



PERMANENT CHANGE OF ASSIGNMENT (PCA)

INTRODUCTION

Air Force mission may require local moves of individuals to perform duty in a different manpower position at the same location, these moves are unfunded, tracked closely on the [AF IMT 2096, Classification-On-the-Job Training Action](#) and updated in MilPDS to ensure accountability. Some of these moves are within the same command and within the same duty location whereas some are not. This guide explains the difference between an Intra-Command PCA and an Inter-Command PCA, and defines the responsibilities of each.

OPR: AFPC/DPAPP (Assignment Programs Procedures)
AFPC/DPTSF (AF Relocation Operations)
AFPC/DPSIMC (Special Programs Branch)
AFPC/DPTO (myPers - Total Force Service Center (myPers - TFSC))

REFERENCES: [AFI 36-2110, Assignments](#) and [AFI 36-2102, Base Level Relocation Procedures](#), [AFCSM 36-699 Vol 1, Air Force Computer Systems Manual \(AFCSM\)](#)

TARGET AUDIENCE: Air Force Regular Active Duty (RegAF)

GENERAL INFORMATION:

PCA without PCS

PCA without PCS are accomplished in two methods:

- (1) Airmen permanently reassigned from one organization to another organization located on the same permanent duty station.
- (2) Airmen permanently reassigned from one permanent duty station to another (the duty location [codes] are different) is normally a PCS, except when both locations are within the corporate limits of the same city or town (refer to AFI 36-2110, para 2.50 or JFTR, Chapter 5, Para 5012.k. or Appendix A, Part II Definition of PDS and PCS for further information). The rules for management of a PCS do not apply for a PCA without PCS entitlements.

Orders Requirements

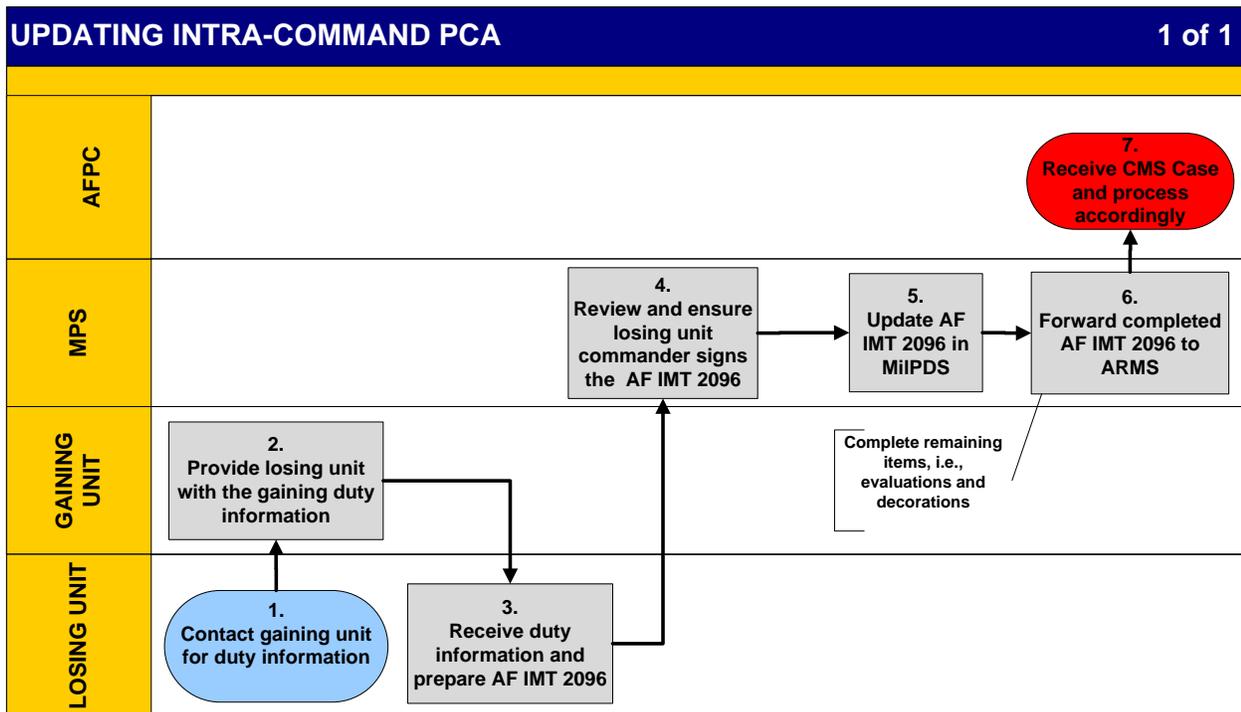
Publishing an AF Form 899, **Request and Authorization for Permanent Change of Station – Military**, is not authorized as entitlements/allowances are not accrued or authorized with a PCA. A PCA is documented on an AF IMT 2096 or an “Intra-MPF Assignment Action” system-generated Record of Individual Personnel (RIP). **EXCEPTION: PCS orders are only required if the Permanent Duty Station (PDS) changes.**

INTRA-COMMAND PCA

Intra-Command PCA

An Intra-command PCA reassignment occurs when Airmen change units (assignment) on the same installation and the servicing major command (MAJCOM) does not change.

