

13 June 2019
Version 1

AFRC Training Waiver Request Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to provide guidance for preparing and submitting Training Waiver Requests. The guide corrects the references in the previous AFRC Training Waiver Guidance and supersedes all previous versions.



Section A: Introduction

Version	Date	Revision(s)
1	11 Jun 19	AFRC Training Waiver Request PSD Guide (New guide to supplement AFI 36-2651, <i>Air Force Training Program</i>)

INTRODUCTION: Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented.

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Business Process Owner (Policy & Compliance):
AFRC/A1KE (AFRC Education and Training Support Branch)
- Processing:
AFRC/A1KE (AFRC Education and Training Support Branch)

2. TARGET AUDIENCE:

- Air Force Reserve (AFR) Airmen

3. REFERENCES:

- [AFI 36-2651](#), *Air Force Training Program*
- [AFI 36-2101](#), *Classifying Military Personnel (Officer and Enlisted)*
- [AFI 36-2626](#), *Airman Retraining Program*

NOTES:

Each Airman can provide feedback on articles provided in myPers or this PSD Guide. For recommendations on improvement, or more information, contact us by clicking the "Please give us feedback!" link below in the **Footer.**

Section B: General Information

1.1 **Overview:** Air Staff has granted waiver approval/disapproval authority to HQ AFRC. To ensure integrity of the program, we must follow certain guidelines.

1.2. MAJCOM Functional Managers (MFM) will work closely with HQ AFRC/A1KE to process all AFS training waver requests as authorized in AFI 36-2651, Chapter 4/6, and AFI 36-2101. Specifically, all waiver requests for enlisted mandatory 3, 5, and 7-skill level requirements, technical training, time-in-training, and 7-level craftsman courses.

1.2.1. The training waiver process will not be used for: two-time CDC failures, Officer or Enlisted classification waivers, nor Technical Training Block/Proficiency waivers.

1.3. Final waiver authority is at AFRC MAJCOM Level for 3, 5, and 7 skill level, CDC and time-in-training. Exception: AFSC 3E7XX and 4N0XX waiver authority remains with AFCFM.

1.4. Any waiver disapproved by the respective MFM may be resubmitted within 60 days if disapproval criteria can be corrected. The FSDE cover letter will indicate that it is a resubmission of a previously disapproved request.

1.5. MFMs may approve/disapprove the package in whole or part.

NOTE: If a request to waive a CDC for non-completion has been disapproved by the Air Force Functional Manager **it will not be processed again.** Completion of the CDC is required at that point.

1.6. Air Reserve Technicians (ART) will comply with all requirements of this waiver process. All enlisted ART hires or retrainees who have satisfied OPM standards will immediately be militarily classified at the entry (1-skill) level AFSC (AFI 36-2254, Vol 2). Newly hired ARTs will not use civilian hire qualifications only to meet military criteria for skill level waivers. ARTs must attend technical training, as do all upgrade trainees, if waiver is initially disapproved.

1.7. The unit will not circumvent these guidelines by contacting the AFSC MFM to attain waiver approval prior to package submission through the authorized channels.

1.7.1. Only waiver requests submitted to HQ AFRC/A1KE, and routed to the MFM or Career-field Manager will be considered. **Waiver packages will not be sent directly to the MFM.**

1.8. For award of a CEM, the member must possess an authorized feeder AFSC. This requires a 3, 5, and 7 skill level in the feeder AFSC via a waiver of these skill level requirements prior to the award of the CEM or through normal upgrade training. Refer to the Air Force Enlisted Classification Directory for CEM Codes, their titles and feeder specialties.

