



## CLASSIFICATION OFFICER AIR FORCE SPECIALTY CODE (AFSC) DISQUALIFICATIONS

**INTRODUCTION:** An Officer's AFSC is withdrawn for not meeting the mandatory qualifications in the *AF Officer Classification Directory* AFSC specialty description, or who cannot maintain the skill according to [AFI 36-2101](#), *Classifying Military Personnel (Officer and Enlisted)*, Chapter 4.

**OPR:** HQ AFPC/DPSIC (Military Classification)

**REFERENCES:** [AFI 36-2101](#), *Classifying Military Personnel (Officers and Enlisted and* [AFI 36-2110](#), *Assignments*, and the *AF Officer Classification Directory (AFOCD)*

**TARGET AUDIENCE:** Active Duty

## SECTION A. OFFICER AFSC DISQUALIFICATIONS

### GENERAL INFORMATION

#### COMMON DISQUALIFICATIONS

1. Flying Deficiency
2. Aviation Service Medical Disqualifications
3. Aviation Service Disqualifications, Other than Medical
4. Medical Disqualification
5. Loss of Clearance (if clearance is required for AFSC, not just the position)
6. Failure to Maintain Mandatory AFSC Qualification Requirements
7. Permanent PRP Decertification (some 13N only)

#### REASONS FOR DISQUALIFICATION:

1. **96A0 Disqualified Officer, Reasons Beyond Their Control.** Use this identifier to report the duty and primary AFSCs of an officer who has lost qualification in a specialty for reasons over which the officer had no control and who possesses no other awarded AFSC. Do not use this RI to identify position authorizations on manpower documents.
2. **96B0 Disqualified Officer, Reasons Within Their Control.** Use this identifier to report the duty and primary AFSCs of an officer who has lost qualification in a specialty for reasons over which the officer had control and who possesses no other awarded AFSC. Do not use this RI to identify position authorizations on manpower documents.



## SECTION B. RESPONSIBILITIES

### COMMANDER

1. Initiate any disqualification action/package.
2. Maintain officer AFSC data in accordance with [AFI 36-2101](#), para 4.1, *Classifying Military Personnel (Officer and Enlisted)* for AFSC Downgrade/Withdrawal actions.
3. Prepares draft AF Form 2096 (no signatures) and forwards to MPS.

