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HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

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MEMORANDUM FOR SEE DISTRIBUTION B

FROM: HQ USAF/A1
1040 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to AFI 36-2626, *Airmen Retraining Program*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately changes AFI 36-2626 by implementing the Nonrated Line (NRL) Officer Crossflow program. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails in accordance with AFI 33-360, *Publications and Forms Management*.

Specific guidance and procedures found in the attachment to this Memorandum explain the objectives, composition/timing of the NRL Officer Crossflow Panel, eligibility/exemptions and specific qualifications, selection Panel criteria, roles and responsibilities, and expected Panel outcome.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (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/afrims/afrims/afrims/rims.cfm>.

The guidance in this Memorandum becomes void 180 days from the date of this Memorandum or upon incorporation by interim change to or a rewrite of AFI 36-2626, whichever is earlier.

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Asst. DCS, Manpower, Personnel and Services

Attachment: NRL Officer Crossflow Guidance

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PACAF/CV

PACAF/A1

USAFE/CV

USAFE/A1

AFGSC/CC

AFGSC/A1

AF/A1D

HQ USAF/A1P

HQ AFPC/CC

HQ AFPC/DPA

Nonrated Line Officer Crossflow Program

- 1. Introduction.** As AF requirements evolve, so do career field requirements. Changes in requirements create inventory imbalances in affected career fields. The Nonrated Line (NRL) Officer Crossflow program serves as a mechanism for more effectively balancing officer inventory to AF requirements. This program addresses AFSC manning shortages and over manning situations, and a methodology to facilitate shaping the officer force within authorized, funded end strength. To assist in this process, a crossflow panel will convene to select the best qualified officers to fill the required vacancies.
- 2. Objectives.** The NRL Officer Crossflow Panel is selected by AFPC/DPA. The Panel will competitively select volunteers and non-volunteers from career fields with overages for crossflow/retraining into shortage AFSCs. AFPC will establish an application window and, if necessary, select non-volunteers to crossflow based on a reverse seniority criteria (most junior officers in a year group first) the whole-person concept to maximize return on training. Seniority is defined in AFI 36-2501, *Officer Promotions and Selective Continuation*, paragraph 3.7.1. While the Panel will consider the career development of NRL officers, it will not function as a Development Team. The intent of the NRL Officer Crossflow program is to balance NRL officer inventory to AF requirements, ensure continued viability and health of the most stressed career fields, and consider the career development of affected officers. AFPC/CC is the final authority for action and has authority to overrule the Panel and disapprove a recommendation.
- 3. Composition/Timing.** The NRL Officer Crossflow Panel will consist of five AF officers in the grade of O-6. The Panel will be held to affect formal training and PCS moves beginning in summer 2012. Immediate crossflow actions are handled outside of the Panel process.
- 4. Crossflow Target Opportunities.** HQ USAF/A1P will identify targets for NRL Officer Crossflow by AFSC and Year Group (YG) based on career fields with inventory imbalances. HQ USAF/A1P will consider the impact of other force management initiatives (e.g., force shaping and reduction-in-force boards) and prior enlisted populations within each career field when determining crossflow targets. When there are requirements for AFSCs with specific or unique qualifications (e.g., technical education), these AFSC requirements should be met before officers with the specific or unique qualifications are assigned to other AFSCs.
- 5. Eligibility/Exemptions.**

 - 5.1.** HQ USAF/A1P will determine eligible AFSCs/YGs based on sustainment requirements, manning, and other factors as required. Waiver authority for AFSC/YG eligibility requirements is HQ USAF/A1P. Field grade officers or officers within the 12-month period before meeting (prior to) a promotion board to major in the primary zone may apply for crossflow but will not be involuntarily selected for crossflow. Consideration for crossflow to the 13D, Control and Recovery and 13L, Air Liaison Officer AFSCs will be on a voluntary basis only. Volunteers will be directed to the appropriate Career Field Manager and will not be evaluated/considered by the Crossflow Panel.
 - 5.2.** Officers meeting the following criteria are exempt from involuntary crossflow consideration and are ineligible to apply for voluntary crossflow consideration. Only waivers for total active federal military service (TAFMS) (5.2.11.) will be considered. Waiver authority for TAFMS requirements is AFPC/DPA.

- 5.2.1. Officers with an established Date of Separation (DOS), including officers not selected for retention via Force Shaping Board (FSB) or Reduction in Force (RIF);
- 5.2.2. Officers with quality control indicators (e.g., UIF, unsatisfactory performance, deferred for promotion, referral performance reports);
- 5.2.3. Officers enrolled in/selected for AF-sponsored advanced academic degrees (AAD) or Education with Industry (EWI), or with an ADSC from a completed AAD or EWI program;
- 5.2.4. Officers who are in-residence graduates of Intermediate Developmental Education (IDE), designated for the next IDE class entry, or IDE-selects;
- 5.2.5. Officers already formally selected for reassignment as of Panel convening date;
- 5.2.6. Officers who are selected for a 365-day deployment as of Panel convening date or currently serving on a 365-day deployment and redeployment date is after the first day of the second month of the targeted move cycle; e.g., 1 July for the summer cycle that starts in June;
- 5.2.7. Sitting squadron commanders or officers on a Squadron Command Candidate List;
- 5.2.8. Officers with cyberspace defense qualifications (17DXA);
- 5.2.9. Officers with nuclear qualifications (SEI codes: IWF, MWA, MWB, MWC, MQT, MQU, MQV; and AFSCs: 21MXN, 21MXI and 31P when duty experience includes military installations with nuclear missions);
- 5.2.10. Officers with PSYOPS qualifications (SEI 9Q);
- 5.2.11. Officers with 15 or more years TAFMS;
- 5.2.12. Developmental Engineers who are Test Pilot School (TPS) graduates;
- 5.2.13. 38F FGOs with 2 or more years of manpower experience;
- 5.2.14. Officers previously selected for crossflow under the FY11 NRL Officer Crossflow Program; and
- 5.2.15. Officers in the Line of the Air Force Judge Advocate General Corps.

6. Specific Qualifications for Crossflow in AFSS. Officers must be qualified for retraining in the selected AFSC IAW the Air Force Officer Classification Directory (AFOCD).

7. Crossflow Panel Criteria. The selection panel will consider the whole-person concept, including, but not limited to, the officer's application, overall record of performance, senior rater recommendations, academic degrees and transcripts (if required), specific qualifications IAW the AFOCD, officer professional development, career timing to assess the officer's relative standing among his or her peers, and time on station (TOS). An additional criteria used in the non-volunteer process will be reverse seniority criteria (consider officers with less commissioned service time ahead of more senior officers). The Panel's goal is to competitively select officers who will have the greatest opportunity to gain the experience with the highest potential for success serving in their gaining career field.

8. Roles and Responsibilities.

- 8.1. **Applicant.** Complete nomination package IAW HQ AFPC instructions; prioritize available AFSC crossflow opportunities as desired; declare volunteer status; and submit documents to wing commander/equivalent.
- 8.2. **Wing Commander/Equivalent.** Endorse nomination package providing comments on whole-person concept and recommendation for crossflow.

- 8.3. AFPC/DPA.** Develop announcement message, application guidelines and Panel instructions; select Crossflow Panel members; convene the Panel; announce timeline; and notify officers of their eligibility. Provide briefing slides to FSS/CCs prior to the application deadline to explain the purpose and process. The goal is to communicate AF needs at the strategic level and afford officers opportunities to consider options. Prepare results package for HQ AFPC/CC approval, with courtesy copy to HQ USAF/A1P. When immediate crossflow actions are necessary, HQ AFPC/DPA, in coordination with HQ USAF/A1P, is the approval authority and does not require a Crossflow Panel.
- 8.4. HQ USAF/A1P.** Establish crossflow guidance and policy, monitor for necessary adjustments, and update as required. Determine NRL officer crossflow requirements by AFSC and YG. Consider impact of other force management initiatives (e.g., FSBs and RIFs) and prior enlisted populations within each career field when determining crossflow targets. Approve or disapprove waiver of eligibility criteria and any out-of-cycle crossflows. Adjudicate crossflow in/out targets with Career Field Managers (CFMs) and other stakeholders.
- 8.5. NRL Officer Crossflow Panel.** Review and score officer's package using specific qualifications and established selection and scoring criteria.
- 8.6 AFPC/CC.** Final authority for action and possesses the authority to overrule the Panel and disapprove a recommendation when appropriate.

9. Outcome.

- 9.1.** AFPC will match officers selected to crossflow to the next available crossflow training course via the normal assignment process.
- 9.2.** Officers who receive an assignment selection date or an assignment notification as a result of selection for crossflow may only decline via 7-day option IAW AFI 36-2110, *Assignments*, paragraph 2.30 and Table 2.9.
- 9.3.** Officers who fail their skills training course will return to their previous career field.
- 9.4.** Subsequent NRL Officer Crossflow Panels may be necessary to meet career field and AF emerging mission requirements.

10. Records Maintenance. All records created as a result of processes prescribed in this Memorandum must be maintained and disposed of in accordance with AFMAN 33-363, *Management of Records*.

1 JULY 1999



Personnel

AIRMAN RETRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

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(TSgt Robert L. Castellano)
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This instruction sets procedures for retraining people to meet Air Force mission requirements and specifies voluntary retraining for active duty airmen that meet quality standards. It implements the retraining policy found in Air Force Policy Directive (AFPD) 36-26, *Military Force Management*. The Privacy Act of 1974 affects this instruction. Title 10, United States Code (U.S.C.), Sections 8013, *Secretary of the Air Force* and 901, *Improper use of countersign*, give the authority to collect and maintain the data for this instruction. System of Records Notice, FO36 AF PC E, *United States Air Force (USAF) Airman Retraining Program*, applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*, and coordinate with HQ AFPC/DPPAET. Refer to [Attachment 1](#) for the glossary.

The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. The Forms Management Program IAW AFI 37-160, volume 8 affects this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication adds general information providing a background on Trained Personnel Requirements (TPR); explains how final retraining in and out goals are finalized prior to publishing in the On-Line Retraining Advisory ([Chapter 1](#)); explains, clarifies, changes, and expands the assigned responsibilities within each program element ([Chapter 2](#)); revises the processing procedures and format for using supplemental messages, retraining application processing procedures (to include replacing the automated retraining application (RTGAPP) with AF Form 4032, **Application for Enlisted Retraining**), changes post retraining approval and disapproval procedures, class date change requests, and revises all tables and notes ([Chapter 3](#)); provides current policy guidance on all enlisted retraining programs; adds procedures for processing exception to policy cases, the Career Airman Reenlistment Reservation System (CAREERS) program, NCO Retraining Program (NCORP), and disqualified airmen retraining (for cause and not for cause); adds special retraining programs to include procedures for Pararescue, Combat Con-

rol, Humanitarian and Exceptional Family Member Program (EFMP) retraining, and First Sergeant retraining (**Chapter 4**); revises the Glossary of References, Abbreviations, Acronyms and Terms (**Attachment 1**); adds Air Force Training Management System (AFTMS) terms explained (**Attachment 2**); provides instructions for using the On-Line Retraining Advisory (**Attachment 3**, formerly attachment 2); provides the current sample of the supplemental message format (**Attachment 4**); provides sample copy of the new AF Form 4032, **Application for Enlisted Retraining** (**Attachment 5**); provides the Strength Aptitude Test (SAT) memorandum (**Attachment 6**, formerly attachment 4); sample of Retraining Counseling Statement (**Attachment 7**, formerly attachment 5); lists Selective Reenlistment Bonus (SRB) provisions for retraining (**Attachment 8**); adds CAREERS Retraining Statement of Understanding (**Attachment 9**); provides guidance for the Retention Versus Separation Process (**Attachment 10**); provides current PAST Criteria (**Attachment 11**); deletes Request for Declination of Approved Retraining and Consequences of Declination (voluntary or selective) (**Attachment 6**) and the Statement of Aircrew Member Waiving 120-day Advance Notification (**Attachment 7**).

