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
- <u>b.</u> <u>EFFECTIVE</u>: (Input effective date associated with appropriate scenario below)
- The effective date for award of the 3 skill level is:
 - o 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.
- <u>c.</u> <u>REDESIGNATE</u>: (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:
 - o 3 skill level for AB through A1C
 - o 5 skill level for SrA and SSgt
 - o 7 skill level for TSgts and MSgts
 - o 9 skill level for SMSgts
- The CAFSC for members performing in an AFS without a 5 skill level will not exceed the:
 - o 3 skill level for AB through SSgt
 - o 7 skill level for TSgts and MSgts
 - o 9 skill level for SMSgts
- f. EFFECTIVE: (*CAFSC effective date*)
- g. 2 AFSC FROM: (As necessary)
- <u>h.</u> 3 AFSC FROM: (As necessary)
- <u>i.</u> 4 AFSC FROM: (As necessary)



<u>j.</u> <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>: (*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

CLA	ASSIFICATION/O	ON-THE-JOB TR	RAINING ACT	ON	C-	ACTION NO.	
TO: (Organization) RIO DET 9			/FSM	FROM: (Organization) 2SFS/S3T	Office Symbol)		
l.			INDIVIDUAL II	DENTIFICATION			
NAME (Last, First, MI	7			GRADE	SSN		UNIT
SNOW, JOHN S	•			E-3	123-45-6789		2SFS
II.			PERSONNEL	DATA CHANGES	•		
AFSC INFORMATION	N			OJT INFORMATION			
AWARD AFSC	3P031	AS PRIMARY	AFS		C-16		
EFFECTIVE 1-D	EC-16 (Date Gradua	ted Tech School)		ENTER/CONTINUE	AFSC 3P031	TS CODE	В
REDESIGNATE		AS	AFS	-		TS CODE	E
PAFSC FROM	3P011	то 3Р031		COMPLETED AFSO	3P011	TS CODE	ΕK
CAFSC FROM	3P011	TO 3P031		DATE INITIALLY EN			
EFFECTIVE 1	-DEC-16 (Date Gradu	uated Tech School)		DIRECTED DUTY A	FSC		DDA EXPIRATIO
2 AFSC FROM		то		DATE		REASO	
3 AFSC FROM		то		OFF-PROJ CLASN	LIDGDADE DATE		
4 AFSC FROM		то		_			
_		TO		_ ASSIGN PROFICIENC SS RATING	AI FAI	AMOUNT	AFSC
ADD-AFSC FROM WITHDRAW AFSC				EFFECTIVE		PRO PAY STATUS	
		(f:O_L)		_		EFFECTIVE	
	NCE IDENTIFIER (S)	(Airman Only)		WITHDRAW PRO P		EFFECTIVE	=
DESIGNATE CAFS					FORMATION		
DESIGNATE GENE DESIGNATE SEI	:KAL SEI	MITH. LAFOO		ADSCD		REASON	
		WITH () AFSC		PROMOTION ELIG	STATUS		
DUTY INFORMATION		FROM () AFSC		PROMOTED TO		EFFECTI	VE
	-				TH DATE OF RAN	IK	
DAFSC		ECTIVE DATE		ASSIGNMENT AVA			_
OFFICE SYMBOL	D	UTY PH		DESIGNATE WAFS		EFFECTI	
POSITION NO.		osc		WITHDRAW WAFS OTHER	С	EFFECT	IVE
COMD LVL		UTY TITLE					
AUTHORITI	36-2201, AF1 36-210		NA IOOD IDEOLIEOTIK	IO OFFICIAL	Т		
DATE	STARK, EDWAF	DUTY PHONE, SUPER		IG OFFICIAL	SIGNATURE		
	NCOIC, B-FLIGH	_	-\r				
	NCOIC, B-FLIGI	11, 507-1254					
III.				CE OF MEMBER			
DATE	⊠ DO □ DO	NOT CONCUR	SIGNATURE	OF MEMBER			
15 Dec 2016	N 200 100	THO I CONCOR					
IV.			NTRA-BASE ASS	IGNMENT ACTIONS			
RNLTD/ EFFECTIVE	DATE	ASSIGNMENT ACTIO	ON NUMBER	ASSIGNMENT FRO	M	ASSIGNM	ENT TO
V				MARKS			
Member has me	et all requiremen	ts for upgrade to	the 3-skill leve	el and is recomm	ended by th	eir supervisor.	