Section C: Training Waiver Requests

- 2.1. Mandatory requirements for awarding AFSCs may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval will be forwarded to the next review level.
- 2.2. Technical school requests and technical school waivers cannot be submitted simultaneously. Do not request a waiver for a member with a training line number for a technical school; the waiver request will be returned without action.
- 2.3. If a member has documentation to justify a 3, 5, and 7 skill level waiver or any combination of more than one skill level, the unit can submit one waiver package with complete justification for multiple skills.
- 2.4. MFMs may waive mandatory technical schools when the individual has other training or experience, which can be applied to the training requirement.
- 2.4.1. A subject matter expert (SME) for the requested AFS will conduct an evaluation on subject and task knowledge levels as required by the CFETP. The evaluation will be documented on the Part II of the current CFEPT. Only complete date completed, SME initials, and trainee initials.
- 2.4.2. One levels will not demonstrate performance level tasks. Performance task items may be certified by the SME if the member provides documentation (certificates, licenses, letters, etc.) showing the individual previously performed these tasks.
- 2.5. Technical school waiver request must be submitted within 9 months of date entered training. This is ample time to complete and document the required supervisor assessment of the individual's previous experience, knowledge, skills and abilities which will be the basis of the waiver package.
- NOTE: OJT completed in this time cannot be used to justify waiver of 3-Level Schools.** If the individual does not have the experience, knowledge, skills and abilities pre-dating their arrival to your unit the waiver will be returned without action.
- 2.6. If the unit wants to submit a waiver for someone that has been assigned a duty position longer than the 9 month window, a formal request must be submitted to the applicable AFR MFM by email for permission to submit the waiver request. The request will provide details explaining the extenuating circumstances that caused the delay in the waiver submission. **If approved it will not be a pre-approval of the waiver itself, but only approval to submit the waiver.** If the request to submit is approved, it will become part of the waiver package.

Section D: Evaluation Of Waiver Applicants' Previous Qualifications

3.1. 3-Skill Level. 3-level skill requirements are identified in each AFSC's Specialty Training Standard (STS). For each task taught at the 3-level course, the waiver applicant's existing qualifications must be evaluated and documented on Part II (STS) of the relevant AFSC's current CFETP. Waiver approval is conditional on the trainee already possessing qualifications at the time of the evaluation which meet or exceed the indicated 3-level proficiency code for each objective.

3.1.1. Convertible Skills. Prior service members, eligible for enlistment in the Air Force Reserve and possessing a convertible skill listed on the current conversion list, may be awarded the 3-skill level AFSC provided the applicant meets the eligibility criteria listed in the current AFECD. Documentation of formal training completion is required.

3.1.2. Convertible skills with Notes 2 and 4 (see current convertible skills list) require MAJCOM or higher approval prior to award of the 3-skill level. Route waiver requests to MFMs via the process defined in this PSDG. However, the request must only list 3-skill level requirements.

3.2. 5 and 7 Skill Levels. Per AFI 36-2651 paragraph 6.9.5, "Tasks are trained and qualified to the "Go" level... "Go" level equates to 3c in the STS proficiency code key". For each task required for the 5 and/or 7 level, the waiver applicant's existing qualifications must be evaluated and documented on Part II (STS) of the relevant AFSC's current CFETP. Waiver approval is conditional on the trainee already possessing qualifications at the time of the evaluation which meet or exceed the indicated 5/7-level proficiency code for each task.

3.3. Documenting Task Evaluations. For trainees who do not have prior documentation of 3/5/7-level tasks in automated training record, print and utilize a "hard-copy" STS available from AF e-Publishing to document the evaluation. Only Part II is required to be included in the waiver application. Do not include the entire CFETP.

3.3.1. When using a hard copy version of the STS, make entries in ONLY the "training complete" date (B.), "trainee initials" (C.), and trainer initials (D.) columns. Again, this is to certify that the waiver applicant's existing qualifications meet or exceed the indicated minimum proficiency level.

3.3.2. No training start date should be entered, as this process is not intended to document OJT, but is only an evaluation of existing qualifications.

3.3.3. Do NOT use automated training systems (AFTR/TBA/PEX/GTIMS) to document evaluation of existing qualifications, as these systems are intended for use in documenting OJT, and has no provision for evaluating 3, 5, and/or 7 level qualifications. Include an automated training system printout in the package ONLY if the applicant has previous documentation of the applicable skill level task(s) PRIOR to assignment to duty position.

NOTE: Per AFI 36-2651 paragraph 6.9.5, "Tasks are trained and qualified to the "Go" level... "Go" level equates to 3c in the STS proficiency code key". Since AFTR/TBA/PEX/GTIMS is the official system of documenting training records, submitting a AFTR/TBA/PEX/GTIMS printout for this purpose is equivalent to certifying that the applicant is fully qualified to the 3c level on any task so identified, and requires no more OJT to perform the task without assistance.

Section E: Submission Procedures

4.1. Waiver requests are initiated at the unit level by the supervisor with the help of the Unit Training Manager (UTM). Waiver packages will be routed through the Unit Training Office, to the Wing Training Office. The Wing Training Office will thoroughly review the package for worthiness and compliance and then submit to HQ AFRC/A1KE via the Education and Training Functional Community SharePoint site.