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Chapter 1

GENERAL INFORMATION

1.1. TPR Background . The Airman Retraining Program is a part of the overall TPR. HQ USAF/DPRS (HQ USAF, Deputy Chief of Staff for Personnel, Directorate of Personnel Resources, Skills Management Division) establishes the TPR on an annual basis and amends as necessary.

1.1.1. Nonprior Service (NPS) accessions, Prior Service (PS) accessions, and Active Duty Retraining compose three categories of training production. The final TPR reflects training requirements for the current and next 2 fiscal years.

1.1.2. Each Air Force Specialty Code (AFSC) is broken down by specific training production categories according to grade and skill needs and resource availability.

1.1.3. The TPR is adjusted and finalized at the semiannual Air Force Training Flow Management Committee meetings.

1.1.4. The final retraining-in and retraining-out goals are then published in the On-Line Retraining Advisory.

1.2. Objectives of Retraining . The overall objective of the retraining program is to balance the career force of each AFSC as needed. Additionally, the program allows individual airmen a choice of career fields from which to pursue an Air Force career and provides a method to return airmen disqualified from their current AFSC to a productive status.

1.3. Wartime Guidance . During a war, voluntary retraining programs will be suspended and the emphasis will shift to Pipeline Management System (PMS) operational requirements. Selective (involuntary) retraining would be initiated as needed to meet wartime commitments. All voluntary applications that are currently pending are returned to the MPFs without action.

Chapter 2

PROGRAM ELEMENTS

2.1. How the Air Force Retrains Airmen . HQ AFPC/DPPAET is the focal point for the On-Line Retraining Advisory. This product is continuously updated for use by all Major Commands (MAJCOM), Field Operating Agencies (FOA), Direct Reporting Units (DRU), and Military Personnel Flights (MPF).

2.1.1. Airmen who are qualified and who have a Control Air Force Specialty Code (CAFSC) shown as an overage in the On-Line Retraining Advisory are urged to apply for retraining into skills that have shortages. **EXCEPTION:** CAFSCs for First-term Airmen (FTA) are not required to be an overage. There are times, however, when airmen are selectively retrained to meet the needs of the Air Force.

2.1.1.1. Airmen may qualify for a new skill by either formal school or On-the-Job Training (OJT).

2.1.1.2. A retraining action that requires a formal technical training course or OJT is processed as instructed by the retraining advisory notes contained in AFTMS, AFMAN 36-2108, *Airman Classification*, and other published guidance.

2.2. Assigning Responsibilities . Responsibilities for implementing retraining policies and procedures are as follows:

2.2.1. HQ USAF/DPRS:

2.2.1.1. Establishes overall Air Force retraining policy.

2.2.1.2. Monitors and evaluates the Airman Retraining Program.

2.2.1.3. Establishes and monitors TPR production, directs retraining when necessary to meet TPR objectives. 2.2.1.4. Provides HQ AFPC/DPPAET with retraining requirements.

2.2.2. HQ AFPC/DPPAET:

2.2.2.1. Establishes operational retraining policies and procedures.

2.2.2.2. Monitors and evaluates the Airman Retraining Program.

2.2.2.3. Manages the On-Line Retraining Advisory.

2.2.2.4. Monitors disqualified airmen and quality control standards for retrainees.

2.2.2.5. Assists in developing TPR retraining requirements.

2.2.2.6. Processes retraining applications for formal school eliminees in a retraining status, Humanitarian Reassignment Program, and EFMP cases.

2.2.2.7. Approves or disapproves retraining applications. Allocates class seats for those approved.

2.2.2.8. Coordinates with the appropriate agencies for classification or disposition of former officers.

2.2.2.9. Processes exceptions to policy requests. See paragraph [3.10](#) for processing instructions.

2.2.3. HQ AFPC/DPAAD:

2.2.3.1. Finalizes requests for waiver of Overseas Duty Selection Date (ODSD), Short Tour Return Date (STRD), Time On Station (TOS), Assignment Availability Code (AAC), Date Eligible for Return from Overseas (DEROS) window waivers, and waiver of projected assignment on airmen applying for retraining.

2.2.3.2. Identifies Continental United States (CONUS) overseas imbalance airmen returning from overseas for whom no CONUS vacancies exist in the imbalanced AFSC.

2.2.3.3. Provides end assignment for retrainees and declares personnel surplus when no requirements exist in their awarded AFSCs.

2.2.4. HQ AFPC/DPAIO:

2.2.4.1. Coordinates with HQ AFPC/DPPAET and HQ AFPC/DPAA on approvable humanitarian and EFMP cases when the gaining base does not have authorizations for member's awarded AFSCs.

2.2.5. MAJCOMs, FOAs, and DRUs:

2.2.5.1. Recommend approval or disapprove retraining applications based on this instruction and the On-Line Retraining Advisory. Forward other applications to appropriate approval or disapproval authority.

2.2.5.2. Process specialty qualification waiver requests (for example: physical requirements, AQE/EDPT score waivers, etc.). Refer to paragraph **3.10** for processing instructions.

2.2.5.3. Update retraining applications in AFTMS. An explanation of all codes used in AFTMS is found in **Attachment 2**.

2.2.5.4. Evaluate command programs periodically to ensure effective and efficient application of policies and procedures.

2.2.5.5. Establish procedures to monitor the quality of airmen approved for retraining. Notifies HQ AFPC/DPPAET of cases where members fail to maintain quality standards (which may require cancellation of retraining).

2.2.5.6. Recommend retraining policy changes to HQ AFPC/DPPAET.

2.2.6. 2AF/DOP:

2.2.6.1. Provides retraining class seats and student reporting instructions.

2.2.6.2. Monitors programmed versus actual students and graduates for each fiscal year.

2.2.6.3. Provides Air Staff with predicted production statistics for the semi-annual TPR conference.

2.2.7. MPFs:

2.2.7.1. Counsel interested airmen on Air Force retraining policy and procedures.

2.2.7.2. Review On-Line Retraining Advisory objectives, retraining advisory notes, and **Table 3.1** to ensure the member is eligible to submit an application.

2.2.7.3. Ensure airmen review the Air Force specialty descriptions contained in AFMAN 36-2108 for AFSCs they are interested in before they submit a retraining application.

2.2.7.4. Maintain a copy of the approval notification (RIP) in member's personnel record (UPRG) until completion of formal school.

2.2.8. Unit Commanders:

2.2.8.1. Recommend retraining for airmen whose behavior, attitude, and record of performance show a high probability of success in the retraining program and in subsequent duty assignments.

2.2.8.2. Comply with AFI 36-2606, *Reenlistment in the United States Air Force*, on withdrawal of an airman's Selective Reenlistment Bonus AFSC.

2.2.8.3. Notify MPF of retraining applicants who fail to maintain quality control standards prior to attending formal schools.

2.2.8.4. Initiate disqualified airmen actions (see paragraph [4.3.](#)).

2.2.9. On-Line Retraining Advisory:

2.2.9.1. This instruction contains airmen retraining program procedures. However, notes in the on-line retraining advisory take precedence in any conflict with this directive since they are updated as requirements change.

2.2.9.2. The primary tool used to counsel airmen on the requirements of retraining-in or retraining-out AFSCs. [Attachment 3](#) contains a description of the On-Line Retraining advisory.

Chapter 3

ADMINISTRATIVE ACTIONS

3.1. Using Supplemental Messages. The MPF utilizes the supplemental message shown in [Attachment 4](#) to process a retraining application for:

- 3.1.1. Airmen requesting retraining that do not require special processing.
- 3.1.2. Airmen in retraining status eliminated from a formal school course (see [Table 3.2.](#)).
- 3.1.3. Airmen completing rehabilitation at a Correction or Rehabilitation Organization and who cannot return to duty in a formerly held skill.
- 3.1.4. Hospital patients who cannot return to duty in a formerly held AFSC (paragraph [3.14.](#)).

3.2. Restrictions . Hard copy retraining application is required when:

- 3.2.1. Waivers are requested. The request must be fully justified and sent with the hard copy retraining application.
- 3.2.2. The requested Retraining Air Force Specialty Code (RAFSC) requires a review by the MAJCOM AFSC Functional Manager.
- 3.2.3. The requested RAFSC requires a review beyond the MAJCOM, (i.e., to HQ AIA, HQ AFPC, etc.).
- 3.2.4. The applicant has received a negative or disapproved review according to Retraining Advisory Note 550.
- 3.2.5. Message applications cannot be used for disqualified airmen cases.

3.3. Determining Eligibility:

3.3.1. The MPF:

3.3.1.1. Determines eligibility for retraining as outlined in [Table 3.1.](#)

3.3.1.2. Verifies the applicant does *not* have any of the following disqualifying factors:

3.3.1.2.1. Is under investigation by the Office of Special Investigation (OSI) or law enforcement officials (excluding normal security clearance).

3.3.1.2.2. Most recent EPR is:

3.3.1.2.2.1. Less than a 3.

3.3.1.2.2.2. A referral.

3.3.1.2.2.3. A projected referral.

3.3.1.2.2.4. Is ineligible for promotion or reenlistment.

3.3.1.2.2.5. Is not recommended for entry into upgrade training (training status code O).

3.3.1.2.2.6. Participating in phase I on the Weight Management Program (codes 1, 2, and 6 apply only to voluntary retraining). **NOTE:** Members approved for retraining must maintain quality standards through entry into training. Input of any of the disqualifying factors before class start date will result in retraining cancellation.

3.3.1.3. Reviews retraining quotas in the On-Line Retraining Advisory in AFTMS and ensures the applicant meets the prerequisites outlined in AFMAN 36-2108, *Airman Classification*, and notes in the On-Line Retraining Advisory *before* completing the Application for Enlisted Retraining (AER) (**Attachment 5**).

3.3.1.4. Encourages the individual to select a minimum of three AFSCs.

3.3.1.5. Ensures the individual meets or exceeds the Strength Aptitude Test (SAT) requirement for each of the requested AFSCs.

3.3.1.5.1. Ensures the applicant meets the medical qualifications and physical profile outlined in AFMAN 36-2108, and the On-Line Retraining Advisory. The local medical facility validates the medical requirements. The retraining application must include all supporting medical documentation.

3.3.1.5.2. If the strength standard of the present AFSC does not meet the requirements of the requested AFSCs, forward a copy of **Attachment 6** to the local medical authority.

3.3.1.5.3. The medical authority determines test results and returns the letter to the MPF with appropriate comments.

3.3.1.5.4. If the medical authority determines the individual is physically capable of taking the SAT test, the MPF requests testing and forwards the letter to the fitness center Noncommissioned Officer in Charge (NCOIC). The fitness center administers the SAT and mails the results to the MPF.

3.3.1.6. Ensures the applicant has no other problems or issues that the commander, MPF chief, MAJCOM, or HQ AFPC/DPPAET believes will limit the future potential of the airman.

3.4. Processing of Retraining Applications:

3.4.1. The MPF:

3.4.1.1. Completes **Attachment 5**, Application for Enlisted Retraining (AER), and forwards it to the parent MAJCOM (or AFPC as directed by AFTMS).

3.4.1.2. Includes the individual's last three EPRs.

3.4.1.3. Ensures that the individual completes the Retraining Counseling Statement (**Attachment 7**) and includes it with the retraining package.

3.4.1.4. If applicant has a UIF on file, forwards entire retraining package including a copy of AF Form 1137, **Unfavorable Information File Summary**, to the MAJCOM.

3.4.1.5. Verifies that the commander indorsed the following statement on the AER: "Individual's attitude, behavior, and record indicate a probability of success for retraining. There are no quality factors that preclude this individual from retraining."

3.4.1.6. Prepares and processes completed retraining applications within 5 working days.

3.4.1.7. Keeps the original copy of the AER and all supporting documentation. Sends a message or retraining application to the MAJCOM (whichever is appropriate).

3.5. Post Retraining Approval:

3.5.1. The MPF:

3.5.1.1. Notifies airmen within 3 working days and schedules a retraining interview.

3.5.1.2. Has the member acknowledge official notification. Ensures the airman accepts or declines retraining within 10 working days of notification.

3.5.1.2.1. If the member declines retraining, prepares an AF Form 964, **PCS, TDY, or Training Declination Statement**, according to AFI 36-2110, *Assignments*. Updates the Personnel Data System (PDS). Forwards original for file in UPRG and provides member a copy.

3.5.1.3. Ensures the individual extends or reenlists within 10 working days of retraining acknowledgement to meet the retainability requirements (refer to **Table 3.3.**).

3.5.1.4. Updates Assignment Availability Code (AAC) 29 according to AFI 36-2110, with a date of availability of 2 years from formal training or date entered OJT. **EXCEPTION:** Members retraining into or out of CONUS or overseas imbalanced AFSCs do not have AAC 29 updated.

3.5.1.5. Files the original retraining approval RIP, and the counseling statement in the member's UPRG.

3.6. Post Retraining Disapproval. The MPF notifies the individual of disapproved retraining and ensures the member acknowledges receipt.

3.7. Processing a Request to Withdraw or Decline a Retraining Application. Refer to **Table 3.4.** for processing instructions.

3.8. Class Change Requests. The MPF sends the request to the parent MAJCOM. The unit commander must fully justify and endorse the requests.

3.8.1. If the MAJCOM deems the class change request valid, the MAJCOM forwards the recommendation to HQ AFPC/DPPAET for final action. MAJCOMs have disapproval authority.

3.9. Withdrawing a Retraining Declination Statement. The MPF sends the request to the parent MAJCOM with an information copy to HQ AFPC/DPPAET for final action. Each request must include sufficient justification for the action.

3.10. Processing EDPT/AQE Score/Input AFSCs (feeder) Waivers. Refer to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, table 2.9, rule 5 for waiver instructions.

3.10.1. Ensure the airman is retested prior to submitting an Aptitude Qualification Examination (AQE) waiver.

3.10.2. MPF will forward formal retraining application with waiver requests to the parent MAJCOM.

3.10.3. MAJCOM will forward the package to HQ AFPC/DPPAC for approval or disapproval. Request will include recommendation from the MAJCOM AFSC Functional Manager (if one is assigned).

3.10.4. MAJCOM will update AFTMS upon favorable recommendation from HQ AFPC/DPPAC.

3.11. Processing Exceptions to Policy Cases. The MPF processes exception to policy cases to the parent MAJCOM. The MAJCOM can disapprove request or forward recommended approvals to HQ AFPC/DPPAET. HQ AFPC/DPPAET can disapprove or forward recommended approvals to HQ USAF/DPRS for final approval.

3.11.1. Include all supporting documentation provided by the member, along with the AER, to the MAJCOM.

3.11.1.1. If the airman is attempting to prove a miscounseling or injustice occurred, a statement from the MPF counselor, indorsed by the MPF chief, must accompany the request.

3.11.1.2. FTA who did not apply, or have declined an approved Career Job Reservation (CJR) and did not apply for retraining during their original window, will not be retrained.

3.11.1.3. Exceptions will not be granted based on an individual's indecision, lack of employment or educational opportunities, etc.

3.12. Determining Effective Dates of Entry Into Retraining. The Date Initially Entered Retraining (DIERT) is equal to the class start date or OJT effective date. Determine effective date of CAFSC change in accordance with AFI 36-2101.

3.13. Processing Retraining Applications Initiated by Correction or Rehabilitation Organizations.

3.13.1. The Correction or Rehabilitation Organizations:

3.13.1.1. Establish a central coordination point and refer retrainees to the MPF for retraining processing.

3.13.1.2. Provide the servicing MPF all available personnel records and data to process the AER.

3.13.2. The MPF:

3.13.2.1. Completes applicable parts of the AER.

3.13.2.2. Sends a supplemental message (**Attachment 5**) to HQ AFPC/DPPAET requesting retraining.

3.13.3. HQ AFPC/DPPAET:

3.13.3.1. Selects an AFSC consistent with Air Force needs and the airman's eligibility.

3.13.3.2. Enters the AER in AFTMS.

3.13.3.3. Advises the Correction or Rehabilitation Organization and the airman's MPF by message when retraining is approved.

3.14. Processing Retraining Applications for Hospital Patients:

3.14.1. The Medical Treatment Facility:

3.14.1.1. Determines when an airman no longer qualifies for duty in the present AFSC or other awarded specialty.

3.14.1.2. Provides the servicing MPF an AF Form 422, **Physical Profile Serial Report**, or host medical service certification, and other pertinent data to prepare an AER.

3.14.1.3. Notifies the MPF of any changes in the airman’s condition that affect class reporting dates or retraining and reassignment eligibility.

3.14.2. MPFs:

3.14.2.1. Contact the losing MPF to request personnel records if applicable.

3.14.2.2. Encourage the airman to select a minimum of 3 retraining AFSCs.

3.14.2.3. Process retraining application (see paragraph 3.4.).

3.14.2.4. File the retraining approval in the airman’s UPRG.

3.14.3. HQ AFPC/DPPAET:

3.14.3.1. Informs the airman’s medical treatment facility and MPF when retraining is approved or disapproved.

Table 3.1. Eligibility For Voluntary And Selective Retraining.

R U L E	A	B	C	D		E	
				and the On-Line Retraining Advisory		then the individual is eligible for	
	If the applicant (see note 1 and 2)	is a first-term airman	is a second term career airman	shows an average for airman’s present AFSC (see note 3)	shows a shortage for requested retraining AFSC (see note 4)	voluntary retraining	selective retraining
1	is a volunteer for special duty assignment, Bootstrap, commissioning program, or In-Place Consecutive Overseas Tour	YES	YES	YES	YES	NO (see note 5)	YES
2	applied for retraining and is selected for assignment	YES	YES	N/A	N/A	NO (see note 6)	YES

RULE	A	B	C	D		E	
				and the On-Line Retraining Advisory		then the individual is eligible for	
	If the applicant (see note 1 and 2)	is a first-term airman	is a second term career airman	shows an average for airman's present AFSC (see note 3)	shows a shortage for requested retraining AFSC (see note 4)	voluntary retraining	selective retraining
3	is selected for contingency deployment	YES	YES	YES	YES	YES (see note 7)	YES (see note 7)
4	was eliminated from a technical school with prejudice within 1 year of the application date	YES	YES	N/A	N/A	NO	YES
5	is currently in retraining status	YES	YES	N/A	N/A	NO (see note 8)	NO (see note 8)
6	was paid an enlistment or reenlistment bonus	YES	YES	N/A	N/A	NO (see note 9)	YES (see note 9)
7	was disqualified for continued duty or training in CAFSC and has no other awarded AFSC or must retrain	YES	YES	N/A	YES	YES (see paragraph 4.3.)	YES (see paragraph 4.3.)
8	is serving in CONUS on stabilized tour according to AFI 36-2110, <i>Assignments</i>	YES	YES	YES	YES	YES (see note 10)	YES

R U L E	A	B	C	D		E	
				and the On-Line Retraining Advisory		then the individual is eligible for	
	If the applicant (see note 1 and 2)	is a first-term airman	is a second term career airman	shows an average for airman's present AFSC (see note 3)	shows a shortage for requested retraining AFSC (see note 4)	voluntary retraining	selective retraining
9	is applying for retraining into CONUS overseas imbalance AFSC listed in On-Line Retraining Advisory	YES	YES	YES	YES	YES (see note 11)	YES
10	has a feeder specialty for a lateral AFSC and lateral requirements exist	YES	YES	N/A	YES	YES	YES
11	is serving overseas and desires retraining with DEROS	YES	YES	YES	YES	YES (see note 12, 13)	YES
12	is serving overseas and CONUS requirements do not exist for CAFSC or any awarded AFSC on DEROS	YES	YES	N/A	YES	YES (see note 14)	YES
13	has a CAFSC designated as resource for HQ AFPC/DPPAET special programs	YES	YES	N/A	YES	YES	YES

R U L E	A	B	C	D		E	
				and the On-Line Retraining Advisory		then the individual is eligible for	
	If the applicant (see note 1 and 2)	is a first-term airman	is a second term career airman	shows an average for airman's present AFSC (see note 3)	shows a shortage for requested retraining AFSC (see note 4)	voluntary retraining	selective retraining
14	declined PCS or Control Duty Assignment (CDA) retainability	YES	YES	N/A	N/A	NO (see note 15)	YES

NOTES:

1. Applicants must always satisfy the requirements of AFI 36-2101, and AFMAN 36-2108, and if applicable, AFCAT 36-2223, USAF Formal Schools.
2. HQ AFPC/DPAIO, in coordination with HQ AFPC/DPPAET, directs retraining when the Humanitarian or EFMP assignment is approved. There is no need to apply. HQ AFPC/DPPAET updates in AFTMS.
3. First-term airmen may apply to retrain out of their current AFSC even though the On-Line Retraining Advisory does not show an overage. Career airmen may apply for retraining out of their current AFSC only if the On-Line Retraining Advisory shows an overage for the airman's grade.
4. The On-Line Retraining Advisory must reflect a shortage for requested AFSC and applicant's current or projected grade. If selected for promotion applicant must apply for shortages in projected grade.
5. An airman becomes eligible for voluntary retraining, if otherwise qualified, by withdrawing volunteer statement or application.
6. If an airman applies for retraining and is later selected for reassignment, you can determine retraining eligibility as follows:
 - a. If Assignment Selection Date (ASD) precedes the date the MPF receives the final retraining application, reassignment remains firm.
 - b. If the retraining application precedes ASD, continue processing the retraining application. If retraining is approved, MPF requests the assignment cancellation (see AFI 36-2110).
 - c. EXCEPTION: Airmen with approved follow-on assignments (assignment action reason AF) are authorized to process retraining applications. Do not cancel.
7. Deployed procedures:

- a. FTA may apply prior to departure provided the upcoming Temporary Duty (TDY) will last until after the member completes 35 months of service (59 months for a 6 year enlistee).
- b. Second term or career airmen should request retraining prior to contingency departure through parent MPF.
- c. If retraining actions cannot be completed prior to departure, airmen can request retraining through the Personnel Support for Contingency Operations (PERSCO) team. PERSCO will forward message to MAJCOM with an information copy to the MPF. Message will include the following: grade, name, SSN, CAFSC, RAFSC, departure date, return date, and remarks.
- d. Airmen must complete all retraining actions no later than 45 days after return to home station.

NOTE: FTA must request retraining in their respective window (see paragraph 4.1.).

1. An airman currently in retraining must complete the Control Duty Assignment (CDA) before applying or selection for further training. Second term or Career airmen must possess a 5-skill level or above (3-skill level if no 5-skill level exists).
2. An airman requesting retraining-out of an enlistment bonus (EB) or an SRB skill must complete the SRB portion of [Attachment 8](#), if the airman received EB or SRB payment. After receiving the EB or SRB, the airman serves in the specialty for the full enlistment or, if overseas, completes the enlistment for which the SRB was paid prior to DEROS. NOTE: Airmen currently serving an enlistment, for which an SRB was paid, may apply for retraining into another SRB skill requiring an equal or higher SRB. HQ AFPC/DPPAET considers waivers when the airman is in voluntary or selective retraining under the following conditions:
 - a. The airman is retraining from an EB or SRB specialty in the On-Line Retraining Advisory as a CONUS-overseas imbalance AFSC, effective upon return to CONUS.
 - b. The airman must retrain.
 - c. The airman is retraining into a lateral specialty and AFMAN 36-2108 specifies the EB or SRB AFSC as an input to the lateral AFSC. (This does not include entering lateral AFSCs for "all" AFSCs: 8F000, 3S2X1, etc.).
 - d. The airman is retraining from an EB specialty under CAREERS and will complete at least 5 years of active service prior to class start date. Applies to 6 year enlistees only.
 - e. The airman was declared surplus or his or her specialty is being deleted. Retraining-out waivers are automatic.
3. First-term airmen may apply according to CAREERS, regardless of date of availability (DOA). Career airmen may apply 9 months before their DOA.
4. Retraining from one CONUS-overseas imbalance AFSC to another is not authorized unless the AFSC is designated in the On-Line Retraining Advisory as a feeder skill for lateral retraining. (EXCEPTION: FTA are authorized.)
5. Eligible airmen who desire to retrain must apply 15 to 9 months prior to DEROS. Airmen with an indefinite DEROS who desire to retrain may do so if they complete the tour length before leaving for training. To process applications with an indefinite DEROS:

- a. Submit applications using supplemental messages through the MAJCOM to HQ AFPC/DPPAET.
 - b. HQ AFPC/DPAAD decides the DOA for leaving the overseas area.
 - c. HQ AFPC/DPPAET processes the application and, if approved, establishes a DEROS based on available class seats and the DOA set by HQ AFPC/DPAAD.
 - d. If authorities disapprove, HQ AFPC/DPPAET explains why by return message. The DEROS remains indefinite unless the individual applies for a new DEROS under other existing policy.
6. The airman may apply for CAREERS retraining during rotation counseling (15 to 9 months prior to DEROS) if the unit commander recommends the airman for reenlistment. The commander's recommendation and copy of **Attachment 8** must accompany the application. To retrain under this provision, the airman must complete 35 months of a 4 year enlistment or 59 months of a 6 year enlistment on or before DEROS.
 7. Airmen can apply 12 months prior to DEROS. Applicants may apply without regard to the status of their current AFSC on the On-line Retraining Advisory.
 8. First term airmen remain eligible to apply for retraining.

Table 3.2. Disposition Of Retraining Formal School Eliminees.

R U L E	A	B
	If airman is	then the
1	attending in a TDY and return status	Tech Tng Wg MPF returns airman to home station and notifies HQ AFPC/DPPAET by message of elimination. Include Sch Sq CC comments from AETC Form 125A Record of Airman Training Action . (See notes 1 and 4.)
2	attending in a TDY en route status	Tech Tng Wg MPF submits a supplemental retraining or disposition message to HQ AFPC/DPPAET (all notes apply).
3	attending in a PCS status	Tech Tng Wg MPF submits a supplemental retraining or disposition message to HQ AFPC/DPPAET (all notes apply).

NOTES:

1. The technical training squadron commander evaluates retrainees eliminated from formal school for reasons over which they had control. The commander takes appropriate action when these reasons warrant administrative or separation action.
2. The technical training wing MPF submits a supplemental message within 3 working days from the elimination date.

3. MPF will ensure member does not depart TDY location until HQ AFPC sends disposition instructions. Use the supplemental message format (**Attachment 4**) to report those individuals eliminated from training who are recommended for retention and retraining. AFPC decides whether to return the individual to a previously awarded AFSC or retrain. The airman chooses up to five AFSCs. Include the reasons for elimination, recommendation for further training, and airman's desires.
4. Airmen eliminated for academic deficiency may not request retraining into AFSCs that require an identical or higher aptitude score.
5. The technical training squadron commander recommends separation or administrative action for airmen eliminated for reasons within their control. Retrainees who are removed from training for misconduct are not considered for retraining. In such cases, the commander returns the airman to the losing organization for action (except PCS status students). Send this request by message to HQ AFPC/DPPAET with an information copy to the MAJCOM citing the circumstances of the elimination and any administrative action taken.
6. The technical training squadron commander considers all circumstances surrounding the individual's elimination to determine if separation is appropriate. If the commander does not initiate separation, the airman reports for retraining. When the commander recommends further retraining or returning airmen back to a previously awarded skill, the commander will indicate why separation was not warranted.

Table 3.3. Retainability Requirement For Voluntary And Selective Retraining.

R	A	B	C
U	Retainability Requirements		
L E	If airman is a	and	for voluntary retraining and selective retraining through formal school or OJT, the airman must
1	first-term airman	not applying under CAREERS	meet full CDA requirements or 14 months (whichever is greater) beyond projected class graduation date or date entered OJT (see notes 1 and 2).
2		applying for re-training under CAREERS	extend enlistment 23 months (combined total of all extensions) beyond normal Expiration Term of Service (ETS) and have at least 14 months remaining service beyond class graduation. Any CDA beyond 14 months is waived (all notes apply).
3	second-term or Career Airman	retraining is considered	have, or be able to obtain, the CDA requirements or 14 months past class graduation date/OJT effective date (whichever is greater) without entering High Year Tenure restrictions (see notes 2, and 4).

NOTES:

1. Compute retainability requirements and CDAs from class graduation date or date entered OJT.
2. Non-CAREERS first-term airmen applying for retraining into 1N3XX AFSC who cannot meet the required 36 months CDA by extending their enlistment may request a CDA waiver from HQ AFPC/DPAIP1. Send all other retainability waiver requests to HQ AFPC/DPPAET.
3. CAREERS retrainees will satisfy retainability by extending their enlistment (for a combined total of 23 months) or reenlisting *within 10 working days*. Request cancellation of retraining if airman declines to obtain retainability. See AFI 36-2606, *Reenlistment into the United States Air Force*, chapters 3 and 4, for additional criteria. Comply with **Table 3.4** when an airman declines retainability.
4. Airmen approved for retraining into AFSC 1C1X1 (Air Traffic Controller), 1A1X1B (Helicopter Flight Engineer), 1A1X1C (Flight Engineer), or 1N3XX (Crypto Linguist) must meet the full CDA either by extending their enlistment or reenlisting.
5. Approval of CAREERS retraining automatically produces a CJR for the airman.

Table 3.4. Withdrawing Or Declining Approved Retraining.

R	A	B	C	D
U L	If airman	then airman	and MPF	and MAJCOM
E				
1	voluntarily withdraws application before being officially notified of approval	requests withdrawal at MPF	immediately notifies MAJCOM of the airman's withdrawal	Cancels the application and includes this statement: "Application withdrawn at airman's request"
2	is a first-term airman who received approved voluntary retraining and has not entered retraining (for reasons not related to personal hardship)	signs the declination portion of the retraining approval RIP within 10 days (see note 1)	completes the AF Form 964 and updates Assignment Limitation Code (ALC) 2 in PDS. Advises the MAJCOM and HQ AFPC/DPPAET by message (see note 2 and 3)	on being notified of the declination statement, cancels approved retraining in AFTMS or notifies HQ AFPC/DPPAET to cancel training within 5 working days

R	A	B	C	D
U L E	If airman	then airman	and MPF	and MAJCOM
3	is a second-term or career airman who refuses to obtain retainability after acknowledging receipt for voluntary or selective retraining (for reasons not related to personal hardship) (see note 2)	notifies through unit commander to MPF within 10 working days after receiving the official notification of approved retraining application. The airman must sign an AF Form 964	completes the MPF portion of the declination statement, updates AAC 08 in PDS and sends a message to the MAJCOM. The MPF files the declination statement in the airman's UPRG (see notes 2, 3, and 4)	evaluates validity of declination statement and cancels the training in AFTMS or notifies HQ AFPC/DPPAET to cancel training within 5 working days
4	requests release from approved retraining (voluntary or selective) for personal hardship or other justifiable reasons	sends a request through the commander to MPF	endorses requests with comments to MAJCOM for determination (see note 5)	evaluates the request, and if approved, requests cancellation of retraining in AFTMS within 3 working days. If disapproved return to MPF with appropriate comments
5	has quality factors where cancellation of approved retraining is warranted (see note 6)	not applicable	requests cancellation by message to parent MAJCOM and info HQ AFPC/DPPAET	evaluates the request, and if approved, requests cancellation of retraining in AFTMS within 3 working days. If disapproved return to MPF with appropriate comments

NOTES:

1. The MPF counsels FTA about the action and completes a retraining declination statement when the airman refuses to obtain retainability within the time limits (see [Table 3.3.](#)) or refuses to sign a retraining declination statement. The counselor will complete the declination statement for the member in this instance. The counselor will advise the member that this declination statement will make the airman ineligible for voluntary retraining for the rest of the current enlistment or any extensions.
2. Airmen selected for retraining may only decline retraining if they have insufficient retainability.
3. The MPF counselor completes a declination statement on airmen who decline retainability and refuse to sign it. The counselor includes the following remarks in section two of the Declination statement: "Airman refused to sign."

4. MPF/DPMAE sends a message to the parent MAJCOM within 2 working days of the member signing the statement. The MAJCOM notifies HQ AFPC/DPPAET to cancel retraining by message.
5. A declination statement is not necessary in this instance. The MPF must ensure airman's request fully justifies a request for release. Include all required course information.
6. After approval, but before actually entering formal school, if airman's behavior or conduct warrants cancellation of retraining or airman no longer meets the mandatory quality control standards of paragraph 3.3., MPF must request cancellation of approved retraining. The unit commander must notify MPF to cancel retraining when approved applicants are no longer eligible to retrain for quality reasons.

Chapter 4

RETRAINING PROGRAMS

4.1. Career Airman Reenlistment Reservation System (CAREERS). CAREERS allows FTA to retrain into skills where a shortage exists. CAREERS retraining quotas are found on the On-Line Retraining Advisory.

4.1.1. The MPF:

4.1.1.1. Informs each reenlistment-eligible FTA of CAREERS retraining opportunities.

4.1.1.2. Ensures CONUS airmen apply no earlier than the 1st duty day of the month during which they complete 35 months of their current enlistment (59 months for 6-year enlistees) but no later than the last duty day of the 43rd month of their current enlistment (67 months for 6-year enlistees).

4.1.1.3. Ensures airmen stationed overseas apply between the 15th and 9th month before the DEROS and will enter the 35th month of service (59th for 6-year enlistees) on or before DEROS.

4.1.1.4. Ensures airmen on the CJR waiting list apply no later than the 120th day prior to DOS.

4.1.1.5. Follows the instructions in paragraph 3.4. when approving an airman for CAREERS retraining.

4.1.2. HQ AFPC/DPPAER issues a CJR when the CAREERS retraining application is approved.

4.1.3. HQ AFPC/DPPAET:

4.1.3.1. Uses the Quality Retraining Program (QRP) to rank the applications on the third week of each month.

4.1.3.2. Uses the following criteria to rank the applications: Most recent EPR; current grade; projected grade; next three EPRs; Date of Rank (DOR); Total Active Federal Military Service Date (TAFMSD); AQE score in the applicable area (electrical, mechanical, administrative, or general); requested AFSC preferences.

4.1.3.3. Approves and disapproves the applications monthly.

4.1.3.4. After each QRP, applications not selected will remain pending or be cancelled, if not selected, after three consecutive boards. Members may reapply only under the following conditions:

4.1.3.4.1. The airman is on the Air Force CJR waiting list.

4.1.3.4.2. The airman was removed from the Air Force CJR waiting list, and is not within 120 days of DOS. Airmen in this category will meet one QRP board.

4.1.3.4.3. Airman was, through no fault of his own, unable to apply during the retraining window because of reenlistment ineligibility. Airmen must document their request in writing and obtain favorable recommendations from the Unit Commander and the MPF Chief and forward to the MAJCOM. The Unit Commander, MPF Chief, or MAJCOM retraining personnel may disapprove the request. DPMAE will ensure retraining applications requesting waivers

include justification and contain supporting statements and documents if the airman alleges MPF miscounseling or error. HQ AFPC/DPPAET is the final approval authority.

4.1.3.5. Provides each FTA a copy of the CAREERS Retraining Statement of Understanding ([Attachment 9](#)).

4.2. NCO Retraining Program (NCORP).

4.2.1. Background. The annual NCORP is designed to move Noncommissioned Officers (NCOs) from AFSCs with significant overages into AFSCs with NCO shortages. This program consists of three phases: The first two phases are voluntary and the third phase is involuntary. Retraining objectives are determined by the Air Staff.

4.2.2. Eligibility Requirements: A HQ AFPC/DPPAET message announces eligibility criteria at the start of each Fiscal Year's NCORP. At a minimum, NCOs must possess a 5-skill level or above in CAFSC (3 skill level if no 5 skill level exists), and meet requirements in paragraph [3.3](#).

4.2.3. Phase I Retraining. A voluntary phase announcing the start of the fiscal year program. Air Staff announces phase I listing those AFSCs with significant overages and shortages. The objective is to get as many volunteers to apply in order to fill Air Force requirements.

4.2.4. Phase II Retraining. If sufficient applications are not received during phase I, implementation of phase II is necessary. This phase is a voluntary phase; however, all eligible airmen who are vulnerable for involuntary retraining are formally notified and encouraged to apply.