VI.	APPROVAL BY	COMMANDER OR	AUTHORIZED RE	PRESENTATIVE		DATE	15 Dec 2016
	TYPED NAME, GRA	DE. AND TITLE			SIGNATURE		
FOR THE COMMANDER		ISTER, MAJ, US			STREET		
COMMANDER	COMMANDER	, 2SFS, 987-456	57				
VII.	1	ACTION BY PERS	ONNEL OFFICIAL	L		DATE	15 DEC 2016
APPROVED	Dis	SAPPROVED			HEADQUART		
	TYPED NAME, GRA				2BW		
FOR THE		ON, GS-07, USAF			SIGNATURE		
COMMANDER		MANAGER, 987-7890	D		MINKOL		
This authorization	remains in effect after Air	man's discharge and im-	mediate reenlistment :	at the same station provid	led that he/she ha	s no break in military	service



Initial 5-Level

CLA	PERSONNEL ACTION NO.								
TO: (Organization) RIO DET 9		/FSM	FROM: (Organization/ 2SFS/S3T	Office Symbol)					
I.		INDIVIDUAL I	DENTIFICATION						
NAME (Last, First, MI))		GRADE	SSN		UNIT			
SNOW, JOHN S			E-3	123-45-6789		2SFS			
II.		PERSONNEL	DATA CHANGES	•					
AFSC INFORMATION	١		OJT INFORMATION						
AWARD AFSC	3P051	AS PRIMARY AFS	C EFFECTIVE 1-DEC	C-17 (Date UGT Requ	irements cor	mpleted)			
EFFECTIVE 1-D	EC-17 (Date UGT Re	equirements completed)	ENTER/CONTINUE	AFSC 3P051	TS CODE	R			
REDESIGNATE		AS AFS			TS CODE				
PAFSC FROM 3	3P031	TO 3P051	COMPLETED AFSC	3P031	TS CODE	В			
CAFSC FROM 3	3P031	TO 3P051	DATE INITIALLY EN	TERED RETNG	_				
EFFECTIVE 1-	DEC-17 (Date UGT F	Requirements completed)	DIRECTED DUTY AF	SC		DDA EXPIRATION			
2 AFSC FROM		то	DATE		REASO	N .			
3 AFSC FROM		то	OFF-PROJ CLASN	UPGRADE DATE					
4 AFSC FROM		то	ASSIGN PROFICIENC	Y PAY					
ADD-AFSC FROM		то	SS RATING		JNT	AFSC			
WITHDRAW AFSC			EFFECTIVE		PAY STATUS				
SPECIAL EXPERIE	NCE IDENTIFIER (S)	(Airman Only)	WITHDRAW PRO P.		EFFECTIVE				
DESIGNATE CAFS			MISCELLANEOUS INF	ORMATION	•				
DESIGNATE GENE	RAL SEI		ADSCD		REASON				
DESIGNATE SEI		WITH () AFSC	PROMOTION ELIG	PROMOTION ELIG STATUS					
WITHDRAW SEI		FROM () AFSC	PROMOTED TO		EFFECTIV	/E			
DUTY INFORMATION	N .			'H DATE OF RANK					
DAFSC	EFFE	CTIVE DATE	ASSIGNMENT AVAI	_					
OFFICE SYMBOL		UTY PH	DESIGNATE WAFS		EFFECTIV	/E			
POSITION NO.		osc	WITHDRAW WAFSO		EFFECTI	VE			
COMD LVL	DL	JTY TITLE	OTHER		_				
	36-2201, AF1 36-210								
DATE	NAME, GRADE, TITLE	, DUTY PHONE, SUPERVISOR/REQUESTIN	IG OFFICIAL	SIGNATURE					
	STARK, EDWAR	RD D, MSgt, USAF		Minus					
15 Dec 2017	NCOIC, B-FLIGH	T, 987-1234							
III.		CONCURREN	ICE OF MEMBER						
DATE			OF MEMBER						
15 Dec 2017	⊠ DO □ DO	NOT CONCUR							
IV.		INTRA-BASE ASS	IGNMENT ACTIONS						
RNLTD/ EFFECTIVE	DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FRO	М	ASSIGNME	NT TO			
V.	V. REMARKS								
Member has me	et all requirement	ts for upgrade to the 5-skill lev	el and is recomme	ended by their su	pervisor.				