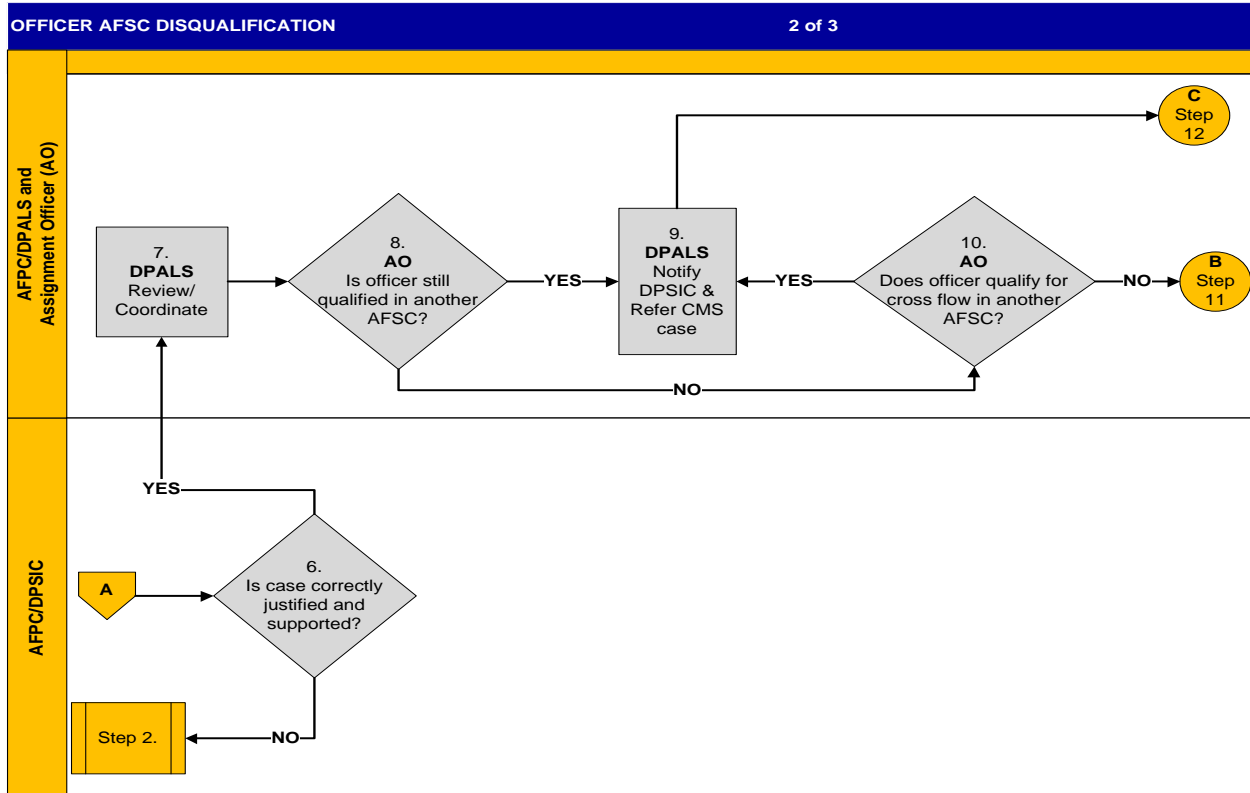
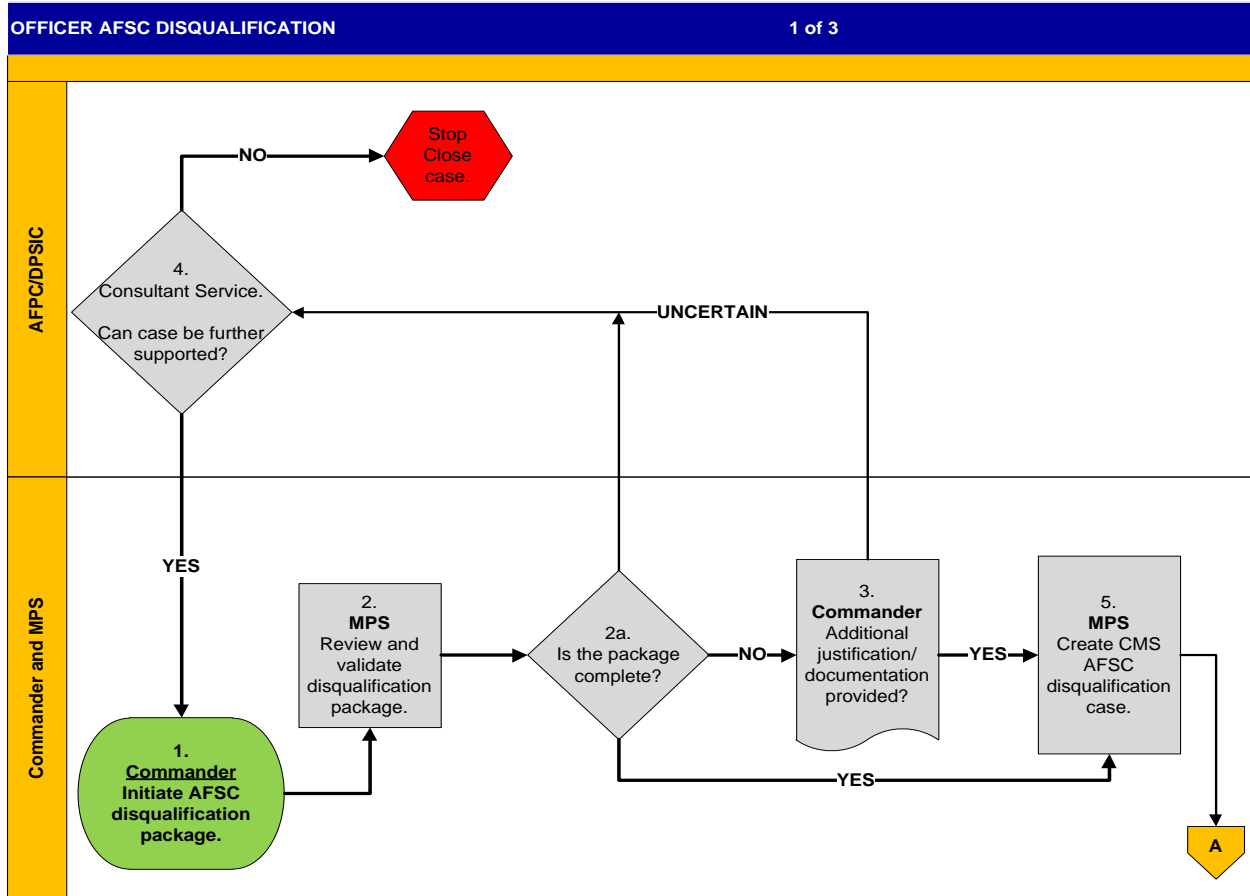
### MILITARY PERSONNEL SECTION (MPS)

