

regardless of reason) according to the appropriate subparagraph in paragraph 4.1 Consider return to a prior AFSC, if practical, IAW para 4.3.1.2.3.4. If not, designate as a disqualified airman and review for retraining consideration pursuant AFIs 36-2626, *Airman Retraining Program* or separation IAW 36-3208, *Administrative Separation of Airmen*.

3.6. Reinstating an AFSC, SDI, or RI and Associated SEIs. AFSCs, SDIs, or RIs and associated SEIs withdrawn using appropriate authority can be reinstated by the AFCFM (or NGB/AFR CFM) if the original reason for withdrawal no longer exists. Reinstate must be requested by the individual, in writing (memorandum format), endorsed by the individual's supervisor and commander, and forwarded by e-mail (digitally signed and encrypted) to the MPS. The MPS will ensure each request is fully documented and forwarded to HQ AFPC/DPSIC by e-mail/CMS for RegAF Airmen. The reinstatement request must outline the circumstances leading to AFSC withdrawal, what has changed since the withdrawal, and justification for AFSC, RI, or SDI and/or SEI reinstatement. Requests must be justified and include supporting document(s). HQ AFPC/DPSIC will coordinate with the appropriate AFCFM, approve/disapprove the request, and notify the MPS. The MPS will notify the individual requesting the reinstatement, and the individual's parent unit. If approved for reinstatement, DPSIC will award the AFSC at the skill level designated by the AFCFM.

3.6.1. Reinstate request for AFR members will be documented as above and the MPS will forward the reinstatement request electronically to HQ AFRC/A1KK for processing to AFR CFM for approval/disapproval. HQ AFRC/A1KK will notify the MPS of the AFR CFM's decision. The MPS will notify the individual requesting the reinstatement and the individual's unit. If approved for reinstatement, MPS will award the AFSC at the skill level designated by the AFR/CFM.

3.6.2. Reinstate request for ANG members will be documented as above and the MPS will forward the reinstatement request electronically to the ANG Classification Waivers CoP for processing to NGB/CFM for approval/disapproval. NGB/CFM will notify the MPS of the decision. The MPS will notify the individual requesting the reinstatement and the individual's unit. If approved for reinstatement, MPS will award the AFSC at the skill level designated by the NGB/CFM.

3.7. Waiving Mandatory Requirements. Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. Approval authority and procedures to request classification waivers are outlined below in **Table 3.1** and **Table 3.2**. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval will be forwarded to the next review level (see paragraph **3.7.5**, **Table 3.3** and **Table 3.4** for processing instructions). **NOTE:** Procedures to request waivers pertaining to on-the-job training (OJT) time-in-training for AFSC upgrade are contained Table 3.4., below.

3.7.1. Experience: Consider waivers for individuals who have had experience in a closely related AFS, or who have had civilian experience considered a counterpart of the specialty being considered. The length of like civilian or related experience must equal the time required for upgrade to the appropriate skill level (for enlisted) or the qualified level (XXX3 for officers) in the AFSC.

3.7.2. Training: Consider waivers of training (formal, Career Development Course (CDC), etc.) for individuals who have performed exceptionally well in the specialty over an extended period or have gained the required knowledge through other avenues.

3.7.3. Minimum Aptitude Scores for Retraining (Enlisted). Waiver requests must explain why waiver of the mandatory aptitude score is in the best interest of the AF *and not simply to allow retraining for the individual*. Consider requests for individuals who have a sustained record of outstanding performance and identify the specific rationale for supporting the waiver. Commanders will screen each waiver and only forward those justified and recommended for approval.

3.7.4. Other Mandatory Requirements. Waiver requests must be justified and documented. Use **Table 3.1** and **Table 3.2** to determine approval authorities for waivers of mandatory requirements. Forward officer medical, legal, and chaplain waivers as follows:

3.7.4.1. Medical Officers (AFSCs 4XXX): MAJCOM to HQ AFPC/DPANF, 550 C Street West, Suite 25, Randolph AFB TX 78150-4729.

3.7.4.2. Legal Officers (AFSCs 51JX): HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC 20330-1420.3.7.4.3. Chaplains (AFSCs 52RX): HQ USAF/HC, 12 Luke Ave, Carpenter Bldg 5683, Bolling AFB DC 20332-5113.

