The Air Force’s Personnel Center

FY19
First Term Airman Retraining Program

Enlisted Retraining Policy & Procedures, HQ AFPC/DP3DW
Directorate of Personnel Programs
1 Aug 2018
Overview

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

- AFI 36-2626, Airman Retraining Program
- 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 36-2626 & AFECED
  - Retrain into open “IN” quotas IAW myPers Advisory

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<th>AFSC</th>
<th>FTA</th>
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FTA Retraining Program

- Must apply **during** retraining window
  - 4-year enlistees apply between 35th & 43rd month of current enlistment
  - 6-year enlistees apply between 59th & 67th month of current enlistment
  - OCONUS Amn apply for retraining 9 to 15 months prior to DEROS...this window must fall within the current FY
    - Current FY: 19 (Oct 2018 – Sep 2019)
    - DEROS
      - 9 to 15 months prior: Oct 2019 and later
      - Not eligible for FY 19 class seats
Retraining Shortfall Requirements List

Applicable to: Active Duty

The Shortfall Requirements List consists of Air Force Specialty Codes (AFSCs) with retraining quotas that have historically been difficult to fill and/or with unique retraining challenges (i.e., feeder AFSCs, demanding entry requirements, high attrition, etc.).

First Term Airmen (FTA), **(NOT ALREADY IN A SHORTFALL AFSC)** who are in a shortfall AFSC **do** have an opportunity to apply for **EARLY** retraining into these listed Shortfall Requirements AFSCs **only**, and **only at their half-way point** (4-year enlistees may apply upon completion of 24 months of service of their current enlistment; 6-year enlistees may apply upon completion of 36 months of service of their current enlistment). FTA are highly encouraged to obtain additional counseling from the base Career Assistance Advisor before choosing this option.
Selection Process:

• Quality indicators

• Applications remain pending a maximum of 3 months
Step One - Eligibility

- Are you eligible to retrain?
- Review the automatic Disqualifying Factors located in AFI 36-2626, *Airman Retraining Program*, Chapter 4 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 AFI 36-2626, Table 4.1
Not Eligible - AAC cannot equal "05" or "10" or "12" or "13" or "15" or "16" or "17" or "19" or "37" or "70" or "73".

Not eligible - Must be reenlistment eligible.
Not Eligible
You are not eligible to apply for retraining at this time for the following reason(s):

- You have a Reenlistment Code in MilPDS of 4K - Medically disqualified for continued service, or the airman is pending evaluation by MEB/PEB.
- You have an Assignment Availability Code in MilPDS of 37 - MEDICAL AND/OR PHYSICAL EVALUATION BOARD (MEB/PEB) PCS DEFERMENT.

If there is an error, please click this link to Contact Us. Once the code is corrected, you may return to vMPF to apply for retraining.
Retraining

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.

- 2018 Air Force Enlisted Remotely Piloted Aircraft Pilot Selection Board
- Humanitarian/Exceptional Family Member Program Retraining
- First Term Airmen Retraining
- Security Forces Combat Arms and Military Working Dog Retraining Policy
- Selective Reenlistment Bonus Factor Considered for Involuntary Retraining
- Enlisted Air Force Specialty Code Disqualified Airmen Retraining Program
- Exception to Policy Retraining
- NCORP Phase I and II
- Aircraft Maintenance Retraining Exception to Policy (ETP) Requests
- First Term Applying for Retraining While Requesting For A Career Job Reservation
- FY18 Noncommissioned Officer Retraining Program Slides

Tools

- Apply for Retraining
- On-line Retraining Advisory
### Advisory "OUT" Quotas

#### Retraining Advisory

**10-Mar-2017**

- **MyPers**

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### Advisory “IN” Quotas

#### Retraining Advisory

**REFRESH ADVISORY**

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Applicants must have less than 16 years total time in service from course graduation to apply.
Step Three
AFECD

Search Results for "AFECD" in Enlisted

We Recommend

Military: The Air Force Enlisted Classification Directory (AFECD)

Displaying 1-10 of 17 Articles and Documents

1 2 Next >

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...

- The Air Force Enlisted Classification Directory for 31 October 2016
- The Air Force Enlisted Classification Directory for April
Air Force Enlisted Classification Directory

AFECD: View 30 April 2018 Version
AFECD: View 31 October 2017 Version

For versions prior to those provided above, contact myPers - Total Force Service Center.

*NOTE: The October 2016 AFECĐ file/links are not being changed at all.