Intra-command PCA actions change unit of assignment, organization, position number, duty effective date and supervisor. Intra-command PCA actions directly affect strength accountability. The losing unit initiates the PCA actions with information provided by the gaining unit. Losing units complete an AF IMT 2096 or an “Intra-MPF Assignment Action” system-generated RIP and forwards it to the MPS. The MPS updates the duty information in the Military Personnel Data System (MilPDS). The MPS mails the AF IMT 2096 or RIP for file in the Automated Records Management System (ARMS) in accordance with the [ARMS Residual Records PSD Guide](#).



UPDATING INTRA-COMMAND PERMANENT CHANGE OF ASSIGNMENT (PCA) NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	Losing Unit	Contact gaining unit. Contact the gaining unit for duty information.
2	Gaining Unit	Provide duty information. Provide the following gaining duty information to the losing unit: <ul style="list-style-type: none"> • Duty Air Force Specialty Code (DAFSC) • Duty Effective Date • Office Symbol • Duty Phone • Position Number • Duty Title • Command Level • Duty Title • Gaining PAS Code
3	Losing Unit	Receive duty information. Upon receipt of duty information, prepare AF IMT 2096 and forward to the MPS for processing. Refer to Attachment 5 for instructions. Forward to the MPS for processing.
4	MPS	Receive and Review. Receive and review the AF IMT 2096 from the losing unit, verify AF IMT 2096 for accuracy and the commander's signature.
5	MPS	Update MilPDS. Update the AF IMT 2096 in MilPDS. See Attachment 1 and Attachment 4 for update procedures. If MilPDS rejects the update; submit a CMS Case Attachment 6 .
6	MPS	Forward completed AF IMT 2096 to ARMS. If MilPDS rejects the update, monitor the CMS suspense until the process is complete and the AF IMT 2096 is updated in ARMS. NOTE: Complete remaining items i.e., evaluations and decorations.
7	AFPC	Receive the CMS Case. Receive the CMS case from the MPS and process accordingly.

RESPONSIBILITIES:

LOSING UNIT:

1. Contact gaining unit for the Airman's duty information.
2. Prepare the AF IMT 2096, and forward the completed AF IMT 2096 (with unit commander signature) to the MPS. Follow up with MPS.
3. Suspense until the process is complete.
4. Complete any remaining personnel actions i.e. evaluations and decorations.

GAINING UNIT:

Provide the following gaining duty information to the losing unit:

- DAFSC
- DAFSC Effective Date
- Office Symbol
- Duty Phone
- Position Number
- Command Level
- Duty Title
- Gaining PAS Code

MILITARY PERSONNEL SECTION (MPS):

