

REQUEST FOR CAREER JOB RESERVATION

Privacy Act Statement

AUTHORITY: 10 U.S.C., Sections 8013 and 8251 through 8258; 44 U.S.C., Section 3101; and EO 9397.

PRINCIPAL PURPOSES: To establish a request for a Career Job Reservation (CJR) following selection for reenlistment, and record notification of CJR approval or nonavailability, statements of understanding regarding affiliated conditions, and selection of options. This IMT becomes a temporary document in the member's Unit Personnel Records Group.

ROUTINE USES: None

DISCLOSURE IS VOLUNTARY: Failure to complete this IMT may result in nonconsideration for a CJR. The SSN is required for positive identification of the member and the member's personnel records.

I. IDENTIFICATION DATA (Type or Print)		
1. NAME (Last, First, Middle Initial)	2. RANK	3. SSN
4. UNIT OF ASSIGNMENT	5. DUTY PHONE	6. CAFSC
II. MEMBER'S REQUEST		
7. I request a Career Job Reservation authorization in AFSC _____		
8. DATE	9. SIGNATURE OF MEMBER	
III. CJR APPROVED (First-term Airmen only)		
A. MEMBER'S ACKNOWLEDGMENT (Member initials each block)		INITIALS
I understand my CJR will expire on _____ (Date of Separation).		
I understand that I may decline this CJR. If I later desire to reenlist, I must meet all reenlistment eligibility requirements in effect at that time. I understand that I may request another CJR only if I am in the current CJR window.		
I understand my CJR will be cancelled if I become ineligible for reenlistment or if I apply for voluntary separation. My CJR is not automatically reinstated if I become eligible to reenlist or if my separation request is withdrawn/disapproved.		
I understand I may still be eligible to request CAREERS retraining even though I have an approved CJR in my current AFSC. However, I understand a retraining application has no effect on my CJR expiration date or the requirement to reenlist before my CJR expires. I understand I will forfeit my CAREERS retraining eligibility if I reenlist before a final decision is rendered on my retraining application.		
B. MEMBER'S OPTIONS (Member initials appropriate block)		INITIALS
I desire to reenlist and understand I am responsible for initiating reenlistment processing.		
I no longer desire to reenlist and request cancellation of my CJR. I understand I may not be eligible to request a CJR at a later date.		
10. DATE	11. SIGNATURE OF MEMBER	12. SIGNATURE AND GRADE OF MPF REPRESENTATIVE
IV. CJR NOT AVAILABLE (First-term Airmen only)		
A. MEMBER'S ACKNOWLEDGMENT (Member initials each block)		INITIALS
I understand a CJR is not available at this time, and my name was added to the Air Force-wide CJR waiting list for my AFSC. I understand I cannot reenlist in my present AFSC unless I receive an approved CJR. I understand I will be automatically removed from the waiting list if I do not receive a CJR by the end of the current CJR window.		
I understand I will be automatically removed from the waiting list if I become ineligible for reenlistment or if I apply for voluntary separation. My waiting list position is not automatically reinstated if I become eligible to reenlist or if my separation request is withdrawn or disapproved.		
I understand if I request to have my name removed from the waiting list, and I later desire to reenlist, I must meet all reenlistment eligibility requirements in effect at that time. I understand I may not be eligible to request CJR at a later date.		
I understand placement on the waiting list indicates there is a strong possibility I will not obtain a CJR in my current AFSC. I understand I should immediately pursue CAREERS retraining into a needed AFSC if I desire to remain in the Air Force. I understand if I am eligible and receive approved CAREERS retraining, I will receive an approved CJR which will enable me to obtain the required retainability and pursue a career in the Air Force.		
B. MEMBER'S OPTIONS (Member initials appropriate block)		INITIALS
I desire to remain on the CJR waiting list.		
I desire to have my name removed from the CJR waiting list and must recompile for a CJR.		
I desire to request a CJR in another awarded AFSC (if eligible), and will submit a new CJR request (AF IMT 545).		
I desire to retrain and understand I am responsible for obtaining an appointment to initiate a retraining application.		
13. DATE	14. SIGNATURE OF MEMBER	15. SIGNATURE AND GRADE OF MPF REPRESENTATIVE

**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**

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

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

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
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).