

CLASSIFICATION/ON-THE-JOB TRAINING ACTION						PERSONNEL ACTION NO. C-	
TO: (Organization) _____ /FSM				FROM: (Organization/Office Symbol) _____			
I. INDIVIDUAL IDENTIFICATION							
NAME (Last, First, MI) _____				GRADE _____		SSN _____	UNIT _____
II. PERSONNEL DATA CHANGES							
AFSC INFORMATION				OJT INFORMATION			
AWARD AFSC _____ AS _____ AFSC _____		EFFECTIVE _____		ENTER/CONTINUE AFSC _____		TS CODE _____	
REDESIGNATE _____ AS _____ AFSC _____		PAFSC FROM _____ TO _____		WITHDRAW AFSC _____		TS CODE _____	
CAFSC FROM _____ TO _____		EFFECTIVE _____		COMPLETED AFSC _____		TS CODE _____	
2 AFSC FROM _____ TO _____		3 AFSC FROM _____ TO _____		DATE INITIALLY ENTERED RETNG _____		DIRECTED DUTY AFSC _____ DDA EXPIRATION _____	
4 AFSC FROM _____ TO _____		ADD-AFSC FROM _____ TO _____		DATE _____ REASON _____		OFF-PROJ CLASN UPGRADE DATE _____	
WITHDRAW AFSC _____		SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____		SS RATING _____ AMOUNT _____ AFSC _____		ASSIGN PROFICIENCY PAY _____	
DESIGNATE CAFSC SEI _____		DESIGNATE GENERAL SEI _____		EFFECTIVE _____		PRO PAY STATUS REASON _____	
DESIGNATE SEI _____ WITH () AFSC _____		WITHDRAW SEI _____ FROM () AFSC _____		WITHDRAW PRO PAY _____ EFFECTIVE _____		MISCELLANEOUS INFORMATION _____	
DUTY INFORMATION		DAFSC _____ EFFECTIVE DATE _____		ADSCD _____ REASON _____		PROMOTION ELIG STATUS _____	
OFFICE SYMBOL _____ DUTY PH _____		POSITION NO. _____ OSC _____		PROMOTED TO _____ EFFECTIVE _____		WITH DATE OF RANK _____	
COMD LVL _____ DUTY TITLE _____		ASSIGNMENT AVAIL CODE/DOA _____		DESIGNATE WAFSC _____ EFFECTIVE _____		WITHDRAW WAFSC _____ EFFECTIVE _____	
OTHER _____		AUTHORITY					
DATE _____		NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____				SIGNATURE _____	
III. CONCURRENCE OF MEMBER							
DATE _____		<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER _____			
IV. INTRA-BASE ASSIGNMENT ACTIONS							
RNLTD/ EFFECTIVE DATE _____		ASSIGNMENT ACTION NUMBER _____		ASSIGNMENT FROM _____		ASSIGNMENT TO _____	
V. REMARKS							
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE							
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE _____				DATE _____	
						SIGNATURE _____	
VII. ACTION BY PERSONNEL OFFICIAL							
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE _____				DATE _____	
						HEADQUARTERS _____	
						SIGNATURE _____	
This authorization remains in effect after Airman's discharge and immediate reenlistment at the same station provided that he/she has no break in military service.							
VIII. CSS/FSM COORDINATION RECORD							
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

CLASSIFICATION/ON-THE-JOB TRAINING ACTION	PERSONNEL ACTION NO. C-
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I. INDIVIDUAL IDENTIFICATION

NAME (Last, First, MI) _____	GRADE _____	SSN _____	UNIT _____
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II. PERSONNEL DATA CHANGES

AFSC INFORMATION AWARD AFSC _____ AS _____ AFSC _____ EFFECTIVE _____ REDESIGNATE _____ AS _____ AFSC _____ PAFSC FROM _____ TO _____ CAFSC FROM _____ TO _____ EFFECTIVE _____ 2 AFSC FROM _____ TO _____ 3 AFSC FROM _____ TO _____ 4 AFSC FROM _____ TO _____ ADD-AFSC FROM _____ TO _____ WITHDRAW AFSC _____ SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____ DESIGNATE CAFSC SEI _____ DESIGNATE GENERAL SEI _____ DESIGNATE SEI _____ WITH () AFSC _____ WITHDRAW SEI _____ FROM () AFSC _____ DUTY INFORMATION DAFSC _____ EFFECTIVE DATE _____ OFFICE SYMBOL _____ DUTY PH _____ POSITION NO. _____ OSC _____ COMD LVL _____ DUTY TITLE _____	OJT INFORMATION EFFECTIVE _____ ENTER/CONTINUE AFSC _____ TS CODE _____ WITHDRAW AFSC _____ TS CODE _____ COMPLETED AFSC _____ TS CODE _____ DATE INITIALLY ENTERED RETNG _____ DIRECTED DUTY AFSC _____ DDA EXPIRATION _____ DATE _____ REASON _____ OFF-PROJ CLASN UPGRADE DATE _____ ASSIGN PROFICIENCY PAY _____ SS RATING _____ AMOUNT _____ AFSC _____ EFFECTIVE _____ PRO PAY STATUS REASON _____ WITHDRAW PRO PAY _____ EFFECTIVE _____ MISCELLANEOUS INFORMATION ADSCD _____ REASON _____ PROMOTION ELIG STATUS _____ PROMOTED TO _____ EFFECTIVE _____ WITH DATE OF RANK _____ ASSIGNMENT AVAIL CODE/DOA _____ DESIGNATE WAFSC _____ EFFECTIVE _____ WITHDRAW WAFSC _____ EFFECTIVE _____ OTHER _____
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AUTHORITY	DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____
		SIGNATURE _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