VI.	APPROVAL BY	COMMANDER OR AUTHORIZED RE	PRESENTATIVE		DATE 1	5 Dec 2017			
	TYPED NAME. GRA	DE. AND TITLE		SIGNATURE					
FOR THE COMMANDER		ISTER, MAJ, USAF		Minke					
	COMMANDER	, 2SFS, 987-4567							
VII.		ACTION BY PERSONNEL OFFICIA	L		DATE 1	15 Dec 2017			
APPROVED	DIS	SAPPROVED	·	HEADQUARTERS					
	TYPED NAME, GRA	DE, AND TITLE	· · ·	2BW					
FOR THE COMMANDER	RAMSEY S. BOLT	ON, GS-07, USAF		SIGNATURE					
COMMANDER	BASE TRAINING N	MANAGER, 987-7890							
This authorization r	emains in effect after Airi	man's discharge and immediate reenlistment	at the same station provid	ed that he/she has no bre	ak in military s	service.			



Initial 7-Level

	00151045101110	ALTIE IS	D TE	INIO 407	_		PERSON	NEL ACTI	ION NO		·		
CLA	SSIFICATION/O	N-THE-JO	BIRAIN	ING ACTI	O	N	C-						
TO: (Organization)						ROM: (Organization/Office Symbol)							
RIO DET 9				/FSM	25	SFS/S3T							
l.			IN	DIVIDUAL II	$\overline{}$	NTIFICATION							
NAME (Last, First, MI)	1				I _	GRADE	SSN				UNIT		
SNOW, JOHN S					E	-5	123-45-6	789			2SFS		
II.			PE	RSONNEL	DA	TA CHANGES							
AFSC INFORMATION					C	JT INFORMATION							
7	3P071	AS PRIMAR		AFSO	С	EFFECTIVE 1-Dec	-18 (Date	UGT Red	quireme	nts Con	npleted)		
EFFECTIVE 1-D	ec-18 (Date UGT Red	uirements Co	mpleted)			ENTER/CONTINUE	AFSC 3PC	071	TS	CODE	R		
REDESIGNATE		AS		AFSO	С	WITHDRAW AFSC			TS	S CODE			
PAFSC FROM 3	3P051	TO 3P071			_	COMPLETED AFSC	3P051		TS	S CODE	С		
CAFSC FROM N	WA.	TO Does not	t change unt	til TSgt		DATE INITIALLY EN		NG					
EFFECTIVE						DIRECTED DUTY AF	-SC					DDA E	XPIRATION
2 AFSC FROM		то				DATE				REASO	N		
3 AFSC FROM		TO				OFF-PROJ CLASN I	UPGRADE [DATE					
4 AFSC FROM		то			_ A	SSIGN PROFICIENC	YPAY						
ADD-AFSC FROM		то				SS RATING		AM	OUNT			AFSC	
WITHDRAW AFSC						EFFECTIVE		PR	O PAY S	TATUS	REASON		
SPECIAL EXPERIE	NCE IDENTIFIER (S) (Airman Only)				WITHDRAW PRO PA	AY		EFF	ECTIVE			
DESIGNATE CAFSO	C SEI				N	IISCELLANEOUS INF	ORMATION	4					
DESIGNATE GENE	RAL SEI					ADSCD			REAS	ON			
DESIGNATE SEI		WITH()	AFSC			PROMOTION ELIG	STATUS						
WITHDRAW SEI		FROM ()	AFSC			PROMOTED TO			EF	FFECTIV	Έ		