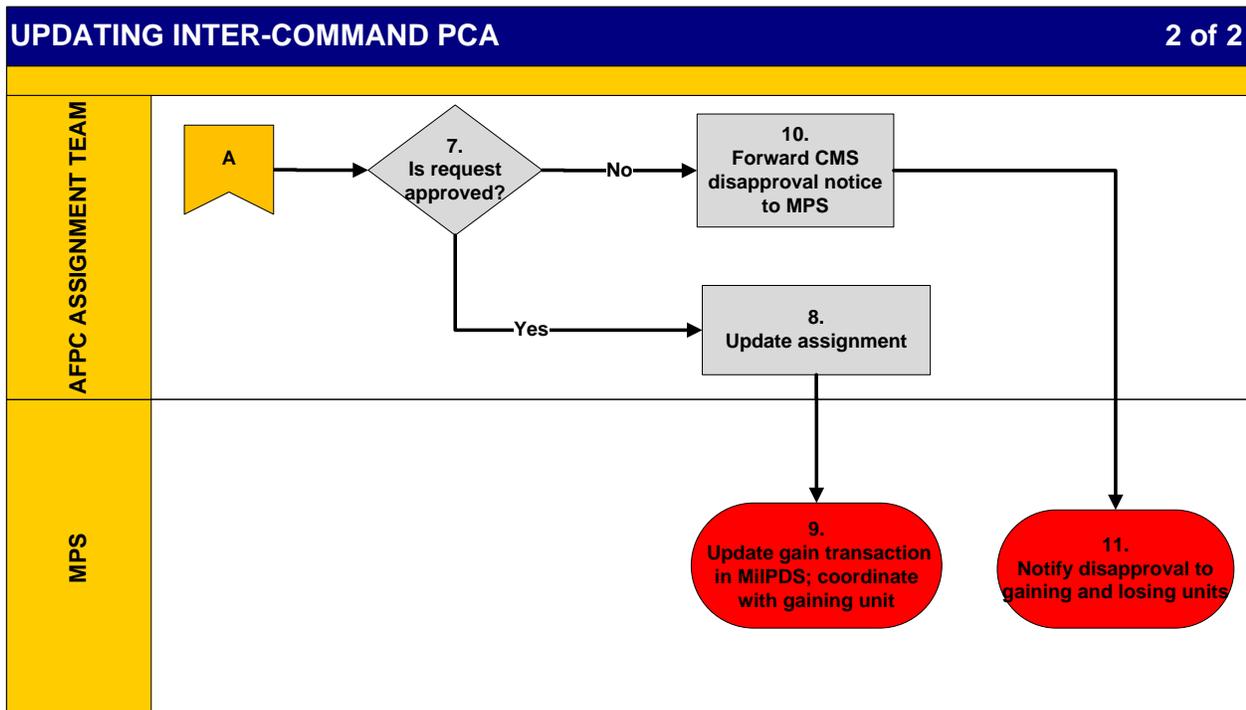
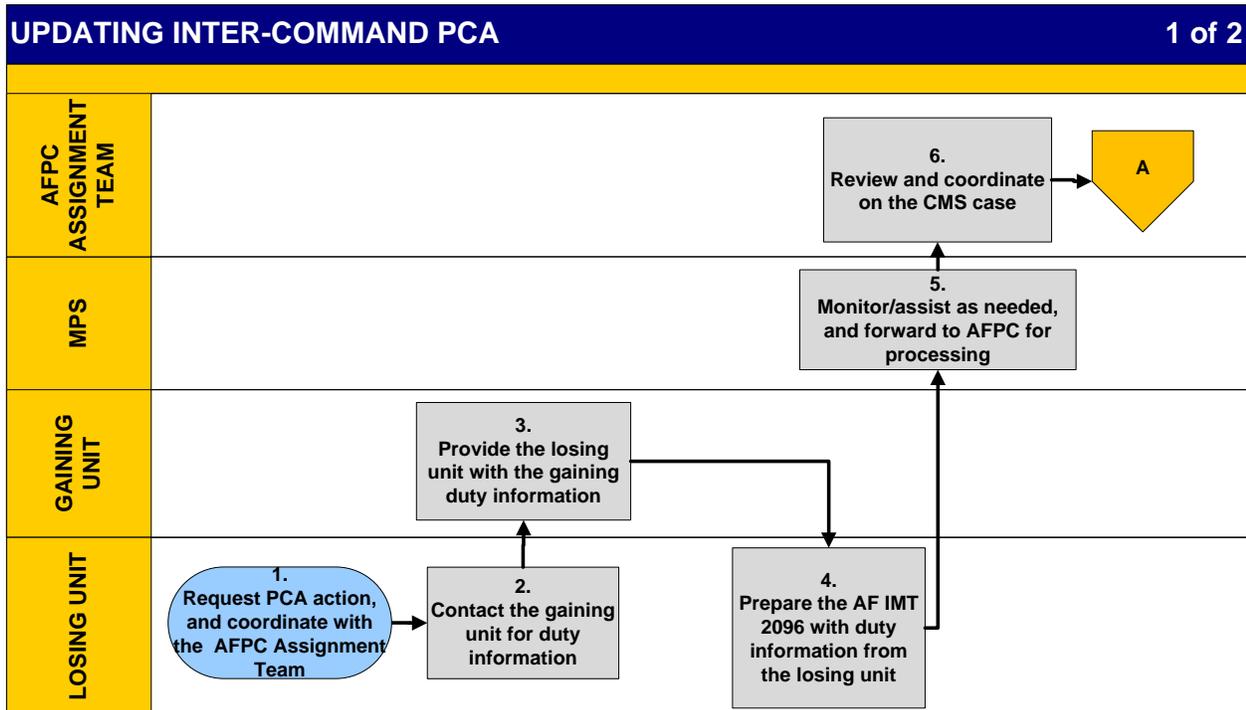
1. Receive and review the AF IMT 2096 for accuracy and completeness. Ensure the losing unit commander signed the AF IMT 2096.
2. Update the AF IMT 2096 information in MilPDS
 - a. Intra-Command Update see [Attachment 1](#):
 - Gaining PAS Code
 - DAFSC
 - DAFSC Effective Date (Same as duty effective date)
 - Position Number
 - b. Duty Information Update see [Attachment 4](#):
 - Duty Effective Date
 - DAFSC (skill level does not have to match, but AFSC must be the same)
 - Command Level
 - Duty Title
3. Forward the completed AF IMT 2096 to ARMS (see [ARMS Residual Records PSD Guide](#) for detailed instructions).

INTER-COMMAND PCA**INTER-COMMAND PCA**

An inter-command PCA reassignment occurs when an Airman changes units (assignment) on the same installation, and the servicing MAJCOM changes. For accountability purposes, a no-cost PCS is updated into MilPDS. No action is required on the assignment notification RIP. This allows systematic updating of the Airman's personnel data record to transfer from the losing unit and update on the gaining unit.

Inter-command PCA actions change the unit of assignment, organization, MAJCOM, position number, duty effective date and supervisor. Inter-command PCA actions directly affect strength accountability. The losing unit initiates the PCA actions with information provided by the gaining unit. The losing unit completes the AF IMT 2096 and forwards to the MPS. The MPS updates the duty information in MilPDS. **NOTE:** If the MAJCOM change is not projected in MilPDS, the MPS must forward a Case Management System (CMS) request to AFPC for

approval). The MPS forwards the AF IMT 2096 for file in the Automated Records Management System (ARMS) in accordance with [ARMS Residual Records PSD Guide](#).