III. CONCURRENCE OF MEMBER

DATE _____	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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IV. INTRA-BASE ASSIGNMENT ACTIONS

RNLTD/ EFFECTIVE DATE _____	ASSIGNMENT ACTION NUMBER _____	ASSIGNMENT FROM _____	ASSIGNMENT TO _____
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V. REMARKS

VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE

FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____	DATE _____
		SIGNATURE _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

VII. ACTION BY PERSONNEL OFFICIAL

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	TYPED NAME, GRADE, AND TITLE _____	DATE _____
		HEADQUARTERS _____
		SIGNATURE _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

This authorization remains in effect after Airman's discharge and immediate reenlistment at the same station provided that he/she has no break in military service.

VIII. CSS/FSM COORDINATION RECORD

FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

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NAME (Last, First, MI) _____				GRADE _____		SSN _____		UNIT _____	
II. PERSONNEL DATA CHANGES									
AFSC INFORMATION				OJT INFORMATION					
AWARD AFSC _____ AS _____ AFSC _____		EFFECTIVE _____		EFFECTIVE _____		ENTER/CONTINUE AFSC _____ TS CODE _____			
REDESIGNATE _____ AS _____ AFSC _____		PAFSC FROM _____ TO _____		CAFSC FROM _____ TO _____		WITHDRAW AFSC _____ TS CODE _____			
EFFECTIVE _____		2 AFSC FROM _____ TO _____		3 AFSC FROM _____ TO _____		4 AFSC FROM _____ TO _____			
ADD-AFSC FROM _____ TO _____		WITHDRAW AFSC _____		DATE INITIALLY ENTERED RETNG _____		DIRECTED DUTY AFSC _____ DDA EXPIRATION _____			
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____				DATE _____ REASON _____					
DESIGNATE CAFSC SEI _____				OFF-PROJ CLASN UPGRADE DATE _____					
DESIGNATE GENERAL SEI _____				ASSIGN PROFICIENCY PAY _____					
DESIGNATE SEI _____ WITH () AFSC _____				SS RATING _____ AMOUNT _____ AFSC _____					
WITHDRAW SEI _____ FROM () AFSC _____				EFFECTIVE _____ PRO PAY STATUS REASON _____					
DUTY INFORMATION				MISCELLANEOUS INFORMATION					
DAFSC _____ EFFECTIVE DATE _____				ADSCD _____ REASON _____					
OFFICE SYMBOL _____ DUTY PH _____				PROMOTION ELIG STATUS _____					
POSITION NO. _____ OSC _____				PROMOTED TO _____ EFFECTIVE _____					
COMD LVL _____ DUTY TITLE _____				WITH DATE OF RANK _____					
ASSIGNMENT AVAIL CODE/DOA _____				DESIGNATE WAFSC _____ EFFECTIVE _____					
OTHER _____				WITHDRAW WAFSC _____ EFFECTIVE _____					
AUTHORITY									
DATE _____		NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____				Signature _____			
III. CONCURRENCE OF MEMBER									
DATE _____		<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER _____					
IV. INTRA-BASE ASSIGNMENT ACTIONS									
RNLTD/ EFFECTIVE DATE _____		ASSIGNMENT ACTION NUMBER _____		ASSIGNMENT FROM _____		ASSIGNMENT TO _____			
V. REMARKS									
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE									
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE _____				DATE _____			
						SIGNATURE _____			
VII. ACTION BY PERSONNEL OFFICIAL									
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE _____				DATE _____			
						HEADQUARTERS _____			
						SIGNATURE _____			
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VIII. CSS/FSM COORDINATION RECORD									
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS		

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NAME (Last, First, MI) _____	GRADE _____	SSN _____	UNIT _____
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II. PERSONNEL DATA CHANGES

