

1 Jul 2024
Version 1

Submitting AFR Classification Waiver Requests via myFSS Procedures

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Reserve members through the navigation of the myFSS platform to submit AFR Classification Waiver Requests.

Section A: Introduction

Version	Date	Revision(s)
1	1 Jul 24	myFSS process for submitting AFR Classification Waiver Requests

INTRODUCTION: The purpose of this guide is to assist Reserve members through the navigation of the myFSS platform to submit AFR Classification Waiver Requests.

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Reserve Personnel Center (ARPC/DPAT)

2. TARGET AUDIENCE:

- Air Force Reserve (AFR) Airman

3. REFERENCES:

- **AFMAN 36-2100**, *Military Utilization and Classification*
- **AFOCD**, *Air Force Officer Classification Directory*
- **AFECD**, *Air Force Enlisted Classification Directory*

Section B: Program Points of Contact

Waivers must be submitted in one PDF document or will be returned without action.

SUMMARY OF CHANGES

This guide supersedes all previous versions.

PROGRAM POINTS OF CONTACT

For questions or inquiries, Unit Reserve members should contact their Military Personnel Section (MPS). IMAs should contact their Unit Reserve Coordinators and/or RIO Detachment POCs.

MPSs and HQ RIO Program Managers may address questions and concerns to the ARPC point of contact below:

HQ ARPC/DPAT

MSgt Oliver-Henry, Frank: frank.oliverhenry@us.af.mil

SSgt Wahe, Jocelyn: jocelyn.wahe@us.af.mil

Reference AFR Classification Waiver knowledge article on myFSS: [Knowledge Detail \(af.mil\)](#)

Section C: Overview

This guide provides program guidance on processing Air Force Reserve classification waivers (ASVAB/ACT Aptitude scores, Physical Profile, HS/College Education, Security Clearance, Prerequisite AFSC, etc). This guide includes a checklist and sample documents for your use. The point of contact for AFRC waivers is HQ ARPC/DPAT.

**Waivers will only be accepted from MPS or RIO Detachment.
Waivers must be submitted through myFSS, not through email. Each Waiver needs to have a corresponding Incident Number for tracking purposes.
If a Waiver is submitted through email, it will not be processed.**

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and are determined the minimum required to reasonably assure success in the specialty.

All documents required when submitting a Waiver are listed below, and in the appropriate order. If a Waiver is missing any of the required items below, or if it is not in order, it will be sent back for resubmit. Be aware that some Waivers may require additional items, other than the ones listed below. Examples being, if you submit a Medical Waiver, please include supporting documentation or if you are submitting a Waiver for an AFSC that the AFOCD or AFECD specifically requests a Fitness Report, please ensure you include.

1. AFRC Classification Waiver Checklist (signed by FSS/Detachment Technician)
2. Force Management Cover Memorandum
3. Members Memorandum
4. Supervisors Memorandum
5. Commanders Memorandum
6. Last 3 EPR's
7. SURF, Part 8 and 11 only
8. Supporting Documentation (Fitness Assessment, Medical Documents, ETC)

Please reference the most current AFOCD (Officer) and AFECD (Enlisted) Guides when accomplishing the memorandums. Doing so will ensure the correct terminology for your waiver.

Section D: AFR or IMA: Submitting Classification Waiver Requests

1. Following a successful navigation to the myFSS Airman Community Landing Page, users can submit a Formal school request by searching for “**AFR Classification Waiver Request**” ([Knowledge Article Link](#)). The knowledge article provides all required documents and information need prior to submission. Please utilize “**Create Request**” when ready to make your request in myFSS. Alternatively, users should coordinate with their local MPF (**for AFR**) or HQ RIO Detachment (**for IMAs**) prior to submitting their request.

Answer ID: 000003372 | Updated: 12 Jan 2023

AFR Classification Waiver Request

Applicable to: Air Force Reserve

This page provides program guidance on processing Air Force Reserve Classification Waivers (i.e. Armed Services Vocational Aptitude Battery/American College Test Aptitude scores, Physical Profile, High School/College Education, Security Clearance, Prerequisite Air Force Specialty Code [AFSC]). Waivers will only be accepted from Recruiters and/or Force Support Squadron personnel or RIO Detachments for Individual Mobilization Augmentees (IMAs). All waiver packages must include a copy of the signed checklist.

Classification waivers DO NOT apply to:

- Career Development Course (CDC) Waivers
- Two time CDC Failure
- On the Job Training Time in Training
- Initial Skills Training
- 7-Level School or Supporting Formal Schools
- Certifications
- Individual Mobilization Augmentee (IMA) Training Waivers

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and determinations are made to assure success in the specialty.