DUTY INFORMATION	1				_	WIT	H DATE OF	RANK					
DAFSC	EFFE	CTIVE DATE				ASSIGNMENT AVAI	L CODE/DO)A					
OFFICE SYMBOL	DU	ЛҮРН				DESIGNATE WAFS	С		EF	FFECTIV	Έ		
POSITION NO.		osc				WITHDRAW WAFSO	0		E	FFECTI	/E		
COMD LVL	DU	TY TITLE				OTHER							
	36-2201, AF1 36-2101				_								
DATE	NAME, GRADE, TITLE,	DUTY PHONE,	SUPERVISOR	R/REQUESTIN	IG (OFFICIAL	SIGNATURE						
	STARK, EDWAR	D D, MSgt	USAF				MANN						
15 Dec 2018	NCOIC, B-FLIGH	IT, 987-123	34										
III.			C	ONCURREN	CE	OF MEMBER							
DATE				SIGNATURE	OF	MEMBER							
15 Dec 2018		NOT CONCUR		MINKA									
IV.			INTRA	-BASE ASS	IGN	MENT ACTIONS							
RNLTD/ EFFECTIVE	DATE	ASSIGNMENT				ASSIGNMENT FRO	М		AS	SIGNME	NT TO		
V.				REI	MΑ	RKS							
	et all requirement	s for upgra	de to the	7-skill leve	el a	and is recomme	ended by	y their :	super	/isor.			
VI.	APPROVAL BY	COMMANDE	R OR AUTH	ORIZED RE	PR	ESENTATIVE			DA	TE 1	5 Dec 20)18	
	TYPED NAME, GRAI						SIGNATURE						
FOR THE	CERCI B. LANI		J, USAF				MANN						
COMMANDER	COMMANDER,	2SFS, 987	7-4567										
VII.		ACTION BY	PERSONNI	EL OFFICIAI	L				DA	TE 1	5 Dec 2	018	
APPROVED	nis	APPROVED					HEADQU	ARTERS		_			
J	TYPED NAME, GRAI						2BW						
FOR THE	RAMSEY S. BOLTO		SAF				SIGNATURE						
COMMANDER	BASE TRAINING N						MININ						
This authorization is	emains in effect after Airn	nan's dischame	and immediate	roonlistment :	at th	e same station provide	ed that he/el	he has no	hreak in s	military =	envire		



Retraining 3-Level

CLASSIFICATION/ON-THE-JOB TRAINING ACTION					PERSONNEL ACTION NO.			
TO: (Organization)		FROM: (Organization/						
RIO DET 9			/FSM	2SFS/S3T	Oince Symbol)			
I.		INI	DIVIDUAL I	DENTIFICATION				
NAME (Last, First, Mi	n		DIVIDOALIL	GRADE	SSN		UNIT	
SNOW, JOHN S	7			E-6	123-45-6789		2SFS	
II.		PE	RSONNEL	DATA CHANGES				
AFSC INFORMATIO	N			OJT INFORMATION				
AWARD AFSC	5R031	AS SECONDARY	AFSO		-19 (Date Graduated	Tech School)	
	UN-19 (Date Graduate	d Tech School)		ENTER/CONTINUE		TS CODE		
REDESIGNATE	•	AS	AFSO	-		TS CODE		
PAFSC FROM	3P071	TO N/C		COMPLETED AFSC	5R011	TS CODE	м	
