Instructions for Completing AF Form 2096 (Officer)

- ***** The Supervisor or requesting official will initiate the AF2096 using the following steps.
- 1. TO: Input members RIO Detachment EXAMPLE: "RIO Det 5"
- 2. FROM: Input organization/office symbol of supervisor/requesting official EXAMPLE: 2SFS/S3T
- 3. SECTION I. INDIVIDUAL IDENTIFICATION: Self-explanatory

4. SECTION II. PERSONNEL DATA CHANGES: AFSC INFORMATION

- a. <u>AWARD AFSC:</u> (2, 3, 4) <u>AS</u> (Primary, Secondary, etc.) <u>AFSC</u>
- b. <u>EFFECTIVE:</u> (Input effective date associated with appropriate scenario below)
- The effective date for award of the 2, 3, 4 skill level is:
 - The date the officer completes all mandatory requirements
- c. <u>REDESIGNATE</u>: (Often used when redesignating a PAFSC to a 2AFSC)
- d. <u>PAFSC FROM</u>: (current PAFSC) TO (newly awarded PAFSC)
- e. <u>CAFSC FROM</u>: (This section not used)
- <u>f.</u> <u>EFFECTIVE</u>: (This section not used)
- g. <u>2 AFSC FROM</u>: (As necessary)
- h. <u>3 AFSC FROM</u>: (As necessary)
- i. <u>4 AFSC FROM</u>: (This section not used)
- j. <u>WITHDRAW AFSC</u>: (Only used when submitting a draft AF Form 2096 for AFSC Disqualification Packages)

5. SECTION II. PERSONNEL DATA CHANGES: OJT INFORMATION

- <u>a.</u> <u>EFFECTIVE</u>: (This section not used)
- b. <u>ENTER/CONTINUE AFSC</u>: (This section not used)
- c. <u>COMPLETED AFSC:</u> (This section not used)
- d. DATE INITIALLY ENTERED RETRAINING: (This section not used)
- 6. NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL



a. Input the name, grade, title, and duty phone of the supervisor/requesting official **NOTE**: For AFSC upgrades, Supervisor Signature is required **NOTE**: For AFSC realignments, requesting official does not have to be the supervisor

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

7. SECTION III. CONCURRENCE OF MEMBER:

- a. Input the date the member signs the form
- b. Member must concur or non-concur with the requested action
- c. Member signs the form via pen/ink or CAC enabled digital signature

NOTE: If member is unable to sign due to extenuating circumstances, input the following statement in the members signature block "Member unavailable to sign".

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

9. SECTION V. REMARKS:

- a. For completion of UGT requirements and award of a higher skill level, input the following statement in the remarks section:
- "Member has met all requirements for upgrade to the 2, 3 or 4 skill level and is recommended by their supervisor."
- 10. UTM/ADUTM will review the AF Form 2096 for accuracy and request the commander or authorized representative sign in Section VI.

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

- a. Input the date the commander or authorized representative signs the form
- b. Input name, grade and title of the commander or authorized representative
- c. Commander or authorized representative signs the form via pen/ink or CAC enabled digital signature

NOTE: For ARC personnel, The unit commander or authorized representative (O-4 and above or E-8 or E-9) can sign the AF Form 2096 for OJT actions. The unit commander must identify an authorized representative in writing within the unit. The memorandum will be maintained within the unit. **NOTE**: For IMA personnel, The RIO Detachment commander may sign due to shared ADCON responsibilities.

- 12. After obtaining the commander's or authorized representative's signature, the UTM/ADUTM will submit the AF Form 2096 to the Base Training Manager (BTM) for review.
- 13. BTM will review the AF Form 2096 for accuracy, sign in Section VII, and return the AF Form 2096 to the UTM/ADUTM.



14. The UTM/ADUTM will make corrections (if necessary) and forward the AF2096 to the members RIO Detachment for processing the requested OJT action in the Military Personnel Data System (MilPDS).

