

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

**AIR FORCE INSTRUCTION 36-2101**

**14 JUNE 2010**



**Personnel**

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

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OPR: HQ AFPC/DPSIDC  
Supersedes: AFI 36-2101, 7 March 2006

Certified by: HQ AF/A1P  
(Dr Todd A. Fore)

Pages: 64

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This document is substantially revised and must be completely reviewed. This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. It implements classification procedures and related actions for Air Force officers and airmen. It develops the classification system that identifies required qualifications for every specialty in the Air Force—officer structure found in the Air Force Officer Classification Directory (AFOCD) and enlisted structure found in the Air Force Enlisted Classification Directory (AFECD). Refer to Air Force Instruction (AFI) 33360, volume 1, *Publications and Forms Management*, for proposed supplements that affect any military personnel function performed at major command (MAJCOM) level or below. This instruction applies to Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG). HQ AFPC/DPSIDC must approve all supplements to this AFI. Refer to Attachment 1 for a Glossary of References and Supporting Information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-AF61a/frims/frims/>.

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**SUMMARY OF CHANGES**

This change incorporates 8106 Jan 07 Exception to Policy and Military Personnel Flight Memorandum (MPFM) 06-72, 12 October 2006, Personnel Services Delivery (PSD) Execution of **Enlisted Disqualification** Process. Replaces Personnel Employment and unit CSS with Military Personnel Section as the approval authority for most base-level AFSC downgrade actions; deletes MAJCOM responsibilities and transitions to AFPC; deletes Chapter 6, Air Force Classification Directories (Officer and Enlisted); updates office symbols and system terms throughout the AFI; revises the list of abbreviations and acronyms (attachment 1); updates publication references; and minor editing and format alterations have also been incorporated into this change.

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## Chapter 1

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

**1.1. Program Objective.** The objective of the military personnel classification system is to identify duties and tasks for every position needed to accomplish the Air Force mission. The system is designed to identify qualifications and abilities necessary to accomplish these duties and tasks, as well as provide clear and visible career progression patterns. It links duties and tasks into cohesive job clusters that are used to match personnel requirements with personal aptitudes, attributes, and qualifications. The classification system also provides concise award, upgrade, and retention criteria for career progression.

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

1.2.1. Functional Grouping Concept. The classification system groups related work requirements (position) 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), and 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 <http://ask.afpc.randolph.af.mil> and resolve all nonconcurrences before submitting to HQ AFPC/DPSIDC, Air Force Military Classification Development Section, for implementation.

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

- 1.3.1. The Deputy Chief of Staff, Personnel (HQ USAF/A1). Establishes and oversees policies for classifying personnel including developing, reviewing, interpreting, and changing classification policy.
  - 1.3.1.1. OPR for AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*.
  - 1.3.1.2. Reviews Air Force classification policy for clarity, propriety, and accuracy.
  - 1.3.1.3. Works with Air Staff agencies to determine if new or revised classification policies are needed to effectively and efficiently manage manpower requirements and human resources.

1.3.2. Headquarters Air Force Personnel Center (HQ AFPC/DPSIDC). USAF Military Classification Development establishes, monitors, and interprets procedures for classifying military personnel based on specialty data, special studies, analyses, and career field manager input. Ensures minimum specialty requirements are adhered to according to the AFOCD and AFECD. The following specifically outlines HQ AFPC/DPSIDC responsibilities:

1.3.2.1. Responsible for the overall management of the Air Force Military Classification System (AFMCS), to include establishing, deleting, changing, or revising necessary identifiers, by means of the AFOCD, AFECD, and Job Code and SEI tables in MilPDS, to manage Air Force manpower requirements and human resources.

1.3.2.2. Publishes quarterly Change Summary and Conversion Instruction Guides (CS&CIG) effective 31 January, 30 April, 1 August and 31 October.

1.3.2.3. Develops Air Force specialties, titles, and codes to identify required military skills associated with new systems development, acquisition, and operation upon request of the AFCFM.

1.3.2.4. Designs, develops, implements, publishes the AFOCD, AFECD, and monitors Air Force classification procedures and the AFSC conversions affecting classification of the total military force.

1.3.2.5. Coordinates with computer systems managers on classification matters impacting MilPDS Job Code and SEI tables, and the Manpower Programming and Execution System (MPES). Develops, coordinates, and processes system change requests to MilPDS with associated worksheets and tables to facilitate changes to the officer and enlisted classification structures.

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

1.3.2.7. Processes requests for proposed title and award criteria changes from the AFCFM and other agencies to establish and maintain SEIs.

1.3.2.8. OPR and responsible for publishing AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

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

1.3.2.10. Staffs and coordinates Air Force Specialty (AFS) restructuring actions with affected agencies, AFCFMs, AF/A1PP, AF/A1PR, AF/A1PT, AF/A1PF, etc.

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

1.3.2.12. Acts 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.

1.3.2.13. Answers 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.

1.3.2.14. Establishes, publishes, and monitors classification procedures for downgrading or withdrawing identifiers from individual Airmen.

1.3.2.15. Provides policy interpretation for initial classification of former officers as enlisted personnel.

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

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

1.3.2.18. Reviews, approves/disapproves requests for enlisted Airman AFSC withdrawal (disqualification). Updates awarded AFSCs, special duty and reporting identifiers on disqualified airmen; and monitors the disqualified airman population throughout disqualification period to ensure appropriate disqualified airman reporting identifiers are reflected.

1.3.2.19. Approval authority for all SEI withdrawals and removals.

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

1.3.4. United States Air Reserve Component (ARC). See Chapter 5 for Air National Guard United States (ANGUS) and United States Air Force Reserve (USAFR) classification responsibilities.

1.3.5. Commanders and Supervisors. 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):

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

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

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

1.3.6. Military Personnel Section (MPS), Commanders, and Force Support Officers. 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 AFCSM 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines*, and/or the Personnel Services Delivery (PSD) Guide, as appropriate.

