29 Apr 26
Version 1

SkillBridge Program

Personnel Services Delivery Guide (PSDG)

The purpose of this PSDG is to provide guidance for United States Air Force (USAF), United States Space Force (USSF), Active Guard Reserve (AGR), servicing Commander Support Staff (CSS), Military Personnel Sections (MPS) and Force Support Squadrons (FSS) on the Department of the Air Force SkillBridge program processes.

SKILLBRIDGE

Section A: Introduction

Revision History

Date of Revision (s)	Revision(s)
29 Apr 26	Initial PSDG publication. Must be read in its entirety.

1. INTRODUCTION:

The Department of War (DoW) SkillBridge program connects Airmen and Guardians with civilian on-the-job training, apprenticeships, and internships during their final months of service. While participants gain valuable work experience, they continue to receive their full military compensation and benefits. The goal is to secure a high probability of employment after transitioning from the military. The SkillBridge program is not an entitlement. Commanders should judiciously review applications and make decisions based upon the Service member's transition needs as well as mission impacts.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

Air Force Personnel Center, Military Education, Training and Operational Testing Branch (DPSFE)

3. TARGET AUDIENCE:

- United States Air Force (USAF) Airmen
- United States Space Force (USSF) Guardians
- Active Guard Reserve (AGR) Airmen

4. REFERENCES/RELATED PROCESSES:

10 U.S.C. § 1143 (e), Employment Skills Training
DoDI 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members
AFI 36-2671, SkillBridge Program
SPFI 36-2672, SkillBridge Program
DAFI 36-2681, Voluntary Education Program
DAFI 36-3003, Military Leave Program
DoW SkillBridge (Website)
AFVEC SkillBridge (Website)
New SkillBridge Program Policy, Effective 31 Mar 2026 (myFSS Knowledge Article)
DAF SkillBridge Application Changes (myFSS Knowledge Article)
SkillBridge Process for AFR Members (myFSS Knowledge Article)
Separation Orders (myFSS Knowledge Article)
DoW SkillBridge Participant Ethics Brief

NOTES:

1. Additional knowledge articles are available on **myFSS**. To search the myFSS knowledge base, place cursor in the "Search Knowledge Articles" box at the top of the page and enter the applicable search terms, i.e., "**SkillBridge**."



The dynamic search feature will automatically display a list of content containing the search terms used.

2. Service members are welcome to provide feedback, including recommendations or questions, which can be sent to **AFPC/DPSFE SkillBridge**.

Section B:
General Information

5. GENERAL INFORMATION:

a. The SkillBridge program provides eligible Service members with civilian on-the-job training, apprenticeships, and internship opportunities to support their transition from military service to civilian employment.

b. The SkillBridge program is available to Service members within their final 180 days of military service.

c. To be eligible for the SkillBridge program, Airmen and Guardians must begin their Transition Assistance Program (TAP) requirements and can apply one year from their date of separation (DOS). Air Reserve Component (ARC) personnel must be on Title 10 or Title 32 orders and projected to separate or retire from their ARC Component within 180 days of their SkillBridge program start date.

- Traditional Reservists (TR), Drill Status Guardsmen (DSG), and activated personnel transitioning to another status such as TR, DSG, Individual Mobilization Augmentee (IMA), or Air Reserve Technician (ART) are not eligible.
- Members on long-term Reserve Personnel Appropriations (RPA) or Military Personnel Appropriations (MPA) tours are not eligible.

d. The DoW SkillBridge website and the Air Force Virtual Education Center (AFVEC) are the official sources for approved SkillBridge opportunities.

e. Service members must submit their application in AFVEC (official system of record). Submissions made outside of AFVEC are not valid for program participation approval or disapproval.

f. DAF members will follow specific program lengths by rank/category established for their Service component. The tables below outline the authorized program lengths and approval authorities for Service members.

Table 1. Program Length by Rank and Approval Authority for Active-Duty Airmen

	CATEGORY 1	CATEGORY 2	CATEGORY 3
RANK	E-1 to E-5, O-1 to O-3	E-6 to E-7, O-4 WO-1 to CW-O3	E-8 to E-9, O-5, CW-O4 to CW-O-5
PROGRAM LENGTH	120 Days MAX	90 Days MAX	60 Days MAX
APPROVAL AUTHORITY	1st Field Grade CC on G-Series orders	1st O-6 CC on G-Series orders	1st O-6 CC on G-Series orders
Note 1: USAF members (Active-Duty and AGR) with rank O-6 are not eligible to participate in a SkillBridge program. Requests for an exception to policy (ETP) must be submitted per instructions in Section E. 16. **Note 2:** O-6(s) are eligible to participate in a Skillbridge program and will not require an ETP provided they retire before they are eligible to pin on.			

Note 3: Air National Guard (ANG) state-assigned AGR applicants must receive SkillBridge participation approval from The Adjutant General (TAG) or TAG-delegated G-series CC within their assigned state to upload in the AFVEC application. Air National Guard Readiness Center (ANGRC) CC is the approval authority for ANGRC-assigned AGRs.

g. ANG TAGs may dictate how they would like to handle their internal approval processes. Options include, but are not limited to the following:

- TAG/TAG-delegate approves individual memorandum for records (MFRs) as outlined in Table 1, Note 3; members will upload the completed MFR to their AFVEC application.
- TAG publishes a policy memo delegating approval to authorities of their choosing (must be designated authority level outlined in AFI 36-2671, Table 1). Applicants will upload the policy memo to their AFVEC application.