UPDATING INTER-COMMAND PERMANENT CHANGE OF ASSIGNMENT (PCA) NARRATIVE

STEP	ACTION OWNER	NARRATIVE
1	Losing Unit	Request PCA action. Request PCA action and coordinate with AFPC assignment team.
2	Losing Unit	Contact gaining unit. Gather duty information.
3	Gaining Unit	Provide duty information. Provide gaining duty information to the losing unit. <ul style="list-style-type: none"> • Gaining PAS Code • DAFSC • Duty effective date • Office Symbol • Duty Phone • Position number • Command Level • Duty Title • Assignment Action Number (ONCE ASSIGNMENT IS UPDATED)
4	Losing Unit	Receive duty information. Prepare AF IMT 2096 (Annotate the remarks section: “Assignment from <u>Losing PAS Code</u> to <u>Gaining PAS Code</u> and forward to the MPS for processing.
5	MPS	Monitor/suspense/track. Monitor suspense and track the PCA action. Update MilPDS if PCA is projected in MilPDS (Refer to Attachment 3) If the PCA action is not projected in MilPDS, submit a CMS case and refer AFPC Assignment list for action (See Attachment 6).”
6	AFPC Assignment Team	Receive CMS Case and review AF IMT 2096. Review the AF IMT 2096 for accuracy.
7	AFPC Assignment Team	Approve or Disapprove PCA Action.
8	AFPC Assignment Team	Approved. Update assignment information in MilPDS to transmit to base level for confirmation/update.
9	MPS	Receive Approval. Update arrival confirmation (see Attachment 3 and Attachment 4). Forward the AF IMT 2096 to ARMS for filing. Refer to the ARMS Residual Records PSD Guide for detailed instructions. NOTE: Do not update the duty information until after the arrival confirmation, or security will have to be reset by AFPC. Complete remaining items i.e., evaluations, decorations.
10	AFPC Assignment Team	Disapproved. Forward CMS disapproval notice to MPS.
11	MPS	Receive Disapproval. Notify the gaining and losing units of the disapproval.

RESPONSIBILITIES:**LOSING UNIT:**

1. Coordinate the PCA action with the AFPC Assignment team.
2. Contact gaining unit for the Airman's duty information at the gaining unit, see [Duty Information Training](#), Duty Information Update for detailed instructions. Prepare the AF IMT 2096, and forward the completed AF IMT 2096 (with the unit commander signature) to the MPS. Follow up with the MPS as required.
3. Suspend/monitor the unit the process is complete.
4. Complete remaining personnel actions i.e., evaluations and decorations.

GAINING UNIT:

1. Provide the following duty information to the losing unit
 - Gaining PAS Code
 - DAFSC
 - Duty Effective Date
 - Office Symbol
 - Duty Phone
 - Position Number
 - Command Level
 - Duty Title
2. Suspend/monitor until the process is complete.

MILITARY PERSONNEL SECTION (MPS) FORCE MANAGEMENT ELEMENT:

1. Receive and review the AF IMT 2096 for accuracy and completeness. Ensure the losing unit commander signed the AF IMT 2096.
2. Coordinate with the losing unit, gaining unit and AFPC Assignment Team on PCA action.
3. Send the CMS case to the appropriate office below:
 - a. AFPC Enlisted Assignments: DPAA5
 - b. AFPC Officer Assignments:
 - Rated/Non-Rated Ops (DPAO)
 - Chaplains (DPAH)
 - Medical (DPAM)
 - Support (DPAS)
4. Update the AF IMT 2096 information in MilPDS
 - a. See [Attachment 3](#) for update procedures
 - Gaining PAS Code
 - DAFSC
 - DAFSC Effective Date (same as duty effective date)
 - Position Number
 - b. See [Attachment 4](#) for update procedures
 - Duty Effective Date
 - DAFSC (skill level does not have to match, but AFSC must be the same)
 - Command Level
 - Duty Title

5. Forward completed AF IMT 2096 to ARMS, see the [ARMS Residual Records PSD Guide](#) for detailed instructions.

AFPC ASSIGNMENTS TEAM:

6. Review the CMS Case w/attached AF Form 2096 (source document must be attached)
7. Updates the projected assignment in MilPDS if approved. Annotate in the “Remarks” section in MilPDS if the member’s DAS/DDLDS will change.
8. If disapproved, provide justification and close CMS Case.

ATTACHMENT 1

MPS INTRA-COMMAND UPDATE PROCEDURES

PSD Training tool – [Duty Information Training](#)

MilPDS NAVIGATION:

NAVIGATION:

Select Relocations and Employment, Personnel Employment, Employment, and Duty Information. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field.
2. Press the Ctrl +F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
3. Click the Duty Information button. The Assignment window will appear.
4. Click the Alter Effective Date (resembles a calendar) button located on the toolbar. The Alter Effective Date window will appear.
5. Update the Effective Date and click the OK button. The Assignment window will populate with the new date.
6. Update the following fields:
 - a. Organization (PAS): Place the cursor in the Organization field; click the drop down menu button to display the List of Values (LOV). The "Enter Reduction Criteria for Long List" window will appear.
 - b. Type the first couple of letters of the PAS code followed by a percent (%) sign; click the OK button. A list of PAS codes will appear.
7. Select the appropriate code and click the OK button. The Choose an Option window will appear.
8. Click the Update button only. **EXAMPLE:** If the Airman has a projected assignment (PCA or PCS) on file, another Choose an Option (Replace or Insert) window will appear; click the Insert button only; the Replace button will delete any projected assignment (PCA or PCS) on file.
9. The Assignment window will populate with the new entry.

