

**OFFICER ASSIGNMENT PREFERENCE WORKSHEET**

**AUTHORITY:** 10 U.S.C. 8013

**PURPOSE:** This form is used to provide Air Force officers and their commanders an avenue to state preferences and make recommendations on officers' next assignments and communicate to their Officer Assignment Teams (OAT) at AFPC. Directions on reverse.

**ROUTINE USE:** None

**DISCLOSURE:** Voluntary, but failure to disclose the information requested will limit your consideration for assignment opportunities.

**\*\*\* RESTRICTS: THIS FORM IS TO BE USED ONLY IF ELECTRONIC MEANS OF TRANSMISSION ARE UNAVAILABLE. ELECTRONIC FORM CAN BE ACCESSED THROUGH THE AMS WEB VIA AFPC HOMEPAGE WEBSITE (<http://www.afpc.af.mil>) \*\*\***

**SECTION I. MEMBER - IDENTIFICATION DATA**

|                                    |  |        |                       |
|------------------------------------|--|--------|-----------------------|
| NAME (Last, First, Middle Initial) |  | RANK:  | SSN:                  |
| DSN/COMMERCIAL PHONE:              |  | EMAIL: | FAX (DSN/Commercial): |

**SECTION II. OFFICER'S PREFERENCES (Officer may indicate one to five preferences)**

| No. | AFSC | DUTY TITLE | LEVEL | LOCATION | MAJCOM | TOUR TYPE |
|-----|------|------------|-------|----------|--------|-----------|
| 1   |      |            |       |          |        |           |
| 2   |      |            |       |          |        |           |
| 3   |      |            |       |          |        |           |
| 4   |      |            |       |          |        |           |
| 5   |      |            |       |          |        |           |

**SECTION III. OFFICER'S COMMENTS**

REMARKS:

|           |       |
|-----------|-------|
| SIGNATURE | DATE: |
|-----------|-------|

**SECTION IV. PREFERENCE WORKSHEET (PW) REVIEWER**

|                                    |       |                       |         |
|------------------------------------|-------|-----------------------|---------|
| NAME (Last, First, Middle Initial) | RANK: | DSN/COMMERCIAL PHONE: | E-MAIL: |
|------------------------------------|-------|-----------------------|---------|

REMARKS:

|           |       |
|-----------|-------|
| SIGNATURE | DATE: |
|-----------|-------|

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!  
Start with the "Flash Demo" at the top of the following page:  
[www.usa-federal-forms.com](http://www.usa-federal-forms.com)**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):  
[www.savePDF.com](http://www.savePDF.com)**

**Convert any document (in any format) to PDF fillable and savable:  
[www.FillinDocs.com](http://www.FillinDocs.com)**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:  
[www.usa-federal-forms.com](http://www.usa-federal-forms.com)**

---

### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

| <b>DIRECTIONS</b>                                      |   |
|--|---|
| <b>SECTION I - Member -Identification Data</b>         | Type/print officer's name, rank, SSN, phone, E-mail, and fax data.  |
| <b>SECTION II - Officer's Preferences</b>              |   |
| AFSC:  | Type/print AFSC which matches your career field, or another AFSC in which you're authorized to perform. You may choose a Special Duty Identifier/Reporting Identifier. If other than your normal AFSC check with your AFPC officer assignment team for information regarding releasability. |
| Duty Title:  | Use generic duty titles for specific AFSC (contact AFSC functional manager or AFPC officer assignment team for generic duty title). Actual duty titles may change when officer reports to new position.   |
| Level:   | Type/print organizational level (i.e., Any, Detachment, Squadron, Center, Wing, NAF, MAJCOM, FOA/DRU, Air Staff, or Joint).   |
| Location:  | Type/print geographical locations where requirement exists for your selected AFSC, duty title, and organizational level.  |
| MAJCOM:  | Type/print MAJCOM (i.e., ACC, AETC, USAFE, PACAF, etc.).  |
| Tour Type:   | Type/print either long tour or short tour for overseas locations. Stateside locations type/print CONUS. "Any" option indicates you are a volunteer to go anywhere.  |
| <b>SECTION III - Officer's Comments</b>                |   |
| Remarks:   | Use this section to clarify or explain preferences (i.e., OPD concerns, join spouse, any unusual circumstances, etc.).  |
| Signature and Date:                                    | Self-explanatory  |
| <b>SECTION IV - Preference Worksheet (PW) Reviewer</b> |   |
| Remarks:   | PW reviewer makes recommendation for next assignment as well as long range professional development goals. Not a promotion recommendation.  |
| Signature and Date:                                    | Mandatory, Self-explanatory.  |
| <b>MAIL FORM TO:</b>                                   | HQ AFPC/DPA/H/O/S/M<br>(Chaplain = H, Rated & NonRated Ops = O, Support = S, Medical = M)<br>550 C Street West<br>Randolph AFB TX 78150-4734  |
|  |   |