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

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

1.3.9. Career Field and MAJCOM Functional Managers (MFM). Each Air Force Specialty (AFS) has a designated AFCFM and an MFM to provide technical assistance in developing career field structures and classification identifiers. AFCFMs develop (generally in coordination with MFMs) 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). AFCFMs also:

1.3.9.1. Keep specialty descriptions current,

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

1.3.9.3. Publicize approved classification changes to commanders, MFMs and individuals affected.

**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 shredouts (if applicable) are contained in the respective AFOCD and AFECD available on the World Wide Web at <http://ask.afpc.randolph.af.mil>.



7	<b>alpha</b> suffix (shredout) (see <i>Note 3</i> )	Positions associated with particular equipment or functions within a single specialty. <b>Example:</b> 2T372A - Logistics, Transportation and Vehicle Management, Vehicle Management Craftsman, <b>Special Vehicle Maintenance</b> , Fire Trucks
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**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.

L I N E	A	B
	Character	Identifies (see <i>Note</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.  <i>Example:</i> 11 - Operations, <b>Pilot</b>
3	third combined with first and second character ( <b>alpha</b> )	Functional area.  <i>Example:</i> 11 <b>B</b> - Operations, Pilot, <b>Bomber Pilot</b>
4	fourth ( <b>numeric</b> )	Qualification level. 1 - Entry (any AFSC) 2 - Intermediate (is only used for pilots, bomber combat systems officers (CSO), and missile launch officers) 3 - Qualified (any AFSC) 4 - Staff ( <b>NOTE:</b> Designation of “staff level” relates only to the level of functional responsibility and is <b>restricted to positions above wing level</b> . It does not denote additional specialty qualifications.) <i>Examples:</i> 11 <b>B3</b> - Operations, Pilot, Bomber Pilot, <b>qualified</b> . 11 <b>B4</b> - 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)

5	<b>alpha</b> prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC. <i>Example: A – Operational Warfare Instructor</i>
6	<b>alpha</b> suffix (shredout) (see <i>Note 2</i> )	Positions associated with particular equipment or functions within a single specialty. <i>Example: 11B3A - Operations, Pilot, Bomber Pilot, qualified, B-1</i>
<b>NOTE:</b> 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.		

## 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), 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, as of 2 August 2010, 92T3 (remotely piloted aircraft [RPA] pilot trainee). When these individuals complete training, HQ AFPC/DPA, Assignments, will award the appropriate entry-level AFSC. All other newly commissioned officers will be classified by HQ AFPC/DPSIP, Officer Accession Branch, in consideration of the following factors: individual qualifications, eligibility criteria, the officer's preferences, commander's recommendation, and Air Force requirements. Air Force requirements have the highest priority. Individual qualifications include education, physical qualifications (as determined in AFI 48123, *Medical Examinations and Standards*), training, experience, and ranking within the respective SOC. HQ AFPC/DPSIP will use specialty descriptions contained in the AFOCD to determine eligibility criteria.

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. AETC classifies non-prior service enlistees before they depart from Basic Military Training, and reclassifies those eliminated from initial skills training but retained in the Air Force.

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. Guaranteed Aptitude Area (GAA). Applicants are guaranteed training in one of four aptitude areas: Administrative, Electronic, General, or Mechanical. They will be assigned a specific job during basic training. AFSC classification of enlistees with a GAA is determined by 2AF TTOC/Det1/POBB, using MilPDS 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. A GAA 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 eight 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/DPSOA, Enlisted Skills Management Branch, classify disenrolled prior service and non-prior service cadets (see AFI 362012, *Record of Disenrollment from Officer Candidate-Type Training--DD Form 785*). Consider the following:

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/DPSOA, jointly classify prior service 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.

2.3.1. HQ USAFRS and HQ AFPC/DPSOA 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.

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:** HQ AFPC/DPSOA 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/DPSIDC for a review. After DPSIDC review, forward to the AFCFM for recommendation. DPSIDC 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/FSMPM, Force Management Operations Element, will award an AFSC at the 1-skill level after completing the following process:

2.4.5.1. Have the 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.

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. 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*.

2.4.5.2. Advise HQ AFPC/DPSOA of the applicant's choices. DPSOA will, using AFI 362626, *Airman Retraining Program*, classify the applicant and notify the MPS/FSMPM.

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. 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.

2.6. Determining the Initial CAFSC. The MPS/FSMPM, Force Management Operations Element, will use Table 2.1. to determine initial classification; Table 3.9. to determine the CAFSC for airmen in training status; and Table 3.10. to determine the CAFSC as a result of assigning or withdrawing awarded AFSCs.

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

<b>L</b>	<b>A</b>	<b>B</b>
<b>I N E</b>	<b>If the enlistee is</b>	<b>then the CAFSC will be</b>
<b>1</b>	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.
<b>2</b>	a prior service enlisted Airman who enlists for duty assignment (see <i>Note</i> )	the AFSC for which enlisted (see <i>Note</i> ).
<b>3</b>	a prior service enlisted Airman who enlists for technical training	the 1-skill level AFSC in which enlisted.
<b>NOTE:</b> Skill level restrictions in paragraph 3.33. apply.		

**2.7. Determining Officer Core Identifier (Core ID).** 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.

2.7.1. 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.

2.7.2. 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.

2.7.3. Once a Core ID is established, it cannot be changed unless the officer formally applies and is approved to retrain 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 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 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 should 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 academic training that led to specialty qualification will be considered.

3.1.5. Currency of Equipment. Qualification on state-of-the-art equipment will be considered.

3.1.6. Desires and interests of the individual.

### **3.2. Designating Other 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 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 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. The DAFSC for enlisted personnel must match the CAFSC unless the enlisted Airman is on temporary duty (TDY) outside the CAFSC. (Reference paragraph 3.34. for duty out of CAFSC restrictions and time limits.)

