

# ***The Air Force's Personnel Center***

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## **First Term Airman Retraining Program**

**Enlisted Retraining Policy &  
Procedures, HQ AFPC/DP3DW  
Directorate of Personnel Programs**



# Overview

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- **AF Enlisted Retraining Program Purpose**
- **First Term Airman Retraining Program**
- **Customer Roles and Responsibilities**
- **Interpreting the myPers Advisory and Advisory Notes**
- **Navigating the AFECD**
- **Applying for Retraining**
- **FAQs**



# Related Resources

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- **AFMAN 36-2100, Military Utilization and Classification, Ch 6**
- **Retraining Personnel Services Delivery Guide.**



# AF Enlisted Retraining Purpose

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- AFMAN 36-2100, *Military Utilization and Classification*, Chapter 6
- Force Management Program
- Disqualified to Productive
- Pursue another Career



# First Term Airman Retraining Program

- First Enlistment
  - Includes E5-E6 on First enlistment
- Retrain into skills where shortage exists
- Must be “retraining eligible” IAW 36-2100 & AFECD
- Retrain into open “IN” quotas IAW myFSS Advisory

	Fiscal Year	AFSC	Type	FTA	SSGT	TSGT	MSGT	SMSGT	Overseas Imbalance	# of Notes	Last Modified Date
>	2023	-1A211	OBJ IN	0	0	0	1	0		2	5/4/2023 4:56 pm
>	2023	-1A611	OBJ IN	4	0	0	0	0		2	5/4/2023 4:56 pm
>	2023	-1A811G	OBJ IN	22	16	0	0	0		1	5/4/2023 4:56 pm
>	2023	-1B411	OBJ IN	70	37	0	0	0	N	1	5/4/2023 4:56 pm
>	2023	-1C111	OBJ IN	49	31	0	0	0		2	5/4/2023 4:56 pm
>	2023	-1C551D	OBJ IN	21	13	13	10	0	Y	1	5/4/2023 4:56 pm
>	2023	-1N311G	OBJ IN	0	0	0	0	0			5/4/2023 4:56 pm



# FTA Retraining Program

- Eligibility begins the Fiscal Year they enter CJR window
  - 4-year enlistee window begins 35<sup>th</sup> month time in Service
  - 6-year enlistee window begins 59<sup>th</sup> month time in service
    - OCONUS Amn can apply if:
      - DEROS aligns with the current retraining FY and
      - Must have entered their window or window starts within the current retrain FY
  - Example: FY23 DEROS must be within Oct 22 – Sep 23 and retrain window must begin before or entered within Aug 22- Jul 23



# Step One Retraining Eligibility

## Step One - Eligibility

- Are you eligible to retrain?
- Review the automatic Disqualifying Factors located in AFMAN 36-2100, *Military Utilization and Classification*, Chapter 6, Paragraph 6.4.2 and review retainability requirements in Table 4.1.
- **OSI Investigation**
- **Referral EPR (on top)**
- **Does Not Possess Local Network Access (LAN)**
- **Does Not Have Current Passing Physical Fitness Score *within 30 days of Class Start Date***
- **See also AFMAN 36-2100, Table 6.1**



# Eligibility

- Ineligible if individual has a UIF
- Must have one of the following Reenlistment Eligibility Code (RE):
  - FTA: 1R, 3C, 3I, 4G
  - Career Airmen: 1K, 1M, 1P, 1Q, 4G
- Must be promotion eligible
- Ineligible if individual has a projected Assignment:
  - Exceptions:
    - the member is applying from a short tour with a follow on
    - Airmen with Force Structure Assignments (Assignment Action Reason (AAR = "PR"))
    - Retraining application was completed (all documents turned in) before the assignment was loaded





# Eligibility

- **Ineligible if individual has one of the following Assignment Availability Code (AAC):**
  - **05, 08, 09, 10, 12, 13, 15, 16, 17, 19, 21, 25, 27, 29, 37, 38, 69, 70, 71, 72, 73, 92, CS, and FS**
  - **AACs that require a waiver if they expire outside the retraining fiscal year:**
    - **42, 43, 44, 45, 47, 50, 02, 30, 31, 34, 39, 40, 41, 42, 43, 44, 45, 47, 50, 51, 56, 65, 77, 85, AP, ET, CC**
    - **AACs that always require a waiver: 14,34 and 51**



# Step Two

## Retraining Advisory

### Applicable to: Active Duty

Welcome to the Active Duty Enlisted Retraining home page. This page will give active-duty enlisted members critical information about the Career Airman Reenlistment Reservation System, the Non Commissioned Officer Retraining Program (NCORP), and information on how to submit a retraining package, as well as links to other resources related to retraining.