Questions or Inquiries

- Reserve members should contact their Force Support Squadron (FSS)
- IMA members should contact their RIO Detachment
- RIO Detachments, FSS personnel and Recruiters may address questions and concerns utilizing the myFSS link through the Air Force Portal. Select the myEducation tab on myFSS, then select "new education and training request" and finally select (AFR) Classification Waiver

Checklist for Classification Waivers
Reference AFMAN 36-2100, *Military Utilization and Classification*, Air Force Officer Classification Directory, and the Air Force Enlisted Classification Directory

- [Checklist for Classification Waivers](#)

Sample Memorandums

- [Commander Waiver Memorandum](#)
- [Force Management Cover Memorandum](#)
- [Individual Waiver Request Memorandum](#)
- [Supervisor Waiver Memorandum](#)

Related Resources

- [AFMAN 36-2100, Military Utilization and Classification](#)
- [Air Force Reserve Command Classification Guide](#)
- [Air Force Enlisted Classification Directory](#)
- [Air Force Officer Classification Directory](#)

> FSS

CREATE A REQUEST

2. When submitting request, select the correct **Sub-Category** that applies to your request.

The screenshot shows the 'AFR Classification Waiver' form. The 'Sub-Category' dropdown menu is open, displaying the following options: --None--, Career Development Course, Defense Language Aptitude Battery Score, Education Requirement Waiver, Experience Requirement Waiver, Initial Entry Requirement Waiver, and Medical Requirement Waiver. The dropdown menu is highlighted with a red border.

3. Select the appropriate office to submit the request to. For Traditional Reservist, the request will go to **ARPC Classification and IR Training**. For IMAs, the request will go to the member's respective **HQ RIO Detachment**. Do not submit your request to "HQ RIO" because it may not be received.

The screenshot shows a dropdown menu for selecting the appropriate detachment. The menu is open, displaying the following options: --None--, ARPC Classification and IR Training, HQ RIO, HQ RIO Det 2, HQ RIO Det 3, HQ RIO Det 4, HQ RIO Det 5, HQ RIO Det 6, HQ RIO Det 7, and HQ RIO Det 8. The dropdown menu is highlighted with a red border.

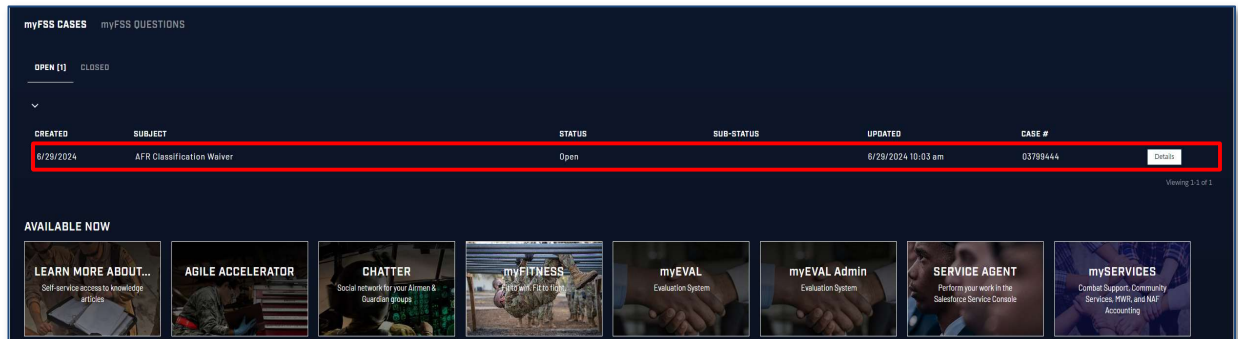
4. Provide context or ask questions in the field below, upload your attachments, and submit the request. Attachments should include the following:

- AFRC Classification Waiver Checklist (signed by FSS/Detachment Technician)
- Force Management Cover Memorandum
- Members Memorandum
- Supervisors Memorandum
- Commanders Memorandum
- Last 3 EPR's
- SURF, Part 8 and 11 only
- Supporting Documentation (Fitness Assessment, Medical Documents, ETC)

The screenshot shows the 'Question' field and the 'Upload Supporting Documents' section. The 'Question' field is empty and has a red border. The 'Upload Supporting Documents' section has a red border around the 'Upload Files' button. Below the 'Upload Supporting Documents' section, there is a message: "If submitting PII information it must not be in the Subject nor the Comment/Request field, this is a violation of PII policy and will result in the immediate deletion of this case." At the bottom right, there is a 'Next' button.