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

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

3.3.3. Table 3.6 provides DAFSC criteria for officer students.

3.3.4. If the authorized position 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 should not mirror the AFSC specialty description title.

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 C-prefix (commander) authorization. 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 should 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 officer SDIs according to Table 3.5., enlisted SDIs according to Table 3.7., and withdraws SDIs according to the appropriate subparagraph in paragraph 4.1. Personnel who perform "USAF Honor Guard" responsibilities as an additional duty will **not** be awarded SDI 85G0 or 8G000. As such, their DAFSC must not reflect 85G0 or 8G000. Individuals must fill a valid 85G0 or 8G000 UMD authorization for award of either of these SDIs.

**3.5. Awarding or Designating Reporting Identifiers (RI).** RIs are established primarily to identify conditions or jobs where a specific specialty description is not practical, such as a patient or prisoner. However, RIs are awarded or designated to denote qualification or to report a condition the same way AFSCs are awarded. MPSs will award or designate RIs as defined in the AFOCD/AFECD and according to Table 3.5., Table 3.6., and Table 3.7. 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. If not, designate as a disqualified airman and review for retraining consideration pursuant to AFIs 36-2626, *Airman Retraining Program* and 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 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 forward to HQ AFPC/DPSIDC by e-mail/CMS. The reinstatement request must outline the circumstances leading to AFSC withdrawal, what has changed since the withdrawal, and rationale why the AFSC, RI, or SDI and associated SEIs should be reinstated. Requests must be justified and include supporting document(s). DPSIDC 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, DPSIDC will award the AFSC at the skill level designated by the AFCFM.

**3.7. Waiving Mandatory Requirements.** Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals who have exceptional qualifications determined to be equivalent to the mandatory requirements. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval should be forwarded to the next review level (see paragraph 3.7.5. and Table 3.3. for processing instructions). **Note:** Procedures to request waivers pertaining to on-the-job training (OJT) and AFSC upgrade are contained in AFI 362201, Volume 5, *Air Force Training Program Career Field Education and Training*. Approval authority and procedures to request classification waivers are outlined below and in Table 3.1. or Table 3.2. and Table 3.3. ANG members should refer to the *Air National Guard Classification Waivers: Standard Operating Procedures*.

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/DPAMF, 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 paragraph 3.7.)	
<b>4</b>	Training	completed other training or has extensive experience which can be equated to the training requirement	AFCFM (see paragraph 3.7.) <b>EXCEPTION:</b> AFSC 71SX (see <i>Note 2</i> ).
<b>5</b>	other mandatory requirements (not specified above) in the Officer Classification Directory specialty description	provided justification	HQ AFPC/DPSIDC (see <i>Notes 3, 4, and 5</i> ).

**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.

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

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>If the enlisted airman's waiver is for (see Note 1)</b>	<b>then approval authority is (see Note 2)</b>
<b>1</b>	mandatory training as listed in the specialty description	AFCFM (see <i>Notes 3</i> and <i>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 9</i> ).  <b>EXCEPTION:</b> AFSC 3E7XX waiver authority is AFCFM.
<b>7</b>	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/DPSIDC (see <i>Notes 5</i> and <i>8</i> ).

**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 enlisted Airmen with approved retraining class quotas, coordinate with HQ AFPC/DPTOT.
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.
6. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command functional managers for their Reserve Component. Exception: AFSC 3E7XX waiver authority remains with AFCFM.
7. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers must ensure waiver packages are properly documented and recommendations well justified.
8. 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 for waivers.
9. ANG Only: Waiver authority for two time CDC failures in AFSCs 3D0X1 is the Air National Guard Career Field Functional Manager.

3.7.5. Processing Waiver Requests. Use Table 3.3. to determine appropriate routing for waiver requests. The individual’s immediate supervisor or commander must decide when a waiver is appropriate. All waiver requests must be justified and include sufficient rationale or documentation for the next level of review to adequately and fairly determine disposition. Each level of review has the responsibility to use their best judgment of what is fair and equitable to the individual, and what is in the best interest of the Air Force. Return or disapprove cases lacking sufficient justification to warrant consideration. **Note:** There are no provisions to award additional AFSCs 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.** ANG units will use the *Air National Guard Classification Waivers: Standard Operating Procedures*.

If the individual requests a waiver, then the (see <i>Note 1</i> )	of organization	must:
Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force memorandum format, include rationale and attach documentation to support request. If 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/DPSIDC. See <i>Note 2</i> .
Classification Representative (DPSIDC)	AFPC	evaluate request. Forward coordinated requests recommending approval, along with supporting documentation, to the applicable approval authority (see Tables 3.1. and 3.2.). <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	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 Tables 3.1. and 3.2.). <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 Tables 3.1. and 3.2.). Forward all other cases with recommendation to HQ AFPC/DPSIDC.

Classification Representative (DPSIDC)	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.
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. All waiver requests must be in official memorandum format.</li> <li>2. Requests to waive mandatory training, education, or CDCs will be forwarded through CMS to HQ AFPC/DPSIDC for further staffing to the AFPC Education and Training Branch, as necessary.</li> </ol>		

### 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, 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 preconversion action to ensure award of the AFSC(s) occurs simultaneously with the AFSC conversion effective date (see the applicable CS&CIG and AFCSM 36-699, Volume I, for detailed conversion instructions). Conversion actions must be completed by 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.

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.

**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.

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

**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 3.9., 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.

**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. Normally, Airmen will retain their PAFSC and other awarded AFSCs. The CAFSC for enlisted personnel will not be changed as a result of patient status.

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

3.13.1. SEIs are established to identify special experience and training not otherwise identified within the PDS. SEIs 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 experience or training 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. As such, AFCFMs, MFMs, commanders, supervisors, AFPC assignment managers, and AFPC classification personnel share responsibility for overall management of the SEI program.

