

## Instructions for Completing AF Form 2096 (Enlisted)

❖ 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. AWARD AFSC: (3, 5, 7 or 9) AS (Primary, Secondary, etc.) AFSC
  - b. EFFECTIVE: (Input effective date associated with appropriate scenario below)
    - The effective date for award of the 3 skill level is:
      - The date the Airmen graduated from the 3-skill level awarding technical school
      - The date the member is awarded 3-skill level via OJT (e.g., direct duty assignments)
      - The date specified in the applicable AFSC conversion message published by AFPC
    - The effective date for award of the 5, 7, or 9 skill level is the date the member completes all mandatory requirements and/or meets minimum rank requirements.
  - c. REDESIGNATE: (Often used when redesignating a PAFSC to a 2AFSC for retrainees)
  - d. PAFSC FROM: (*current PAFSC*) TO (*newly awarded PAFSC*)
  - e. CAFSC FROM: (*current CAFSC*) TO (*Input newly awarded CAFSC*)
    - The CAFSC for members performing duty in a 3, 5, 7, or 9 skill level structure will not exceed the:
      - 3 skill level for AB through A1C
      - 5 skill level for SrA and SSgt
      - 7 skill level for TSgts and MSgts
      - 9 skill level for SMSgts
    - The CAFSC for members performing in an AFS without a 5 skill level will not exceed the:
      - 3 skill level for AB through SSgt
      - 7 skill level for TSgts and MSgts
      - 9 skill level for SMSgts
  - f. EFFECTIVE: (*CAFSC effective date*)
  - g. 2 AFSC FROM: (*As necessary*)
  - h. 3 AFSC FROM: (*As necessary*)
  - i. 4 AFSC FROM: (*As necessary*)

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

**5. SECTION II. PERSONNEL DATA CHANGES: *OJT INFORMATION***

- a. EFFECTIVE: (*Effective date of new TSC*)
- b. ENTER/CONTINUE AFSC: (*Newly awarded AFSC*) TS Code (*New TSC*)
- c. COMPLETED AFSC: (*Completed AFSC*) TS Code (*Completed TSC*)
- 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**: With the exception of placing a member into TSC T, 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 3, 5 or 7 skill level and is recommended by their supervisor.”
- b. For entry into TSC T, input the following statement in the remarks section:
- “I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand removal from UGT may result in separation under the provisions of AFI 36-3208, *Administrative Separation of Airmen*.”
- NOTE**: If being placed into TSC T, member must sign the AF2096. Inputting “member unavailable to sign” is not authorized.

**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

### Initial 3-Level

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-3	SSN 123-45-6789
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>	
AWARD AFSC 3P031 AS PRIMARY AFSC		EFFECTIVE 1-DEC-16	
EFFECTIVE 1-DEC-16 (Date Graduated Tech School)		ENTER/CONTINUE AFSC 3P031 TS CODE B	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 3P011 TO 3P031		COMPLETED AFSC 3P011 TS CODE K	
CAFSC FROM 3P011 TO 3P031		DATE INITIALLY ENTERED RETNG	
EFFECTIVE 1-DEC-16 (Date Graduated Tech School)		DIRECTED DUTY AFSC	
2 AFSC FROM TO		DATE REASON	
3 AFSC FROM TO		OFF-PROJ CLASN UPGRADE DATE	
4 AFSC FROM TO		ASSIGN PROFICIENCY PAY	
ADD-AFSC FROM TO		SS RATING AMOUNT AFSC	
WITHDRAW AFSC		EFFECTIVE PRO PAY STATUS REASON	
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE CAFSC SEI		MISCELLANEOUS INFORMATION	
DESIGNATE GENERAL SEI		ADSCD REASON	
DESIGNATE SEI WITH ( ) AFSC		PROMOTION ELIG STATUS	
WITHDRAW SEI FROM ( ) AFSC		PROMOTED TO EFFECTIVE	
<b>DUTY INFORMATION</b>		WITH DATE OF RANK	
DAFSC EFFECTIVE DATE		ASSIGNMENT AVAIL CODE/DOA	
OFFICE SYMBOL DUTY PH		DESIGNATE WAFSC EFFECTIVE	
POSITION NO. OSC		WITHDRAW WAFSC EFFECTIVE	
COMD LVL DUTY TITLE		OTHER	
AUTHORITY AFI 36-2201, AF1 36-2101			
DATE 15 Dec 2016	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		SIGNATURE 
<b>III. CONCURRENCE OF MEMBER</b>			
DATE 15 Dec 2016	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER 	
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 3-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			
			DATE 15 Dec 2016
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567		SIGNATURE 
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE 15 DEC 2016
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890		HEADQUARTERS 2BW SIGNATURE 
<small>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.</small>			