4.2. AFRC/A1KE, IAW AFI 36-2651 para 4.4.2., will evaluate packages according to established standards to maintain AFS integrity. Packages which meet standards will be processed to the respective MFM for final approval/disapproval determination. Packages which do not meet standards will be returned to the Wing Training Office. If the package should require AFCFM determination, the package will be sent to the respective AFCFM for processing. Turn-around time for disposition or recommendation shall be contingent upon the CFMs.

4.3. Waiver packages must be submitted as a singular Adobe Acrobat (.pdf) document or PDF Portfolio and possess a digital or physical signature for each signature block. Annotating signature blocks with “//SIGNED//” will not be accepted as an authorized signature.

4.4. Waiver packages will be submitted as individual trainee requests. Multiple trainee requests cannot be submitted within the same package. Special circumstances, however, dictated by Air Force mission changes will be considered for multiple requests (i.e. unit closure, significant mission change).

Section F: Standard Waiver Request Package Contents

The following documents must be included in each waiver request package. Packages missing content will be returned without action (RWOA).

PRIVACY ACT OF 1974 COVERSHEET

Due to Personal Identifiable Information, the waiver package file must contain a Privacy Act Coversheet.

TRAINING WAIVER REQUEST TEMPLATE

See **Attachment 2**. Ensure the template is completely filled out.

RESERVE AIRMAN PERSONNEL BRIEF

RSAR08 (MPF 8)

- Must be dated within 60 days of submission
- Must reflect current DAFSC & CAFSC for which the waiver is addressing.
- Must reflect current date entered training (DET)
- Must show member has 36 months retainability from DET
- Must show member has required ASVAB scores for AFSC the waiver is addressing.

NOTE: Do not submit any other MILPDS SURFS/RIPS. Request without RSAR08 will be RWOA.

CIVILIAN AND MILITARY EXPERIENCE (as applicable to waiver)

Must reflect any civilian and/or military experience that may be relevant or applicable to the waiver package.

TASK EVALUATION AND TECHNICAL TRAINING CERTIFICATES

CFETP, STS (Electronic versions accepted when accompanied with Certification Letter from Supervisor and endorsed by UTM)

- Trainer/Certifier Signature Page (CFETP Attachment 1 or Electronic Equivalent)
- STS with certification of all mandatory tasks as applicable to waiver package
- Include applicable AF IMT 623a or Electronic Equivalent
- AF IMT 797, Continuation Sheet or Electronic Equivalent
- Must be current version to include all changes

Technical Training Certificates

- Any technical training certificates that may reflect knowledge **relevant** to waiver package

MISC. SUPPORTING DOCUMENTATION (Relevant To Waiver)

Misc. Support Material (**As Applicable**)

- DD 214 (if applicable)
- CDC completion (CDSAR history report printout)
- Applicable EPRs/LOEs
- Verification of applicable transcripts
- Current ASVAB scores
- Prior/current Military Service Records

Attachment 1 Template & Checklists

AFRC Training Waiver Request Template – Must be included with all training waiver requests.

Training Waiver Request Checklist (Unit) – Provided to assist units create and route training waiver requests. Do not include in the request.

Training Waiver Request Checklist (Wing Education and Training) – Provided to assist Wing Training Managers review and route training waiver requests. Do not include in the request.

AFRC TRAINING WAIVER REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U. S.C., Section 8013 and E. O. 9397.

PRINCIPAL PURPOSE: Used to document member requesting training waiver

ROUTINE USE: Personal information will not be shared outside the DoD.

DISCLOSURE: Disclosure is voluntary, however, failure to provide information other than SSN will preclude consideration.