3.13.2.1. HQ AFPC/DPSIDC establishes, revises, and deletes SEIs from the AFOCD/AFECD and MilPDS when requested by the AFCFM. The AFCFM is responsible for annually reviewing established SEIs to determine validity and usefulness (see AFOCD and AFECD for additional SEI information). DPSIDC does not update SEIs for individual Airmen, but is the approval authority for all SEI withdrawal actions processed through CMS IAW the PSD Guide.

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

3.13.2.3. Functional managers at the appropriate level (MAJCOM, SOA, Det, etc.), with the help of manpower, review authorizations to determine if positions are coded with the appropriate SEI or should be coded with an SEI. They review duty positions to determine if the job will provide the incumbent with the special experience that the SEI denotes. A key element to the success of the SEI program is to identify the appropriate positions requiring the training/experience reflected by the SEI.

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

3.13.2.5. Active duty officers (lieutenant colonel and below) may request award or withdrawal of SEIs IAW the PSD Guide.

3.13.3. MPS may award SEIs for active duty colonels and colonel-selects according to SEI criteria specified in the AFOCD IAW the 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:** Individuals assigned to SEI positions will either possess the necessary experience or be able to gain the necessary experience with training and time spent in the position.

3.13.6. 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 the PDS:

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. 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 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. RI 90G0 award notification is provided according to the procedures outlined in AFCSM 36-699, Volume 1, or the PSD Guide. 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 3.4. and Table 3.5. 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 qualifications 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 should represent the commander's or supervisor's estimate as to when the individual will be ready for upgrade.

**3.17. Classifying Commanders.** A variety of AFSCs, SDIs, and RIs are available to identify commander requirements. Use the AFOCD to determine which identifier is appropriate. Personnel selected for commander positions (AFSCs, SDIs, or RIs such as XXC0, 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.

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. **Exception:** AFSC 60C0, Program Director; 62S0, Materiel Leader (established 1 June 2010); 63S0, Materiel Leader (established 1 June 2010); and 63G0, Senior Materiel Leader (established 1 June 2010). Although the term commander is not in the specialty title, do not use prefix "C" with these AFSCs. **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 not possess AFSCs in other than the 4XXX series unless approved by HQ AFPC/DPAM, Medical Service Officer Management Division.

**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.

**3.21. 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.

**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. 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, should 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.** 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://ask.afpc.randolph.af.mil>. **Note:** Officers eliminated from their initial skills training may be reclassified IAW AFI 36-2110.

**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 3.7.).

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 active duty and AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, for Reservists).

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

3.25.2. 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 3.8. 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. USAFR and Air National Guard (ANG) retrainees are processed according to Air Reserve Component directives.

**3.27. Classifying Airmen in Retraining Status.** Retraining in the grade of SMSgt and below must complete all mandatory requirements to qualify for award of a new skill level. Supervisors should 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 as necessary). If recommended for approval, the commander will forward the complete request, through CMS to the MPS. The MPS will review for completeness and forward the CMS case, with recommendations, to HQ AFPC/DPSIDC for final disposition. Review Table 3.1. and Table 3.2., and Table 3.3.

3.27.1. Active Duty 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/A1PO for ANG personnel and AFRC/A1KK for AFRC personnel. NGB/A1PO or AFRC/A1KK will review for completeness and coordinate with ANG or AFRC functional and training managers before approving or disapproving.

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

**3.28. Classifying Students.** Retain a student's awarded AFSC except as indicated in paragraph 2.2. For classifying student officers refer to Table 3.6. 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 3.9.

**3.29. Classifying Chapel Management 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.

**3.30. 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 35101, *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 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 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.

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. 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).

**3.34. Use Outside of CAFSC.** Local emergencies or overages may be the basis for an airman's prolonged assignment outside of the normal career progression pattern. However, to negate any career regression, assignments should be rotated between all airmen in the same CAFSC, 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 to the Systems, Procedures and Student Management Assignments Branch at HQ AFPC/DPAA5, 550 C Street West, Suite 29, Randolph AFB TX 78150-4737.

3.34.3. AFPC Assignment Managers 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 Chiefs and Chief selects outside their CAFSC to HQ USAF/DPE, Chiefs' Group Assignments.

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 3.4. Criteria for Awarding Officer Rated AFSCs.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the officer serving in the position</b>	<b>then officer is qualified for award of</b>
<b>1</b>	is newly commissioned, and selected for pilot training or is undergoing basic pilot training	RI 92T0.
<b>2</b>	is newly commissioned, and selected for navigator training or undergoing basic navigator training	RI 92T1.
<b>3</b>	is 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)
<b>5</b>	is a pilot, but does not meet mandatory specialty qualification for the AFSC, including suffix	entry AFSC (1 level).
<b>6</b>	is a qualified pilot or copilot in the aircraft identified by the suffix, but has not qualified as an aircraft commander	intermediate AFSC (2 level).
<b>7</b>	meets all mandatory specialty qualifications, and is certified by the unit commander or designated representative as being aircraft commander qualified in the aircraft identified by the suffix	aircraft commander AFSC (3 level).
<b>8</b>	is a CSO, but does not meet mandatory specialty qualifications for the AFSC, including suffix	entry AFSC (1 level).
<b>9</b>	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).
<b>10</b>	is a B-52 navigator but not a B-52 radar navigator	intermediate AFSC (2 level) (see <i>Note 1</i> ).
<b>11</b>	possesses a rated qualified AFSC (3 level) and is serving in a staff position (above wing level) in the same AFSC. The UMD must reflect a XXX4X authorization.	staff AFSC (XXX4) (see <i>Note 2</i> ).
<p><b>NOTES:</b></p> <p>1. 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.</p> <p>2. Manpower will not change XXX3X authorizations at wing level and below to XXX4X.</p>		