**Initial 5-Level**

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-3	SSN 123-45-6789
UNIT 2SFS			
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>	
AWARD AFSC 3P051 AS PRIMARY AFSC		EFFECTIVE 1-DEC-17 (Date UGT Requirements completed)	
EFFECTIVE 1-DEC-17 (Date UGT Requirements completed)		ENTER/CONTINUE AFSC 3P051 TS CODE R	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 3P031 TO 3P051		COMPLETED AFSC 3P031 TS CODE B	
CAFSC FROM 3P031 TO 3P051		DATE INITIALLY ENTERED RETNG	
EFFECTIVE 1-DEC-17 (Date UGT Requirements completed)		DIRECTED DUTY AFSC	
2 AFSC FROM TO		DATE REASON DDA EXPIRATION	
3 AFSC FROM TO		OFF-PROJ CLASN UPGRADE DATE	
4 AFSC FROM TO		ASSIGN PROFICIENCY PAY	
ADD-AFSC FROM TO		SS RATING AMOUNT AFSC	
WITHDRAW AFSC		EFFECTIVE PRO PAY STATUS REASON	
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE CAFSC SEI		<b>MISCELLANEOUS INFORMATION</b>	
DESIGNATE GENERAL SEI		ADSCD REASON	
DESIGNATE SEI WITH ( ) AFSC		PROMOTION ELIG STATUS	
WITHDRAW SEI FROM ( ) AFSC		PROMOTED TO EFFECTIVE	
<b>DUTY INFORMATION</b>		WITH DATE OF RANK	
DAFSC EFFECTIVE DATE		ASSIGNMENT AVAIL CODE/DOA	
OFFICE SYMBOL DUTY PH		DESIGNATE WAFSC EFFECTIVE	
POSITION NO. OSC		WITHDRAW WAFSC EFFECTIVE	
COMD LVL DUTY TITLE		OTHER	
AUTHORITY AFI 36-2201, AF1 36-2101			
DATE 15 Dec 2017	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		SIGNATURE 
<b>III. CONCURRENCE OF MEMBER</b>			
DATE 15 Dec 2017	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER 
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 5-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			DATE 15 Dec 2017
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567		SIGNATURE 
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			DATE 15 Dec 2017
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			HEADQUARTERS 2BW
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890		SIGNATURE 
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.			

