

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