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

L	A	B
I N E	<p><b>If the officer meets AFSC entry qualifications contained in the specialty description in the Officer Classification Directory and</b></p>	<p><b>then the officer qualifies for award of an (see <i>Note 1</i>)</b></p>
1	<p>is assigned principal duty in an AFSC and continued assignment is intended, but the officer does not meet mandatory upgrade requirements in specialty description</p>	<p>entry AFSC.</p>
2	<p>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)</p>	<p>entry AFSC. This does not apply to award of commander specialties. (see <i>Note 2</i>)</p>
3	<p>is a qualified deputy missile combat crew commander but has not qualified as a missile combat crew commander</p>	<p>intermediate AFSC. (2 level)</p>
4	<p>is currently serving in the AFSC and is demonstrating qualifying proficiency and meets mandatory upgrade requirements</p>	<p>qualified AFSC. (see <i>Note 3</i>)</p>
5	<p>is serving in the SDI or RI and meets mandatory qualifications identified in the AFOCD.</p>	<p>SDI or RI.</p>
6	<p>possesses a qualified AFSC (3 level) and is serving in a staff position (above wing level) in the same AFSC.</p>	<p>Staff AFSC. (XXX4) (see <i>Note 4</i>)</p>

**NOTES:**

1. 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.
2. Requests for award of additional AFSCs must include a recommendation by an individual possessing the specialty at the qualified level. If technical evaluation is not available at base level, then forward the request to the AFCFM.
3. Time spent in staff duty positions can be applied to the award of the qualified level (3 or 4 level).
4. Manpower will not change XXX3X authorizations at wing level or below to XXX4X.

Table 3.6. Classifying Students—Officers.

R U L E	A	B
	If the officer is	then the officer's duty AFSC will be
1	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.
2	attending undergraduate flying training (UFT) (see <i>Note 2</i> )	RI 92T0 for undergraduate pilot training and 92T1 for specialized undergraduate navigator training/undergraduate CSO training.
3	attending undergraduate air battle manager (ABM) training	RI 92T2.
4	attending undergraduate remotely piloted aircraft (RPA) pilot training	RI 92T3 (to be established 2 August 2010)
4	in TDY status while attending a course not leading to the award of a specific AFSC	the duty AFSC indicated by the parent organization.
5	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.
6	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.
<b>NOTES:</b>		
1. Award a primary AFSC, at the entry-level, to officers selected for school when they do not already have an awarded AFSC.		
2. On graduation from UFT, award the officer the entry-level primary and duty AFSC for the specific weapons system.		

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

<b>R U L E</b>	<b>A</b>	<b>B</b>
		<b>If the enlisted Airman</b>
<b>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), or via OJT alone only when specified in the retraining instructions and as approved by the AFCFM or ARC CFM (see <i>Notes 2 and 10</i> )	3-skill level. (see <i>Note 11</i> )
<b>3</b>	successfully completes mandatory CDCs, completes all core tasks identified in the Career Field Education and Training Plan (CFETP) and other duty position tasks identified by individual's supervisor, completes 12 months in upgrade training, meets mandatory 5-skill level requirements listed in the specialty description in the Enlisted Classification Directory and CFETP (see <i>Note 8</i> )	5-skill level. (see <i>Notes 3 and 11</i> )
<b>4</b>	satisfactorily completes all mandatory 7-skill level training, is a SSgt or above, completes 12 months OJT, meets all mandatory 7-skill level requirements in the specialty description in the Enlisted Classification Directory and is recommended by supervisor (see <i>Note 9</i> )	7-skill level. (see <i>Notes 3, 7 and 11</i> )
<b>5</b>	is a SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, meets mandatory 9-skill level requirements in the specialty description in the Enlisted Classification Directory, and is recommended by supervisor	9-skill level. (see <i>Notes 3, 7 and 11</i> )
<b>6</b>	is a CMSgt or CMSgt select and has 9-skill level feeder AFSC that is normal input source into CEM code (the Enlisted Classification Directory)	CEM code. (see <i>Notes 3, 4, and 5</i> )
<b>7</b>	is approved for duty in an SDI or RI	SDI or RI. (see <i>Note 6</i> )

**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 3.9.
7. Must possess the prerequisite AFSC skill level for award of the next higher skill level.
8. Individuals in retraining status (TSC "F") must complete a minimum of 6 months in upgrade training (UGT) for TSC "F"; individuals must complete a minimum of 9 months in UGT.
9. Individuals in retraining status (TSC "G") must complete a minimum of 6 months in UGT.
10. Complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all mandatory requirements.
11. ANG 3D0X1 – ANG Wing/Base 3D0X1 Functional Manager is a mandatory coordinator for approval/disapproval of awarding, upgrading or downgrading of all wing assigned 3D0X1 personnel.

**Table 3.8. Grade and Skill-Level Authorizations for Use in Establishing Manpower Positions.**

I T E M	A	B	C	D	E	F	G	H
	Required Skill-Level	Authorized Grade (see Note)						
		A1C	SrA	SSgt	TSgt	MSgt	SMSgt	CMSgt or CMSgt selectee
<b>AFS With 5 Skill</b>								
1	3-skill level	X						
2	5-skill level		X	X				
3	7-skill level				X	X		
4	9-skill level						X	
5	CEM code							X
<b>AFS Without 5 Skill</b>								
6	3-skill level		X	X				
7	7-skill level				X	X		
8	9-skill level						X	
9	CEM code							X
10	SDI or RI	X	X	X	X	X	X	X
<b>NOTE:</b> The authorized grade for AFSC 8F000 must be MSgt or higher.								