CAFSC FROM	3P071	TO 5R031		DATE INITIALLY EN		_		
EFFECTIVE 1	-Jun-19			DIRECTED DUTY AF	FSC		DDA	EXPIRATION
2 AFSC FROM 5	R011	TO 5R031		DATE		REASC		
3 AFSC FROM		то		OFF-PROJ CLASN I	LIPGRADE DATE			
4 AFSC FROM		то		ASSIGN PROFICIENC	_			
ADD-AFSC FROM	4	то		SS RATING	AMO	UNT	AFSC	
WITHDRAW AFSO				EFFECTIVE		PAY STATUS		
	ENCE IDENTIFIER (S) (Airman Only)		WITHDRAW PRO PA		EFFECTIVE		
DESIGNATE CAFS		annan only)		MISCELLANEOUS INF				
DESIGNATE GENE				ADSCD	O CHIEF THOM	REASON		
DESIGNATE SEI	TOTE OF	WITH () AFSC		PROMOTION ELIG	CTATUC	INCASON		
WITHDRAW SEI		FROM()AFSC		PROMOTED TO	314103	EFFECTIV	re-	
DUTY INFORMATIO	N	/// // // // // // // // // // // // //			'H DATE OF RANK	EFFECTIV	/E	
DAFSC	EEEE/	CTIVE DATE		ASSIGNMENT AVAI	_			
OFFICE SYMBOL		TY PH		DESIGNATE WAFS		EFFECTIV	/F	
POSITION NO.		OSC		WITHDRAW WAFSO		EFFECTI		
COMD LVL		TY TITLE		OTHER				
	36-2201, AF1 36-2101			_				
DATE	NAME, GRADE, TITLE,	DUTY PHONE, SUPERVISOR	R/REQUESTIN	G OFFICIAL	SIGNATURE			
	STARK, EDWAR	D D, MSqt, USAF			IN IN			
15 Jun 2019	NCOIC, B-FLIGH	T, 987-1234						
III.		CC	ONCURREN	CE OF MEMBER				
DATE				OF MEMBER				
15 Jun 2019	⊠ DO □ DO	NOT CONCUR	MPH KM					
IV.		INTRA-	BASE ASS	GNMENT ACTIONS				
RNLTD/ EFFECTIVE	DATE	ASSIGNMENT ACTION NUM		ASSIGNMENT FRO	М	ASSIGNME	ENT TO	
v.				MARKS		•		
Member has me	et all requirements	s for upgrade to the	3-skill leve	el and is recomme	ended by their si	upervisor.		
VI.	APPROVAL BY	COMMANDER OR AUTH	ORIZED RE	PRESENTATIVE		DATE 1	5 Jun 2019	
	TYPED NAME, GRAD	E. AND TITLE			SIGNATURE			
FOR THE COMMANDER	CERCI B. LANIS	STER, MAJ, USAF			Mineral			
COMMANDER	COMMANDER,	2SFS, 987-4567						
VII.	•	ACTION BY PERSONNE	L OFFICIAL		•	DATE '	15 Jun 2019	
APPROVED	DIS	APPROVED			HEADQUARTERS			
	TYPED NAME, GRAD				2BW			
FOR THE	RAMSEY S. BOLTO	-			SIGNATURE			
COMMANDER		ANAGER, 987-7890			MINKA			
This authorization	remains in effect after Airm	an's discharge and immediate	reenlistment a	at the same station provide	ed that he/she has no br	eak in military s	service.	



Retraining 5-Level

CLASSIFICATION/ON-THE-JOB TRAINING ACTION					PERSONNEL ACTION NO.				