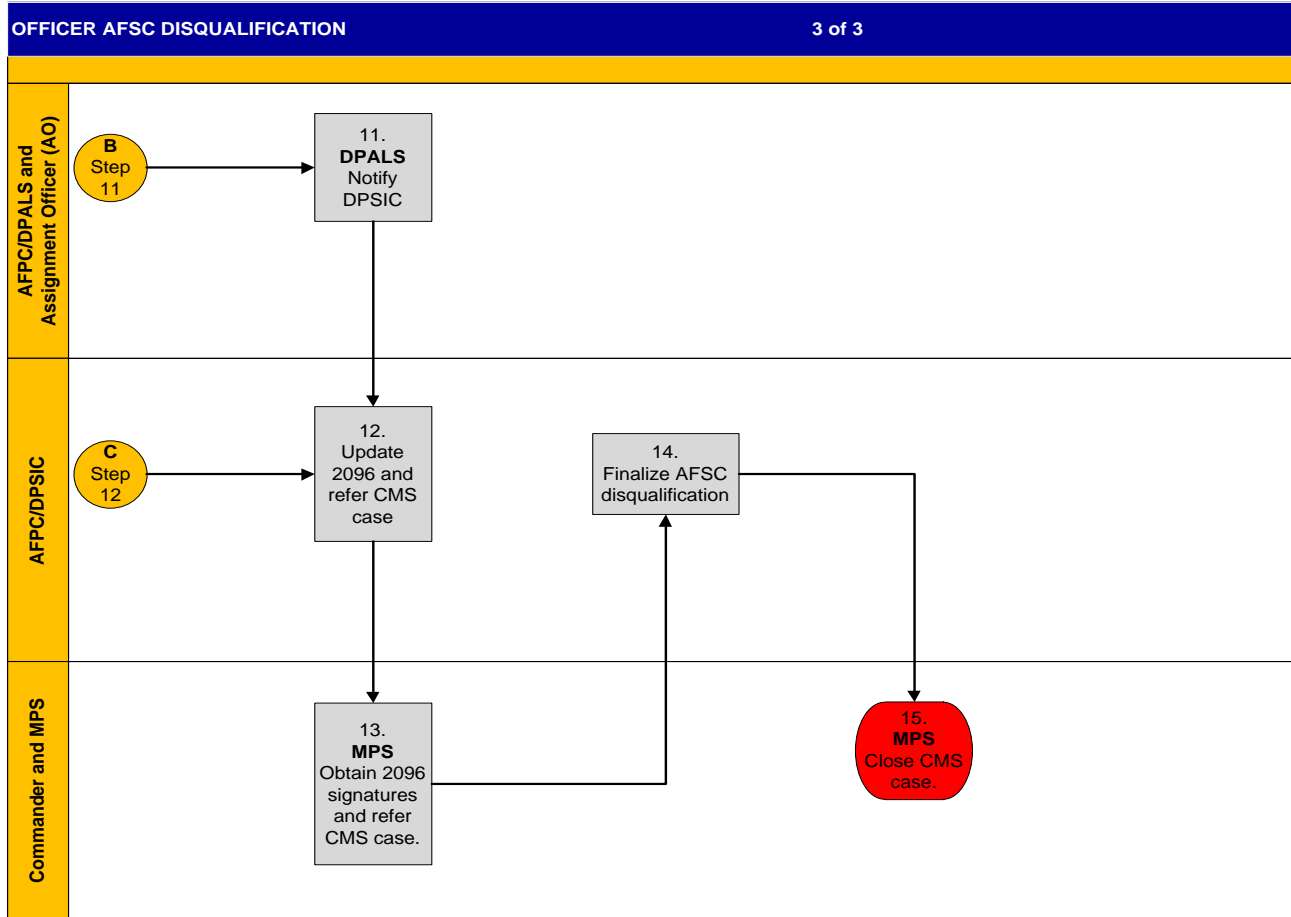
1. Review/validate the disqualification action and all pertinent documents.
2. Submit a CMS case under “HR-Type” select “PPA-AFSC Disqualification” and refer the case to AFPC/DPSIC.
3. Coordinate DPSIC-directed requirements with unit to obtain needed documentation (to include AF FM 2096 completion).