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

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the enlisted Airman is</b>	<b>then the CAFSC is</b>
<b>1</b>	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.
<b>2</b>	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> ).
<b>3</b>	in normal upgrade training from awarded 3-skill level AFSC	the highest awarded AFSC in career ladder. (see <i>Note 4</i> ).
<b>4</b>	CMSgt or CMSgt selectee in retraining status	the CEM code of assignment.
<b>NOTES:</b>		
<p>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.</p> <p>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. <b>Do not change CAFSC prior to date of departure.</b></p> <p>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.</p> <p>4. Skill restrictions of paragraph 3.33 apply.</p>		

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

<b>R</b>	<b>A</b>	<b>B</b>
<b>U L E</b>	<b>If the enlisted Airman</b>	<b>then the CAFSC is</b>
<b>1</b>	is assigned permanent duty in awarded AFSC other than CAFSC	highest awarded AFSC in ladder of assignment. (see <i>Notes 1, 2, 3, and 4</i> )
<b>2</b>	is assigned permanent duty in CEM code, RI, or SDI	CEM code, RI, or SDI. (see <i>Notes 1, 2, and 4</i> )
<b>3</b>	is a prisoner, not dropped from rolls, and is in confinement (not to be used for pretrial status)	RI 9J000. (see <i>Notes 1, and 5</i> )
<b>4</b>	is selected as an officer trainee	RI 9T100 effective on class start date.
<b>5</b>	has awarded AFSC, RI, or SDI withdrawn, and has no other awarded AFSC	RI 9A000, 9A100, 9A200 or 9A300 effective the date DPSIDC approves the withdrawal of the RI, SDI, or awarded AFSC. (see <i>Note 3</i> )
<b>6</b>	has been determined ineligible for duty in an awarded AFSC at current duty location, and has been approved for retraining as surplus enlisted Airman by HQ AFPC/DPAA	RI 9U000, effective date approved by HQ AFPC/DPAA.
<b>7</b>	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/DPSIDC only)
<b>8</b>	is awaiting appellate review (duty status code 52)	RI 9A200 only
<b>9</b>	is a wounded warrior in long-term care/extended rehabilitation and has not completed processing through the Disability Evaluation System (DES)	9W000 (approved and updated—secondary or tertiary AFSC—by HQ AFPC only; for tracking purposes only)
<b>10</b>	is a wounded warrior having completed DES processing	9W200 (approved and updated—secondary or tertiary AFSC— by HQ AFPC only)

**NOTES:**

1. See *Note* 2, Table 3.7.
2. AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, contains policies and procedures for change in unit of assignment for USAFR.
3. If a recruiter, military training instructor, or first sergeant is relieved from duty for cause, then the CAFSC is changed effective the date the individual is relieved from duty. For medical disqualifications, effective date is the date established by competent medical authority.
4. Skill level restrictions reflected in paragraph 3.33. apply.
5. 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/SFCI, Lackland AFB TX. Military confinement may be at the USDB, Ft Leavenworth KS; Miramar NAVCONBRIG, San Diego CA; Ft Lewis WA; Ft Sill OK; Ft Knox KY; Navy Brig, Norfolk VA; Quantico Marine Brig; or other regional confinement facilities as directed by the Chief, Correction Division, AFSFC/SFC.

## Chapter 4

### DOWNGRADING AND WITHDRAWING 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, AFCSM 36-699 Volume 1 or the 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 3.8. Commanders and supervisors considering downgrade or withdrawal recommendations must carefully evaluate all the facts before proceeding. Downgrading or withdrawing an AFSC, SDI, RI, or CEM will not be used as an alternative to more appropriate disciplinary or quality force action. Conversely, punitive action will not be taken against an individual solely because of their failure to remain qualified in an AFSC, SDI, RI, or CEM code—yet the cause for downgrade or withdrawal may require administrative action. In many instances, however, withdrawal is the result of the individual's ineligibility to retain the AFSC, SDI, RI or CEM code 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; or, due to conditions or actions over which the individual did have control, i.e., some training failures, substandard duty performance, loss of security clearance, some failure to maintain AFSC qualification requirement, etc. These will be processed through the CMS as AFSC Disqualification actions IAW the PSD Guide. HQ AFPC/DPSIDC is the approval authority for all AFSC disqualification actions. Follow-on utilization of disqualified Airmen will be IAW AFIs 362626, *Airman Retraining Program*, 362110, *Assignments*, and 36-3208, *Administrative Separation of Airmen*. HQ AFPC/DPSIDC determines qualifications for, approves/disapproves disqualification actions, and updates reporting identifiers (9A000, 9A100, 9A200, and 9A300) upon initial disqualification from all awarded AFSCs. DPSIDC 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, DPSIDC (or the commander) may initiate the documentation required to change the reporting identifier to the most appropriate under the new circumstances. DPSIDC determines eligibility for award of RI 9A400 (return to duty program) and Wounded Warriors (9WXXX and 92WX). ANG MPS will accomplish updates for downgrading and withdrawing AFSCs. ANG will not use CMS to process downgrade or withdrawal of AFSC. ANG members should refer to *Air National Guard Classification Waivers: Standard Operating Procedures*. **Note:** For actions resulting in Selective Reenlistment Bonus (SRB) skill withdrawal, commanders must review for bonus termination and recoupment action according to AFI 362606, *Reenlistment in the United States Air Force*.

4.1.1. Downgrade, Withdrawal, or Disqualification as an Exception to Procedures. When none of the provisions outlined in this chapter apply and the commander still believes an AFSC downgrade, withdrawal, or disqualification is appropriate, forward all pertinent data

via a CMS action to HQ AFPC/DPSIDC as an exception to procedures. DPSIDC is the approval authority.

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. 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 3.10. 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) is 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 and/or 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.

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

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

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

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
		<b>If the airman possesses an AFSC at the</b>	<b>and the date last performed duty in the AFSC has been</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
<b>NOTE:</b> 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 L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
		<b>If the enlisted airman is demoted to</b>	<b>downgrade the CAFSC to</b>
<b>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
<b>NOTE:</b> 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. The MPS will submit an AFSC disqualification action via CMS (IAW the PSD Guide) to HQ AFPC/DPSIDC for approval.