### Retraining Programs

- [NCORP Eligibility](#)
- [FY23 Noncommissioned Officer Retraining Program Commander Slides](#)
- [FY23 First Term Airmen Program Webcast Slides](#)
- [Enlisted Air Force Specialty Code Disqualified Airmen Retraining Program](#)
- [First Term Airmen Retraining](#)
- [First Term Applying for Retraining While Requesting For A Career Job Reservation](#)
- [Selective Reenlistment Bonus Factor Considered for Involuntary Retraining](#)
- [FY23 Noncommissioned Officer Retraining Program Airmen Slides](#)

### Retraining Exception to Policy

- [FY23 4V Retraining Exception to Policy](#)
- [FY23 4R0X1 Retraining Exception to Policy](#)
- [1A8X1X- 1N3X1X Retraining Eliminee ETP FY23-FY24](#)
- [FY23 1N3/1A8 Retraining Requirements Waiver](#)
- [FY23 4N1X1 Exception to Policy](#)
- [FY23 4N0X1 Exception to Policy](#)
- [Security Forces Retraining Policy](#)

### Tools

- [Air Force Work Interest Navigator](#)
- [AFSPECWAR Retraining Package Requirements](#)
- [Apply for Retraining](#)
- [Enlisted Air Force Office Of Special Investigation Application](#)
- [On-line Retraining Advisory](#)
- [Retraining AFSC Advisory Notes](#)
- [Voluntary Retraining Medical Clearance in a Deployed Location](#)

### Related Resources

- [Enlisted Retraining Personnel Service Delivery Guide](#)
- [AFMAN 36-2100 , Military Utilization and Classification](#)
- [PSDM 22-72, \(CUI\) FY23 Noncommissioned Officer Retraining Program \(NCORP, Phase I, II & III\)](#)



# Advisory “IN” Quotas

## Retraining Advisory Data

Click > next to a row to see the Notes for that AFSC.

Sort on 2 fields

Search Retraining Advisor



	Fiscal Year	AFSC	Type	FTA	SSGT	TSGT	MSGT	SMSGT	Overseas Imbalance	# of Notes	Last Modified Date
>	2023	-1A211	OBJ IN	0	0	0	1	0		2	5/4/2023 4:56 pm
>	2023	-1A611	OBJ IN	4	0	0	0	0		2	5/4/2023 4:56 pm
>	2023	-1A811G	OBJ IN	0	0	0	0	0		1	5/4/2023 4:56 pm
>	2023	-1B411	OBJ IN	22	16	0	0	0		1	5/4/2023 4:56 pm
>	2023	-1C111	OBJ IN	70	37	0	0	0	N	1	5/4/2023 4:56 pm
>	2023	-1C311	OBJ IN	49	31	0	0	0		2	5/4/2023 4:56 pm
>	2023	-1C551D	OBJ IN	21	13	13	10	0	Y	1	5/4/2023 4:56 pm
>	2023	-1N311G	OBJ IN	0	0	0	0	0		4	5/4/2023 4:56 pm
>	2023	-1N311H	OBJ IN	0	0	0	0	0		4	5/4/2023 4:56 pm



# Advisory Notes

## Retraining Advisory Data

Click > next to a row to see the Notes for that AFSC.

Sort on 2 fields

Search Retraining Advisor

	Fiscal Year	AFSC	Type	FTA	SSGT	TSGT	MSGT	SMSGT	Overseas Imbalance	# of Notes	Last Modified Date
>	2023	-1A211	OBJ IN	0	0	0	1	0		2	5/4/2023 4:56 pm
v	2023	-1A611	OBJ IN	4	0	0	0	0		2	5/4/2023 4:56 pm

### Notes

Code	Note
959	Be a -1A0X1C (W Prefix Only), Be a -1A1X1A/K/F/W/L/S (W Prefix Only), Be a -1A3X1K/L/O (K/Q/T/W Prefix), Be a -1A9X1M/P/Z (K/Q/T/W Prefix), Be a -1U1X1O Be a -1U0X1O/R/U/V (K/Q/T/W Prefix)
960	Retraining In Open to AFSC In Advisory Note 959 Only

All rows

Viewing 1-2 of 2

>	2023	-1A811G	OBJ IN	0	0	0	0	0		1	5/4/2023 4:56 pm
v	2023	-1B411	OBJ IN	22	16	0	0	0		1	5/4/2023 4:56 pm

### Notes

Code	Note
942	Retrain Only AFSC



# Step Three AFECD



AFECD

My Apps ▾

Helpful Links ▾

Ask A Question



Air Force Enlisted Classification Directory

2021 Training Messages

Air Force Officer Classification Directory

Transition of 1D7XX Learning Programs in AF e-Learning from Skillport to Percipio

AFR Individual Mobilization Augmentee (IMA) AF Form 2096 Classification/OJT Request

AFR Readiness and Integration Organization Host Aviation Resource Management Program

[my Apps](#)[Helpful Links](#)[Ask A Question](#)

[Knowledge Home](#) > [Uncategorized](#) > [Air Force Enlisted Classification Directory](#)

[★ Favorite](#)[🔗 Manage Favorites](#)

Answer ID: 000005763 | Updated: 24 Apr 2023

## Air Force Enlisted Classification Directory

### Applicable to: Military

Welcome to the Air Force Enlisted Classification Directory (AFECD) Web page. There are separate directories and Web pages for the AFECD and the Air Force Officer Classification Directory (AFOCD). The directories contain the official specialty descriptions for all military classification codes and identifiers which are used to identify each Air Force job (valid requirement) and describe the minimum mandatory qualifications for personnel to fill these jobs. These standards are used to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower document (UMD) positions.

The AFECD is published/updated twice a year and, unless otherwise stated, the changes for April are NOT effective until 30 April, and the changes for October are NOT effective until 31 October.

- [AFECD: View 30 April 2023 Version](#)
- [AFECD: View 31 October 2022 Version](#)

For versions prior to those provided above, contact [Total Force Service Center](#).

\*NOTE: Download to desktop/folder to view all attachments.

