

# **Instructions for Completing AF Form 2096**

Use the following step-by-step instructions to complete the AF Form 2096.

**TO:** Input organization/office symbol of UTM/ADUTM or BTM **FROM:**

Input organization/office symbol of supervisor/requesting official

## **SECTION I. INDIVIDUAL IDENTIFICATION:**

Self-explanatory

## **SECTION II. PERSONNEL DATA CHANGES:**

**Note:** Input data in the fields below as required for the requested OJT action.

### **AFSC INFORMATION (HEADER)**

AWARD AFSC: (Input 3, 5, 7 or 9) AS (Input Primary, Secondary, etc.) AFSC

EFFECTIVE: (Input effective date associated with appropriate scenario below) •

The effective date for award of the 3 skill level is:

- The date the Airmen graduated from the 3-skill level awarding technical school
  - The date the member is awarded 3-skill level via OJT (e.g., direct duty assignments)
  - The date specified in the applicable AFSC conversion message published by AFPC
- The effective date for award of the 5, 7, or 9 skill level is the date the member completes all mandatory requirements and/or meets minimum rank requirements.

REDESIGNATE: (Often used when redesignating a PAFSC to a 2AFSC for retrainees)

PAFSC FROM: (Input current PAFSC) TO (Input newly awarded PAFSC)

CAFSC FROM: (Input current CAFSC) TO (Input newly awarded CAFSC)

- The CAFSC for members performing duty in a 3, 5, 7, or 9 skill level structure will not exceed the:
  - 3 skill level for AB through A1C
  - 5 skill level for SrA and SSgt
  - 7 skill level for TSgt and MSgt
  - 9 skill level for SMSgt

- The CAFSC for members performing in an AFS without a 5 skill level will not exceed the:
  - 3 skill level for AB through SSgt
  - 7 skill level for TSgts and MSgts
  - 9 skill level for SMSgts

EFFECTIVE: (Input CAFSC effective date) 2

AFSC FROM: (Input as necessary)

3 AFSC FROM: (Input as necessary)

4 AFSC FROM: (Input as necessary)

WITHDRAW AFSC: (Only used when submitting a draft AF Form 2096 for AFSC Disqualification Packages)

### **OJT INFORMATION (HEADER)**

EFFECTIVE: (Input effective date of new TSC)

ENTER/CONTINUE AFSC: (Input newly awarded AFSC) TS Code (Input new TSC)

COMPLETED AFSC: (Input completed AFSC) TS Code (Input completed TSC)

DATE INITIALLY ENTERED RETRAINING: (This section not used)

### **AUTHORITY**

Input the AFI or other reference that grants authority for the update (e.g. AFI 36-2651 or AFI 36-2101)

### **DATE**

Input the date the supervisor/requesting official signs the form

### **NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL**

Input the name, grade, title, and duty phone of the supervisor/requesting official

Supervisor/requesting official signs form via pen/ink or CAC enabled digital signature

### **SECTION III. CONCURRENCE OF MEMBER:**

**Note:** Members are not required to complete this section for routine upgrade/qualification training actions. Completion of this section is required for all adverse actions such as AFSC downgrades, withdrawals, or placement in TSC P or T.

Input the date the member signs the form

Member must concur or non-concur with the requested action

Member signs the form via pen/ink or CAC enabled digital signature

**SECTION IV. INTRA-BASE ASSIGNMENT ACTIONS:** This section not used **SECTION**

**V. REMARKS:**

- For completion of UGT requirements and award of a higher skill level, input the following statement in the remarks section:  
  
“Member has met all requirements for upgrade to the 3, 5 or 7 skill level and is recommended by their supervisor.”
- For entry into TSC T, input the following statement in the remarks section:  
  
“I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand removal from UGT may result in separation under the provisions of AFI 36-3208, *Administrative Separation of Airmen*.”

**SECTION VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE:**

Input the date the commander or authorized representative signs the form

Input name, grade and title of the commander or authorized representative

Commander or authorized representative signs the form via pen/ink or CAC enabled digital signature

**SECTION VII. ACTION BY PERSONNEL OFFICIAL:**

BTM must approve or disapprove requests for entry into TSC P and T only

Input the date the BTM or UTM, whichever applies, signs the form

Input name, grade and title of the BTM or UTM

BTM or UTM signs the form via pen/ink or CAC enabled digital signature