TO: (Oiti)				EBOM: /Oifi/					
TO: (Organization) RIO DET 9			/FSM	FROM: (Organization/ 2SFS/S3T	Omice Symbol)				
ı.			INDIVIDUAL II	DENTIFICATION					
NAME (Last, First, MI)			INDIVIDUALI	GRADE	SSN		UNIT		
SNOW, JOHN S				E-6	123-45-6789		2SFS		
II.			PERSONNEL	DATA CHANGES					
AFSC INFORMATION				OJT INFORMATION					
I .	5R051	AS SECONDARY	AFS		-20 (Date UGT Req	uirements Con	npleted)		
EFFECTIVE 1-Ma	ar-20 (Date UGT Red	quirements Complete	ed)	ENTER/CONTINUE	AFSC 5R071	TS CODE	G		
REDESIGNATE		AS	AFS	WITHDRAW AFSC		TS CODE			
PAFSC FROM 3	P071	TO N/C		COMPLETED AFSC	5R051	TS CODE	F		
CAFSC FROM 5	R031	TO 5R051		DATE INITIALLY EN					
EFFECTIVE 1-I	Mar-20 (Date UGT Re	equirements Comple	eted)	DIRECTED DUTY AF	sc		DDA	EXPIRATION	
2 AFSC FROM 5R	t031	TO 5R051		DATE		REASO	N		
3 AFSC FROM		то		OFF-PROJ CLASN I	UPGRADE DATE				
4 AFSC FROM		то		ASSIGN PROFICIENC	Y PAY				
ADD-AFSC FROM		то		SS RATING		DUNT	AFSC		
WITHDRAW AFSC				EFFECTIVE		PAY STATUS	REASON		
SPECIAL EXPERIEN	NCE IDENTIFIER (S)	(Airman Only)		WITHDRAW PRO PA		EFFECTIVE			
DESIGNATE CAFSO		•		MISCELLANEOUS INF	ORMATION	_			
DESIGNATE GENER	RAL SEI			ADSCD		REASON			
DESIGNATE SEI		WITH () AFSC		PROMOTION ELIG	STATUS				
WITHDRAW SEI		FROM () AFSC		PROMOTED TO		EFFECTIV	/E		
DUTY INFORMATION	ı			wit	'H DATE OF RANK				
DAFSC	EFFE	CTIVE DATE		ASSIGNMENT AVAI	_				
OFFICE SYMBOL	DL	ЛҮ РН		DESIGNATE WAFS	С	EFFECTIV	/E		
POSITION NO.		osc		WITHDRAW WAFSO	3	EFFECTI	VE		
COMD LVL	DU	ITY TITLE		OTHER		_			
	6-2201, AF1 36-2101			_					
DATE	NAME, GRADE, TITLE,	DUTY PHONE, SUPER	RVISOR/REQUESTIN	G OFFICIAL	SIGNATURE				
5	STARK, EDWAR	D D, MSgt, USA	AF.		MHAN				
15 Mar 2020 N	NCOIC, B-FLIGH	IT, 987-1234							
III.			CONCURREN	CE OF MEMBER					
DATE			SIGNATURE	OF MEMBER					
15 Mar 2020		NOT CONCUR	DESIGNAL STATE OF THE PARTY OF						
IV.		I	NTRA-BASE ASS	IGNMENT ACTIONS					
RNLTD/ EFFECTIVE D	DATE	ASSIGNMENT ACTIO	ON NUMBER	ASSIGNMENT FRO	М	ASSIGNME	NT TO		
V.	v. REMARKS Member has met all requirements for upgrade to the 5-skill level and is recommended by their supervisor.								
Member has me	t all requirement	s for upgrade to	the 5-skill leve	el and is recomme	ended by their s	supervisor.			
VI.	APPROVAL BY	COMMANDER OR	AUTHORIZED RE	PRESENTATIVE		DATE 1	5 Mar 2020		
FOR THE	TYPED NAME. GRAI		\A.F		SIGNATURE				
COMMANDER		STER, MAJ, US , 2SFS, 987-456			Mile KOL				
	COMMANDER,	, 231 3, 307-430) i						
VII.		ACTION BY PERS	ONNEL OFFICIA	L	Γ	DATE 1	15 Mar 2020		
APPROVED		SAPPROVED			HEADQUARTERS				
FOR THE	TYPED NAME, GRAI	DE, AND TITLE			2BW				
COMMANDER	RAMSEY S. BOLTO				SIGNATURE				
		MANAGER, 987-7890							
This authorization re	emains in effect after Airn	nan's discharge and imr	mediate reenlistment a	at the same station provide	ed that he/she has no b	vreak in military s	service.		