4.2.5. Phase III Retraining. If retraining objectives for the fiscal year are not met through the voluntary phases, selective retraining becomes necessary. Airmen who possess a secondary or additional AFSC in a shortage skill are returned to those skills if in the best interest of the Air Force. If skill imbalances still occur, Air Staff will direct involuntary retraining into selected AFSC shortages.

4.2.6. Responsibilities:

4.2.6.1. HQ USAF/DPRS:

4.2.6.1.1. Identifies surplus and shortage AFSCs for retraining along with the grade structure of each RAFSC.

4.2.6.1.2. Announces the start of the NCORP.

4.2.6.1.3. Determines target year groups for implementation of phase II and phase III.

4.2.6.1.4. Final approval authority for waiver and exception requests.

4.2.6.2. HQ AFPC/DPPAET:

4.2.6.2.1. Updates AFTMS with NCORP AFSCs and associated notes.

4.2.6.2.2. Processes applications loaded in AFTMS by the MAJCOMs.

4.2.6.2.3. Notifies MPFs and MAJCOMs of approved or disapproved retraining applications through system transactions.

4.2.6.2.4. Upon implementation of phase II, identifies retraining eligibles by AFSC and notifies eligibles via computer generated RIP.

4.2.6.3. MAJCOMs:

- 4.2.6.3.1. Screen all applications and check all required data.
- 4.2.6.3.2. Process hard-copy applications from MPFs for waiver requests, exceptions, and MAJCOM functional manager reviews.
- 4.2.6.3.3. Update applications in AFTMS upon receipt from MPF .
- 4.2.6.3.4. Notify HQ AFPC/DPPAET of retrainee eligibility changes.

4.2.6.4. MPFs:

- 4.2.6.4.1. Advertise the program through *all* available resources.
- 4.2.6.4.2. Counsel airmen on retraining opportunities and encourage those eligible to apply for retraining.
- 4.2.6.4.3. Ensure applicants meet required AFSC prerequisites.
- 4.2.6.4.4. Submit application to parent MAJCOM by message. Include the following: grade, name, duty phone, CAFSC, desired AFSCs in order of preference, aptitude scores, commander's recommendation (if non-recommended, provide specifics). Military spouse's name and SSN if applicable, requested training time, and remarks.
- 4.2.6.4.5. Submit hard-copy applications only for cases requiring waivers, exceptions, and MAJCOM functional manager reviews.
- 4.2.6.4.6. Ensure airmen meet CDA requirements upon retraining approval.
- 4.2.6.4.7. Ensure update of AAC 29 for airmen with approved retraining (**EXCEPTION:** Do not assign AAC 29 for CONUS overseas imbalance AFSCs).
- 4.2.6.4.8. Notify phase II selectees and distribute notices generated by HQ AFPC/DPPAET. Maintain a copy of phase II RIPs until termination of the NCORP.
- 4.2.6.4.9. Notify parent MAJCOM by message, with info copy to HQ AFPC/DPPAET, on all retrainee requests for withdrawal, change of class dates, or retraining eligibility changes.

4.3. Disqualified Airmen Retraining. Air Force policy is to retain and retrain only those airmen who have demonstrated the ability to successfully complete training and whose past record clearly justifies further investment.

4.3.1. Commanders:

- 4.3.1.1. Must consider separation for all airmen disqualified for cause before initiating retraining. The base discharge authority or higher will decide whether to retain and retrain the airman. Prepare retention versus separation review in accordance with [Attachment 10](#).
- 4.3.1.2. Notify all disqualified airmen they may apply for separation under miscellaneous reasons in lieu of retraining.
- 4.3.1.3. Categorize airmen as disqualified for cause when they no longer meet the requirements for any of their awarded AFSCs, and basis for withdrawing the AFSC is for conditions or actions over which the airman had control. Examples of disqualification for cause include loss of security clearance due to misconduct, drug or alcohol involvement, failure to progress in training (for reasons within their control), substandard duty performance or other acts that lead to AFSC withdrawal.

4.3.1.4. Categorize airmen as disqualified not for cause who no longer meet the specialty qualifications for any of their awarded AFSCs, and basis for withdrawing AFSC is for conditions or actions over which the airman had no control. Examples include medical conditions such as hearing loss, toxic chemical exposure, injury resulting in AFSC withdrawal, or failure to progress in training for reasons beyond the airman's control.

4.3.2. MPF Responsibilities:

4.3.2.1. Assigns airmen in reporting identifiers 9A000 (Amn Awaiting Retraining-Disqualified not for cause), 9A100 (Amn Awaiting Retraining-Disqualified for cause), 9A200 (Amn Awaiting Discharge, Separation, or Retirement for cause), or 9A300 (Amn Awaiting Discharge, Separation, or Retirement not for cause) based on the commander's determination.

4.3.2.2. No retraining action is required for first term airmen within 10 months of DOS or second term/career airmen within 18 months of High Year of Tenure (HYT). The commander will utilize those airmen locally at his discretion.

4.3.2.2.1. Exceptions to policy will be considered on a case-by-case basis and forwarded to MAJCOM with MPF comments and recommendations.

4.3.2.2.2. Brief disqualified airmen that they may apply for separation under miscellaneous reasons in lieu of retraining.

4.3.2.2.3. Ensure that airmen stationed overseas apply for AFSCs with course lengths of less than 20 weeks (100 academic days).

4.3.2.2.4. Ensure that overseas airmen approved for retraining have at least 1 year remaining in the overseas area after class graduation or request a tour curtailment on airmen with less than 1 year remaining in the overseas area after class graduation date.

4.3.2.2.5. Forward all disqualified airmen cases to parent MAJCOM.

4.3.2.3. Disqualified Airman -- Not for Cause.

4.3.2.3.1. Airmen must apply for AFSCs for which they meet all requirements and have a class starting within 120 days.

4.3.2.3.2. Airmen are encouraged to list, as a minimum, three AFSC choices.

4.3.2.3.3. Airmen between 24th and 38th month of service for a 4-year enlistee (48th and 62nd for a 6-year enlistee) will apply using their CAREERS option, provided the airman is recommended for reenlistment.

4.3.2.3.3.1. Airmen who apply within the CAREERS window are processed for retraining using reason code "CD" (careers retraining - disqualified beyond control).

4.3.2.3.3.2. These applicants are considered for one QRP board. If not selected, an AFSC is selected consistent with Air Force requirements and the airman's eligibility.

4.3.2.3.4. Retrains airmen with less than 7 years (SrA), 16 years (SSgt/TSgt), or 18 years (MSgt) per paragraph 3.3.

4.3.2.3.4.1. Uses AFSCs having a course length of 10 weeks (50 academic days) or less for individuals who are:

4.3.2.3.4.1.1. SrA with more than 7 years and not within 18 months of HYT.

4.3.2.3.4.1.2. SSgt or TSgt with more than 16 years and not within 18 months of HYT.

4.3.2.3.4.1.3. MSgt with more than 18 years and not within 18 months of HYT.

4.3.2.4. Disqualified Airman -- For Cause.

4.3.2.4.1. Retrains airmen disqualified for cause using the following criteria: (*NOTE: The airman's preferences are not considered*).

4.3.2.4.2. Availability of local utilization.

4.3.2.4.3. Prior qualifications.

4.3.2.4.4. Course length does not exceed 8 weeks (40 academic days).

4.3.3. MAJCOM Responsibilities:

4.3.3.1. Evaluates each retraining package to ensure retention versus separation action is accomplished when disqualification reason is for cause.

4.3.3.2. Ensures airmen meet all requirements for selected AFSCs and a class seat is available within 120 days.

4.3.3.3. Updates applications in AFTMS.

4.3.3.4. Assists AFPC in verifying eligibility when selected AFSCs are disapproved.

4.3.4. HQ AFPC/DPPAET:

4.3.4.1. Provides a listing of available courses starting within the next 120 days in HAF/ZEUS for MAJCOM/MPF use.

4.3.4.2. Provides available AFSCs to the MPF to expedite retraining approval when application is disapproved (this applies only to airmen disqualified not for cause).

4.4. Surplus Airmen Retraining.

4.4.1. Process surplus retraining actions in accordance with rules and procedures for disqualified airmen (not for cause).

4.5. Special Retraining Programs.

4.5.1. Pararescue (PJ) - 1T2X1 and Combat Control (CCT) - 1C2X1 Retraining Procedures

4.5.1.1. Eligibility Criteria:

4.5.1.1.1. First term airmen may begin retraining application processing once they complete 33 months TAFMS (4 year enlistee) or 57 months TAFMS (6 year enlistee). This ensures the physical is complete when applicant applies during the normal retraining window. If applicant retraining window closes prior to completion, do not disapprove if based solely on this factor.

4.5.1.1.2. First term airmen may apply for retraining prior to their normal CAREERS window if they have served a minimum of 24 months (36 months for 6 year enlistees) of their enlistment. Submit as an exception to policy. Members will use their CAREERS options.

4.5.1.1.3. Members may apply regardless of the retraining-in or retraining-out objectives listed for their AFSC (AFTMS retraining note 518 applies).

4.5.1.1.4. Ensure member's EPRs have ratings of overall 3 or higher.

4.5.1.2. Physical Ability Stamina Test (PAST) Criteria and procedures:

4.5.1.2.1. Applicants will contact nearest PJ or CCT unit to have test administered. If PJ or CCT unit is over 100 miles from member's unit, the test will be administered by the immediate supervisor. Record PAST results on unit letterhead. Test administrators should sign and have commanders indorse test results.

4.5.1.2.2. For PAST criteria see [Attachment 11](#).

4.5.1.3. MPF Responsibilities:

4.5.1.3.1. Ensure member applies for either PJ or CCT. Member cannot list either as their second choice. Since both AFSCs train to the same standard at indoctrination training, elimination from one AFSC eliminates the member from the other.

4.5.1.3.2. Ensure member completes PAST and documents results on letterhead from administering unit.

4.5.1.3.3. MPF and member should work closely with the Flight Surgeons Office (FSO) to complete flying class III physical in a timely manner. MPF should advise member to schedule an appointment with the FSO as early as possible. CCT retraining applicants must also meet the physical requirements for air traffic control duty.

4.5.1.3.4. Forward completed retraining application to member's MAJCOM for validation of retraining eligibility.

4.5.1.3.5. For CONUS applicants, the following information is required in the application:

4.5.1.3.5.1. PAST test results, copies of last 3 EPRs, and a records review RIP.

4.5.1.3.5.2. Copy of complete flying class III physical documented on AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**. FSO is responsible for sending original physical to HQ AETC/SGPS for review and approval. HQ AETC/SGPS will place approval stamp on physical and return to member's FSO. Once physical is returned to FSO, a copy of the original is attached to retraining application. **Do not** send the original physical with application. The AF Form 1042, by itself and without stamp, is **not** acceptable.

4.5.1.3.6. Personnel assigned overseas cannot formally apply for PJ/CCT retraining until they are reassigned back to CONUS.

4.5.1.4. MAJCOM Responsibilities:

4.5.1.4.1. MAJCOM reviews application and updates AFTMS.

4.5.1.4.2. If member successfully completes the PJ or CCT indoctrination course, further instructions for pipeline training will be forwarded to member's MPF by 342 TRS/CTF. Those eliminated from indoctrination training will return to home unit with an AETC Form 125A, **Record of Administrative Training Action**. The 125A will provide reasons as to why member was eliminated and may indicate instructions for future consideration to attend training. Those who self-eliminate from training are not reconsidered for further retraining into the PJ or CCT AFSC.

4.5.1.5. Humanitarian and Exceptional Family Member Program (EFMP) Retraining.

4.5.1.5.1. To be eligible, airman must have a valid humanitarian or EFMP application pending HQ AFPC/DPAIO approval and be a volunteer to retrain if utilization in their CAFSC at the designated location is disapproved. AFSC preferences are not considered.

4.5.1.5.2. Retraining applications are updated by HQ AFPC/DPPAET using retraining code "RF".

4.5.1.5.3. Humanitarian retraining is via OJT using Career Field Education and Training Plans (CFETP) and Specialty Training Standard (STS) to document three level training.