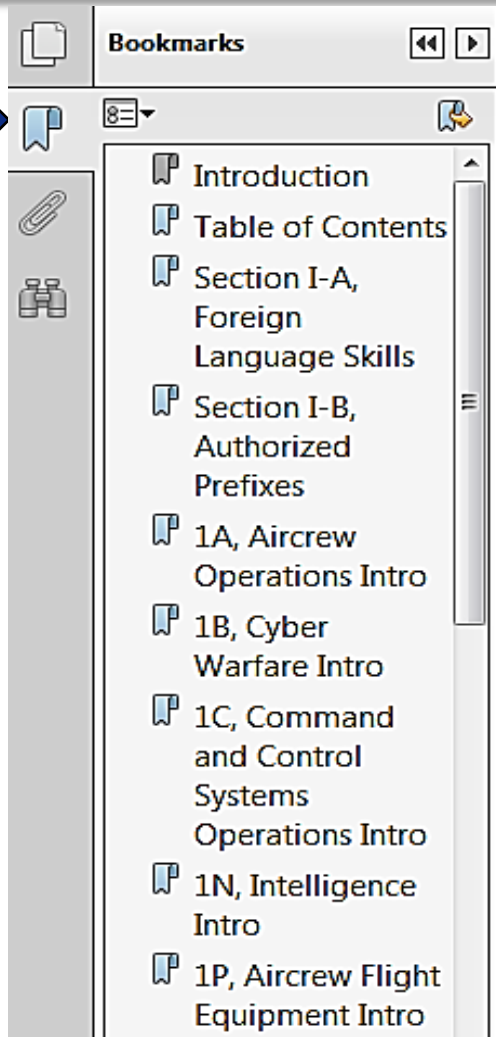
### Related Resource

- [The Enlisted Air Force Specialty Code \(AFSC\) Change Summary and Conversion Guides](#)

> FSS



# AFECD



30 April 2019

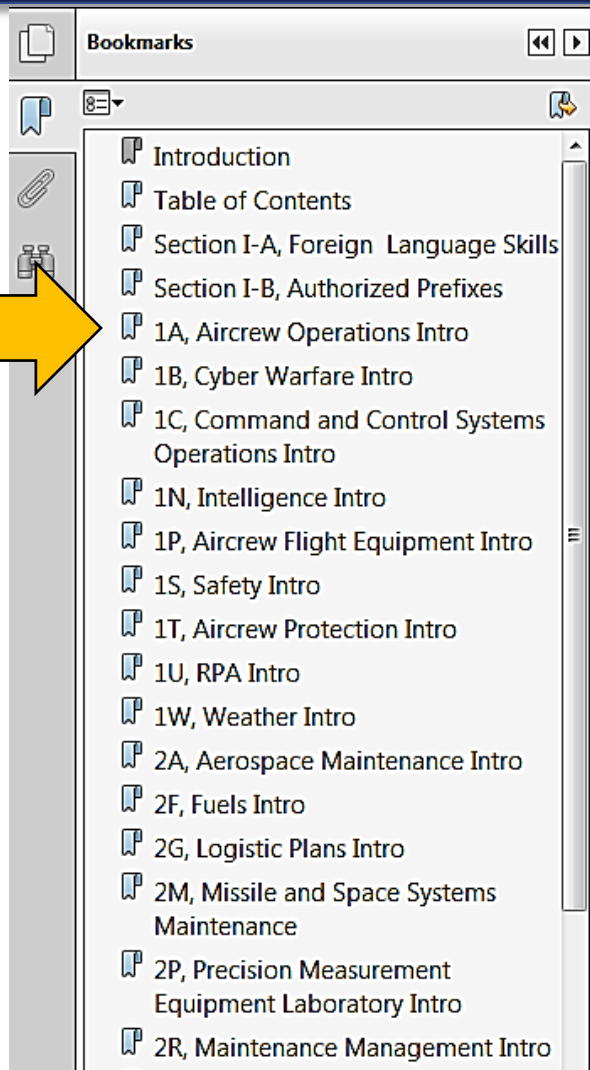
## AIR FORCE ENLISTED CLASSIFICATION DIRECTORY (AFECD)

The Official Guide to the  
Air Force  
Enlisted Classification Codes





# AFECD



**30 April 2019**

## **AIR FORCE ENLISTED CLASSIFICATION DIRECTORY (AFECD)**

The Official Guide to the  
Air Force  
Enlisted Classification Codes





AFECD, 30 April 2019

CEM Code 1A000  
AFSC 1A091, Superintendent  
AFSC 1A071, Craftsman  
AFSC 1A051, Journeyman  
AFSC 1A031, Apprentice  
AFSC 1A011, Helper

## IN-FLIGHT REFUELING SPECIALIST (Changed 31 Oct 18)

1. **Specialty Summary.** Performs in-flight refueling aircrew functions and activities according to flight manuals, checklists, and United States Air Force publications. Related DoD Occupational Subgroup: 105000.

### 2. Duties and Responsibilities:

2.1. Performs in-flight refueling aircrew duties. Checks forms for equipment status. Performs visual and operational check of air refueling and associated systems and equipment. Performs preflight, through-flight, and post-flight inspections. Accomplishes preflight and post-flight records and reports. Performs in-flight operational check of air refueling systems. Directs receiver aircraft into air refueling position. Operates in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft. Monitors control panel for proper operation of equipment during air refueling, and advises receiver pilot of actions required to safely maintain position within the air-refueling envelope. Keeps tanker pilot informed as to progress of air refueling operations. Performs emergency operations and procedures as required for emergency off-load and on-load of fuel. Computes and completes aircraft weight and balance documentation. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning).