AFSC INFORMATION AWARD AFSC _____ AS _____ AFSC _____ EFFECTIVE _____ REDESIGNATE _____ AS _____ AFSC _____ PAFSC FROM _____ TO _____ CAFSC FROM _____ TO _____ EFFECTIVE _____ 2 AFSC FROM _____ TO _____ 3 AFSC FROM _____ TO _____ 4 AFSC FROM _____ TO _____ ADD-AFSC FROM _____ TO _____ WITHDRAW AFSC _____ SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____ DESIGNATE CAFSC SEI _____ DESIGNATE GENERAL SEI _____ DESIGNATE SEI _____ WITH () AFSC _____ WITHDRAW SEI _____ FROM () AFSC _____ DUTY INFORMATION DAFSC _____ EFFECTIVE DATE _____ OFFICE SYMBOL _____ DUTY PH _____ POSITION NO. _____ OSC _____ COMD LVL _____ DUTY TITLE _____	OJT INFORMATION EFFECTIVE _____ ENTER/CONTINUE AFSC _____ TS CODE _____ WITHDRAW AFSC _____ TS CODE _____ COMPLETED AFSC _____ TS CODE _____ DATE INITIALLY ENTERED RETNG _____ DIRECTED DUTY AFSC _____ DDA EXPIRATION _____ DATE _____ REASON _____ OFF-PROJ CLASN UPGRADE DATE _____ ASSIGN PROFICIENCY PAY _____ SS RATING _____ AMOUNT _____ AFSC _____ EFFECTIVE _____ PRO PAY STATUS REASON _____ WITHDRAW PRO PAY _____ EFFECTIVE _____ MISCELLANEOUS INFORMATION ADSCD _____ REASON _____ PROMOTION ELIG STATUS _____ PROMOTED TO _____ EFFECTIVE _____ WITH DATE OF RANK _____ ASSIGNMENT AVAIL CODE/DOA _____ DESIGNATE WAFSC _____ EFFECTIVE _____ WITHDRAW WAFSC _____ EFFECTIVE _____ OTHER _____
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DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____	SIGNATURE _____
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III. CONCURRENCE OF MEMBER

DATE _____	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER _____
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IV. INTRA-BASE ASSIGNMENT ACTIONS

RNLTD/ EFFECTIVE DATE _____	ASSIGNMENT ACTION NUMBER _____	ASSIGNMENT FROM _____	ASSIGNMENT TO _____
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V. REMARKS

VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE

FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____	DATE _____
		SIGNATURE _____

VII. ACTION BY PERSONNEL OFFICIAL

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	DATE _____
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____	HEADQUARTERS _____
		SIGNATURE _____

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VIII. CSS/FSM COORDINATION RECORD

FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

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II. PERSONNEL DATA CHANGES							
AFSC INFORMATION				OJT INFORMATION			
AWARD AFSC _____ AS _____ AFSC _____		EFFECTIVE _____		ENTER/CONTINUE AFSC _____		TS CODE _____	
REDESIGNATE _____ AS _____ AFSC _____		PAFSC FROM _____ TO _____		WITHDRAW AFSC _____		TS CODE _____	
CAFSC FROM _____ TO _____		EFFECTIVE _____		COMPLETED AFSC _____		TS CODE _____	
2 AFSC FROM _____ TO _____		3 AFSC FROM _____ TO _____		DATE INITIALLY ENTERED RETNG _____		DIRECTED DUTY AFSC _____ DDA EXPIRATION _____	
4 AFSC FROM _____ TO _____		ADD-AFSC FROM _____ TO _____		DATE _____ REASON _____		OFF-PROJ CLASN UPGRADE DATE _____	
WITHDRAW AFSC _____		SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____		ASSIGN PROFICIENCY PAY _____		SS RATING _____ AMOUNT _____ AFSC _____	
DESIGNATE CAFSC SEI _____		DESIGNATE GENERAL SEI _____		EFFECTIVE _____		PRO PAY STATUS REASON _____	
DESIGNATE SEI _____ WITH () AFSC _____		WITHDRAW SEI _____ FROM () AFSC _____		WITHDRAW PRO PAY _____		EFFECTIVE _____	
DUTY INFORMATION		MISCELLANEOUS INFORMATION		ADSCD _____		REASON _____	
DAFSC _____ EFFECTIVE DATE _____		OFFICE SYMBOL _____ DUTY PH _____		PROMOTION ELIG STATUS _____		PROMOTED TO _____ EFFECTIVE _____	
POSITION NO. _____ OSC _____		COMD LVL _____ DUTY TITLE _____		OTHER _____		WITH DATE OF RANK _____	
ASSIGNMENT AVAIL CODE/DOA _____		DESIGNATE WAFSC _____		EFFECTIVE _____		WITHDRAW WAFSC _____	
EFFECTIVE _____		OTHER _____		EFFECTIVE _____		OTHER _____	
AUTHORITY		DATE _____		NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____		SIGNATURE _____	
III. CONCURRENCE OF MEMBER							
DATE _____		<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR		SIGNATURE OF MEMBER _____			
IV. INTRA-BASE ASSIGNMENT ACTIONS							
RNLT/D/ EFFECTIVE DATE _____		ASSIGNMENT ACTION NUMBER _____		ASSIGNMENT FROM _____		ASSIGNMENT TO _____	
V. REMARKS							
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE							DATE _____
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE _____				SIGNATURE _____	
VII. ACTION BY PERSONNEL OFFICIAL							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		TYPED NAME, GRADE, AND TITLE _____				DATE _____	
FOR THE COMMANDER		HEADQUARTERS _____				SIGNATURE _____	
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VIII. CSS/FSM COORDINATION RECORD							
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