See Attachment 1 for AF2096 examples



Attachment 1

| CLASSIFICATION/ON-THE-JOB TRAINING ACTION | | | | | | | PERSONNEL ACTION NO. | | | | | |
|---|--|--|-----------------|---------------|-----------------------------|-----------------------|----------------------|----------|---------------|---------|----------------|--|
| TO: (Organization) RIO DET 9 | | FROM: (Organization/Office Symbol) 2SFS/S3T | | | | | | | | | | |
| 1 | | | | /FSM | DENTIFICATION | 1 | | | | | | |
| NAME (Last, First, M | n | | IND | | GRADE | | SSN | | | UNIT | | |
| SNOW, JOHN S | 9 | | | | 0-4 | | 123-45-6789 | | | 2SFS | | |
| И. | | | PER | SONNEL | DATA CHANGE | s | | | | | | |
| AFSC INFORMATIO | N | | | | OJT INFORMAT | ION | | | | | | |
| AWARD AFSC | 35P3 | AS PRIMA | RY | AFSO | | | | | | | | |
| EFFECTIVE 1-0 | DEC-16 (Date officer c | ompletes all n | nandatory requ | uirements) | ENTER/CONT | INUE A | FSC | | TS CODE | | | |
| REDESIGNATE | | AS | | AFSO | WITHDRAW / | AFSC | | | TS CODE | | | |
| PAFSC FROM | 35P1 | TO 35P3 | | | COMPLETED | AFSC | | | TS CODE | | | |
| CAFSC FROM | | то | | | DATE INITIALI | | | | | | | |
| EFFECTIVE | | | | | DIRECTED DU | JTY AFS | SC . | | | | DDA EXPIRATION | |
| 2 AFSC FROM | | то | | | D | ATE | _ | | REASO | N | - | |
| 3 AFSC FROM | | то | | | OFF-PROJ CLASN UPGRADE DATE | | | | | | | |
| 4 AFSC FROM | | то | | | ASSIGN PROFIC | | PAY | | | | | |
| ADD-AFSC FROM | N | то | | | SS RATING | | | AMOUNT | | | AFSC | |
| WITHDRAW AFSO | | | | | EFFECTIVE | | | PRO PAY | STATUS | REASON | | |
| SPECIAL EXPERIE | ENCE IDENTIFIER (S) | (Airman Only) | | | WITHDRAW F | RO PA | Y | E | FFECTIVE | | | |
| DESIGNATE CAFS | SC SEI | | | | MISCELLANEOU | JS INFO | RMATION | | | | | |
| DESIGNATE GENI | ERAL SEI | | | | ADSCD | | | RE | ASON | | | |
| DESIGNATE SEI | | WITH () AFSC | | | | PROMOTION ELIG STATUS | | | | | | |
| WITHDRAW SEI | | FROM (|) AFSC | | PROMOTED | то | | | EFFECTIV | Έ | | |
| DUTY INFORMATIO | N | | | | | WITH | DATE OF RANK | < | | | | |
| DAFSC | EFFE | CTIVE DATE | | | ASSIGNMENT | AVAIL | CODE/DOA | | | | | |
| OFFICE SYMBOL | DI | ЛТҮРН | | | DESIGNATE | WAFSC | | | EFFECTIV | Έ | | |
| POSITION NO. | | OSC | | | WITHDRAW V | VAFSC | | | EFFECTI | /E | | |
| COMD LVL | | | | | | | | | | | | |
| AUTHORITY AFI | 36-2201, AF1 36-210 | | | | | | | | | | | |
| DATE | NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL SIGNATURE | | | | | | | | | | | |
| | STARK, EDWARD D, MSgt, USAF 15 Dec 2017 NCOIC, B-FLIGHT, 987-1234 | | | | | | | | | | | |
| | | 11, 507-12 | | | | | | | | | | |
| III. | | | | | CE OF MEMBER | 2 | | | | | | |
| DATE | | NOT CONCUR | | | OF MEMBER | | | | | | | |
| 15 Dec 2017 | | | | | | | | | | | | |
| IV. RNLTD/ EFFECTIVE | DATE | ASSIGNMEN | T ACTION NUME | | ASSIGNMENT | | 1 | | ASSIGNME | NT TO | | |
| RNLTD/EFFECTIVE | DATE | ASSIGNMEN | TACTION NOME | DER | ASSIGNMEN | FROM | | - 1 | ASSIGNME | | | |
| v | | | | RF | MARKS | | | | | | | |
| V. "Member has m | net all requiremen | ts for upor | ade to the 3 | | | omme | nded by th | eir sup | ervisor ' | U | | |
| includer has h | let un requirementer | to for upgr | | prun rev | | //////0 | indea by an | on oup | 0 1001. | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| VI | | COMMANDS | | | | - | | | | 5 Dec 2 | 017 | |
| VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE DATE DATE TO DOUL TYPED NAME, GRADE, AND TITLE SIGNATURE | | | | | | | | | | | | |
| FOR THE | CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567 | | | | | | | | | | | |
| COMMANDER | | | | | | | | | | | | |
| VII. | | ACTION BY | PERSONNEL | OFFICIAL | | | | | DATE 1 | 5 Dec 2 | 2017 | |
| APPROVED | | APPROVED | LINGONIALL | | - | | HEADQUARTE | | | | | |
| | TYPED NAME, GRADE, AND TITLE | | | | 2BW | | | | | | | |
| FOR THE | RAMSEY S. BOLTON, GS-07, USAF | | | | SKINATURE | | | | | | | |
| COMMANDER | BASE TRAINING MANAGER, 987-7890 | | | | | | NOTES | | | | | |
| This authorization | remains in effect after Airi | nan's discharge | and immediate n | eenlistment a | at the same station | provideo | i that he/she has | no break | in military s | ervice. | | |

This authorization remains in effect after Airman's discharge and immediate reenlistment at the same station provided that he/she has no break in military service.



| CLA | | PERSONNEL ACTION NO. | | | | | | | | | |
|---------------------------------|---|------------------------|--------------------------|------------------------------------|-----------------------------|-----------------------|----------|-------------|----------|----------------|--|
| TO: (Organization) RIO DET 9 | | | FROM: (Organ 2SFS/S3T | FROM: (Organization/Office Symbol) | | | | | | | |
| 1. | | | /FSM | IDENTIFICATIO | M | | | | | | |
| NAME (Last, First, MI) | 1 | | INDIVIDUAL | GRADE | | SSN | | | UNIT | | |
| SNOW, JOHN S | , | | | 0-4 | | 123-45-6789 | | | 2SFS | | |
| | | | PERSONNE | L DATA CHANG | ES | | | | | | |
| AFSC INFORMATION | 1 | | | OJT INFORMA | ATION | | | | | | |
| | 13S4 | AS PRIMARY | AF | SC EFFECTIVE | | | | | | | |
| EFFECTIVE 1-D | C-16 (Date officer enters position and has a 3-level) | | | ENTER/CONTINUE AFSC TS CODE | | | | | | | |
| REDESIGNATE | | AS AFSC | | | C WITHDRAW AFSC TS CODE | | | | | | |
| PAFSC FROM 3 | 35S3A | TO 13S4 | COMPLETE | DAFSC | | | TS CODE | | | | |
| CAFSC FROM | | то | | | | ERED RETNG | | | | | |
| EFFECTIVE 1- | Dec-16 (Date officer | enters position and | has a 3-level) | DIRECTED | DUTY AF | SC | | | | DDA EXPIRATION | |
| 2 AFSC FROM N | /A | TO 13S3A (Keep | AFSC with suffix |) | DATE | | | | REASON | | |
| 3 AFSC FROM | | то | | OFF-PROJ | OFF-PROJ CLASN UPGRADE DATE | | | | | | |
| 4 AFSC FROM | | то | | ASSIGN PROF | ASSIGN PROFICIENCY PAY | | | | | | |
| ADD-AFSC FROM | | то | | SS RATING | 3 | | AMOUNT | | | AFSC | |
| WITHDRAW AFSC | | | | EFFECTIVE | E | | PRO PAY | STATUS | REASON | | |
| SPECIAL EXPERIE | NCE IDENTIFIER (S) | (Airman Only) FIEL | .D43 | WITHDRAW | PRO PA | Y | E | FFECTIVE | | | |
| DESIGNATE CAFS | C SEI | | | MISCELLANE | OUS INFO | ORMATION | | | | | |
| DESIGNATE GENE | RAL SEI | | | ADSCD | | | RE | ASON | | | |
| DESIGNATE SEI | | WITH () AFSC | | | | PROMOTION ELIG STATUS | | | | | |
| WITHDRAW SEI | | FROM () AFSC | | PROMOTE | PROMOTED TO EFFECTIVE | | | | | | |
| DUTY INFORMATION | 4 | | | | WITH | H DATE OF RAN | к | | | | |
| DAFSC | EFFE | CTIVE DATE | | ASSIGNME | NT AVAIL | CODE/DOA | | | | | |
| OFFICE SYMBOL | D | ЛТҮ РН | | DESIGNAT | E WAFSC | | | EFFECTI | VE | | |
| POSITION NO. | | OSC | | WITHDRAW | / WAFSC | | | EFFECTI | VE | | |
| COMD LVL | | | | OTHER | | | | | | | |
| AUTHORITY AFI | 36-2201, AF1 36-210 | 1 | | | | | | | | | |
| DATE | | | | | | | | | | | |
| | STARK, EDWARD D, MSgt, USAF | | | | | | | | | | |
| 15 Dec 2017 | NCOIC, B-FLIGH | 11, 987-1234 | | | | | _ | | | | |
| III. | | | | ENCE OF MEMB | ER | | | | | | |
| DATE | | NOT CONCUR | SIGNATUR | RE OF MEMBER | | | | | | | |
| 15 Dec 2017 | | NOTCONCOR | | | | | | | | | |
| IV. | | | INTRA-BASE AS | SIGNMENT ACT | TIONS | | | | | | |
| RNLTD/ EFFECTIVE | DATE | ASSIGNMENT ACTI | ON NUMBER | ASSIGNME | NT FROM | 4 | | ASSIGNM | ENT TO | | |
| | | | | | | | | | | | |
| v. Member has m | et all requiremen | its for upgrade t | | EMARKS evel and is re- | comme | ended by th | eir sup | ervisor | 23 | | |
| VI. | APPROVAL BY | COMMANDER OR | AUTHORIZED F | REPRESENTATI | VE | | | DATE | 15 Dec 2 | 017 | |
| | TYPED NAME, GRA | | | SIGNATURE | | | | | | | |
| FOR THE COMMANDER | FOR THE CERCI B. LANISTER, MAJ, USAF | | | | | Mile Rid | | | | | |
| VII. | | ACTION BY PER | SONNEL OFFICI | AL | | | 1 | DATE | 15 Dec 2 | 017 | |
| APPROVED | DIS | | | HEADQUARTE | RS | | | | | | |
| | TYPED NAME, GRA | | 2BW | | | | | | | | |
| FOR THE COMMANDER | RAMSEVS BOLTON CS 07 LISAE | | | | | | | | | | |
| This authorization n | omains in offect after Aire | nan's discharge and im | mediate reenlistme | nt at the same statio | n nmvida | d that ha/sha has | no broak | in military | romino | | |

myPers