2.2. Receives cargo/passenger load briefing and reviews load plan and cargo documentation. Accomplishes load planning of cargo/passenger loads if required. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Ensures cargo/passengers are placed according to load plans. Determines cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests.

2.3. Ensures availability of fleet service equipment and receives and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Supervises passengers in-flight. Performs jumpmaster duties (KC-135 only).

### 3. Specialty Qualifications:

3.1. **Knowledge.** Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and related systems; flight theory;



# AFECD

## AFSC Entry Requirements

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3.5. Other. The following qualifications are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Physical qualification for in-flight refueling operation duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.2.3. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*.

3.5.2.4. Must maintain eligibility to deploy and mobilize worldwide.

3.5.2.5. Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123.

20

AFECD, 30 April 2019

3.5.1. For award and retention of these AFSCs:

3.5.1.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.1.2. Specialty requires routine access to Top Secret material or similar environment.

3.5.1.3. Completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security*





AFECD, 30 April 2019

- 📖 (7S) Special Investigations Intro
- 📖 Special Duty Identifiers (SDI) Intro
- 📖 Reporting Identifiers (RI)
- 📖 Section III, Special Experience Identifiers (SEI)
- 📖 Atch 1, Change Summary and Conversion Instructions
- 📖 Atch 2, Quick-Reference Guide
- 📖 Atch 3, Enlisted Classification Structure Chart
- 📖 **Atch 4, Additional Mandatory Requirements for AFSC Entry**



## Attachment 4

### ★ ADDITIONAL MANDATORY REQUIREMENTS FOR AFSC ENTRY - ENLISTED (Changed 30 Apr 19)

#### Introduction

1. This attachment establishes minimum requirements for:

1.1. Aptitude:

1.1.1. ★ Mechanical, administrative, general, or electronic (MAGE) aptitude scores derived from the Armed Forces Vocational Aptitude Battery or Armed Forces Classification Test. Certain Cyber-related AFSCs within the 1N & 3D career fields have alternate minimum cutoff scores based on the Air Force Entry-Level Cyber Test and/or the Air Force Electronic Data Processing Test (EDPT). Entrance into these AFSCs is permissible with the alternate minimum only if the individual achieves a score of 60 or higher on the Cyber Test. The Cyber Test is only available for non-prior service applicants (the test is not available to prior service members or members applying for retraining).

1.1.2. Strength aptitude codes are reflected in Column X and identify strength standards required for entry into each AFSC. Strength aptitude is defined in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* and testing procedures for retrainees are outlined in AFI 36-2626, *Airman Retraining Program*.

Code	Demonstrated by Weight Lift of
E	Unknown
F	less than 40 lbs.
G	40 lbs.
H	50 lbs.
J	60 lbs.
K	70 lbs.
L	80 lbs.
M	90 lbs.
N	100 lbs.
P	110 lbs.

1.2. Physical profile series factor (PULHES), as defined in AFI 48-123, *Medical Examination and Standards*.

1.3. Other AFSC entry requirements or restrictions:

1.3.1. Column M reflects AFSCs authorized for use without shredsouts.

1.3.2. Column N reflects AFSCs not open to non-United States citizens. AFSCs identified in this column are open to United States nationals.

1.3.3. Column O reflects AFSCs closed for award to enlisted women or AFSCs with assignment restrictions for females. This AFSC is closed to females due to the direct ground combat nature of the duties IAW SECDEF Memo, 13 Jan 94, subject: Direct Ground Combat Definition and Assignment Rule.



# AFECD ASVAB / PULHES

## MANDATORY AFSC ENTRY REQUIREMENTS

CHG'D LAST	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE					
			M	A	G	E	X	P	U	L	H	E	S
31-Oct-18	1A0X1/X	3			55		K	1	1	1	1	2	1

Strength	Demonstrated by Weight
E	Unknown
F	less than 40 lbs
G	40 lbs
H	50 lbs
J	60 lbs
K	70 lbs





# Retraining Process

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- Retraining application is a two-step process
  - Eligibility verification
  - Application submission
  
- Eligibility verification
  - Automated process for eligible Airmen
  - Manual review for individuals who require an Exception to Policy
  
- Once eligibility is determined, on-line application is submitted, if desired



# Eligibility Verification Process

- Log into myFSS and click the **Career Management Tile** on the Airman Community page. This tile will take you to a page with RegAF Retraining, Reenlistments, and Retention tiles. Click on the RegAF Retraining Tile





# Eligibility Verification Request

Answer

Applicable to: Active Duty

Welcome to the Active Duty Enlisted Retraining home page. This page will give active-duty enlisted members critical information about the Career Airman Reenlistment Reservation System, the Non Commissioned Officer Retraining Program (NCORP), and information on how to submit a retraining package, as well as links to other resources related to retraining.