# Initial 7-Level

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-5	SSN 123-45-6789
UNIT 2SFS			
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>	
AWARD AFSC 3P071 AS PRIMARY AFSC		EFFECTIVE 1-Dec-18 (Date UGT Requirements Completed)	
EFFECTIVE 1-Dec-18 (Date UGT Requirements Completed)		ENTER/CONTINUE AFSC 3P071 TS CODE R	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 3P051 TO 3P071		COMPLETED AFSC 3P051 TS CODE C	
CAFSC FROM N/A TO Does not change until TSgt		DATE INITIALLY ENTERED RETNG	
EFFECTIVE		DIRECTED DUTY AFSC	
2 AFSC FROM TO		DATE REASON	
3 AFSC FROM TO		OFF-PROJ CLASN UPGRADE DATE	
4 AFSC FROM TO		ASSIGN PROFICIENCY PAY	
ADD-AFSC FROM TO		SS RATING AMOUNT AFSC	
WITHDRAW AFSC		EFFECTIVE PRO PAY STATUS REASON	
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE CAFSC SEI		MISCELLANEOUS INFORMATION	
DESIGNATE GENERAL SEI		ADSCD REASON	
DESIGNATE SEI WITH ( ) AFSC		PROMOTION ELIG STATUS	
WITHDRAW SEI FROM ( ) AFSC		PROMOTED TO EFFECTIVE	
<b>DUTY INFORMATION</b>		WITH DATE OF RANK	
DAFSC EFFECTIVE DATE		ASSIGNMENT AVAIL CODE/DOA	
OFFICE SYMBOL DUTY PH		DESIGNATE WAFSC EFFECTIVE	
POSITION NO. OSC		WITHDRAW WAFSC EFFECTIVE	
COMD LVL DUTY TITLE		OTHER	
AUTHORITY AFI 36-2201, AF1 36-2101			
DATE	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL		SIGNATURE
15 Dec 2018	STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		
<b>III. CONCURRENCE OF MEMBER</b>			
DATE	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER
15 Dec 2018			
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 7-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			
TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567			DATE 15 Dec 2018
FOR THE COMMANDER			SIGNATURE
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE 15 Dec 2018
TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890			HEADQUARTERS 2BW
FOR THE COMMANDER			SIGNATURE
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.			

# Retraining 3-Level

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-6	SSN 123-45-6789
			UNIT 2SFS
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OUT INFORMATION</b>	
AWARD AFSC 5R031 AS SECONDARY AFSC		EFFECTIVE 1-Jun-19 (Date Graduated Tech School)	
EFFECTIVE 1-JUN-19 (Date Graduated Tech School)		ENTER/CONTINUE AFSC 5R031 TS CODE F	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 3P071 TO N/C		COMPLETED AFSC 5R011 TS CODE M	
CAFSC FROM 3P071 TO 5R031		DATE INITIALLY ENTERED RETNG	
EFFECTIVE 1-Jun-19		DIRECTED DUTY AFSC	
2 AFSC FROM 5R011 TO 5R031		DATE	
3 AFSC FROM TO		REASON	
4 AFSC FROM TO		OFF-PROJ CLASN UPGRADE DATE	
ADD-AFSC FROM TO		ASSIGN PROFICIENCY PAY	
WITHDRAW AFSC		SS RATING AMOUNT AFSC	
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		EFFECTIVE	
DESIGNATE CAFSC SEI		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE GENERAL SEI		MISCELLANEOUS INFORMATION	
DESIGNATE SEI WITH ( ) AFSC		ADSCD REASON	
WITHDRAW SEI FROM ( ) AFSC		PROMOTION ELIG STATUS	
DUTY INFORMATION		PROMOTED TO EFFECTIVE	
DAFSC EFFECTIVE DATE		WITH DATE OF RANK	
OFFICE SYMBOL DUTY PH		ASSIGNMENT AVAIL CODE/DOA	
POSITION NO. OSC		DESIGNATE WAFSC EFFECTIVE	
COMD LVL DUTY TITLE		WITHDRAW WAFSC EFFECTIVE	
AUTHORITY AFI 36-2201, AF1 36-2101		OTHER	
DATE 15 Jun 2019	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		SIGNATURE
<b>III. CONCURRENCE OF MEMBER</b>			
DATE 15 Jun 2019	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER	
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 3-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			DATE 15 Jun 2019
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERC B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567		SIGNATURE
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			DATE 15 Jun 2019
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	FOR THE COMMANDER		HEADQUARTERS
TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890		2BW	
		SIGNATURE	

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.

