*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*

AF Form 2096, *Classification on the Job Training Action*

SF 88, *Report of Medical Examination*.

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

**ACR**—Authorization Change Request

**AD**—Active Duty

**AFMCS**—Air Force Military Classification System

**AFROTC**—Air Force Reserve Training Corps

**AFSC**—Air Force Specialty Code

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

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

**4AFSC**—Fourth Air Force Specialty Code (Enlisted only)

**AFCFM**—Air Force Career Field Manager

**AFECD**—Air Force Enlisted Classification Directory

**AFMAN**—Air Force Manual

**AFOCD**—Air Force Officer Classification Directory

**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

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve  
**AI**—Aptitude Index  
**ANG**—Air National Guard  
**ANGRC**—Air National Guard Readiness Center  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**CAFSC**—Control Air Force Specialty Code  
**CDC**—Career Development Course  
**CEA**—Career Enlisted Aviator  
**CEM**—Chief Enlisted Manager  
**CFM**—Career Field Manager  
**CMS**—Case Management System  
**CS&CIG**—Change Summary & Conversion Instruction Guide  
**CSO**—Combat Systems Officer  
**CSS**—Commander’s Support Staff  
**DAFSC**—Duty Air Force Specialty Code  
**DNIF**—Duty Not to Include Flying  
**DIMHRS**—Defense Integrated Military Human Resources System  
**DoD**—Department of Defense  
**EAD**—Extended Active Duty  
**EDPT**—Electronic Data Processing Test  
**EO**—Evaluation Official  
**FSS**—Force Support Squadron  
**GAA**—Guaranteed Aptitude Area  
**GTEP**—Guaranteed Training Enlistment Program  
**IAW**—In Accordance With  
**JAG**—Judge Advocate General  
**JAGDR**—Judge Advocate General Department of Reserves  
**LNCO**—Liaison Noncommissioned Officer  
**MAJCOM**—Major Command  
**MEB**—Medical Evaluation Board

**MFM**—MAJCOM Functional Manager  
**MFR**—Memorandum for Record  
**MilPDS**—Military Personnel Data System  
**MPES**—Manpower Programming and Execution System  
**MPFM**—Military Personnel Flight Memorandum  
**MPS**—Military Personnel Section  
**NCO**—Noncommissioned Officer  
**NGB**—National Guard Bureau  
**NPS**—Nonprior Service  
**OJT**—On-The-Job Training  
**PAFSC**—Primary Air Force Specialty Code  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PGM**—Program Guidance Memorandum  
**PME**—Professional Military Education  
**PSD**—Personnel Services Delivery  
**RegAF**—Regular Air Force  
**RC**—Reserve Component  
**RI**—Reporting Identifier  
**RIP**—Report on Individual Person  
**RPA**—Remotely Piloted Aircraft  
**SAT**—Strength Aptitude Test  
**SCI**—Sensitive Compartmented Information  
**SDAP**—Special Duty Assignment Pay  
**SDI**—Special Duty Identifier  
**SEI**—Special Experience Identifier  
**SNCO**—Senior Noncommissioned Officer  
**SOC**—Source of Commission  
**SRB**—Selective Reenlistment Bonus  
**TDY**—Temporary Duty  
**UFT**—Undergraduate Flying Training  
**UGT**—Upgrade Training

**UMD**—Unit Manpower Document

**USAFA**—United States Air Force Academy

**USAFR**—United States Air Force Reserve

**USAFRS**—United States Air Force Recruiting Service

**U.S.C**—United States Code

**v MPF**—Virtual Military Personnel Flight

### *Terms*

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

**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. Also known as a “shred” or “shred out.” 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 (SEI)**—The SEI designated with PAFSC, 2AFSC, 3AFSC, and 4AFSC.

**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 (DLAB)**—A test that evaluates an individual's ability to complete formal courses in foreign language training.

**Defense Language Proficiency Test**—A battery of foreign language tests produced by the Defense Language Institute and used by the United States Department of Defense. The tests evaluate general language proficiency in a foreign language in the skills of reading and listening.

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

**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 (officer only).

**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 (enlisted only).

**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 CSO, 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 Examinations and Standards*).

**Position**—A manpower authorization coded with an AFSC, SDI, or RI, 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, 13BX, and 18XX) identify aircrew members serving in, or qualified to serve in, pilot, CSO, flight test positions, astronaut, air battle manager and remotely piloted aircraft pilot.

**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 and 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 assignment requirements. 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, or professional specialty course codes. The AFOCD and AFECD 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**—Identifies an officer position above wing level specifically on the duty requirements of the role performed, not the fact that the authorization is on a staff above wing level. Use staff AFSCs (XXX4) to identify *planning* and *policy-making* positions **above** wing level. It requires the same skills as those for the qualified AFSC (XXX3), but applied to *developing broad policies, plans, and procedures*. Management responsibility increases without a corresponding increase in knowledge of the technical aspects of the function. Officers filling/have filled such positions are awarded the staff AFSC.

**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.