Retraining 7-Level

CLASSIFICATION/ON-THE-JOB TRAINING ACTION					C-	PERSONNEL ACTION NO. C-				
TO: (Organization) FROM: (Organization										
RIO DET 9			/FSM	2SFS/S3T	on once symbol)					
			INDIVIDUAL II	DENTIFICATION						
NAME (Last, First, MI)	n		III DONE II	GRADE	SSN		UNIT			
SNOW, JOHN S	,			E-6	123-45-6789		2SFS			
II.			PERSONNEL	DATA CHANGES						
AFSC INFORMATION	N			OJT INFORMATIO	N					
AWARD AFSC	5R071	AS PRIMARY	AFS	C EFFECTIVE 1-5	Sep-20 (Date UGT	Requirements Cor	mpleted)			
EFFECTIVE 1-S	Sep-20 (Date UGT Req	uirements Complete	ed)	ENTER/CONTIN	UE AFSC 5R071	TS CODE	R			
REDESIGNATE 5	5R071	AS PRIMARY	AFS	-		TS CODE				
PAFSC FROM	3P071	TO 5R071		COMPLETED AF	SC 5R071	TS CODE	G			
CAFSC FROM	5R051	TO 5R071			ENTERED RETNG					
EFFECTIVE 1-	-Sep-20 (Date UGT Re	equirements Comple	eted)	DIRECTED DUT	Y AFSC		DDA EXPIRA	TION		
2 AFSC FROM 5F	R051	то 3Р071		DAT	E	REASO	ON			
3 AFSC FROM		то		OFF-PROJ CLAS	SN UPGRADE DATE					
4 AFSC FROM		то		ASSIGN PROFICIE	NCY PAY					
ADD-AFSC FROM	1	то		SS RATING		AMOUNT	AFSC			
WITHDRAW AFSC				EFFECTIVE		PRO PAY STATUS	REASON			
SPECIAL EXPERIE	NCE IDENTIFIER (S) (Airman Only)		WITHDRAW PR	O PAY	EFFECTIVE				
DESIGNATE CAFS	C SEI			MISCELLANEOUS	INFORMATION					
DESIGNATE GENE	ERAL SEI			ADSCD		REASON				
DESIGNATE SEI		WITH () AFSC		PROMOTION EL	IG STATUS	STATUS				
WITHDRAW SEI		FROM () AFSC		PROMOTED TO		EFFECTIV	VE			
DUTY INFORMATION	N				WITH DATE OF RAN	K				
DAFSC	EFFE	TIVE DATE		ASSIGNMENT A	VAIL CODE/DOA					
OFFICE SYMBOL	DU	TY PH		DESIGNATE WA	AFSC	EFFECTIV	VE			
POSITION NO.		osc		WITHDRAW WA	FSC	EFFECTI	VE			
COMD LVL	DU	TY TITLE		OTHER						
AUTHORITY AFI	36-2201, AF1 36-2101									
DATE	NAME, GRADE, TITLE,			IG OFFICIAL	SIGNATURE					
	STARK, EDWAR		AF	Second Se						
15 Sep 2020	NCOIC, B-FLIGH	1, 987-1234				_				
III.			CONCURREN	CE OF MEMBER						
DATE	⊠ po	NOT CONCUR		OF MEMBER						
15 Sep 2020		NOT CONCOR	Mileson							
IV.			NTRA-BASE ASS	IGNMENT ACTION						
RNLTD/ EFFECTIVE	DATE	ASSIGNMENT ACTIO	ON NUMBER	ASSIGNMENT F	ROM	ASSIGNMI	ENT TO			
			DE	MADIVE						
V.	et all requirements	o for unarado to		MARKS	monded by the	oir cupop <i>i</i> icor				
Member has me	et all requirement	s ioi upgrade io	uie /-skiii ievi	ei anu is recom	mended by the	eli supervisor.				
							IE Con 2020			
VI.	APPROVAL BY	COMMANDER OR	AUTHORIZED RE	PRESENTATIVE		DATE	15 Sep 2020			
FOR THE	TYPED NAME, GRAD CERCI B. LANIS	E. AND TITLE	SAF		SIGNATURE					
COMMANDER	COMMANDER,									
	OUNIWANDER,									
VII.		ACTION BY PERS	SONNEL OFFICIA	L			15 Sep 2020			
APPROVED		APPROVED			HEADQUARTE	RS				
FOR THE	TYPED NAME, GRAD				2BW					
COMMANDER	RAMSEY S. BOLTO		n		SIGNATURE					
	BASE TRAINING M	ANAGER, 301-189	U							



TSC - T

CLASSIFICATION/ON-THE-JOB TRAINING ACTION					PERSONNEL ACTION NO.			