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I. INDIVIDUAL IDENTIFICATION			
NAME (Last, First, MI) _____	GRADE _____	SSN _____	UNIT _____

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AFSC INFORMATION AWARD AFSC _____ AS _____ AFSC _____ EFFECTIVE _____ REDESIGNATE _____ AS _____ AFSC _____ PAFSC FROM _____ TO _____ CAFSC FROM _____ TO _____ EFFECTIVE _____ 2 AFSC FROM _____ TO _____ 3 AFSC FROM _____ TO _____ 4 AFSC FROM _____ TO _____ ADD-AFSC FROM _____ TO _____ WITHDRAW AFSC _____ SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only) _____ DESIGNATE CAFSC SEI _____ DESIGNATE GENERAL SEI _____ DESIGNATE SEI _____ WITH () AFSC _____ WITHDRAW SEI _____ FROM () AFSC _____ DUTY INFORMATION DAFSC _____ EFFECTIVE DATE _____ OFFICE SYMBOL _____ DUTY PH _____ POSITION NO. _____ OSC _____ COMD LVL _____ DUTY TITLE _____	OJT INFORMATION EFFECTIVE _____ ENTER/CONTINUE AFSC _____ TS CODE _____ WITHDRAW AFSC _____ TS CODE _____ COMPLETED AFSC _____ TS CODE _____ DATE INITIALLY ENTERED RETNG _____ DIRECTED DUTY AFSC _____ DDA EXPIRATION _____ DATE _____ REASON _____ OFF-PROJ CLASN UPGRADE DATE _____ ASSIGN PROFICIENCY PAY _____ SS RATING _____ AMOUNT _____ AFSC _____ EFFECTIVE _____ PRO PAY STATUS REASON _____ WITHDRAW PRO PAY _____ EFFECTIVE _____ MISCELLANEOUS INFORMATION ADSCD _____ REASON _____ PROMOTION ELIG STATUS _____ PROMOTED TO _____ EFFECTIVE _____ WITH DATE OF RANK _____ ASSIGNMENT AVAIL CODE/DOA _____ DESIGNATE WAFSC _____ EFFECTIVE _____ WITHDRAW WAFSC _____ EFFECTIVE _____ OTHER _____		

DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____	SIGNATURE _____
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III. CONCURRENCE OF MEMBER		
DATE _____	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR	SIGNATURE OF MEMBER _____

IV. INTRA-BASE ASSIGNMENT ACTIONS			
RNLT/D/ EFFECTIVE DATE _____	ASSIGNMENT ACTION NUMBER _____	ASSIGNMENT FROM _____	ASSIGNMENT TO _____

V. REMARKS	

VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE		DATE _____
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____	SIGNATURE _____

VII. ACTION BY PERSONNEL OFFICIAL		DATE _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	TYPED NAME, GRADE, AND TITLE _____	HEADQUARTERS _____
FOR THE COMMANDER		Signature _____

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VIII. CSS/FSM COORDINATION RECORD							
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

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TO: (Organization) _____ /FSM	FROM: (Organization/Office Symbol) _____
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AUTHORITY			
<table style="width:100%;"> <tr> <td style="width: 15%;">DATE _____</td> <td style="width: 55%;">NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____</td> <td style="width: 30%;">SIGNATURE _____</td> </tr> </table>	DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____	SIGNATURE _____
DATE _____	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL _____	SIGNATURE _____	

III. CONCURRENCE OF MEMBER	
DATE _____	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR SIGNATURE OF MEMBER _____

IV. INTRA-BASE ASSIGNMENT ACTIONS			
RNLTD/ EFFECTIVE DATE _____	ASSIGNMENT ACTION NUMBER _____	ASSIGNMENT FROM _____	ASSIGNMENT TO _____

V. REMARKS

VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE		DATE
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____	SIGNATURE _____

VII. ACTION BY PERSONNEL OFFICIAL		DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	TYPED NAME, GRADE, AND TITLE _____	HEADQUARTERS _____
FOR THE COMMANDER		SIGNATURE _____

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VIII. CSS/FSM COORDINATION RECORD							
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS