

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. AWARD AFSC: (2, 3, 4) AS (*Primary, Secondary, etc.*) AFSC
 - b. EFFECTIVE: (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. REDESIGNATE: (Often used when redesignating a PAFSC to a 2AFSC)
 - d. PAFSC FROM: (*current PAFSC*) TO (*newly awarded PAFSC*)
 - e. CAFSC FROM: (This section not used)
 - f. EFFECTIVE: (This section not used)
 - g. 2 AFSC FROM: (*As necessary*)
 - h. 3 AFSC FROM: (*As necessary*)
 - i. 4 AFSC FROM: (This section not used)
 - 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: (This section not used)
 - b. ENTER/CONTINUE AFSC: (This section not used)
 - c. COMPLETED AFSC: (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. C-	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
I. INDIVIDUAL IDENTIFICATION			
NAME (Last, First, MI) SNOW, JOHN S		GRADE O-4	SSN 123-45-6789
UNIT 2SFS			
II. PERSONNEL DATA CHANGES			
AFSC INFORMATION		OJT INFORMATION	
AWARD AFSC 35P3 AS PRIMARY AFSC		EFFECTIVE	
EFFECTIVE 1-DEC-16 (Date officer completes all mandatory requirements)		ENTER/CONTINUE AFSC TS CODE	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 35P1 TO 35P3		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	
DUTY INFORMATION		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 
III. CONCURRENCE OF MEMBER			
DATE 15 Dec 2017	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER 	
IV. INTRA-BASE ASSIGNMENT ACTIONS			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
V. REMARKS			
"Member has met all requirements for upgrade to the 3 skill level and is recommended by their supervisor."			
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE			
TYPED NAME, GRADE, AND TITLE FOR THE COMMANDER CERC B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567			DATE 15 Dec 2017 SIGNATURE 
VII. ACTION BY PERSONNEL OFFICIAL			
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE 15 Dec 2017
TYPED NAME, GRADE, AND TITLE FOR THE COMMANDER 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>			

CLASSIFICATION/ON-THE-JOB TRAINING ACTION		PERSONNEL ACTION NO. C-	
TO: (Organization) RIO DET 9 /FSM		FROM: (Organization/Office Symbol) 2SFS/S3T	
I. INDIVIDUAL IDENTIFICATION			
NAME (Last, First, MI) SNOW, JOHN S		GRADE O-4	SSN 123-45-6789
			UNIT 2SFS
II. PERSONNEL DATA CHANGES			
AFSC INFORMATION		OJT INFORMATION	
AWARD AFSC 13S4 AS PRIMARY AFSC		EFFECTIVE	
EFFECTIVE 1-DEC-16 (Date officer enters position and has a 3-level)		ENTER/CONTINUE AFSC TS CODE	
REDESIGNATE AS AFSC		WITHDRAW AFSC TS CODE	
PAFSC FROM 35S3A TO 13S4		COMPLETED AFSC TS CODE	
CAFSC FROM TO		DATE INITIALLY ENTERED RETNG	
EFFECTIVE 1-Dec-16 (Date officer enters position and has a 3-level)		DIRECTED DUTY AFSC DDA EXPIRATION	
2 AFSC FROM N/A TO 13S3A (Keep AFSC with suffix)		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) FIELD43		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	
DUTY INFORMATION		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 
III. CONCURRENCE OF MEMBER			
DATE 15 Dec 2017	<input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER 
IV. INTRA-BASE ASSIGNMENT ACTIONS			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
V. REMARKS			
"Member has met all requirements for upgrade to the 3 skill level and is recommended by their supervisor."			
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE			
DATE 15 Dec 2017			
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE CERCI B. LANISTER, MAJ, USAF COMMANDER, 2SFS, 987-4567	SIGNATURE 	
VII. ACTION BY PERSONNEL OFFICIAL			
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE 15 Dec 2017
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.			