## Retraining Programs

- NCORP Eligibility
- FY23 Noncommissioned Officer Retraining Program Commander Slides
- FY23 First Term Airmen Program Webcast Slides
- Enlisted Air Force Specialty Code Disqualified Airmen Retraining Program
- Humanitarian/Exceptional Family Member Program Retraining
- First Term Airmen Retraining
- First Term Applying for Retraining While Requesting For A Career Job Reservation
- Selective Reenlistment Bonus Factor Considered for Involuntary Retraining
- FY23 Noncommissioned Officer Retraining Program Airmen Slides
- 

## Retraining Exception to Policy

- FY23 4V Retraining Exception to Policy
- FY23 Ophthalmic (4VOX1) Retraining Exception to Policy
- FY23 4ROX1 Retraining Exception to Policy
- 1A8X1X- 1N3X1X Retraining Eliminee ETP FY23-FY24
- FY23 1N3/1A8 Retraining Requirements Waiver
- FY23 4N1X1 Exception to Policy
- FY23 4N0X1 Exception to Policy
- FY23 Exception to Policy 1N3/1A8 FTA Retraining
- Security Forces Retraining Policy

## Tools

- Air Force Work Interest Navigator
- AFSPECWAR Retraining Package Requirements
- Apply for Retraining
- Enlisted Air Force Office Of Special Investigation Application
- On-line Retraining Advisory

- **Members can also locate the active-duty retraining home page through**
  - **Learn more about tile**
  - **Search Knowledge Articles box at top of screen**
- **Members should review the information before submitting their applications**



# Create a Request

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Retraining

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› FSS

CREATE A REQUEST





# Eligibility Screen Appears

## RegAF Retraining Request

The following application will determine your potential eligibility for the Retraining program and begin your application process upon submission.

If determined eligible, you will be prompted to proceed with AFSC selection in order to continue completion of your retraining application. In order for your application to be considered you must comply with and complete all prerequisite processing requirements identified for each requested retraining AFSC you enter.

This application utilized information contained in MilPDS. If inaccuracies are noted, please contact the Total Force Service Center for assistance at:

- DSN: 665-0102
- Commercial: (210) 565-0102
- Toll-Free: 1-800-525-0102

You may also contact your local Airmen Development Advisor.

Please note that additional information may be required. If so, you will be prompted to provide this information as you continue with your Retraining Eligibility Request.

Next

Cancel



# Eligibility Screen con't

## RegAF Retraining Request

### Verification

\* Do any of the following apply to you? Please check all which apply.

- ☐ I am currently on an Educational Leave of Absence Program
- ☐ I have had my local network access revoked as part of a security clearance issue.
- ☐ I am ineligible for promotion or ineligible for reenlistment.
- ☐ I am currently in a retraining status not recommended for entry into upgrade training.
- ☐ None of the above apply to me.

Previous

Next

Cancel



# Automated Response

## Create New Case

### Agent Bypass Interview-Retraining

[REDACTED] you have been determined **INELIGIBLE** to participate in the Retraining program. Please view the explanation below for details.

**INELIGIBLE: AFI 36-2606 Table 5.3; Table 5.5. Ineligible for promotion or reenlistment. RE Code: 3C**

**INELIGIBLE: DEROS - Invalid return date for this fiscal year's retraining. DEROS: August 17, 2025**

[Previous](#)[Next](#)



# Ineligibility Review Screen

## Create New Case

### Agent Bypass Interview-Retraining

This action will create a closed case for your records as you have been identified as ineligible to apply for Retraining.

Please click 'Submit' below to finish your Retraining Eligibility Request.

[Previous](#)[Submit](#)



# Ineligibility Review

## Agent Bypass Interview-Retraining

### Successfully Submitted

Thank you for submitting your Retraining Request. To update your incident or if you have questions/concerns, please click [here](#).

Finish



# Eligibility Screen con't

## RegAF Retraining Request

### Verification

\* Do any of the following apply to you? Please check all which apply.

- ☐ I am currently on an Educational Leave of Absence Program
- ☐ I have had my local network access revoked as part of a security clearance issue.
- ☐ I am ineligible for promotion or ineligible for reenlistment.
- ☐ I am currently in a retraining status not recommended for entry into upgrade training.
- ☐ None of the above apply to me.

Previous

Next

Cancel



# Automated Response con't

## RegAF Retraining Request

\* Please acknowledge the following requirements for entrance into the Retraining program.

☐ I acknowledge that I must have a passing physical fitness score in accordance with AFMAN 36-2905 within 30 days of the class start date.

Previous

Next

Cancel



# Eligibility Screen con't

## RegAF Retraining Request

Please select whether you have been miscounselled or unjustly denied while trying to apply for Retraining.

Please note, you will be required to provide associated documentation, or complete additional steps pending selection.

\* Have you been miscounselled?

--None--

Next

Cancel





# AFSC Selection

## RegAF Retraining Request

Please select up to five (5) AFSCs, in the order of your preference, for which your eligibility will be assessed for potential retraining then click **Next**. Your request will be forwarded to the Total Force Service Center for validation. Because you will compete with other eligible enlisted members Air Force-wide requesting the same AFSC(s) for retraining, you are highly encouraged to apply for the maximum number of five (5) AFSCs.

Though you meet the criteria to apply for the Retraining program at this time, the current advisory list does not contain any positions which you may retrain into based on your contact record information. Please check back again at a later time, as open positions may change.

