

CLASSIFICATION/ON-THE-JOB TRAINING ACTION						PERSONNEL ACTION NO. C-	
TO: (Organization) _____ /DPME				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 _____			
AUTHORITY				OTHER _____			
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 _____		
<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>							
VIII. UNIT/CBPO COORDINATION RECORD							
DMPE	1. DPM	2. DPM	3. DPM	4. DPM	5. DPM	6. DPM	UNIT

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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 _____			
AUTHORITY				OTHER _____			
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							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED						DATE	
FOR THE COMMANDER		TYPED NAME, GRADE, AND TITLE				HEADQUARTERS	
						SIGNATURE	
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DMPE	1. DPM	2. DPM	3. DPM	4. DPM	5. DPM	6. DPM	UNIT

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