# Retraining 5-Level

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-6	SSN 123-45-6789
<b>II. PERSONNEL DATA CHANGES</b>			
AFSC INFORMATION		OJT INFORMATION	
AWARD AFSC 5R051 AS SECONDARY AFSC		EFFECTIVE 1-Mar-20 (Date UGT Requirements Completed)	
EFFECTIVE 1-Mar-20 (Date UGT Requirements Completed)		ENTER/CONTINUE AFSC 5R071 TS CODE G	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 3P071 TO N/C		COMPLETED AFSC 5R051 TS CODE F	
CAFSC FROM 5R031 TO 5R051		DATE INITIALLY ENTERED RETNG	
EFFECTIVE 1-Mar-20 (Date UGT Requirements Completed)		DIRECTED DUTY AFSC	
2 AFSC FROM 5R031 TO 5R051		DATE	
3 AFSC FROM TO		REASON	
4 AFSC FROM TO		OFF-PROJ CLASN UPGRADE DATE	
ADD-AFSC FROM TO		ASSIGN PROFICIENCY PAY	
WITHDRAW AFSC		SS RATING AMOUNT AFSC	
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		EFFECTIVE PRO PAY STATUS REASON	
DESIGNATE CAFSC SEI		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE GENERAL SEI		MISCELLANEOUS INFORMATION	
DESIGNATE SEI WITH ( ) AFSC		ADSCD REASON	
WITHDRAW SEI FROM ( ) AFSC		PROMOTION ELIG STATUS	
DUTY INFORMATION		PROMOTED TO EFFECTIVE	
DAFSC EFFECTIVE DATE		WITH DATE OF RANK	
OFFICE SYMBOL DUTY PH		ASSIGNMENT AVAIL CODE/DOA	
POSITION NO. OSC		DESIGNATE WAFSC EFFECTIVE	
COMD LVL DUTY TITLE		WITHDRAW WAFSC EFFECTIVE	
OTHER			
AUTHORITY AFI 36-2201, AF1 36-2101			
DATE 15 Mar 2020	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		SIGNATURE
<b>III. CONCURRENCE OF MEMBER</b>			
DATE 15 Mar 2020	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 5-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			DATE 15 Mar 2020
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567	SIGNATURE	
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			DATE 15 Mar 2020
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			HEADQUARTERS
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890	2BW	
			SIGNATURE

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.

## Retraining 7-Level

CLASSIFICATION/ON-THE-JOB TRAINING ACTION		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-6	SSN 123-45-6789
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>	
AWARD AFSC 5R071 AS PRIMARY AFSC	EFFECTIVE 1-Sep-20 (Date UGT Requirements Completed)	EFFECTIVE 1-Sep-20 (Date UGT Requirements Completed)	ENTER/CONTINUE AFSC 5R071 TS CODE R
REDESIGNATE 5R071 AS PRIMARY AFSC	PAFSC FROM 3P071 TO 5R071	WITHDRAW AFSC	TS CODE
CAFSC FROM 5R051 TO 5R071	EFFECTIVE 1-Sep-20 (Date UGT Requirements Completed)	COMPLETED AFSC 5R071	TS CODE G
2 AFSC FROM 5R051 TO 3P071	3 AFSC FROM TO	DATE INITIALLY ENTERED RETNG	DIRECTED DUTY AFSC
4 AFSC FROM TO	ADD-AFSC FROM TO	DATE	REASON
WITHDRAW AFSC	WITHDRAW AFSC	OFF-PROJ CLASN UPGRADE DATE	ASSIGN PROFICIENCY PAY
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)	DESIGNATE CAFSC SEI	SS RATING	AMOUNT AFSC
DESIGNATE GENERAL SEI	DESIGNATE SEI WITH ( ) AFSC	EFFECTIVE	PRO PAY STATUS REASON
WITHDRAW SEI FROM ( ) AFSC	WITHDRAW SEI FROM ( ) AFSC	WITHDRAW PRO PAY	EFFECTIVE
<b>DUTY INFORMATION</b>	DAFSC	<b>MISCELLANEOUS INFORMATION</b>	
EFFECTIVE DATE	OFFICE SYMBOL	ADSCD	REASON
DUTY PH	POSITION NO.	PROMOTION ELIG STATUS	PROMOTED TO
OSC	COMD LVL	WITH DATE OF RANK	EFFECTIVE
DUTY TITLE	AUTHORITY AFI 36-2201, AF1 36-2101	ASSIGNMENT AVAIL CODE/DOA	OTHER
DATE	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL		SIGNATURE
15 Sep 2020	STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		
<b>III. CONCURRENCE OF MEMBER</b>			
DATE	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER	
15 Sep 2020			
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
Member has met all requirements for upgrade to the 7-skill level and is recommended by their supervisor.			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			DATE 15 Sep 2020
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567	SIGNATURE 	
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			DATE 15 Sep 2020
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	HEADQUARTERS 2BW		SIGNATURE 
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890		