4.1.4.1. 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:

- 4.1.4.1.1. Notification letter signed by unit commander with the completed, signed and dated AF Form 2096 prepared according to the PSD Guide.
  - 4.1.4.1.2. 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.
  - 4.1.4.1.3. Supporting training documentation (enlisted only).
  - 4.1.4.1.4. Letters of counseling (or other administrative documentation) relative to the duty performance cited as the reason for the disqualification action.
  - 4.1.4.1.5. Any additional documentation germane to the case.
- 4.1.4.2. 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/DPSIDC for review and approval/disapproval.
- 4.1.4.3. 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 a commander or immediate supervisor. The EO will:
- 4.1.4.3.1. Read Chapter 4 of this instruction to ensure a thorough understanding of AFSC withdrawal and downgrade procedures.
  - 4.1.4.3.2. Review the case file and the supporting documentation.
  - 4.1.4.3.3. 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 the commander or immediate supervisor of the individual).
  - 4.1.4.3.4. Explain the recommended action and counsel the member, advise him or her of the right to submit a written rebuttal that may include statements from people knowledgeable of the member's duty performance, and help the member prepare any written rebuttal. Members 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.)
    - 4.1.4.3.4.1. 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.
    - 4.1.4.3.4.2. Finally, the FSS commander reviews and disapproves the action or

recommends approval and forwards the case file via CMS to HQ AFPC/DPSIDC for review and approval/disapproval. For technical evaluation, DPSIDC may forward to HQ AFPC/DPSIT and then to the AFCFM if additional evaluation is needed.

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/DPSIDC 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/DPSIDC. If approved, DPSIDC will withdraw the AFSC, SDI or CEM code (for enlisted) 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.

4.1.6.2. 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 retention requirements for the 5-, 7-, or 9-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]). Before performing the administrative AFSC disqualification, the commander must ensure the servicing medical treatment facility reviews the medically disqualifying condition and enters the Airman into the DES process. Typically, when an individual is permanently disqualified from performing the duties in the specialty description, or when the medical evaluation reviewing or approving authority determines the medical defect permanently prevents the individual from being used in the awarded AFSC (AFI 48-123, *Medical Examinations and Standards*), the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIDC for approval/disapproval. DPSIDC refers the disqualification case to AFPC/DPASF for review and follow-on utilization consideration for officers, if approved.

4.1.7.1. 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 with the disqualification action.

4.1.7.2. The 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. Final approval authority is HQ AFPC/DPSIDC, USAF Military Classification Development, or HQ AFPC/DPSIT, Education and Training Branch, for training issues.

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

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 approval. After 4 years, the rated AFSC is withdrawn unless DPAO approves further duty beyond the initial 4 years. An AFSC withdrawn under this provision will be re-awarded at the appropriate qualification level 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 for assignment instructions.

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.

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/DPSIDC for approval/disapproval.

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, the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIDC 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.). DPSIDC is the approval authority. The effective date, if approved, will be the effective date on the aeronautical orders from the flight records office. DPSIDC refers the disqualification case to AFPC/DPASF for review and follow-on utilization consideration, if approved.

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, fails to meet proficiency requirements for upgrade to the qualified AFSC, or is disapproved for continued duty in an AFSC a technical training elimination package will be submitted to HQ AFPC/DPSIP IAW AFI 36-2110. Reclassification or retention of the officer will be considered based on current Air Force policies.

4.1.12.2. Enlisted:

4.1.12.2.1. If the training manager disqualifies an individual from training in IAW AFI 36-2201, Volume 3, *Air Force Training Program On-the-Job Training Administration*, the MPS will submit an AFSC disqualification action via CMS to HQ AFPC/DPSIDC to request withdrawal of an AFSC for failure to progress.

4.1.12.2.2. 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.

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

4.1.13. AFSC Withdrawal (Disqualification) for Wounded Warriors Having Been Processed Through the Medical and Physical Evaluation Boards and Determined Unfit for Further Military Service, Yet Desiring to Remain on Active Duty. HQ AFPC/DPSIDC will initiate withdrawal of awarded AFSCs for which the airman no longer qualifies and updates RI 9W000 to the control and primary AFSC.

4.1.14. 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 AFPC/DPSIDC will initiate withdrawal of awarded AFSCs for which the airman no longer qualifies and update RI 9A400. This RI remains until such time as the airman is retrained or separated/discharged.

4.1.15. Airmen Leaving an SDI or RI, 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.

4.1.15.1. Assess feasibility of returning to AFSCs withdrawn for lack of recent performance IAW paragraph 4.1.2.

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

**4.2. Officer Disqualification Actions.** The MPS will report the disqualifying circumstances to HQ AFPC/DPSIDC via CMS. DPSIDC will review then forward to AFPC/DPASF for review and 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, or 96U0, Unclassified Officer. For those identified for utilization in a new AFSC, the assignments team will provide further instructions as necessary. An officer under consideration for award of another AFSC must meet the mandatory entry and retention requirements.

**4.3. 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/DPSIDC 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 the MPS.

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

4.4.1. In cases where AFPC has approval authority for AFSC withdrawal, the effective date is the date indicated in AF Form 2096, Section II, once the approval notification has been sent to the MPS via the CMS.

4.4.2. AFSC disqualification for medical reasons will take effect on the date of the disqualification as specified on the AF Form 422/AF Form 1042.

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/DPSIDC will designate RI 9A000, 9A100, 9A200, or 9A300 (as appropriate) as the primary and control AFSC. MPS may change only when departing for approved retraining--retain until the member is separated, retired, or discharged. AFPC will update all 9AXXX RIs following approval of the disqualification action.