<input type="checkbox"/> AFSC Name	<input type="checkbox"/> AFSC Descrip...	<input type="checkbox"/> FTA	<input type="checkbox"/> SSGT	<input type="checkbox"/> TSGT	<input type="checkbox"/> MSGT	<input type="checkbox"/> SMSGT
<input type="checkbox"/> -1A211	AIRCRAFT LOAD...	2	0	0	3	0
<input type="checkbox"/> -1A611	FLIGHT ATTEND...	7	0	0	0	0
<input type="checkbox"/> -1A812	AIRBORNE INTEL...	0	20	9	27	0
<input type="checkbox"/> -1B411	CYBER WARFARE...	25	18	0	0	0
<input type="checkbox"/> -1C111	AIR TRAFFIC CO...	80	37	0	0	0

Cancel

<input type="checkbox"/> -4N111D	SURGICAL TECH...	2	0	0	0	0
<input type="checkbox"/> -4R011	DIAGNOSTIC IM...	0	0	6	0	0
<input type="checkbox"/> -4R011A	DIAGNOSTIC IM...	1	2	0	0	0
<input type="checkbox"/> -4R011B	DIAGNOSTIC IM...	10	0	0	0	0
<input type="checkbox"/> -4V011S		2	3	0	0	0
<input type="checkbox"/> -5J011	PARALEGAL HEL...	0	30	4	5	0
<input type="checkbox"/> -5R011	RELIGIOUS AFFAI...	3	10	7	3	0
<input type="checkbox"/> -6C011	CONTRACTING H...	21	61	0	0	0

If you require assistance or do not understand the available options, please contact your local Airmen Development Advisor.

Previous

Next

Cancel



# AFSC Selection

## RegAF Retraining Request

If your selected AFSC(s) has additional special note requirements, they will be shown below.

If notes are not displayed below, there are no known notes available for your selected AFSCs at this time. Please refer to the current AFCD for full details about an AFSC.

If you believe you do not meet these requirements, or wish to change your selection of AFSC(s), please select the checkbox to change the selected AFSCs.

	AFSC Name	Code	Note
1	-1N711	942	Retrain Only AFSC
2	-3F411	950	SSgts must have less than 10 years TAFMS prior t...
3	-3F411	942	Retrain Only AFSC
4	-3F411	540	RETRAINEES MUST BE AT LEAST SSGT OR SSG...
5	-2A715	424	FOR DISQUALIFIED AIRMAN. DO NOT DISAPP...

Cancel

2	-3F411	950	SSgts must have less than 10 years TAFMS prior t...
3	-3F411	942	Retrain Only AFSC
4	-3F411	540	RETRAINEES MUST BE AT LEAST SSGT OR SSG...
5	-2A715	424	FOR DISQUALIFIED AIRMAN. DO NOT DISAPP...
6	-2A715	934	Retrainees from 2A7X3 will OJT (no tech school) ...
7	-2A317B	416	SECOND TERM/CAREER AMN MAY NOT APPL...
Would you like to modify your AFSC(s) selection?			
			Next

Cancel



# AFSC Selection

## RegAF Retraining Request

Please prioritize your selected AFSC(s) by using the 'Move Up'/'Move Down' buttons located to the right.

	AFSC Name	AFSC Description	Move Up	Move Down
1	-1N711	HUMAN INTELLIGENCE SPECIALIST HELPER	Move Up	Move Down
2	-2A317B	TACTICAL AIRCRAFT MAINTENANCE HELPER, F-...	Move Up	Move Down
3	-2A715	LOW OBSERVABLE AIRCRAFT STRUCTURAL MAI...	Move Up	Move Down
4	-3F411	EQUAL OPPORTUNITY HELPER	Move Up	Move Down

Cancel



# AFSC Selection

## RegAF Retraining Request

Clicking 'Submit' will create a new myFSS incident for your Retraining Eligibility Request.

This action will create a new retraining request for the following selected AFSC: -1N711, -2A317B, -2A715, -3F411

Please note you may not submit an additional AFSC request while this request is processing. If you would like to select additional AFSC(s), please click the 'Back' button below, and select additional AFSCs for your request.

[Previous](#)[Submit](#)[Cancel](#)



# Retraining Request Submission

RegAF Retraining Request

**Successfully Submitted**

Thank you for submitting your Retraining Request. To update your incident or if you have questions/concerns, please click [here](#).

Finish

Cancel



# Confirmation Notification

[REDACTED]

This is to inform you that your retraining request, Reference #03046127, has been submitted to AFPC Retraining. You will receive an email notification within 20 duty days establishing your eligibility for your requested AFSCs.

**DISQUALS:** If you are disqualified from your AFSC, please provide a copy of your AF Form 422 Physical Profile you must also ensure your AF Form 422 contains your X-Factor which indicates how much you are physically able to lift. Also provide a copy of your GOV license.

**NOTE:** Please DO NOT CALL THE myPers - Total Force Service Center to obtain the status of your request. To track your retraining request please log to the myPers website under My Account at <https://myPers.af.mil/app/account/questions/list>.

Thank you,  
myPers - Total Force Service Center

**NOTE:** Please DO NOT REPLY to this email. If you require assistance or do not understand the available options, please Contact Us at <https://myPers.af.mil/app/tfsc>.



# Eligibility Review Message

For AFSC 6F011 - Eligible  
\*\*ASVAB Requirement: General 57\*\*

1. AF Form 422
  - a. PULHES must be 333333G
  - b. below template is required to be included in the "Additional Comments" section of your AF Form 422.

AFSC: AFECD Req: Meets Req: Note:  
1A1X1 Para X.X.X Y / N

2. The following statements must be verified via a typed & signed memorandum from your First Sergeant or Unit Commander.
  - a. "Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses."
  - b. "No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud."
3. Certification by the Wing Comptroller Superintendent that the individual is acceptable for entry and recommendation for acceptance by the MAJCOM Functional Manager, Financial Management (6FOXX) and/or AF Career Field Manager. This requirement does not apply to ANG.