### HQ AFPC/DPSIC (Military Classification)

1. Consultant Service.
2. Review and Validate Disqualification Action.
3. Update MilPDS

**OUTPUT PRODUCTS:** No outputs are directly generated from application update. Output TRs and RIPs are produced during the suspense routine.





OFFICER AFSC DISQUALIFICATION		
STEP	ACTION OWNER	NARRATIVE
1	Unit Commander	<b>Initiate Disqualification Package.</b> The commander identifies an officer no longer qualified to retain an awarded AFSC. Prepares draft AF Form 2096 (no signatures), develops justification and gathers documentation supporting the action. Forwards to the MPS.
2	MPS	<b>Review and Validate Disqualification Action.</b> The MPS reviews the 2096, justification and supporting documentation for sufficiency.  2a. Is the package ready to create the Case management System (CMS) AFSC Disqualification Case? If yes, go to step 5. If no, go to step 3. If uncertain, go to step 4.
3	Unit Commander	<b>Provide Additional Justification/Documentation.</b> The commander has the option to provide additional justification and resubmit the package, if applicable. Is additional justification/documentation provided? If yes, go to step 5. If no, go to step 4.



4	DPSIC	<p><b>Consultant Service.</b> Consult with unit commander or MPS on potential CMS case to determine if disqualification action requires additional documentation to meet AFI 36-2101 and this PSD guide requirements.</p> <p>Can the case be further supported to be processed? If yes, go to step 1. If no, discontinue processing and close case.</p>
5	MPS	<p><b>Create CMS AFSC Disqualification Case.</b> Creates CMS HR Type PPA AFSC Disqualification case. Upload provided documentation. Case automatically refers to AFPC/DPSIC.</p>
6	DPSIC	<p><b>Review and Validate Disqualification Action.</b> Review case and provided documentation. Is case correctly justified and supported? If yes, refer case to AFPC Officer Assignments-Support Assignments DPAS then proceed to step 7. If no, annotate case and refer case back to MPS, step 2.</p> <p>6a. MPS. Refer case back to Unit CC, step 1. Provide Unit CC with clarification/explanation of the additional supporting documentation needed to proceed with the disqualification.</p>
7	DPALS	<p><b>Review/Coordinate Disqualification Case.</b> Review and coordinate the disqualification case with AFPC Functional Assignment Officer (AO) for future utilization determination.</p>
8	AFPC Functional Assignment Officer	<p><b>Determine AFSC Utilization.</b> If an officer maintains an awarded AFSC for which still qualified, identify the AFSC. Is officer still qualified to perform duty in another awarded AFSC? If yes, go to step 9. If no, refer to step 10.</p>
9	DPALS	<p><b>Notify.</b> Notify DPSIC (via CMS case) of AFPC Functional Assignment Officers' future utilization determination. Proceed to step 12.</p>
10	AFPC Functional Assignment Officer	<p><b>Determine AFSC Utilization.</b> Determine if officer qualifies for cross flow into a different available AFSC. Is officer qualified and selected for cross flow into a different available AFSC? If yes, provide AFSC and proceed to step 9. If not, go to step 11.</p>
11	DPALS	<p><b>Notify.</b> Notify DPSIC (via CMS) if there are no assignment options available for the officer. Proceed to step 12.</p>
12	DPSIC	<p><b>Update 2096.</b> Update draft 2096 with future AFSC utilization determination received from DPALS, attach to CMS case and refer back to MPS.</p>