PART 1 - MEMBER INFORMATION (Please type or print legibly)

NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	RANK	UNIT	CAFSC	LAST FOUR OF SOCIAL
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I am requesting a waiver for the following (Select all that apply)

- 3-Level Initial Skills
- 5-Level CDC
- 5-Level Time Requirement
- 7-Level Craftsman Course
- 7-Level Time Requirement
- 7-Level CDC

I am requesting a waiver for the following course(s):
(Course number and title must match ETCA or current CDC Catalog)

The below items are attached
(Select all that apply. Documents must be in this order)

- MILPDS SURF 8
- Complete listing of all civilian/military experience, applicable to this waiver
- DD 214 (if applicable)
- Technical training certificates
- CDSAR reports
- Applicable EPRs
- Other Supporting Documentation

PART 2 - MEMBER JUSTIFICATION

PART 3 - SUPERVISOR

I certify that required evaluation(s) have been completed for trainee on

Knowledge and task qualifications have been annotated on CFETP _____ dated _____

I recommend and endorse this package based on member's experience and knowledge. If there are any questions concerning this waiver, please contact me at DSN _____

PART 4 - COMMANDER

I HAVE REVIEWED THIS WORKSHEET AND CONCUR NON-CONCUR WITH WAIVER REQUEST.

PART 5 - WING TRAINING OFFICE

Date Entered Training (DET)	Date of Separation (DOS)	TLN Requested?	ASVAB requirements met?
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Security clearance required?	Security clearance type?	Security clearance date	Recommend approval?
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Appropriate areas on CFETP have been reviewed and all knowledge and task items for skill level requirements listed above have been verified.

TRAINING WAIVER REQUEST CHECKLIST – UNIT

Do NOT include this with the request

	YES	NO	N/A
1. <u>3-Level Technical School Waiver</u> - are all 3-level tasks taught in the 3-level technical school certified on the current CFETP and initialed by the trainer and certifier?			
2. <u>7-Level Craftsman Course Waiver</u> - are all 7-level tasks taught in the 7-level craftsman course certified on the current CFETP and initialed by the trainer and certifier?			
3. <u>Career Development Course (CDC) Waiver</u> - are all knowledge requirements certified on the current CFETP?			
4. Are copies of all <u>applicable</u> documents included?			
a. Career Field Education and Training Plan (CFETP) Cover page and part 2 ONLY, or AFTR/TBA record.			
b. Certificates of Training (only include those applicable to the waiver)			
c. Verification of Applicable Education			
d. EPRs applicable to the waiver			
e. DD Form 2014			
f. Prior Military Service Records			
g. CDC Completion (include CDSAR history report)			
h. Civilian Equivalent Experience (Does not mean civilian position description)			
5. Is the Training Waiver Request form completely filled out?			
6. Have all mandatory requirements been meet?			
a. Minimum ASVAB Score			
b. HYT			
c. Retainability (36 months from DET)			
d. Correct Training Status Code			
e. Correct Date Entered Training			
7. Will the request arrive at HQ AFRC/A1KE within nine months of date entered training? (If not, coordinate approval for late submission with MFM. Include MFM approval for late submission with waiver package.)			

TRAINING WAIVER REQUEST CHECKLIST – WING EDUCATION AND TRAINING OFFICE

Do NOT include this with the request

	YES	NO	N/A
1. Will the request arrive at HQ AFRC/A1KE within nine months of date entered training?			
1.1 Did the unit coordinate with the MFM for late submission? (If no, return the package to the unit. DO NOT FORWARD) (If yes, add the late submission approval to the waiver package.)			
2. <u>3-Level Technical School Waiver</u> - are all 3-level tasks taught in the 3-level technical school certified on the current CFETP and initialed by the trainer and certifier?			
3. <u>7-Level Craftsman Course Waiver</u> - are all 7-level tasks taught in the 7-level craftsman course certified on the current CFETP and initialed by the trainer and certifier?			
4. <u>Career Development Course (CDC) Waiver</u> - are all knowledge requirements certified on the current CFETP?			
5. Are substantial supporting documents are included?			
a. Career Field Education and Training Plan (CFETP) Cover page and part 2 ONLY, or AFTR/TBA record.			
b. Certificates of Training (only include those applicable to the waiver)			
c. Verification of Applicable Education			
d. EPRs applicable to the waiver			
e. DD Form 2014			
f. Prior Military Service Records			
g. CDC Completion (include CDSAR history report)			
h. Civilian Equivalent Experience (Does not mean civilian position description)			
6. Is the Training Waiver Request form completely filled out?			
7. Have you verified the following information and included a copy of a Reserve Airman Personnel Brief (AFRES AMN CAREER MPF #8 (RSAR08))			
a. Minimum ASVAB Score			
b. HYT			
c. Retainability (36 months from DET)			
d. Correct Training Status Code			
e. Correct Date Entered Training			