

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