

SECTION 3

CLASSIFICATION WAIVER CHECKLIST

Reference: AFMAN 36-2100

Type of Waiver: _____

AFSC for Waiver: _____

Name (waiver request is for): _____

Rank (if applicable): _____

NOTE: Not all items in this checklist are required or applicable for all waiver requests.	Yes	No	N/A
Recruiter documents (if applicable):			
-Waiver Determination Report			
-Waiver Summary			
-Recruiter Memorandum			
Supporting Documents (include all that are applicable): AFMAN 36-2100, Para 2.3.7			
-Performance Report(s) (if available)			
-Transcripts/Diplomas			
-Professional Licenses/Certificates			
-Test Results			
-Other documents explaining justification			
ASVAB/AFCT initial and retest test score			
Member meets all other eligibility requirements IAW AFECD/AFOCD			
Medical waivers (if applicable):			
Documentation member meets all other medical requirements (SF88, SF93)			
Documentation of the medical problem			
Documentation member has completed all current medical tests			
Base Medical Authority review and approval recommendation			
HIPPA consent signed by the member			
Memorandums (Required):			
FORCE MANAGEMENT COVER MEMORANDUM with member's name, grade, SSAN, AFSC and waiver type(s) requested			
Member MEMORANDUM			
SUPERVISOR'S WAIVER MEMORANDUM with unit commander endorsement			
COMMANDER'S WAIVER memorandum			
Forms (Required):			
AFRES AMN CAREER MPF #8 (MilPDS Surf)			
AFRES AMN DUTY INFO MPF #11 (MilPDS Surf)			
AF Form 3920 (retrainees only)			

Supervisor or Recruiter Name/Rank

Signature/Date

URC/PM Name/Rank (IMA only)

Signature/Date

FSS Technician Name/Rank

Signature/Date

Classification and IR Training Manager Name/Rank

Signature/Date