4. SRB Memorandum

For AFSC: 6C011 - Ineligible



# Updating Case

- How do I track my retraining package in myPers?

myFSS CASES   myFSS QUESTIONS

**OPEN [1]**   CLOSED [3]



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Guardian groups





# Updating Case

OPEN [1]    CLOSED [3]						
▼						
Created	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
5/2/2023	Retraining Request	Open	Eligible	5/2/2023 10:32 pm	03046127	<a href="#">Details</a>



# Retraining Case

CASE #03046127

**DETAILS**

**COMMUNICATION**

**RELATED DOCUMENTS**

Personnel Name

ASHLEY MARIE RUMBUT

Status

Open

Case Category

Sub-Category

Created Date

5/2/2023 9:54 pm

Last Modified Date

5/2/2023 10:32 pm

Suspense Date

5/2/2023

Update Case



# Retraining Case Review

CASE #03046127

DETAILS

COMMUNICATION

RELATED DOCUMENTS

New Comment

Email (Service Agent) - 5/2/2023 10:35 pm

For AFSC 6F011 - Eligible

\*\*ASVAB Requirement: General 57\*\*

1. AF Form 422

a. PULHES must be 333333G

b. below template is required to be included in the "Additional Comments" section of your AF Form 422.

AFSC: AFECD Req: Meets Req: Note:

1A1X1 Para X.X.X Y / N

2. The following statements must be verified via a typed & signed memorandum from your First Sergeant or Unit Commander.

a. "Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses."

b. "No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud."



# Retraining Case Review

CASE #03046127

DETAILS

COMMUNICATION

RELATED DOCUMENTS

Upload new file



Upload Files

Or drop files

## Documents

Viewing 0-0 of 0



# Approval Message

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[REDACTED]

You have been approved for retraining into AFSC 3F031 pending an available class seat.  
You will be notified once class seat availability is determined.

Very Respectfully, AFPC Retraining



# Approved Class Load

You have been approved for retraining into AFSC: 3F031. Please see your course information below.

Course Number:  
Class Start Date (CSD):  
Class Grad date (CGD):

Your Training Allocation will be sent to you from either your Military Personnel Section (MPS) or your Base Formal Training office within 3 to 5 duty days. Please ensure you reference the ETCA requirements (to include Security Clearance requirements) and retainability requirements for your approved retraining. The ETCA website will be provided in the Remarks section of your Training Allocation. Please follow the instructions below to find your course information.

1. Open ETCA website
2. Click "Search" tab at the top (End Blue button)
3. Input your Retraining AFSC (eg. 1A331) into the "Course ID/NR:" field
4. Click "GO"
5. Select the Course Number on this page that matches your Course Number on your Training Allocation

Note: Failure to meet ETCA requirements (security clearance, retainability, etc...) will put you at risk for being disapproved for retraining and returned to your homestation at unit expense.

Very Respectfully,  
AFPC Retraining



# Closed Case Review

myFSS CASES myFSS QUESTIONS

OPEN [0] **CLOSED [4]**

>

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# Closed Case Review



CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	REFERENCE #	
5/2/2023	Retraining Request	Closed	Approved (Stat6)	5/2/2023 10:55 pm	03046127	<a href="#">Details</a>
4/11/2023	Retraining Request	Closed		4/17/2023 8:05 am	02441652	<a href="#">Details</a>
4/3/2023	Retraining Request	Closed		4/5/2023 1:36 pm	02273229	<a href="#">Details</a>
3/22/2023	Retraining Request	Closed		4/3/2023 3:42 pm	02097716	<a href="#">Details</a>





# Closed Case Review

CASE #03046127		
DETAILS	COMMUNICATION	RELATED DOCUMENTS
Personnel Name	Status	
[REDACTED]	Closed	
Case Category	Sub-Category	
Created Date	Last Modified Date	
5/2/2023 9:54 pm	5/2/2023 10:55 pm	
Suspense Date		
5/2/2023		



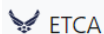
# FAQ - Retainability

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- **Retainability requirements**
  - Must be obtained w/i 30 days of approval notification
  - Must obtain at least 24 months from class grad date
    - Additional retainability may be required depending on AFSC course and is identified in the Student Reporting Instructions
      - Education & Training Course Announcements  
<https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx>
      - Gaining CFM is final approval authority for retainability discrepancies



# Education and Training Course Announcements (ETCA)



[Home](#) [News](#) [2](#) [Glossary](#) [Search](#) [Additional Learning Sources](#) [Course Maintainer Access](#) [Developmental Special Experiences](#)

## Education & Training Course Announcements

Prescribed by DAFMAN 36-2689, Training Program

[ETCA General Procedures](#) | [User Guide as of 01 July 22](#) | [Course Maintainer Guide as of 20 March 23](#)



United States Space Force



711 HPW



Air Combat Command



Air Education & Training Command



Air Force Institute of Technology



Air Force Global Strike Command



Air Force Materiel Command



Air Force Reserve Command



Air Force Safety Center



Air Force Special Operations Command



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# (ETCA)

Input your RAFSC into Search by Course ID

ETCA Course Search

Search by Org Search by Group Search by Course ID Search by Course Title Search by PDS Search by MASL

1B431

All Records Clear

ID	Course Title	Organization	PDS	MASL	Status
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## ETCA Course Search

3p031

ID ^	Course Title	Organization	PDS	MASL	Status ⓘ
L3ABR3P031 0S1E	SECURITY FORCES APPRENTICE COURSE	AETC	SJI	D173071	A
L3ALR3P031B0B0D	Combat Arms Apprentice Course	AETC	5SI		L
LAALR3P031A0H1C	Military Working Dog Handler Course	AETC	X34	D173052	A