Related Resource

- The Enlisted Air Force Specialty Code (AFSC) Change Summary and Conversion Guides

Print   Email this page   Notify Me
30 April 2017

AIR FORCE ENLISTED CLASSIFICATION DIRECTORY (AFECD)

The Official Guide to the Air Force Enlisted Classification Codes
30 April 2017

AIR FORCE ENLISTED CLASSIFICATION DIRECTORY (AFECD)

The Official Guide to the Air Force Enlisted Classification Codes
IN-FLIGHT REFUELING
(Changed 31 Oct 13, Effective 7 Jan 13)


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

3.5.1. See attachment 4 for additional 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.
Additional Mandatory Requirements for AFSC Entry - Enlisted

(Changed 31 Oct 16)

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. 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.

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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 shortages.

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.
## MANDATORY AFSC ENTRY REQUIREMENTS

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### Strength Aptitude Code (Column X)

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Retraining

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.

- Disqualified Airmen Retraining
- Exception to Policy Retraining
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- NCORP Phase I and II
- Security Forces Combat Arms and Military Working Dog Retraining Policy
- Selective Reenlistment Bonus Factor Considered for Involuntary Retraining

Tools

- Apply for Retraining
- Retraining Shortfall Requirements List
- Voluntary Retraining Medical Clearance in a Deployed Location
- On-line Retraining Advisory
- Retraining AFSC Advisory Notes
- Air Force Work Interest Navigator

Related Resources

- AFI 36-2101, Classifying Military Personnel
- AFI 36-2626, Airman Retraining Program Table 4.1 Notes
- AFI 36-2626, Airman Retraining Program
- Retraining Personnel Services Delivery Guide
Frequently Asked Questions (FAQ)

- How do I track my retraining package in myPers?
FAQ

- Exceptions to Policy (ETP)

- FTA may apply for retraining as an ETP if the FTA was not allowed to apply for retraining during normal retraining window OR if requesting retraining consideration outside of the normal retraining programs eligibility criteria IAW AFI 36-2626 Table 4.1

- ETPs are only considered in **Extreme** cases and justification must present *Unusual* circumstances *Uncommon* to other Air Force members
FAQ - Retainability

- Retainability requirements
  - Obtain w/i 30 days
  - Normally 24 months from class grad date
  - Additional retainability may be required depending on AFSC course

- Student Reporting Instructions
  - Education & Training Course Announcements
    https://www.my.af.mil/etcacourses
  - Gaining CFM is final approval authority for retainability discrepancies
Course ID/NR: 1B431

**COURSE ID:** E3AQR1B431 02AA  
**TITLE:** Information Technology Fundamentals (ITF)

**PDS:** 0HU  
**AFSC:** 1B431  
**CATEGORY:** Technical  
**SECURITY:** Unclassified  
**MASL:**  
**LOCATION:** Keesler AFB  
**OWNER CODE:** 0JTT  
**LENGTH:** 10 days  
**ORG/PGM:** Air Education and Training Command  
**CLASS FREQ:** Weekly  
**ADSC DESC:**  
**WEBLINK:**

**COURSE CONTACT:** 333 TRS/TRR / DSN 597-5382

ST prerequisite course to course E3ALR1B431 0A1A (Cyber Warfare Operations Apprentice)
**Reporting Instructions:**

- ALL students (Active Duty, Guard, Reserve, TDY, and PCS): Report to Stennis Hall, Bldg 1002, Room 128, 600 First Street prior to the class start date.

NOTE: There is an Active Duty Service Commitment of 36 months for this course.

**All** ANG, AFR and Prior Service Airmen **must have** Interim or Final SCI eligibility in JPAS prior to departing for training.

Airmen **WILL** contact their Unit Security Managers (USM) and Special Security Office (SSO) chain immediately upon receipt of training. Security clearances may take up to 60 days or more for initial processing and authorization for Interim SCI; orders will not be authorized until clearance issues are resolved.

AD members: Contact Mr. Maxey Brantley, SSO AETC, DSN 487-6853, maxey.brantley@us.af.mil or aetcsso@us.af.mil

**NOTE:** Airmen are NOT authorized to depart for training without proper security clearance

and those arriving to Keesler AFB without meeting this requirement will be returned to home station.
FAQs

Retraining Advisory is the primary means to advertise retraining requirements by fiscal year and is updated daily.

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The Air Force’s Personnel Center

Questions?

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Toll-free: 1-800-525-0102