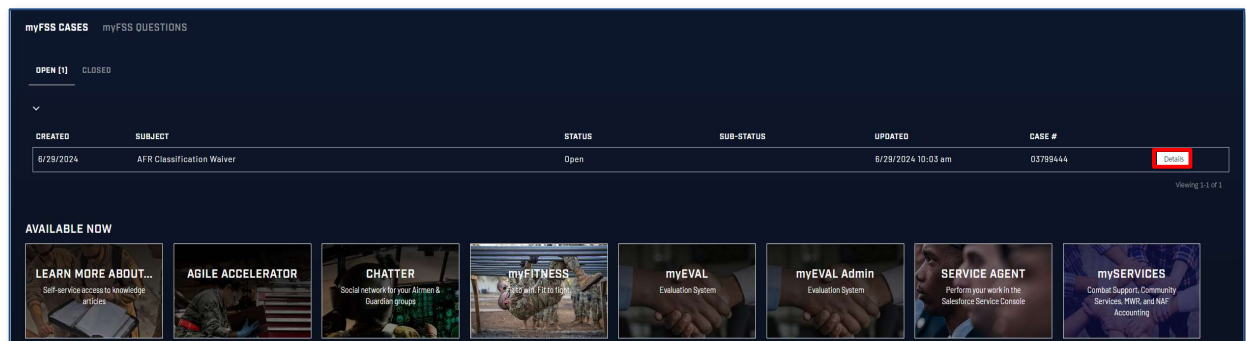
Section E: Correspondence in myFSS with Technician

1. After submitting your ticket, you can view your case via the **myFSS Splash Pages**. Your **Case Number, Status, and Details** will all be found here. See examples below.



***Note:** The “myFSS CASES” section will provide **All Open Cases** (myFSS and myEducation). Check this page periodically to monitor status of your ticket.

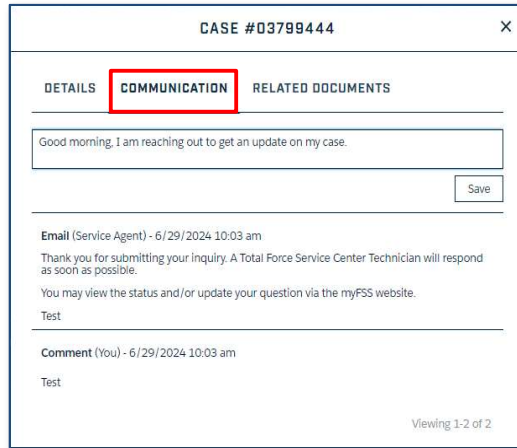
2. Click on **Details** for additional information along with comments left within your case.



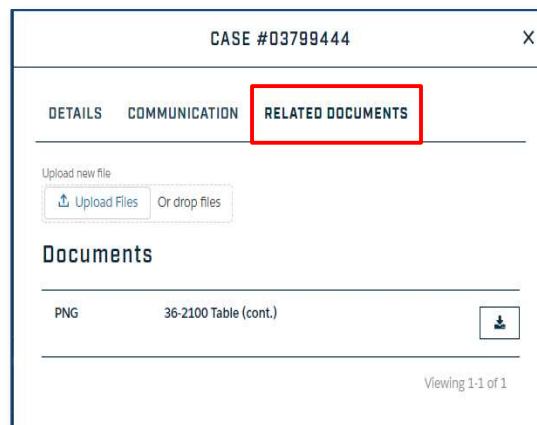
3. The details portion of your case will provide you with the status of your case.



- Next, navigate to **Communication** to see all correspondence between you and the technician working your case.



- All attachments can be viewed and upload in the **Related Documents** tab.



Section F: 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 AFECF/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)			

Recruiter Documents:

Ensure memorandums from the following are within the package: Recruiter (**or Supervisor**), Member, Commander, and Force Support (**or RIO Detachment for IMA**).

Supporting Documents:

All documents applicable to the waiver package. For ASVAB/AFCT waivers, the member must retake the AFCT prior to submission if they do not meet the necessary score. Ensure test scores are added to the package as well.

Medical Waivers:

Add documents listed within the checklist and ensure there the HIPPA Consent is signed by the Commander.

Memorandums:

The package should include memorandums in the order of the 1. MPF (**Or RIO Det for IMAs**), 2. Member, 3. Supervisor (Recruiter if applicable), and 4. Commander. Templates are provided below.

Forms:

Here you will make sure the SURF #8 and 11 are in the package. These can be retrieved from MilPDS. Those retraining must have the 3920 included in the package (Most applicants are retraining so make sure this is present).

 Signature of Recruiter Name/Rank Signature/Date

 Signature of UIC/PM Name/Rank (IMA only) Signature/Date

 Signature of PSS Technician Name/Rank Signature/Date

Section G: Samples of Required Memorandums

MILITARY PERSONNEL FLIGHT/RIO DETACHMENT COVER MEMORANDUM

(Use Official Letterhead)

(DD MONTH YYYY)

MEMORANDUM FOR HQ AFRC/A1xx (insert appropriate office symbol)

FROM: (Unit/Office Symbol)
(Address)

SUBJECT: Request for AFR Classification Waiver – MSgt John J. Smith, XXX-XX-1234

1. Request minimum aptitude requirement in AFECD be waived for MSgt Smith to retrain into AFSC 2G0X1 (Logistics Plans). Member scored 34 on Administrative Aptitude, AFSC requires 56. MSgt Smith has been tentatively selected as an Air Reserve Technician and requires waiver to meet AFSC entry requirements for retraining eligibility to qualify for the position.

2. I certify that I have personally reviewed all the items listed in the waiver package and required documentation is attached. The supervisor, hiring official, and the commander strongly endorse this request. If you have any questions please call me at DSN 123-4567.

JOHN Q. PUBLIC, MSgt, USAFR
Chief, Force Management

Attachment:
Waiver Request, MSgt John J. Smith

INDIVIDUAL'S WAIVER REQUEST MEMORANDUM

(Use Official Letterhead)

(DD MONTH YYYY)

MEMORANDUM FOR (UNIT COMMANDER)

FROM: (Rank) (Full Name)
(Address)

SUBJECT: Request for AFR Classification Waiver

1. I respectfully request to be considered for a waiver **(what's the waiver for, be specific)** of the ASVAB Administrative score prerequisite required to retrain into the **(what AFSC are you requesting the waiver for)** 2G0X1, Logistics Plans Management Career Field. The following is submitted to support waiver consideration:
 - a. **(Why do you want to go into this career field? Do you have a job lined up?)** I have applied for and have been tentatively selected to fill a vacant Logistics Management Specialist, Air Reserve Technician, position with the 999 Logistics Readiness Squadron.
 - b. **(What is your experience?)** Currently I am assigned to the Logistics Plans Flight and have been performing all the duties and responsibilities required of a Logistics Plans Apprentice since Jan 2005. In the 3 months that I have been in this position, I have demonstrated a keen knowledge and understanding of the career field and have performed above the commander's expectation. This performance has resulted in my selection to fill the vacant Logistics Management Specialist position.
 - c. **(Be specific to what your waiver is for, is it for ASVAB, experience, fitness, rank, time in grade/time in service, etc).** To retrain into the 2G0X1 AFSC I am required to have a score of 56 in the Administrative portion of the ASVAB test. I was administered the ASVAB over 19 years ago and received the following scores: A – 39; G – 39; M – 49; and E – 53. I recently retested and results were: A – 45; G – 59.
2. **(Sell yourself, why are you going to be a good fit?)** I believe that although my Administrative score is below the minimum in the Administrative area, I am more than qualified for the position and that I can successfully retrain into the Logistics Plans career field.

(APPLICANT'S SIGNATURE BLOCK)

SUPERVISOR'S WAIVER MEMORANDUM

(Use Official Letterhead)

(DD MONTH YYYY)

MEMORANDUM FOR *(Unit Commander)*
FROM: *(Rank/Full Name)*
(Address)

SUBJECT: Request for AFR Classification Waiver – MSgt John J. Smith

1. It has been my pleasure to know and work with MSgt John J. Smith since he entered the Air Force Reserve in **(what duration have you and member worked together)** Jan 86. His performance has been truly outstanding in all respects. He has always demonstrated a positive, professional attitude.
2. MSgt Smith is a true professional who consistently demonstrated outstanding performance in assigned duties and responsibilities in **(What AFSC is member currently in)** Logistics Management. **(What specifically did member do that was outstanding?)** This included providing invaluable assistance in the processing of personnel and equipment for a major overseas deployment.
3. I wholeheartedly endorse MSgt Smith's waiver request to retrain into AFSC 2G0X1 where his leadership and talents will further benefit this wing and the Air Force Reserve. Please feel free to direct any questions to me at DSN 123-4567.

(SUPERVISOR'S SIGNATURE BLOCK)

SAMPLE OF COMMANDER'S WAIVER MEMORANDUM
(Use Official Letterhead)

MEMORANDUM FOR MPS

(DD MONTH YYYY)

MEMORANDUM FOR MPS

FROM: (Unit/Office Symbol)
(Address)

SUBJECT: Request for AFR Classification Waiver – MSgt John J. Smith

1. I fully support and endorse MSgt Smith's waiver request for **(State what waiver is for, be specific)** his Administrative ASVAB score. **(Give a history of member)** I have known MSgt Smith since his first day in the wing and he has proven over and over to be an invaluable wing asset, as the **(What is members duty title?)** POL superintendent since January, in our plans office. We have a critical manning shortage in our plans office and MSgt Smith is assisting as a logistics management specialist. He excels at all he does and he was just selected as the 2005 HQ AFRC Fuels SNCO.
2. MSgt Smith exemplifies the leadership and supervisory skills desired of a Senior NCO and I have no doubt he will continue to excel. I request favorable consideration of this waiver request. I certify member is in good standing with the Air Force Reserve. Please contact me at DSN 123-5789 if I can provide any further information.

(COMMANDER'S SIGNATURE BLOCK)