		Annotate on 2096 with either; <ul style="list-style-type: none"> <li>a. Other awarded AFSC</li> <li>b. Cross flow AFSC</li> <li>c. Reporting Identifier (RI)                     <ul style="list-style-type: none"> <li>-96A0 (Disqualified Officer, Reasons Beyond Their Control)</li> <li>-96B0 (Disqualified Officer, Reasons Within Their Control)</li> </ul> </li> </ul>
<b>13</b>	MPS	<b>Obtain 2096 Signatures.</b> Obtain signatures on 2096, scan and upload to CMS case. Refer case back to DPSIC for final processing.
<b>14</b>	DPSIC	<b>Finalize AFSC Disqualification.</b> Sign 2096, update MilPDS, forward 2096 to Automated Records, Management System (ARMS), and refer CMS case to initiating MPS for closure.
<b>15</b>	MPS	<b>Close CMS Case.</b> Take appropriate action based on comments in the finalized CMS case from DPSIC. Brief disqualified officer and commander, close the CMS case.

**ATTACHMENT 1**  
**AF FORM 2096 COMPLETION INSTRUCTIONS**  
**NOTE: DRAFT ONLY FOR INITIAL SUBMISSION –**  
**NO SIGNATURES**

**SECTION I. Individual Identification - Self Explanatory**

**SECTION II. Personnel Data Changes - Only AFSC disqualification actions on the LEFT side will be addressed.**

Under AFSC Information (Use only AFSCs)

Line 4- PAFSC from (disqualified AFSC) to (RI or other awarded AFSC)

Note: the information within the ( ) is used to assist in determining the correct information. Additional wording is not required on the AF FM 2096.

Line 6 (Effective Date) - Input the date of the medical disqualification per AF Form 422/1042 or leave blank for non-medical disqualifications (AFPC/DPSIC will provide date)

Line 7 (2 AFSC From) - As necessary

Line 8 (3 AFSC From) - As necessary

Line 11 (Withdraw AFSC) - Input the disqualified AFSC(s).

Requesting Official’s block – Input date, name, grade, title and sign the form.

All other lines remain blank.



### SECTION III. Concurrence of Member

Input the date, check the Do/Do Not Concur block and sign the form. \*See Note Below

### SECTION IV. Intra-Base Assignment Actions

Leave Blank

### SECTION V. Remarks

Provide justification remarks below, as required:

1. **96A0 Disqualified Officer, Reasons Beyond Their Control.** Officer has lost qualification in a specialty for reasons over which the officer had no control and who possesses no other awarded AFSC.
2. **96B0 Disqualified Officer, Reasons Within Their Control.** Officer has lost qualification in a specialty for reasons over which the officer had control and who possesses no other awarded AFSC.
3. Officer maintains an awarded AFSC for which still qualified \_\_\_\_\_ (identify the AFSC).
4. Officer qualifies for cross flow into a different available AFSC, \_\_\_\_\_ (identify the AFSC).