Table 3.1. Waiver Authority for Mandatory Classification Requirements--Officers (see paragraph 3.7).

R U L E	A	B	C
	If the requirement is (see Note 1)	and the officer has	then approval authority is
1	education	provided justification	AFCFM
2	experience	experience or other training which equates to that in the AFS	
3	a prerequisite AFSC (see Note 5)	experience in assigned AFSC that equals or exceeds the experience requirement shown for the immediate prerequisite AFSC and completed training requirements shown as mandatory in the prerequisite AFSC specialty description (see paragraph 3.7.)	
4	training	completed other training or has extensive experience which can be equated to the training requirement	AFCFM (see paragraph 3.7.) EXCEPTION: AFSC 71SX (see Note 2).

5	other mandatory requirements (not specified above) in the Officer Classification Directory specialty description	provided justification	HQ AFPC/ DPSIC (see <i>Notes 3, 4, and 5</i>).
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NOTES:

1. The MPS will ensure the individual requesting the waiver provides rationale and justification why the waiver is warranted and include appropriate supporting documentation (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying the request).
2. Approval authority for AFSC 71SX is HQ AFOSI/CC.
3. If a waiver is requested for physical reasons, forward only those recommended for approval by base medical authority.
4. A copy of the waiver decision is forwarded to the AFCFM.
5. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. In either case, the AFCFM is the approval authority. ANG and AFR officers requesting waiver under this rule will complete waiver requests IAW the respective Classification Waiver Guide and send to NGB/AFR CFM for review and coordination. Waiver packages will be forwarded to HQ AFPC/DPSIC for coordination with the AFCFM.

Table 3.2. Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel (see paragraph 3.7).

R	A	B
U		
L		
E	If the enlisted airman's waiver is for (see Note 1)	then approval authority is (see Note 2)
1	mandatory training as listed in the specialty description	AFCFM (see <i>Notes 3 and 6</i>).
2	experience (including input AFSC for an AFSC or prefix in AFECD) (see <i>Note 8</i>)	
3	mandatory education as listed in the specialty description	
4	CDC	
5	Defense Language Aptitude Battery Score	

6	CDC qualification after twice failing an end of course test	wing commander or equivalent (see Notes 4 7 , and). EXCEPTION: AFSC 3E7XX and 4N0X1X waiver authority is AFCFM.
7	other mandatory requirements (not specified above) in the specialty description or Other Mandatory Entry Requirements listed in the AFECD; or any of the above	HQ AFPC/DPSIC (see Notes 5 and 8).

NOTES:

1. The MPS will ensure individual requesting the waiver includes the rationale, using official memorandum format, why the waiver is warranted and includes supporting documentation, (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying request).
2. Follow the processing guidelines established in paragraphs **3.7.5.**
3. Before approving training/qualification waivers for RegAF enlisted Airmen with approved retraining class quotas, coordinate with HQ AFPC/DPTOT. For RC airmen, the MPS will contact NGB/A1DC or AFRC/A1KK, respectively.
4. Prior to processing a waiver request, commanders must ensure trainees have completed all subject and task knowledge requirements as identified by the supervisor. Refer to the applicable AFSC specialty description to identify specific mandatory requirements for award.
5. A copy of the waiver decision is forwarded to the AFCFM (or NGB/AFR CFM, as appropriate).
6. Waiver authority equivalent to that of the AFCFM is delegated to the headquarters level Air National Guard and Air Force Reserve Command CFMs for their Reserve Component.
Exception: AFSC 3E7XX and 4N0XXX waiver authority remains with AFCFM.
7. Waiver authority for two time CDC failures will not be further delegated. The Fire Protection Career Field (3E7XX) and Aerospace Medical Service (4N0XXX) CDCs are part of a National Certification and Accreditation system. Unit and Base Education and Training Managers (for locations not having a Base Training Manager, the senior training manager will fill this role) must ensure waiver packages are properly documented and recommendations well justified.
8. Prerequisite AFSC requirements may be listed in the “experience” or “other” paragraph of the specialty description. HQ AFPC/DPSIC will coordinate waivers with the AFCFM. ANG and AFR enlisted requesting waiver under this rule will complete waiver requests IAW the Classification Waiver Guide and send to NGB/AFR CFM for review and coordination. Waiver packages will be forwarded to the approval authority (HQ AFPC/DPSIC) for coordination with the AFCFM. Examples could be ASVAB, lift factor, PULHES, hearing, vision and any other requirements not identified in rules 1 – 6, above.