4.5.1.5.4. Training method for approved EFMP applications are determined on a case by case basis.

4.5.1.6. First Sergeant Retraining.

4.5.1.6.1. Eligibility requirements are contained in AFI 36-2113, *The First Sergeant*.

4.5.1.6.2. MPF Responsibilities:

4.5.1.6.2.1. Upon favorable recommendation by the First Sergeant board, the AER is sent to the individual's unit commander. The commander enters a recommendation in section III of the AER.

4.5.1.6.3. Forward the retraining package to the MAJCOM and ensure the following documents are included:

4.5.1.6.3.1. AER (AF Form 4032).

4.5.1.6.3.2. Retraining Counseling Statement.

4.5.1.6.3.3. Last five EPRs.

4.5.1.6.3.4. Records Review RIP.

4.5.1.6.3.5. Board Review Letter.

4.5.1.6.3.6. Wing Commander Recommendation.

4.5.1.6.3.7. AF Form 422, **Physical Profile -Serial Report**.

4.6. Form Prescribed. AF Form 4032, Application for Enlisted Retraining.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

System of Records Notice, F035 AF MP E, *United States Air Force (USAF) Airman Retraining Program*. Title 10, U.S.C., Sections 901, *Secretary of the Air Force* and 8013, *Improper use of countersign*.

Abbreviations and Acronyms

AAC—Assignment Availability Code
AER—Application for Enlisted Retraining
AFCFM—Air Force Career Field Manager
AFCT—Air Force Classification Test
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
2AFSC—Second Air Force Specialty Code
3AFSC—Third Air Force Specialty Code
4AFSC—Fourth Air Force Specialty Code
AFTMS—Air Force Training Management System
AQE—Aptitude Qualification Examination
ASD—Assignment Selection Date
CAFSC—Control Air Force Specialty Code
CAREERS—Career Airman Reenlistment Reservation System
CDA—Controlled Duty Assignment
CJR—Career Job Reservation
CONUS—Continental United States
COT—Consecutive Overseas Tour
CRT—Cathode Ray Tube (Time-Share Message)
DAFSC—Duty Air Force Specialty Code
DAS—Date Arrived at Station
DDLDS—Date Departed Last Duty Station
DEROS—Date Eligible for Return From Overseas
DLA—Dislocation Allowance

DLAB—Defense Language Aptitude Battery
DLPT—Defense Language Proficiency Test
DOA—Date of Availability
DOS—Date of Separation
DPM—Chief, MPF
DRU—Direct Reporting Unit
DSN—Defense Switching Network
EB—Enlistment Bonus
EDPT—Electronic Data Processing Test
EFMP—Exceptional Family Member Program
EPR—Enlisted Performance Report
ETS—Expiration Term of Service
FCA—First-term CAREERS
FNC—First-term Non-CAREERS
FOA—Field Operating Agency
FSO—Flight Surgeons Office
FTA—First-term Airman
FTD—Field Training Detachment
GSU—Geographically Separated Unit
HAF—Headquarters Air Force
HYT—High Year of Tenure
IPS—Inches per Second
LOA—Letter Of Admonishment
LOR—Letter Of Reprimand
MAJCOM—Major Command
MPF—Military Personnel Flight
NCO—Noncommissioned Officer
NCORP—Noncommissioned Officer Retraining Program
NPS—Non Prior Service (no prior service)
ODSD—Overseas Duty Selection Date
OJT—On-the-Job Training
OSI—Office of Special Investigation

PAFSC—Primary Air Force Specialty Code
PAST—Physical Ability Stamina Test
PCS—Permanent Change of Station
PDS—Personnel Data System
PERSCO—Personnel Support For Contingency Operations
PMS—Pipeline Management System
PRP—Personnel Reliability Program
PS—Prior Service
PULHESX—Physical Profile Serial
RI—Reporting Identifier
RIP—Report on Individual Personnel
RAFSC—Retraining Air Force Specialty Code
RTGAPP—Retraining Application RIP Product
SAT—Strength Aptitude Test
SDA—Special Duty Assignment
SDI—Special Duty Identifier
SRB—Selective Reenlistment Bonus
SRP—Selective Reenlistment Program
SSN—Social Security Number
STRD—Short Tour Return Date
TAFMS—Total Active Federal Military Service
TAFMSD—Total Active Federal Military Service Date
TDY—Temporary Duty
TOS—Time On Station
TPR—Trained Personnel Requirements
UGT—Upgrade Training
UIF—Unfavorable Information File
UPRG—Unit Personnel Records Group
VOL—Volunteer

Terms

Application for Enlisted Retraining (AER)—The document used to request retraining. This replaces the computer generated retraining RIP.

Air Force Training Management System (AFTMS)—Supports the management of training requirements, training program development, course and class scheduling, student selection and notification, and reporting of training actions. Provides data support and automated processing for retraining applications.

Career Airman Reenlistment Reservation System (CAREERS)—A system to manage reenlistments of first-term airmen by skill to preclude surpluses and fill shortages.

Career Job Applicant File—A file of first-term airmen who have applied for a career job reservation and, because quotas are not available, are placed on a waiting list.

Career Job Reservation (CJR)—A reenlistment quota.

Control Duty Assignment (CDA)—The period of time a member is obligated to serve in a retraining AFSC.

CONUS Overseas Imbalance Air Force Specialty Code (AFSC)—An AFSC which has more authorizations in the overseas area than in the CONUS, which does not give airmen a reasonable amount of time in the CONUS between overseas tours. (See the On-Line Retraining Advisory for current imbalanced skills.)

Disqualified Airman—An airman whose skill has been withdrawn due to not meeting the mandatory skill qualifications found in AFMAN 36-2108, *Airman Classification*, or who cannot maintain the skill according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, and has no other awarded skill.

Dual AFSC Qualification—A planned qualification of an airman in more than one skill, one of which is a CONUS-overseas imbalance skill.

Input AFSC—An AFSC designated in AFMAN 36-2108, *Airman Classification*, as required for entry into a lateral AFSC.

Lateral AFSC—An AFSC that requires prior qualification at the semiskilled or higher skill level as specified in the specialty description in AFMAN 36-2108, *Airman Classification*.

On-Line Retraining Advisory—A computer-based product used at all levels of management that shows Air Force retraining needs. The Skills Management Branch (HQ AFPC/DPPAET) manages the On-Line Retraining Advisory.

Retraining—Either formal school or on-the-job training (OJT) which qualifies an airman for award of a new AFSC or AFSC shredout, to include lateral AFSCs.

Retraining AFSC—The AFSC for which an airman is approved. It is not an awarded AFSC and does not reflect the individual's qualification level.

Selective Retraining—Involuntary retraining used to fill a specific, predetermined need, usually resulting from unsuccessful voluntary efforts. Concurrence of the selectee is not required.

Trained Personnel Requirements (TPR)—The document showing the number of airmen to be trained to meet Air Force needs in each skill during the current and two following fiscal years by category (for example, nonprior service (NPS), prior service (PS), retrainees, and so forth).

UPRG—AF Form 10, **Unit Personnel Record Group**.

Voluntary Retraining—An application by an eligible airman into a chosen skill where there is a

retraining need and mandatory quality standards are met.

Attachment 2**AFTMS TERMS EXPLAINED****A2.1. Application Status Codes.** 1 - MPF Processing

- 2 - HAF & MAJCOM Processing
- 3 - HQ AFPC/DPPAET Processing
- 4 - Disapproved
- 5 - Approved - Awaiting Class Seat
- 6 - Approved
- 7 - Cancelled
- 8 - Training Rescheduling
- 9 - Retraining Completed

A2.2. Waiver Status Codes. 0 - Pending Action

- 1 - Approve
- 2 - Not Approved
- 3 - Systematic Approval
- 4 - No Action Required
- 5 - HQ AFPC/DPPAET Addition

A2.3. Retraining Reason Codes. AV - Lateral Retraining - Voluntary

- AS - Lateral Retraining - Selective
- BV - Retraining - By Pass
- CN - Careers Retraining - Normal
- CP - Careers Retraining - Pre SRP
- CD - Careers Retraining - Disqualified Beyond Control
- EV - Palace Balance Retraining - Voluntary (NCORP)
- ES - Palace Balance Retraining - Selective (NCORP)
- FV - Palace First (First Sergeant) Retraining
- IV - Individual Request Retraining
- JV - Join Spouse Retraining
- QS - Special Programs Retraining - Selective
- QV - Special Programs - Voluntary

RA - Required Retraining - Surplus Manning Problem
RF - Required Retraining - Humanitarian/CHAP
RG - Required Retraining - Hospital Patient
RH - Required Retraining - Formal School Elimination - For Cause
RI - Required Retraining - Formal School Elimination - Beyond Control
RL - Required Retraining - Identified by DPAAD - CONUS/OS Imbalance - Volunteer
RM - Required Retraining - Identified by DPAAD - CONUS/OS Imbalance - Selective
XB - Disqualified Retraining Beyond Control
XC - Disqualified Retraining for Cause

A2.4. Disqualified Reason Codes (Use these codes when the reason for retraining is "XB" or "XC").

A - Medical
B - Loss of Security Clearance
C - Loss -Bear Arms
D - Voluntary Suspension for Flying Duty
E - Failure to Progress
G - Improper Awarded AFSC
H - PRP Decertification
I - Failed FAA Certification
J - RESERVED

A2.5. Cancellation Reason Codes. CB - Voluntarily withdrew prior to approval

CE - Retraining cancelled -- CAREERS retraining declined. Refused to obtain required retainability
CH - Voluntarily cancelled due to personal hardship or other justifiable reason
CI - Voluntarily cancelled - member received a CJR override by wing commander in current AFSC
CJ - Member does not meet PRP prerequisites
CK - Member does not meet security clearance requirement
CL - Member does not meet medical prerequisites
CM - Member does not meet AFSC or technical school entry prerequisites
CO - Retraining cancelled due to quality control reasons
CX - Retraining cancelled - other
CZ - Retraining cancelled due to nonavailability of class seats

A2.6. Disapproved Reason Codes. DA - Member does not meet quality control standards for retraining

DB - Voluntarily withdrew prior to approval

DD - AQE or EDPT waiver disapproved

DE - Waiver of formal school disapproved

DF - Training out of current AFSC is not in the best interest of the Air Force at this time

DG - Training into requested AFSC is not in the best interest of the Air Force at this time

DH - Insufficient retainability

DJ - Requirement for input AFSC into requested AFSC (lateral) is not waived

DS - SRB waiver cannot be favorably considered

DQ - Retraining disapproved - individual was considered under the QRP for 3 months and not selected

DT - HQ USAF reprogramming action. Retraining requirement for this AFSC has been deleted. Apply for alternate AFSCs if still interested in retraining.

DX - Other

Attachment 3

THE ON-LINE RETRAINING ADVISORY

A3.1. The On-Line Retraining Advisory is found in the AFTMS under the Retraining Management Menu. Once in the Retraining Management Menu, select item "Display Advisory." Display Advisory will allow the user to select different filters to list requirements for a specific AFSC, grade, and retraining-in or retraining-out objectives by FY.

A3.2. The On-Line Retraining Advisory lists retraining-in or retraining-out objectives and related AFSC requirements by FY.

A3.3. Use AFSC retraining notes to counsel applicants on special or unique requirements for each AFSC. MPFs and applicant check these notes closely to avoid delays in the application process.

A3.4. You can find first-term airmen retraining objectives in two columns--FNC (First-Term NON CAREERS) and FCA (FIRST-TERM CAREERS).

A3.5. Airman can use the CAREERS column to determine if they are eligible to apply for retraining as outlined in [Chapter 4](#).

A3.5.1. FTA will use the Non-CAREERS column, if they are not eligible for CAREERS.

A3.5.2. You can find second-term and career airmen retraining objectives in grade columns. Use the respective two digit grade code (i.e., code 35 for SSgt) for senior airman through chief master sergeant applicants. For NCOs who have a promotion sequence number, use the grade column of the projected grade.