## ETCA Course Announcement

### Basic Course Information

Course ID\*

L3ALR3P031B0B0D

Course Name\*

Combat Arms Apprentice Course

Previous Frequency

5 classes per year

Previous Length

35 academic days

Method of Instruction

Credit Status

Status ⓘ

W/ Limitations

Course Start Date

1/5/2021

Date Last Reviewed

6/29/2022



## Course Description

This course is designed for personnel laterally retraining from Security Forces into the Combat Arms shred-out. The course provides training in Combat Arms Operations, Maintenance, Fundamentals, and Principles and Techniques of Instruction. Students will receive hands-on training on the M18 Pistol, M4A1 Carbine, M870 Shotgun, M320A1 Grenade Launcher, M240B Machine Gun, and the M249 Automatic Rifle.

## Prerequisites

**PREREQUISITE:** 3P0X1B/Combat Arms, must possess a MINIMUM of 3P051 AFSC and two years of total active federal military service. A1C/SrA applying for retraining under Exception to Policy will be required to waive their CAREERS retraining option when selected. AD personnel must be at least an A1C (eligible for CAREERS) with less than 7-years' Time in Service (TIS) up to SSgt with less than 12-years TIS.

**RETAINABILITY REQUIREMENT:** Effective 1 October 2014, per direction of the Career Field Manager (CFM), all Air Force active duty personnel retraining into this shred must have/or obtain 36 months retainability PRIOR to class start date. Upon selection to attend this course, students MUST update their assignment preference via AMS.

**AD Personnel Waiver Process:** Waivers of the prerequisites need to be uploaded in MyPers (AF Portal) and routed to AFPC/DPTOS Retraining for verification/processing. Air National Guard (ANG); Air Force Reserve (AFR) Personnel: ANG/AFRC personnel must be at least an A1C with 2-years TIS up to a TSgt with less than 16-years TIS.



## ■ Base of Preference (BOP) with Retraining

- Must be approved for retraining before an individual can apply for BOP.
  - Once Retraining is approved update Assignment preference list in vMPF
  - Contact local MPF Career Development Team to submit BOP application for retraining AFSC IAW BOP PSDG

## ■ Exceptions to Policy (ETP)

- If requesting retraining consideration outside of the normal retraining programs eligibility criteria IAW AFMAN 36-2100, Chapter 6 para 6.4.5.
  - ETPs are only considered in **Extreme** cases and justification must present *Unusual* circumstances *Uncommon* to other Air Force members



- **What is the Retraining Fiscal Year?**
  - The Retraining Fiscal Year starts in August and ends in July the following year.
    - Example: Aug 22 – Jul 23 is the retraining FY for FY23
- **Where can I find the available AFSCs?**
  - The retraining advisory is the only location to view available retraining quotas
- **If I'm still a FTA and already retrained, can I apply again?**
  - No, if you already retrained under the FTA retraining program you are not eligible to apply again.
    - Exception: Lateral Retrain airmen are eligible to apply for retraining again under the FTA retraining program. Example: 3P051 airman lateral retrained into 3P051A/B early in their career is eligible. 3P051 airman retrained into 3F231 is not eligible to apply for retraining again.
- **What is the new FTA window?**
  - FTA window starts at the 35th month for 4-year enlistees or 59th month for 6-year enlistees and ends when they become a career airman. Example of eligibility: If an airman enters their 35th or 59th month in July of 2024 they are eligible to apply for retraining on 1 August 2023 because their eligibility window opens within the retraining FY.
- **What AFSCs can disqualified Airmen apply for?**
  - They can apply for AFSCs of which they meet eligibility and career field requirements must be commensurate with the airman's current security clearance.





- **If I was Disqualified from my previous AFSC and retrained, can I apply for retraining again?**
  - No, the disqualified airman retraining program is a voluntary retraining program and constitutes usage of the FTA retraining option
- **Will there be a list advertised on which AFSCs are 90%?**
  - The AFSCs will be advertised on the Retraining advisory to avoid confusion and redundancy. It will be easy to identify majority of the 90% manned AFSCs on the advisory because most of them will be advertising FTA quotas only.
- **Will TSgt FTAs be able to apply for the FTA quotas?**
  - Yes, unless the career field identifies the requirement for SSgt and below only on the advisory notes and AFECD.
- **Will this new policy impact airmen who are disqualified from their current AFSC?**
  - No, the disqualified airmen program is a separate program, and their selection is based on AFSC eligibility and class availability.
- **Will airmen serving on extension be able to apply for retraining?**
  - If they are reenlistment eligible and still considered a First term airman; they are considered eligible to apply for retraining.
- **If the airman isn't approved for retraining, can they apply again?**
  - Yes, if they meet retraining eligibility, they can apply an infinite number of times until they are approved and loaded to a class.



- **If I am a Disqualified Airman with a secret clearance, can I apply for an AFSC that requires a Top Secret?**
  - No, you must apply for an AFSC that requires a clearance commensurate with your current clearance
- **What is my timeline for retraining approval if I'm a disqualified airman?**
  - Airmen who are identified as 9A000 must be approved for retraining within 180 days of AFSC disqualification. Airmen identified as 9A100 must be approved for retraining within 60 days of AFSC disqualification.

# *The Air Force's Personnel Center*

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## Questions?



**myPers - Total Force  
Service Center**

**Toll-free: 1-800-525-0102**

# ***The Air Force's Personnel Center***

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