ATTACHMENT 2

MPS CORRECTION/CANCELATION OF INTRA-COMMAND PCA UPDATE PROCEDURES

The MPS corrects intra-command PCA(s) if an error exists in the projection.

NAVIGATION in MilPDS:

Select Relocations and Employment, Personnel Employment; Employment, and Duty Information. The Assignments Folder appears.

CORRECTION UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field.
2. Press the Ctrl +F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
3. Click the Duty Information button. The Assignment window will appear.
4. Click the Alter Effective Date (resembles a calendar) button located on the toolbar. The Alter Effective Date window will appear.
5. Update the Effective Date and click the OK button. The Assignment window will populate with the new date. **NOTE:** Always alter the effective date when updating or correcting Organization, Job AFSC or Position number unless the update action is effective today. When making a correction (when the current effective date is correct, however, the Organization, Job or Position number is invalid) always alter the effective date to one day after the current effective date. **EXAMPLE:** SSgt Doe's current effective date is 1 Nov 03, you would alter effective date to 2 Nov 03 when updating a correction. The Alter Effective Date window will populate with the new information.
6. Update the following fields:
 - a. Organization (PAS): Place the cursor in the Organization field; click the drop down menu button to display the LOV. The "Enter Reduction Criteria for Long List" window appears.
 - b. Type the first couple of letters of the PAS code followed by a percent (%) sign; click the OK button. A list of PAS codes will appear.
7. Select the appropriate code and click the OK button. The Choose an Option window will appear.
8. Click the Update button only. **EXAMPLE:** If the Airman has a projected assignment (PCA or PCS) on file, another Choose an Option (Replace or Insert) window will appear; click the Insert button only; the Replace button will delete any projected assignment (PCA or PCS) on file.
9. The Assignment window populates with the new entry.

NOTE: The MPS cancels an Intra Command PCA action when the action was projected erroneously, or no longer required.

MilPDS NAVIGATION:

Please send feedback to [AFPC/DPTKI Documentation & Training Workflow](#). We appreciate your input.

Select Relocations and Employment, Personnel Employment, Employment, and Cancel Projected PCA. Click the Open button or double-click each selection. The cancel PCA Folder will appear.

CANCELLATION UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode.
2. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field
3. Press the Ctrl +F11 function key to execute the query.
4. The cancel PCA Folder will populate with the Airman's current information.
5. Click the Cancel button.
6. A pop up message appears asking if you are sure, click "YES" Close the window or application by clicking the "X" located in the top right corner of each window.

ATTACHMENT 3

MPS INTER-COMMAND PCA w/o PCS UPDATE PROCEDURES

All inter-command permanent change of assignment(s) without change of station (PCA w/o PCS) moves must be updated by AFPC into MilPDS.

NOTE: All personnel **MUST** be assigned against a position number prior to update of the arrival confirmation. This process is contingent upon the losing MPS confirming the member's departure. If the member is in record status "62", the record cannot be pulled in the arrival confirmation screen. In this instance a case within CMS must be initiated and referred to the myPers - TFSC (Duty Information) for security update.

PSD Training tool – [Duty Information Training](#)

MilPDS NAVIGATION: Select Create/Update Assignment and click the Open button. The Officer Assignment Info window will appear.

UPDATE PROCEDURES WHEN THE DAS/DDLDS DOES NOT CHANGE:

1. Press the F11 function key to enter the query mode. Type the member's SSAN (000-00-0000) in the SSAN field or partial last name followed by a percent sign (%) or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The Projected Gain Duty Info window will populate with the member's current information.
2. If the member is not assigned a position: Click in Positions, type in the position number or type percent (%), then hit tab. The List of Values (LOV) will appear for all positions assigned within the projected unit and for the AFSC of the member. Click on the position number to assign the member. Save by clicking the save button.
3. Click the Confirm Arrival button.
4. Click in the Details area of the form.
5. Input PCA effective date located on the AF Form 2096.
6. Gain Source Document Code - Use "CL" for individual or use LOV if other than CL.
7. Gain Source Document Julian Date (YYDDD) – Date the member in-processed the unit.
8. Click OK.
9. Press Ctrl +H.
10. Action completed.

UPDATE PROCEDURES (When the DAS/DDLDS changes):

2. Press the F11 function key to enter the query mode. Type the member's SSAN (000-00-0000) in the SSAN field or partial last name followed by a percent sign (%) or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The Projected Gain Duty Info window will populate with the member's current information.
3. If the member is not assigned a position: Click in Positions, type in the position number or type percent (%), then hit tab. The List of Values (LOV) will appear for all positions assigned

within the projected unit and for the AFSC of the member. Click on the position number to assign the member. Save by clicking the save button.