**\*NOTE:** Signatures are not required on the initial draft AF FM 2096. “Wet” signatures (digital signatures not authorized\*\*) are only required on final document submitted to AFPC/DPSIC via the CMS AFSC Disqualification case.

\*\*IAW HQ AFPC/DPSIR field message dated 8 Oct 14, the Form 2096 used for scanning into ARMS, cannot be digitally signed and must have a “wet signature.” Any documents received by the ARMS Branch with modifications to an Air Force/DoD Form will be returned to the originator.



<b>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</b>						PERSONNEL ACTION NO. <b>C- CMS#</b>	
TO: (Organization) HQ AFPC/DPSIC /FSM				FROM: (Organization/Office Symbol)			
<b>I. INDIVIDUAL IDENTIFICATION</b>							
NAME (Last, First, MI) LAST, FIRST MI				GRADE O-	SSN - -	UNIT number/name	
<b>II. PERSONNEL DATA CHANGES</b>							
AFSC INFORMATION				OJT INFORMATION			
AWARD AFSC	AS	AFSC	EFFECTIVE	ENTER/CONTINUE AFSC	TS CODE		
REDESIGNATE	AS	AFSC	WITHDRAW AFSC	COMPLETED AFSC	TS CODE		
PAFSC FROM (disqualified AFSC)	TO (RI or qualified AFSC)		DATE INITIALLY ENTERED RETNG	DIRECTED DUTY AFSC			
CAFSC FROM	TO		DATE		REASON		
EFFECTIVE	XX XXX XX		OFF-PROJ CLASN UPGRADE DATE				
2 AFSC FROM	TO		ASSIGN PROFICIENCY PAY				
3 AFSC FROM	TO		SS RATING	AMOUNT	AFSC		
4 AFSC FROM	TO		EFFECTIVE	PRO PAY STATUS REASON			
ADD-AFSC FROM	TO		WITHDRAW PRO PAY	EFFECTIVE			
WITHDRAW AFSC (disqualified AFSC)			MISCELLANEOUS INFORMATION				
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)				ADSCD			
DESIGNATE CAFSC SEI				PROMOTION ELIG STATUS			
DESIGNATE GENERAL SEI				PROMOTED TO			
DESIGNATE SEI				WITH DATE OF RANK			
WITHDRAW SEI				ASSIGNMENT AVAIL CODE/DOA			
DUTY INFORMATION				DESIGNATE WAFSC			
DAFSC	EFFECTIVE DATE		WITHDRAW WAFSC				
OFFICE SYMBOL	DUTY PH		OTHER				
POSITION NO.	OSC						
COMD LVL	DUTY TITLE						
AUTHORITY							
DATE	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL					SIGNATURE	
1 Apr 2015	MARY A. JANE, LtCol, USAF Flight Commander						
<b>III. CONCURRENCE OF MEMBER</b>							
DATE	<input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR			SIGNATURE OF MEMBER			
2 Apr 2015							
<b>IV. INTRA-BASE ASSIGNMENT ACTIONS</b>							
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER		ASSIGNMENT FROM		ASSIGNMENT TO		
<b>V. REMARKS</b>							
(Type in appropriate remarks, see PSD Guide)							
<b>VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE</b>							
FOR THE COMMANDER						DATE 3 Apr 2015	
TYPED NAME, GRADE, AND TITLE JOHN A. DOE, Col, USAF Commander						SIGNATURE	
<b>VII. ACTION BY PERSONNEL OFFICIAL</b>							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				DATE			
FOR THE COMMANDER						HEADQUARTERS	
TYPED NAME, GRADE, AND TITLE Chief, Military Classification Development						AFPC	
						SIGNATURE	
<i>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.</i>							
<b>VIII. CSS/FSM COORDINATION RECORD</b>							
FSM	1. FSM	2. FSM	3. FSM	4. FSM	5. FSM	6. CSS	CSS

AF FORM 2096, 20140326

PREVIOUS EDITION WILL BE USED.

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.