



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

April 18, 2023

MEMORANDUM FOR HQ AFPC/DP3DW

FROM: AF/A1PT

SUBJECT: Enlisted Retraining Program Exception to Policy

This exception to policy updates enlisted retraining eligibility established by AFMAN 36-2100, *Military Utilization and Classification*, Chapter 6 with the following changes to the enlisted retraining program.

All First Term Airmen (FTA) are authorized to apply for retraining into any AFSC that is manned below 90% prior to applying for separation. HQ AFPC will be provided a listing of all AFSC's with Career Field Health that is less than 90%. Additionally, FTA retraining into a shred out of their current AFSC (e.g., 3P0X1 into 3P0X1A) will not lose their eligibility to retrain as an FTA. Next, the FTA Retraining Selection Board will no longer be a required portion of the retraining application process. Finally, Phase 1 FTA retraining quotas will be open to all FTAs who will enter their retraining window during FY24. To be approved for retraining, Airmen must continue to meet minimum requirements and obtain the necessary retainability for the Air Force specialty codes (AFSCs) they are approved for.

This policy will be effective 1 Jun 2023 and will be reassessed one year from that date unless rescinded earlier. Please contact me with any questions at john.batdorf.1@us.af.mil.

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