3. Click the Confirm Arrival button.
4. Click in the Details area of the form.
5. If this is an actual funded PCS where DAS/DDLDS is changing, then click the clear button to wipe all previous information.
4. Functional Category – Leave blank. **Officer Trainees (9T100) will require input of a “N” for their functional category.
5. Date Arrived Station - This is the date member arrives at new location if it was a funded move.
6. Date Departed Last Duty Stn - Use date in block 18 from members PCS orders if it was a funded move.
7. DEROS - Only if OS otherwise blank.
8. DEROS Reason - Only if OS otherwise blank.
9. Nr Days Enroute TDY - Update Number of Days Enroute TDY if applicable.
10. Date Departed CONUS - Only if OS otherwise blank.
11. DEROS Previous - Leave blank.
12. DEROS Reason Previous - Leave blank.
13. Initial DEROS - Only if OS otherwise blank.
14. Initial DEROS Reason - Only if OS otherwise blank.
15. Assignment Action Reason - Leave blank.
16. PCS Gain Tour ID - Leave blank.
17. Gain Source Document Code - Use “CL” for individual or use LOV if other than CL.
18. Gain Source Document Julian Date (YYDDD) - Self Explanatory.
20. Tour Length - Only if OS otherwise blank.
21. Click OK.
22. Press Ctrl +H.
23. Action completed.

ATTACHMENT 4

MPS DUTY INFORMATION UPDATE PROCEDURES

PSD Training tool – [Duty Information Training](#)

MilPDS NAVIGATION:

Active Duty MPS: Select Relocations and Employment, Personnel Employment, Employment, and Duty Information. Click the Open button or double-click each selection. The Assignments Folder will appear.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the National Identifier field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field. The Assignments Folder will populate with the member's current information. **NOTE:** If querying on partial last name or full last name, verify the actual record being requested populates the form. If not the correct record, click the up and down arrows on the keyboard to scroll through names to select the correct record.
2. Press the Ctrl +F11 function key to execute the query. The Assignments Folder will populate with the Airman's current information.
3. Click the Duty Information button. The Assignment window will appear.
4. Click the Duty Information button. The Assignment window will appear. Date Track to the Date of the New Assignment by clicking the Alter Effective Date (resembles a calendar on the tool bar with the number 31). The Alter Effective Date window will appear. Update the Effective Date of the assignment and click the OK button. **NOTE:** Always alter the effective date when updating or correcting Organization, Job AFSC or Position number unless the update action is effective today. When making a correction (when the current effective date is correct, however, the Organization, Job or Position number is invalid) always alter the effective date to one day after the current effective date. **EXAMPLE:** SSgt Doe's current effective date is 1 Nov 03, you would alter effective date to 2 Nov 03 when updating a correction. The Alter Effective Date window populates with the new information.

Organizational Field Actions:

1. Place the cursor in the Organization field (for PCA Actions only) and click the LOV button. The Enter Reduction Criteria for Long-List window will appear.
2. Type the complete Organization/PAS or partial Organization/PAS followed by a percent (%) sign (i.e., T5%) and click the OK button. A list of Organizations/PAS codes reflecting the partial entry will appear.
3. Select the appropriate Organization/PAS from the list and click the OK button. The Choose an Option window (Update or Correct) will appear.
4. Click the Update button when updating new information with a new effective date. Click the Correct button when making a correction to the current assignment effective date. If the member has a projected assignment (PCA, PCS or Separation) on file, another Choose an Option (Replace or Insert) window will appear.
5. Click the Insert button only. The Replace button will delete any projected assignment (PCA or PCS) on file. The Alter Effective Date window will populate with the new entry and the cursor

will move to the Job field. Example of Correction: TSgt John Doe is assigned to PAS: RJ09FPBB, Job: 3S051, Position: MDS.0900012341.1, effective date 1 Nov 03. However, TSgt Doe should have been assigned to Position: MDS.0900012471.1, Job: 3S071, effective 1 Nov 03. In this case you alter effective date to 2 Nov 03, update the new info and choose the correct button. This will make the correction and date track will go back to 1 Nov 03.

Job Field Actions: Update the Job Field if the Job AFSC has changed:

1. Place the cursor in the Jobs field and click the LOV button. The “Enter Reduction Criteria for Long List” window will appear.
2. Type the DAFSC (-4A051) or partial DAFSC followed by a percent (%) sign (i.e., -4A%) and click the OK button.
3. The Jobs window will appear listing all DAFSCs within the select criterion. **NOTE:** A Dash (-) must be placed in front of the AFSC except when prefixes are used. A Zero is NOT used in front of the AFSC.
4. Select the appropriate DAFSC and click the OK button.
5. The “Choose an Option” (Update or Correct) window will appear. **NOTE:** This will only appear if you did not change the organization (PAS CODE).
6. Click the Update or Correct button. The Job field in the Assignment window will populate with the new entry. The cursor will move to the Position field. **NOTE:** The Job Field is the unit’s manpower authorization for that specific DAFSC. The job core must match the DAFSC; however, the skill level may vary. **EXAMPLE:** The job core for the DAFSC 3S071 is “3S0”. If the Job is 3S071, the DAFSC may be 3S071 or 3S051.