3.7.5. Processing Waiver Requests. Use **Table 3.3** (Table 3.4. is for enlisted On-the-job-Training (OJT) time-in-training) to determine appropriate routing for waiver requests. The individual’s immediate supervisor or commander must decide when a waiver is appropriate. All waiver requests must be justified and include sufficient rationale or documentation for the next level of review to adequately and fairly determine disposition. Each level of review

has the responsibility to use their best judgment of what is fair and equitable to the individual, and what is in the best interest of the Air Force. Return or disapprove cases lacking sufficient justification to warrant consideration.

NOTE: There are no provisions to award additional AFSCs solely to show future, potential, or possible utilization. Return such requests without action and advise the Airman to apply for formal retraining if they wish to pursue utilization in another specialty.

Table 3.3. Processing of All Classification Waiver Requests (Except Enlisted On-the-Job-Training (OJT) Time-in-Training for AFSC Upgrade). (Note 1)

If the individual requests a waiver, then the (see Note 2)	of organization	must:
Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air Force memorandum format, include rationale and attach documentation to support request. If applicable, coordinate with the Base Training Manager to evaluate the request and identify any deficiencies in the training or to request a recommendation and provide detailed rationale for the recommendation. If request is not appropriate, document why and return to individual.
Commander	Unit	review the request and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward complete request to the MPS.
MPS	Unit	review the request for completeness and forward to HQ AFPC/DPSIC (ANG/AFR CFM for Reserve Component Airmen). See Notes 3 and 4 .
ANG/AFR CFM	ANG/AFR	evaluate the request to determine whether further evaluation is necessary. If request is not appropriate, document why and return to the action office for disposition. If recommended for approval and within the scope of ANG/AFR CFM approval authority, approve waiver. If not within the scope of ANG/AFR CFM approval authority, include appropriate endorsement and forward completed request to the HQ AFPC/DPSIC for waivers requiring approval by the AFCFM or DPSIC. See Note 4 .
Classification Representative (DPSIC)	AFPC	evaluate request. Forward coordinated requests recommending approval, along with supporting documentation, to the applicable RegAF approval authority (see Tables 3.1. and 3.2.). Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the action office for disposition.

Training Manager (DPSIT)	AFPC	If needed, evaluate request and identify any deficiencies in the training or the request. Provide a recommendation and coordinate it with the MAJCOM Functional Manager (MFM), if applicable (see Tables 3.1. and 3.2.). Do not forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the Unit for disposition.
AFCFM	Air Force	evaluate request and either approve or disapprove those that are within your approval authority (see Tables 3.1. and 3.2.). Forward all other cases with recommendation to HQ AFPC/DPSIC.
Classification Representative (DPSIC)	AFPC	evaluate request and either approve or disapprove. Approved requests are routed to the applicable office. Disapproved requests will be returned to the applicable action office with rationale for disapproval. A courtesy copy of all actions will be provided to the applicable AFCFM and ANG/AFR CFM (when applicable)

NOTES:

1. *AFR and ANG members/units will use the respective classification waiver guide for processing.*
2. All waiver requests must be in official memorandum format.
3. Requests to waive mandatory training, education, or CDCs will be forwarded by email to HQ AFPC/DPSIC for further staffing to the AFPC Education and Training Branch, as necessary.
4. ANG/AFR CFMs, consistent with waiver authority in Table 3.2. (Waiver Authority For Mandatory Classification Requirements--Enlisted Personnel), approve/disapprove waivers within their authority. All others are to be sent with recommendation to HQ AFPC/DPSIC.