TSC - T

<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>		PERSONNEL ACTION NO. <b>C-</b>	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
<b>I. INDIVIDUAL IDENTIFICATION</b>			
NAME (Last, First, MI) SNOW, JOHN S		GRADE E-6	SSN 123-45-6789
UNIT 2SFS			
<b>II. PERSONNEL DATA CHANGES</b>			
<b>AFSC INFORMATION</b>		<b>OJT INFORMATION</b>	
AWARD AFSC	AS	AFSC	EFFECTIVE 1-Sep-17
EFFECTIVE			ENTER/CONTINUE AFSC 5R051 TS CODE T
REDESIGNATE	AS	AFSC	WITHDRAW AFSC TS CODE
PAFSC FROM	TO		COMPLETED AFSC TS CODE
CAFSC FROM	TO		DATE INITIALLY ENTERED RETNG
EFFECTIVE			DIRECTED DUTY AFSC DDA EXPIRATION
2 AFSC FROM	TO		DATE REASON
3 AFSC FROM	TO		OFF-PROJ CLASN UPGRADE DATE
4 AFSC FROM	TO		ASSIGN PROFICIENCY PAY
ADD-AFSC FROM	TO		SS RATING AMOUNT AFSC
WITHDRAW AFSC			EFFECTIVE PRO PAY STATUS REASON
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)		WITHDRAW PRO PAY EFFECTIVE	
DESIGNATE CAFSC SEI		MISCELLANEOUS INFORMATION	
DESIGNATE GENERAL SEI		ADSCD REASON	
DESIGNATE SEI WITH ( ) AFSC		PROMOTION ELIG STATUS	
WITHDRAW SEI FROM ( ) AFSC		PROMOTED TO EFFECTIVE	
<b>DUTY INFORMATION</b>		WITH DATE OF RANK	
DAFSC	EFFECTIVE DATE	ASSIGNMENT AVAIL CODE/DOA	
OFFICE SYMBOL	DUTY PH	DESIGNATE WAFSC EFFECTIVE	
POSITION NO.	OSC	WITHDRAW WAFSC EFFECTIVE	
COMD LVL	DUTY TITLE	OTHER	
AUTHORITY AFI 36-2201, AF1 36-2101			
DATE 15 Sep 2017	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL STARK, EDWARD D, MSgt, USAF NCOIC, B-FLIGHT, 987-1234		SIGNATURE
<b>III. CONCURRENCE OF MEMBER</b>			
DATE 15 Sep 2017	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER	
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
<b>V. REMARKS</b>			
"I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand removal from UGT may result in separation under the provisions of AFI 36-3208, Administrative Separation of Airmen."			
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>			DATE 15 Sep 2017
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567	SIGNATURE	
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>			DATE 15 Sep 2017
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	FOR THE COMMANDER TYPED NAME, GRADE, AND TITLE RAMSEY S. BOLTON, GS-07, USAF BASE TRAINING MANAGER, 987-7890		HEADQUARTERS 2BW SIGNATURE

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.