Position Number Actions:

1. Place the cursor in the Position field and click the LOV button. An “Enter Reduction Criteria for Long List” window will appear.
2. Type the full MDS position number (MDS.1L0099883.1) or partial MDS Position ID followed by a percent (%) sign (i.e., MDS%) and click the OK button. A list of all MDS positions for that job (DAFSC) and Organization/PAS will appear. **NOTE:** Use the UMPR for authorized/funded positions. This entry must be MDS or bypass position that was created. Do not use LOCAL - this is not a valid position. If a Bypass position number needs to be created, please refer to the Bypass indicator instructions in AFCSM 36-699V1 Chapter 5-4 Bypass routine update procedures. Select the appropriate Position ID from the list and click the OK button. The “Additional Assignment Details” window will appear.
3. Click the cancel button (do not update in this window) and the “Assignment” window will appear. **NOTE:** Edits have been applied to this window to prevent any updates in the Additional Assignment Details window. An error message will appear when you attempt to save the transaction. Click the Cancel button.
4. Save the update by clicking the Save button.
5. Click the OK button. If Duty Title, DAFSC, Command Duty Level or Duty Effective date does not need to be correct, then close the window or application by clicking the “X” located in the top right corner of each window.
6. Continue with the Duty Title Update.

Update Duty Title, DAFSC, and Command Level:

NOTE: Officer Duty Changes: When an officer's position number, AFSC or PAS Code has changed the system automatically creates an assignment Stat flag "5" and updates a 482 input date. This information in-turn flows to the appropriate AFPC Assignment Branch (Assignment Officer) for Lt Col and below and the Air Force Senior Leader Management Office (AFSLMO) for Generals, General selects, Colonels, and Colonel selects for approval or disapproval action. If an officer has duty information pending approval at AFPC, another duty information update cannot be made until an approval or disapproval decision is received. Do not delete this assignment Stat flag, or the current duty entry will not change to the first row in history. When updating a DAFSC skill level, change the duty effective date. The AFPC Assignments Officer has 30 days to approve or disapprove these actions. It is the responsibility of Force Management to track these pending actions. If the action takes longer than 45 days, submit a "Duty Information- Duty Title update" case in CMS to the appropriate AFPC Assignment Officer, see [Attachment 6](#) for the point of contacts, or the Air Force Senior Leader Management Office (AFSLMO) for General, General selects, Colonel, Colonel selects, CMSgt(s) and CMSgt selects.

UPDATE PROCEDURES (Duty Title):

1. Press the F11 function key to enter the query mode. Type the member's SSN (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The Assignments Folder will populate with the member's current information. **NOTE:** If querying on partial last name of full last name, verify the actual record being requested populates the form. If not the correct record, click the up and down arrows located on the keyboard to scroll through names to select the correct record.
2. Click the Duty Information button. The Assignment window will appear.
3. Click the Duty Info button. The Extra Assignment Information window will appear.
4. Click to the left of the Assignment Duty line in the Type field.
5. Move the cursor down, and click in the Details field being updated.
6. Click to the left of the first blank line and click in the highlighted line. The Further Assignment Information window will appear. **NOTE:** Assignment Duty will show only current and projected information. Legacy Duty History incorporates both Legacy and MilPDS History with the top row in the Details area reflecting the most current information. MPS-DO NOT ALTER THE LEGACY DUTY HISTORY.
7. Update the following required fields:
 - Duty Start Date:
 - DAFSC: (LOV is available; be sure to place a (-) in front of the AFSC (Example: -3S051)
 - Duty CMD Level: LOV is available
 - Duty Title: This item describes the actual function being performed by the individual. The key is to provide the most meaningful duty title possible; not the AFSC description contained in AFI 36-2105 or AFI 36-2108. If abbreviations are required, they must be clear and concise. NCOIC positions are reserved for noncommissioned officers and superintendent positions are reserved for senior NCO(s) (AFI 36-2618).
 - MCT Bypass Indicator: Only update this area if you assigned the member to a bypass position. This is a 2 digit bypass flag that was utilized to build the bypass position. **NOTE:** In this area the duty start date must be equal to or greater than the assignment effective date,

and ensure the DAFSC matches the Job field (skill level does not have to match, but AFSC must be the same) on the previous assignment screen.

8. Click OK once fields have been updated.
9. The Extra Assignment Information window will reappear reflecting the updated information.
10. Save the update by clicking the Save button. **NOTE:** When saving an update, a Form window will appear stating, -FRM-40400: Transaction complete: 1 record applied and saved.
11. Click the OK button if the update is correct. If deleting an entry, this same statement will appear in the bottom of the screen.
12. Close the window or application by clicking the “X” located in the top right corner of each window.

NAVIGATION:

HQ AFPC/DPA (Officer Assignment Branch): Select Approve/Disapprove DAFSC Change.

UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the member’s SSN (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The screen will populate with the member’s information.
2. Click on Asgmt Duty Control to see the pending assignment stat flag and input date.
3. Click on Asgmt Duty to view the information that was updated by the MPS (Effective Date, DAFSC, Command Level and Duty Title).
4. To approve, click the approve button then close out of the application by clicking on the “X” at the top right. To disapprove the actions, place disapproval comments in the required block, then click disapprove.
5. Close out of the application by clicking on the “X” at the top right.