**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 4.1.1. (see <i>Note 1</i> )	Commander	Forward, all pertinent data to MPS to forward to HQ AFPC/DPSIDC, via CMS with recommendation. DPSIDC is the approval authority. DPSIDC evaluates circumstances and accompanying documentation. If supportable, approves request. Disapprovals will be returned to the MPS. ANG members should refer to the <i>Air National Guard Classification Waivers: Standard Operating Procedures</i> .
Lack of Recent Performance, paragraph 4.1.2. (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 4.1.4.	MPS	ensure appropriate documentation outlined in paragraphs 4.1.4.1.1. through 4.1.4.1.4. 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/DPSIDC for processing. If the member, commander, and MPS are not in concurrence with the withdrawal, forward the case to the FSS Commander for continued processing.

Substandard Performance, paragraph 4.1.4.	FSS Commander	either disapprove the request, if considered to be without merit, or appoint a disinterested Evaluation Official (EO) (field grade officer or SNCO, senior in grade to member being reviewed). EO cannot be individual's commander or supervisor. HQ AFPC/DPSIDC is the approval authority.
	EO	Will read Chapter 4 and follow procedures outlined in paragraph 4.1.4.3.1. through 4.1.4.3.4.2.
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Table 4.1. applies.</li> <li>3. Time spent in a TDY status in the AFSC to be downgraded or withdrawn counts as time performing in the specialty. Member's time starts over from the return date of the TDY.</li> </ol>		

**Figure 4.1. Sample Statement to Accompany 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

## Chapter 5

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

#### 5.1. Classifying Responsibilities:

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

5.1.2. United States Air Force Reserve (USAFR).

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

5.1.2.2. Commanders of Regular Air Force units or HQ Air Force Reserve Command Readiness Management Group (HQ AFRC/RMG) initiate classification actions for personnel assigned or attached as Individual Mobilization Augmentees (IMA) according to AFMAN 36-8001.

5.1.2.3. HQ RMG authenticates classification actions on individual reservists assigned to the Participating Individual Ready Reserve (PIRR) and IMAs.

#### 5.2. Classifying Air Reserve Component Personnel:

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

5.2.2. Gaining commands conduct training for ANG and USAFR personnel (including IMAs) for AFSCs listed in the AFOCD and AFECD according to the same standards as active force personnel.

5.2.3. When unique operating conditions preclude meeting specialty qualification criteria, ANG or USAFR may supplement this instruction according to AFI 33-360. Forward draft supplements through respective ANG or USAFR component headquarters (functional manager and classification and training offices) to HQ AFPC/DPSIDC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712.

**5.3. Awarding AFSCs in the Legal Utilization Field (51JX).** 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.

#### 5.4. Prescribed and Adopted Forms.

5.4.1. Prescribed Forms. No forms are prescribed in this publication.

5.4.2. 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*, and SF 88, *Report of Medical Examination*.

RICHARD Y. NEWTON III, Lt General, USAF  
DCS, Manpower and Personnel

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

- 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 Badges*
- AFI 31-501, *Personnel Security Program Management*
- AFI 33-119, *Air Force Messaging*
- AFI 33-129, *Web Management and Internet Use*
- AFI 33-332, *Privacy Act Program*
- AFI 33-360, *Publications and Forms Management*
- AFI 35-**101**, *Public Affairs Policies and Procedures*
- AFI 36-2002, *Regular Air Force and Special Category Accessions*
- AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*
- AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training*
- AFI 36-2106, *Competitive Category Transfers*
- AFI 36-2110, *Assignments*
- AFI 36-2201, *Air Force Training Program (Volumes 1 – 6)*
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*
- AFI 36-2605, *Air Force Military Personnel Testing System*
- AFI 36-2606, *Reenlistment in the United States Air Force*
- AFI 36-2626, *Airman Retraining Program*
- AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*
- AFI 48-123, *Medical Examinations and Standards (Volumes 1 – 4)*
- AFI 51-103, *Designation and Certification of Judge Advocates*
- AFI 51-802, *Assignment to The Judge Advocate General's Department Reserve*
- AFMAN 33-363, *Management of Records*
- AFMAN 36-8001**, *Reserve Personnel Participation and Training Procedures*
- AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*
- AFCSM 36-699, **V1**, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines*
- DoD 5400.11-R, *Department of Defense Privacy Program*
- ETCA, *Education and Training Course Announcements (formerly AFCAT 36-2223)*

*Abbreviations and Acronyms*

**AFSC**—Secondary Air Force Specialty Code  
**AFSC**—Tertiary Air Force Specialty Code  
**AFSC**—Fourth Air Force Specialty Code  
**AFCFM**—Air Force Career Field Manager  
**AFECD**—Air Force Enlisted Classification Directory  
**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  
**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  
**CMS**—Case Management System  
**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  
**MilPDS**—Military Personnel Data System  
**MPFM**—Military Personnel Flight Memorandum  
**MPS**—Military Personnel Section  
**NPS**—Nonprior Service  
**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  
**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**—Sources 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

### *Terms*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Career Field**—A group of closely related AFSs (or a single AFSC when there are not related specialties) requiring basically the same knowledge and skills. A career field includes subdivisions and ladders.

**Career Field Ladder**—A division of a career field in which closely related Air Force specialties are arranged in one or more ladders to indicate lateral functional relationships merging at the 7- or 9-skill level.

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

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

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

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

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

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

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

**Defense Integrated Military Human Resources System (DIMHRS)**—A Congressionally-mandated program with efforts spearheaded through the Department of Defense (DoD) that will provide the Services with an integrated, multi-component, personnel and pay system.

**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.

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

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

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

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

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

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

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

**Intermediate Air Force Specialty Code**—An AFSC for pilots, bomber 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 4<sup>th</sup> 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, and air battle manager.

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

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

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

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

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

**Special Experience Identifier (SEI)**—A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet 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.