A3.6. Use indicators as follows:

A3.6.1. Retraining columns show what requirements exist for retraining in or out. When these columns are blank, they indicate that no requirements currently exist for retraining. Retraining objectives change as the Air Force meets or deletes requirements.

A3.6.2. FY indicates fiscal year when retraining will take effect.

A3.6.3. Females excluded indicator precludes women from retraining into the AFSC.

A3.6.4. CONUS-Overseas imbalance indicates AFSC has insufficient CONUS authorizations or assigned strength to support overseas requirements. If the AFSC is imbalanced, then the MPF completes [Attachment 9](#).

A3.6.5. The On-Line Retraining Advisory contains the minimum aptitude requirements found in AFMAN 36-2108. Some AFSC specialty qualifications require more than one minimum aptitude level for entry into the AFSC.

A3.6.6. Physical Profile Serial (PULHESX) indicates the minimum physical standards necessary for entry into the AFSC.

A3.6.7. SRB indicates if a bonus is allowed for any of the three zones.

A3.6.8. NCORP indicates if the AFSC is included in the NCO Retraining Program.

A3.6.9. Feeder AFSC required indicates retraining is limited from specific AFSCs identified in the retraining notes and AFMAN 36-2108. No retraining out requirements need to exist for applicants possessing feeder AFSCs.

A3.7. The MPF submits a retraining application based on CAFSC and skill level and grade or projected grade.

Attachment 4

SUPPLEMENTAL MESSAGE FORMAT

UNCLASSIFIED

- (A) AFSC/Retraining Method (1)___/___, (2)___/___, (3)___/___, (4)___/___, (5)___/___.
- (B) Reason Code (see [Attachment 2](#)).
- (C) Reenlistment Recommendation (Yes/No).
- (D) Security Clearance.
- (E) EDPT Score (if applicable).
- (F) Aptitude scores.
- (G) PULHESX.
- (H) Last three EPRs.
- (I) Remarks.

Attachment 5

AF FORM 4032

APPLICATION FOR ENLISTED RETRAINING							
<i>(Please read Privacy Act Statement below before completing this form.)</i>							
PRIVACY ACT STATEMENT							
<small>AUTHORITY: Title 10, United States Code (USC), Sections 4013 and 901 PRINCIPAL PURPOSE(S): To apply for enlisted retraining under the United States Air Force (USAF) Airman Retraining Program (PD35 AF MP E) Identification of individuals to process applications for retraining ROUTINE USE(S): None DISCLOSURE: Disclosure is voluntary. Failure to provide SSN may cause inability to provide proper retraining for individual.</small>							
SECTION I - APPLICANT INFORMATION							
GRADE/PROJECTED GRADE SSgt	NAME (Last, First, Middle Initial) Retrain, T., Juan	SSN 123-45-6789	TAFMSD 14 Aug 89	DATE INITIATED 1999 04 23			
INSTALLATION Langley AFB VA	ORGANIZATION/GUITY PHONE 1 CRS/574-1234	SERVICING WFLJON HQ ACC					
SECTION II - RETRAINING REASON AND REQUESTED AIR FORCE SPECIALTY CODES (AFSC'S)							
REASON CODE/WHICH DISQUALIFICATION SURPLUS CODE EV	DISQUALIFICATION SURPLUS AFSC 2A4X2	1st Choice 1A1X1B	2nd Choice 2G0X1	3rd Choice 1A1X1C	4th Choice	5th Choice	
Assignment Preferences CONUS	1st Choice HR	2nd Choice UN	3rd Choice AF	4th Choice ET	5th Choice EL	6th Choice RS	7th Choice RV
OS <i>(For CONUS OS (enlistee only))</i>	1st Choice AU1	2nd Choice BE1	3rd Choice CA1	4th Choice GE1	5th Choice UK1	6th Choice NL1	7th Choice SP1
<small>I am requesting retraining into one of the above listed choices. I am aware of the eligibility requirements and upon approval of retraining, I will accept or retest as necessary. I certify that I have been counseled in accordance with AFI 36-2626, Attachment 7 and understand my obligations if the retraining is approved.</small>							
MEMBER'S SIGNATURE						DATE 1999 05 03	
SECTION III - UNIT COMMANDER REVIEW							
<input checked="" type="checkbox"/> RECOMMEND APPROVAL				<input type="checkbox"/> RECOMMEND DISAPPROVAL			
REMARKS Individual's attitude, behavior, and record does/does not indicate a probability of success for retraining. There are/are no quality factors that preclude this individual from retraining.							
TYPED OR PRINTED NAME OF UNIT COMMANDER ARTHUR S. APPROVAL, Major, USAF Commander		UNIT/OFFICE SYMBOL 1 CRS/CC	SIGNATURE			DATE 1999 05 03	
SECTION IV - MPF REVIEW AND CERTIFICATION							
REMARKS Member meets AF requirements for the requested AFSC per the On-Line Retraining advisory and AFMAN 35-2108. Member has been counseled on reassignment in conjunction with retraining.							
TYPED OR PRINTED NAME OF CERTIFYING OFFICIAL JMA N. CHARGE, SSgt, USAF NCOIC, Classifications and Training		UNIT/OFFICE SYMBOL 1 MSSQ/DPMAB	SIGNATURE			DATE 1999 05 03	

Attachment 6

STRENGTH APTITUDE TEST (SAT)

MEMORANDUM FOR SG

FROM: MPF Retraining Office

SUBJECT: Strength Aptitude Test (SAT)

(Grade, Name) is applying for retraining into AFSCs _____, _____, _____, _____, _____, _____. These AFSCs require lifting abilities greater than the member's present AFSC. Review the individual's medical records (specifically SF 88, Report of Medical Examination) and determine if previous strength aptitude meets or exceeds _____lb./code, and evaluate any medical problems that might preclude the member from taking the strength aptitude test.

(signature block)

1st Ind., SG

TO: /MPF Retraining Office

Member's previous strength aptitude test results indicate X-Factor of ____code/____lbs. SAT retesting is not required. The individual (does/does not) have any medical conditions that preclude duties requiring lifting associated with these AFSCs. If so, state reasons and date limitation will expire.

The member requires SAT retesting because:

- () Member's previous strength aptitude test results indicate an X-Factor of _____ code/___lbs which does not meet/exceed requested AFSC's strength requirement.
- () Test results are not available.

(Grade, Name) _____ has physical limitations that (do/do not) preclude administering the SAT at this time. If limitations exist, state why and estimate when the limitations will expire.

(signature block)

2nd Ind, /MPF

TO: Fitness Center Staff

Please administer (Grade, Name, SSN) _____ the strength aptitude test according to AFI 36-2605, *Air Force Military Personnel Testing System*, and provide results to the MPF retraining office NLT _____.

(signature block)

3rd Ind, Fitness Center Staff

TO: _____ /MPF Retraining Office

We administered the strength aptitude test to _____ (grade, name, SSN) on _____(date). Results are indicated below:

- a. _____lbs
- b. _____code

(signature block)

Attachment 7

RETRAINING COUNSELING STATEMENT

A7.1. (The MPF counselor and applicant initial each *applicable* item.)

(Grade) (Last, First, Middle Initial) (SSN)

A7.2. CAREERS (First-Term Airmen):

A7.2.1. I understand I am applying for retraining under the Career Airman Reenlistment Reservation System (CAREERS).

A7.2.2. I have been counseled on the provisions of AFI 36-2110, *Assignments*, requesting base of preference (BOP) assignment with CAREERS retraining. BOP selections are not a guarantee and will be based on Air Force needs. I also understand that disapproving my BOP request does not release me from retraining. However, I may decline to retrain according to [Table 3.4](#).

A7.2.3. I have been advised of my reenlistment options and the possibility of obtaining a CJR in an awarded AFSC.

A7.2.4. I also understand that if my CAREERS retraining is approved, I will receive a CJR in the retraining AFSC. I further understand that this application *does not* cancel any other CJR held prior to my approval. I may withdraw this application any time before the approval date. However, if the application receives approval and I no longer want to retrain, refusing retraining cancels my new CJR and I will be ineligible to request voluntary retraining for the remainder of my current enlistment or any extension.

A7.2.5. If I decline to retrain, I know that to reenlist, I must reapply for a CJR in an awarded AFSC. In this case, CJR approval will be based on the immediate availability of a CJR when I reapply.

A7.2.6. I understand that I will compete through the Quality Retraining Program (QRP) with all other first term airmen, Air Force-wide, requesting the same AFSC(s) for retraining. I am highly encouraged to apply for the maximum number of AFSC choices available on the AER.

A7.3. Retainability Requirements:

A7.3.1. First-Term Airmen (Non-CAREERS): I understand I must meet the controlled duty assignment (CDA) requirement beyond projected class graduation date for voluntary retraining through formal training. If approved via OJT, I must extend the full retainability requirement as prescribed in [Table 3.3](#).

A7.3.2. First-Term Airmen (CAREERS):

A7.3.2.1. I understand I will extend my enlistment 23 months (combined total of all extensions) beyond the original expiration of my term of service and have at least 14 months of service remaining after graduation/OJT effective date. I must either obtain retainability or decline retrain-

ing within 10 working days after official notification of approved retraining. Once I extend or reenlist to obtain retainability, I may no longer decline retraining.

A7.3.2.2. I understand that if approved for 1A1X1X, 1C1X1, or 1N3XXX AFSCs, I must attain the full CDA by reenlisting in my current AFSC.

A7.3.3. Second-term and Career Airmen.

A7.3.3.1. Second Term. I understand that I must extend or reenlist to meet the CDA requirement or 14 months beyond the projected class graduation date, whichever is longer. This must be accomplished without entering high year of tenure restrictions.

A7.4. Retraining Counseling (applies to all applicants):

A7.4.1. I understand that applying for an Air Force shortage skill does not mean automatic approval. If I become ineligible to retrain for these AFSCs, the Air Force will disapprove my application. I also understand that, if retraining applications exceed the number of retraining quotas, the Air Force will disapprove my application.

A7.4.2. I reviewed AFMAN 36-2108 specialty description and have been encouraged to discuss the scope and duty requirements of these AFSCs with airmen who work in these specialties.

A7.4.3. I have been advised that I'm applying for retraining out of or into a CONUS-Overseas imbalance AFSC. I understand the AFSC has more authorizations overseas than in the CONUS, which will not allow a reasonable amount of time in the CONUS between overseas. I can be reassigned to my current AFSC if Air force needs dictate.

A7.4.4. I understand that as a volunteer for retraining, I will be scheduled for the next available class coinciding with my availability. The Air Force will consider my requested retraining time frame, but Air Force requirements will take precedence. I must include a letter indorsed by my commander if I desire a specific date which warrants special consideration. This letter must be included with the retraining application.

A7.4.5. I understand that if eliminated from formal training, AFPC will return me to an awarded skill or authorize further retraining in accordance with [Table 3.2.](#) Also, elimination from technical school does not cancel my extension for retraining. I must serve the remainder of the extension.

A7.4.6. Include the following statement: I understand that if I choose to decline my approved retraining, I must do so within 10 working days of being officially notified. I will be asked to sign a declination statement to formally decline this retraining. If I applied under the CAREERS retraining program and subsequently decline, I become ineligible to apply for voluntary retraining for the remainder of my enlistment or any extension. If I am a second or subsequent term airman and decline to retrain, I become ineligible for promotion or reenlistment and will separate on my DOS. Furthermore, I understand that I become ineligible for reentry into the Air Force through the prior service program for a period of 90 days after my DOS.

A7.4.7. If retraining-in quotas are exhausted during application processing, I may resubmit new AFSC choices provided I do so within my application window.

A7.4.8. The MPF retraining personnel will provide me with all the required documentation necessary to submit an application. However, it is my responsibility to ensure all these actions are completed in a timely manner.

A7.4.9. There is no guarantee that an assignment will automatically follow an approved retraining. It may take several months before any assignment action occurs.

A7.4.10. Retraining applications are subject to short notice approvals and may result in less than 60 days notification.

A7.5. Disqualified Airmen:

A7.5.1. I understand I must meet the full CDA requirement if approved for formal school or OJT.