ATTACHMENT 5
AF IMT 2096 COMPLETION INSTRUCTIONS

TO: Gaining Unit and PAS Code

FROM: Losing Unit and PAS Code

SECTION I. Individual Identification

Self-Explanatory (Current Unit)

SECTION II. Personnel Data Changes

Update all Duty Information

Input Requesting Official Information

SECTION III. Concurrence of Airman

Date, Check Do or Do Not Concur and sign the form

SECTION IV. Intra-Base Assignment Actions

Leave Blank

SECTION V. Remarks

Enter PCA Effective Date

SECTION VI. Approval by Losing Commander or Authorized Representative

SECTION VII. Action by Personnel Official

Input name, grade and title and sign the form

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			OUT INFORMATION				
AWARD AFSC _____ AS _____	AFSC _____	EFFECTIVE _____					
EFFECTIVE _____		ENTER/CONTINUE AFSC _____	TS CODE _____				
REDESIGNATE _____ AS _____	AFSC _____	WITHDRAW AFSC _____	TS CODE _____				
PAFSC FROM _____ TO _____		COMPLETED AFSC _____	TS CODE _____				
CAFSC FROM _____ TO _____		DATE INITIALLY ENTERED RETNG _____					
EFFECTIVE _____		DIRECTED DUTY AFSC _____	DDA EXPIRATION _____				
2 AFSC FROM _____ TO _____		DATE _____	REASON _____				
3 AFSC FROM _____ TO _____		OFF-PROJ CLASN UPGRADE DATE _____					
4 AFSC FROM _____ TO _____		ASSIGN PROFICIENCY PAY _____					
ADD-AFSC FROM _____ TO _____		SS RATING _____	AMOUNT _____	AFSC _____			
WITHDRAW AFSC _____		EFFECTIVE _____	PRO PAY STATUS REASON _____				
SPECIAL EXPERIENCE IDENTIFIER (S) (Airman Only)			WITHDRAW PRO PA _____ EFFECTIVE _____				
DESIGNATE CAFSC SEI _____		MISCELLANEOUS INFORMATION					
DESIGNATE GENERAL SEI _____		ADSCD _____	REASON _____				
DESIGNATE SEI _____ WITH () AFSC _____		PROMOTION/IG STATUS _____					
WITHDRAW SEI _____ FROM () AFSC _____		PROMOTION TO _____	EFFECTIVE _____				
DUTY INFORMATION			WITH LOSS OF RANK _____				
DAFSC _____	EFFECTIVE DATE _____	ASSIGNMENT AVAIL CODE/DOA _____					
OFFICE SYMBOL _____	DUTY PH _____	REDESIGNATE WAFSC _____					
POSITION NO. _____	OSC _____	WITHDRAW WAFSC _____					
COMD LVL _____	DUTY TITLE _____	THE _____					
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 _____				
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	HEADQUARTERS _____			DATE _____		
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE _____			SIGNATURE _____			
<small>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.</small>							
VIII. UNIT/CBPO COORDINATION RECORD							
DMPE	1. DPM	2. DPM	3. DPM	4. DPM	5. DPM	6. DPM	UNIT

AF IMT 2096, 19850201, V1

PREVIOUS EDITION WILL BE USED.

AF FORM 10 COPY

ATTACHMENT 6

CASE MANAGEMENT SYSTEM PROCESSING PROCEDURES FOR INTER-COMMAND PCA ACTIONS & ALL MILPDS PCA REJECTS

The Case Management System (CMS) is the primary system to transmit requests for Inter-command PCA requiring AFPC, approval/disapproval, and for MilPDS PCA rejected transactions.

PSD Training tool – [Duty Information Training](#)

CMS NAVIGATION: From AFPC Secure, click on CMS, select the appropriate agency and click Select and Continue button.

1. Select “Enter/Update/Request Status on a Case”, enter Member SSAN.
2. Click the down arrow button next to select the “CMS Case Type”.
3. Select the Type of Case: PCA Gain Problems
4. Click “Enter New CMS Case”
5. Click “Create new “PCA Gain Problems” Case
6. Review “Case Type” details
7. Review *Case Description field: Explain the circumstances of the case
8. Review *Root Cause of Problem: Use the drop down arrow to select appropriate reason
9. Review *Category: Use the drop down arrow to select appropriate category
10. Action/Comments field: Input requested action: Be specific when explaining what the error is and what needs to be done to correct the record. Review Action: Refer Case To:
 - a. AFPC Enlisted Assignments: DPAA5
 - b. AFPC Officer Assignments:
 - Rated/Non-Rated Ops (DPAO)
 - Chaplains (DPAH)
 - Medical (DPAM)
 - Support (DPAS)
11. Click the “Refer” button; Confirmation window will appear; select OK.
12. The “Case# 1234567 Review Successful” Screen appears and reflects the case number, case type, date created, and Airman information.
13. Select “Add Attachments for this Case”. **NOTE:** Review "How to do Attachments" on the CMS Home Page if you are not familiar with the attachment feature of CMS.
14. Select “Browse” to locate member’s AF IMT 2096 and other source documents. Document file name must be in specific format: Form type+_+ last name+ first initial first name+ last four SSN+ document date (YYMMDD). (ex. AF286_DOEJ123409113)
15. Select “Attach File”. Document will attach to case. File Name, File Size, and Attachment date appears.
16. Select “Finish”. CMS displays an attachment notification; select OK. The case is sent to AFPC. **NOTE:** Once the AF Form 2096 case is reviewed, uploaded, and action completed by the AFPC, the initiating agency will receive the case back to finalize by closing the case in CMS.