TO: (Organization) RIO DET 9			/FSM	FROM: (Organization/ 2SFS/S3T	Office Symbol)			
. INO DET 9								
l.			INDIVIDUAL IL	GRADE	SSN		UNIT	
NAME (Last, First, MI) SNOW, JOHN S)			E-6	123-45-6789		2SFS	
			DEDSONNEL I	DATA CHANGES	125 10 0700		2010	
II.			FERSONNEL					
AFSC INFORMATION AWARD AFSC	AS		AFSO	OJT INFORMATION EFFECTIVE 1-Sep	L17			
EFFECTIVE	A3	'	AFSC	ENTER/CONTINUE		TS CODE	т	
REDESIGNATE	AS		AFSO	-	AFSC STUDY	TS CODE		
PAFSC FROM	то		AI 30			TS CODE		
CAFSC FROM	то			_ COMPLETED AFSO DATE INITIALLY EN		_ 10 0002		
EFFECTIVE				DIRECTED DUTY AF			DDA EXPIRATION	
2 AFSC FROM	TO			DATE		REASO		
3 AFSC FROM	то			OFF-PROJ CLASN	IDGDADE DATE	112100		
4 AFSC FROM	то			ASSIGN PROFICIENC	_			
ADD-AFSC FROM				SS RATING		INT	AFSC	
WITHDRAW AFSC				EFFECTIVE		PAY STATUS		
1	NCE IDENTIFIER (S) (Airma	an Only)		WITHDRAW PRO P		EFFECTIVE		
DESIGNATE CAFS		ar only)		MISCELLANEOUS INF		2.7.20		
DESIGNATE GENE				ADSCD		REASON		
DESIGNATE SEI	WITH	H()AFSC		PROMOTION ELIG		NEASON		
WITHDRAW SEI	FRO			PROMOTED TO	JIA103	EFFECTIV	/E	
DUTY INFORMATION		(//			'H DATE OF RANK		/L	
DAFSC	EFFECTIVE	FDATE		ASSIGNMENT AVAI	_			
OFFICE SYMBOL	DUTY PH			DESIGNATE WAFS		EFFECTIV	/E	
POSITION NO.	OSC			WITHDRAW WAFSO		EFFECTI		
COMD LVL	DUTY TI	TLE		OTHER				
	36-2201, AF1 36-2101			_				
DATE	NAME, GRADE, TITLE, DUTY	Y PHONE, SUPERVI	SOR/REQUESTIN	G OFFICIAL	SIGNATURE			
	STARK, EDWARD D), MSgt, USAF			Minus			
15 Sep 2017	NCOIC, B-FLIGHT, 9	987-1234						
III.		_	CONCURREN	CE OF MEMBER				
DATE			SIGNATURE	OF MEMBER				
15 Sep 2017	DO NOT	CONCUR	Minka					
IV.		INT	RA-BASE ASSI	GNMENT ACTIONS				
RNLTD/ EFFECTIVE	DATE ASS	SIGNMENT ACTION	NUMBER	ASSIGNMENT FRO	М	ASSIGNME	ENT TO	
v. REMARKS "I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and								
		:						
	oval from UGT may r	result in separa	ation under t	ne provisions of	AFI 36-3208, Adi	nınısıratıv	e Separation of	
Airmen."								
VI.	APPROVAL BY COM	MMANDER OR AU	ITHORIZED REI	PRESENTATIVE		DATE 1	5 Sep 2017	
FOR THE	TYPED NAME, GRADE, AI		_		SIGNATURE			
COMMANDER	CERCI B. LANISTE				Min and			
	COMMANDER, 2SI	1 3, 307-4007						
VII.	AC	TION BY PERSON	NNEL OFFICIAL	_		DATE	15 Sep 2017	
APPROVED	DISAPPR				HEADQUARTERS			
FOR THE	TYPED NAME, GRADE, AI				2BW			
COMMANDER	RAMSEY S. BOLTON, G				SIGNATURE			
	BASE TRAINING MANA	AGER, 987-7890						