A7.5.2. I understand that, as an airman disqualified not for cause, I have one opportunity to select a minimum of three AFSCs. If the Air Force cannot approve my choices, I am aware that HQ AFPC/DPPAET (in coordination with parent MAJCOM) will provide retraining AFSCs based on Air Force requirements and my qualifications.

A7.6. Retraining Travel Status:

A7.6.1. I understand that I may request a specific travel status (for example, TDY and return, PCS, TDY en route). However, the needs of the Air Force take precedence. I further understand that upon approval of retraining, I will not make any financial commitments until my travel status has been confirmed.

(signature of airman)

(date)

(signature of MPF counselor)

(date)

cc: Attach the AER

File in applicant's UPRG

Attachment 8

SELECTIVE REENLISTMENT BONUS (SRB) PROVISIONS FOR RETRAINING

A8.1. I understand that if I retrain from one SRB skill to another SRB skill with the same multiple and reenlist, I will receive the SRB at the same multiple.

A8.2. I understand that if I retrain from one SRB skill to another skill with higher or lower multiple and reenlist, I will receive the SRB multiple for my current skill or the retraining-in skill, whichever is lower.

A8.3. I understand that if I retrain from a non-SRB skill to an SRB skill or vice-versa, I will not receive an SRB if I reenlist to obtain the retraining retainability.

A8.4. I understand that I must not exceed 6 years TAFMSD for award of a Zone A SRB, 10 years for award of a Zone B SRB, or 14 years for award of a Zone C SRB when I reenlist.

A8.5. I understand that if I receive an SRB payment for the AFSC into which I am retraining, I may not retrain-out of the SRB specialty for the full period of enlistment for which I received payment. I understand the Air Force recoupment and termination policies.

A8.6. I understand that if I must reenlist to retrain and receive an SRB payment, if I am later eliminated from formal school and am allowed to retrain further, I may only request retraining into an equal or higher SRB AFSC. The Air Force may select me for retraining at their discretion.

A8.7. I understand that if I remain eligible to reenlist, I am entitled to the SRB multiple level in effect when I received final approval. I further understand that I must get approval before the specialty termination or multiple reduction effective date and I must be in the same SRB zone on my date of reenlistment. Also, if the Air Force terminates the SRB or reduces it before awarding my 3-skill level, I must reenlist within 30 calendar days after I am awarded the 3-skill level and enter upgrade training for the next higher skill level. I also understand that if I am awarded the 3-skill level and the Air Force terminates or reduces the SRB, I must reenlist before the effective date of the termination or reduction. If I don't reenlist within that time period, I will lose the SRB entitlement at the rate in effect on the retraining approval date.
NOTE: The above procedures do not apply if I reenlist to accept the retraining.

A8.8. I understand that I must qualify and serve in the specialty designated for award of an SRB currently on the SRB skills list (see paragraph above for exception) when I reenlist and that I must be eligible to reenlist per AFI 36-2606.

A8.9. (CAREERS Retraining only) I understand that if I reenlist after extending for a total of 23 months, the Air Force will not deduct my obligated service from my SRB payment for any unserved extensions of my enlistment totaling 23 months or less.

(signature of airman)

(date)

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(signature of MPF counselor)

(date)

Attachment 9**CAREERS RETRAINING STATEMENT OF UNDERSTANDING**

A9.1. CAREERS Retraining applications are reviewed and approved or disapproved on the third week of each month by HQ AFPC/DPPAET. This process is called the Quality Retraining Program. All applications are ranked by requested AFSC using the following criteria: most recent EPR, current grade, projected grade, next three EPRS, date of rank, Total Active Federal Military Service Date (TAFMSD), AQE score in the applicable area and requested AFSC preferences.

A9.2. We refer to the computer generated product we use to accomplish this as a “Rack and Stack.”

A9.3. FTA who desire to apply for retraining and are in their eligibility window will look at the On-Line Retraining Advisory and select up to five AFSCs that have available quotas in the “FCA” column.

EXAMPLE: AFSC 3P0X1 has 12 quotas

The quotas available are evenly distributed throughout the Fiscal Year. That means that only one person would be selected each month for that AFSC. The person on the top of the QRP “rack and stack” product will be selected that month, if eligible.

A9.4. Each month the same process is performed; however, there are always new applications updated as each month more airmen become eligible and ineligible. After each QRP, all applications that were **not selected for** that board will remain in status 3 (AFPC PROCESSING) in AFTMS until the next board. All applications meet three consecutive QRPs and if not selected, are disapproved.

A9.5. Results of each board are updated in AFTMS by simply “Approved” status (6), “Disapproved” status (4) or “AFPC Processing” status (3). The servicing MPF retraining office or your parent MAJCOM retraining office address any questions about this process prior to contacting HQ AFPC/DPPAET.

Attachment 10

RETENTION VERSUS SEPARATION PROCESS

A10.1. Upon determination that an airman's AFSC must be withdrawn for cause, and the airman has no other awarded AFSC (AFI 36-2101), the unit commander will decide what action to take on the airman: Retention (and possible retraining) or separation.

A10.2. The Air Force policy is to retrain those airmen that demonstrated the ability to successfully complete training and whose past record clearly justifies further investment. Because the airman is disqualified or surplus for reasons within their control, the question of further employment is raised. Airmen disqualified or surplus for cause must first be considered for separation to avoid the reassignment of sub-standard airmen to another commander. If circumstances call for it, retention should be as an exception to policy.

A10.3. Retention versus Separation reviews are completed according to AFI 36-2626, paragraph **4.3.1.1.** and HQ USAF/DPRS policy. The unit commander's written review must contain specific certification when recommending retention. Catch phrases, like "It is in the best interest of the Air Force," are not proper justification. Relevant documentation about the disqualification or surplus action (UIF summaries, Article 15 actions, performance reports (at least the last three), letter of admonition (LOAs), letter of reprimand (LORs), plus other documentation that covers the airman's overall or historical performance) are included in the review package. After the commander's justification and recommendation, the unit will send the package for review and written recommendation by the base legal office. This is a recommendation and is essential to the review process. The review is then sent to the Base Discharge Authority (BDA), or higher, for final review and written recommendation. When the Retention versus Separation review is completed by the BDA, it is sent by the unit to the MPF for processing.

A10.4. If the BDA recommends retention, the unit will prepare an AF Form 2096, **Classification/On-the-Job Training Action**, assigning member in report identifier (RI) 9A100. The effective date for placing the individual in RI 9A100 is the date the BDA recommended retention. The unit will submit the document to the MPF for further processing. **NOTE:** Any disagreement between the unit commander, base legal office, and the BDA over the retention or separation of the airman, is resolved between these three offices.

A10.5. If the BDA recommends discharge, the unit will prepare an AF Form 2096 assigning member in RI 9A200.

A10.6. Preparation, coordination, and finalization of the Retention versus Separation review is not an MPF responsibility. The responsibility remains with the unit of the disqualified or surplus airman. The review will be completed and finalized through the BDA prior to being sent to the MPF for processing. However, the MPF should be ready to assist the unit, legal office, or BDA.

A10.7. The MPF will ensure the Retention versus Separation review package is complete, with all applicable and mandatory attachments included. Any review that does not appear to be complete or is ques-

tionable should be cleared with the appropriate offices prior to being sent to the MAJCOM for final processing.

A10.8. The review package will include a memorandum from the MPF indicating compliance with retention versus separation procedures. The memorandum should be signed by the NCOIC of the Retraining Section. However, the NCOIC may delegate this responsibility as deemed necessary. The MPF will send the completed review package via AF Form 330, **Records Transmittal/Request**, to the MAJCOM for retraining AFSC (RAFSC) selection and final processing.

Attachment 11

PAST CRITERIA

A11.1. This test must be conducted *in the order* listed below and within a 3 hour timeframe. Record PAST results on unit letterhead. If member is unable to meet any minimum standard, they have failed the test and the test will end at that point. However, member should continue to take the remainder of the test (if willing) to determine other weak/strong points of his physical condition. Test administrators should sign and have commanders endorse test results with a copy provided to the member.

A11.1.1. One 25 meter underwater swim. The 25 meter underwater swim should be demonstrated first either through actual demonstration or by use of the training video that has already been supplied to recruiting squadrons. If members surface or break the water surface during any portion of the swim, the test will be stopped and considered a failure for the entire PAST. Swim suits and swim goggles are the only equipment items allowed. Do allow a 5-10 minute rest before the next event. Members should carefully stretch for the swim during this break time.

A11.1.2. One 1000 meter surface swim. This swim is conducted using the freestyle or side stroke. Maximum time limit is 26 minutes (26:00). The swim is continuous (non-stop). If a member stops any time during the swim, the test will be stopped and considered a failure for the entire PAST. Swim suit and goggles are the only equipment items allowed. After completion of the swim, allow a 30 minute rest prior to the next event. Members should carefully stretch for the run during this break time.

A11.1.3. One 1.5 mile run. The maximum time is 10 minutes, 30 seconds. PT clothes and good running shoes are the only required items. This run must be continuous (non-stop). If a member stops anytime during this run, the test will be stopped and considered a failure for the entire PAST. Members will be given a 10 minute break prior to the next event. Test should be conducted on a measured running track.

A11.1.4. Calisthenics: 4 calisthenics exercises are evaluated, each with specific time parameters and specific exercise form mechanics. All members will exercise to either muscle failure or time completion, whichever occurs first. The intent here is to have members do as many "good form" repetitions in the time allotted or when muscle failure is reached. **NOTE:** in performing all calisthenics, the exercise's proper form must be followed. Deviation from the form to allow extra repetitions will be to the member's disadvantage. Exercise form is strictly enforced during the training pipeline. Allow a 3 minute break between each calisthenics exercise.

A11.1.5. Chin-ups: Complete a minimum of 8 chin-ups within a 1 minute time period. Chin-ups are a two count exercise. Starting position is hanging from a bar, palms facing the candidate, with no bend in elbows. Hand spread is approximately shoulder width. Count one, pull the body up until the Adam's apple clears the top of the bar. Count two, return to starting position. Legs are allowed to bend, but must not be kicked or manipulated to aid upward movement. If the candidate falls off, stops, or releases the bar, the exercise is terminated. Candidate will exercise to muscle failure or time completion.

A11.1.6. Flutter-Kicks: Complete a minimum of 50 Flutter-Kicks within a 2 minute time period. Flutter-Kicks are a four-count exercise. Starting position is laying flat on back with the feet and head

approximately 6 inches off the ground. Hands are under the buttocks with fists clenched to support the lower back. Count one, raise the left leg off the ground to approximately a 45 degree angle, keeping the right leg stationary. Count two, raise the right leg off the ground to approximately a 45 degree angle, moving the left leg to the starting position. Counts three and four are repeats of the same movements. Legs must be locked, with the toes pointing away from the body. If the member rests his legs on the ground, or stops the exercise movement to rest, the exercise is terminated. Member will exercise to muscle failure or time completion.

A11.1.7. Push-ups: Complete a minimum of 50 push-ups within a 2 minute time period. Push-ups are a two-count exercise. Starting position is hands shoulder width apart with arms straight and directly below the chest on the ground; the legs are extended, and the back and legs remain straight. Count one, lower the chest until the elbows are bent at a 90 degree or lower angle. Count two, return to the starting position. The only authorized rest position is the starting position. If the knees touch the ground the exercise is terminated. The member will not raise his buttocks in the air, sag his middle to the ground, or raise any hand or foot from their starting position. If a hand or foot is raised, the exercise is terminated. Member will exercise to muscle failure or time completion.

A11.1.8. Sit-ups: Complete a minimum of 50 sit-ups within a 2 minute time period. Sit-ups are a two-count exercise. Starting position is back flat on the ground, fingers interlocked behind the head, head off the mat, and knees bent at approximately a 90 degree angle. The feet only are held by another individual during the exercise. Count one, sit up so that the shoulders are directly above the hip/pelvis area or 90 degrees to floor. Count two, return to the starting position. There is no authorized rest position for this exercise. If the member rests, the exercise is terminated. If the member's buttocks rise from the ground or his fingers are not interlocked behind his head during the repetition, the repetition is not counted. Member will exercise to muscle failure or time completion.