Table 3.4. Processing of OJT Time-in-Training Waiver Requests for AFSC Upgrade for Enlisted ANG, RegAF, and AFR Airmen. (See note)

R U L E	If an individual requests a waiver under Table 3.2., rule 1, then the	of organization	must:
1	Supervisor	Unit	RegAF/ANG/AFR: Review the member's request and if concur complete a memorandum for record (MFR) detailing the request and justification for waiver approval
2	Training Manager	Unit	RegAF: Review the request package for compliance with instructional guidance. If recommended for approval, place the MFR on top of the waiver package and process through the unit commander, group commander, and finally to the wing commander or designee for final approval/disapproval authority.

			<p>AFR: N/A, supervisor forwards to Unit Commander, Rule 3</p> <p>ANG: Review the request package for compliance with instructional guidance. If recommended for approval, place the MFR on top of the waiver package and forward to MSG and Wing CC</p>
3	Commander	Unit/Wing	<p>RegAF: Review the MFR and corresponding package and determine whether further evaluation is necessary. If recommended for approval, Wing CC or designee will include appropriate endorsement and forward completed request to the UTM. Disapproved waivers are returned to the unit commander</p> <p>ANG: Review the MFR and corresponding package and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed request to the Base Training Manager for processing to Wing Commander and TAG</p> <p>AFR: Review the MFR and corresponding package and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward completed request to the Base Training Manager for processing</p>
4	Wing/Base Training Manager	FSS/Wing	<p>RegAF: Initiate upgrade action in MilPSA following Wing/CC approval</p> <p>ANG: Scan entire waiver package and add the Classification Waiver Checklist as page 1 of file, MFR of concurrence for TAG and forward to the single State POC (typically the State MPMO)</p> <p>AFR: Reviews and forwards to HQ AFRC/A1K</p>
5	MPMO	State	ANG ONLY: Review and have the TAG complete/add a concurrence MFR to the electronic waiver package and load the file to the ANG Classification Waiver CoP
6	AFRC/A1K	MAJCOM	AFR ONLY: Reviews complete/add a concurrence/non concurrence MFR to the electronic waiver package. Forward to MAJCOM functional manager for final disposition

7	Career Field Manager (CFM)	HAF/MAJCOM	<p>ANG: Evaluate request and either approve or disapprove. Complete a MFR of action and add to the request as the first page. Approved request packages are moved to the completed AFSC folder within the ANG Classification Waiver CoP and routed to the State POC. Disapproved requests will be returned to the applicable action office with rationale for disapproval</p> <p>AFR: Once received from HQ AFRC/A1K, CFM evaluates request and either approves or disapproves. Complete a MFR of action and add to the request as the first page. Approved request packages are moved to the completed AFSC folder within the HQ AFRC CoP and routed to the Wing Training and Education Office of origin</p>
8	Wing/Base Training Manager	Wing	AFR ONLY: Forwards final disposition to unit of origin for appropriate action
9	Unit Training Manager	FSS/Unit	RegAF/ANG ONLY: Initiate upgrade action in the Personnel Data System

NOTES: ANG and AFR units will use their respective Classification Waiver Standard Operating Procedures

3.8. Converting to New or Revised AFS:

3.8.1. Establishing a new AFS or revising existing ones usually requires changes to accession targets, training courses and requirements, initial and selective reenlistment bonus applicability, and manning documents as well as reevaluating entry, award, and retention qualification criterion. Conversion instructions for such changes will be published in the CS&CIG with each update to either the AFOCD or AFECD. The CS&CIG will specify the action(s) required by the MPS, AFPC, and Manpower.

3.8.2. If a review and evaluation of individual's qualification is required, e.g. an indirect conversion action, this must be accomplished as a pre-conversion action to ensure award of the AFSC(s) occurs immediately following the AFSC conversion effective date (see the applicable CS&CIG and *AFSC Conversion PSD guide* available on the AFPC myPers website, for detailed conversion instructions). Conversion actions must be completed immediately following the conversion effective date. However, in cases where the actions are not completed, MPSs are authorized to award AFSCs based on conversion instructions for up-to 30 days after the effective date.

3.8.3. Conversion to new or revised AFS will be at a comparable skill level unless otherwise noted in the conversion guide instructions.

3.8.4. During the initial conversion period and for up to 30 days after the effective date, testing and mandatory training, experience, and education may be waived for awarding new AFSCs unless otherwise specified in conversion guide instructions.