Table 2. Program Length by Rank and Approval Authority for USSF Guardians

	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4
RANK	E-1 to E-5	E-6 to E-8	O-1 to O-4	E-9 O-5 & above
PROGRAM LENGTH	120 Days MAX	120 Days MAX	120 Days MAX	90 Days MAX
APPROVAL AUTHORITY	1st Field Grade CC w/UCMJ	1st O-6 CC w/UCMJ	1st O-6 CC w/UCMJ	GO in CoC Approval

Table 3. Air Force Reserve Approval Authority

If member is assigned to:	Approval Authority
Unit	AFRC/CD (Note 1)
NAF	AFRC/CD (Note 1)
AFRC/Recruiting Service	AFRC/CD
AFRC Major Command AGRs	AFRC/CD
ARPC	ARPC/CC
RIO	ARPC/CC
RIO DET	ARPC/CC
HAF	HAF/RE-D
All Others (Note 2)	HAF/RE-D

Note 1: AFRC/CD can delegate approval authority for unit/NAF AGRs to the NAF/CC.

Note 2: All Others (e.g. DoD agencies, Joint, other agencies).

Section C:
Roles and Responsibilities

6. ROLES AND RESPONSIBILITIES:

AIRMEN, GUARDIANS, AND ACTIVE GUARD RESERVE:

a. Must complete 180 continuous days on active duty and have a contractual date of separation (DOS) or approved retirement date within 180 days of the SkillBridge program start date.
    - Members undergoing a Medical Evaluation Board (MEB) without a DOS should review Section E and Section F for their respective MEB ETP process and template.
    - ANG AGR: TAG or TAG-delegated G-Series commander is the MEB-approval authority.

b. Attend a SkillBridge monthly briefing at the assigned active-duty Education and Training Section (E&TS) to receive an overview of the SkillBridge Program.

c. Complete the mandated individualized Initial Counseling (IC) and pre-separation counseling at Military and Family Readiness Center (M&FRC) prior to applying for SkillBridge in AFVEC.
    - Complete all DoW TAP mandates within established TAP deadlines.
    - SkillBridge applications must include a copy of the DD Form 2648, *Active-Duty Pre-Separation Checklist*, and the requested program should align with TAP Capstone goals/interests.

d. Research and select a training opportunity on the DoW SkillBridge website.

e. Apply to the DoW authorized provider and receive acceptance for the requested DoW approved SkillBridge program.
    - Obtain a detailed training plan, which will be submitted with the SkillBridge application in AFVEC.
    - Negotiate the appropriate training length necessary for entry-level employment, in consideration of mission requirements and manning, and that adheres to program length restrictions in Table 1 or Table 2.
        - This can include adjusted program lengths, opportunities available in the local area, part-time programs, or virtual/hybrid programs.
    - Maximize use of terminal leave after the SkillBridge program to allow sufficient time for hiring actions prior to separation or retirement.
        - Members can begin employment while on terminal leave.
        - For AFR AGR, terminal leave must be maximized within (not in addition to) the authorized program length in Table 1.
    - Inquire with the installation Legal Office if there are potential conflicts of interest in post-service employment with a SkillBridge provider based on past or current military duties.
    - Review the **DoW SkillBridge Participant Ethics Brief**.

f. Complete SkillBridge Virtual Benefits Training in AFVEC to initiate eligibility.

g. Submit completed application in AFVEC up to one year from DOS and NLT 30 days prior to the desired overall start date for adequate processing and approval time.

- The overall start date is the first day of the member's transition related to SkillBridge and determined by the order of the member's transition leave (whichever comes first): PTDY/SkillBridge, PTDY for relocation/house hunting, or regular leave when used in conjunction with PTDY/SkillBridge.
- Applications are automatically disapproved if not approved before the overall start date included in the SkillBridge application in AFVEC.
- PTDY for relocation/house hunting, terminal leave, and regular leave used in conjunction with SkillBridge must be included in the final 180 days on active duty.
- Input commander and supervisor information. An additional reviewer can be added if required by the member's unit (i.e., First Sergeant, Superintendent, or additional level of leadership).
- AFR AGR must include an additional reviewer as detailed below:
    - HAF/RE-D is the additional reviewer for HQ AGRs
    - ARPC/CC is the additional reviewer for ARPC, RIO, and RIO Det. AGRs
    - AFRC/CD is the additional reviewer for all other members and may be delegated to NAF/CCs
- Upload supporting documentation, which includes a detailed training plan, participation agreement, or letter of acceptance from the authorized provider, and a copy of the DD Form 2648.

h. Ensure receipt of email notification when the application is approved. Access the approved application and click "Print PDF," which will generate a copy of the application, also known as Memorandum of Participation (MoP).
    - Provide a copy of the MoP to the commander, supervisor, and SkillBridge provider.
    - Submit LeaveWeb documentation for SkillBridge PTDY dates and PTDY for relocation/house hunting (if eligible per DAFI 36-3003, Table 4.3, Rule 2 or 3) with a copy of the MoP as supporting documentation.
    - The MoP is required for separating members who need to apply for expedited orders when the SkillBridge program is outside of the local area.
        - Additional information about separation orders and the link to "Create A Request" for expedited orders are located at **Separation Orders** (myFSS Knowledge Article).

i. If any changes are needed to the SkillBridge application after it is approved, notify **AFPC/DPSFE SkillBridge**.

j. Ensure the CSS updates Duty Status Code 23 (PTDY for SkillBridge) in Military Personnel Data System (MilPDS) for the approved program length (not including terminal leave).

k. Report weekly accountability and training progress to the supervisor.

l. Comply with mandated military training requirements and maintain military standards.

m. Coordinate, as required, with AFPC/DPSFE, SkillBridge provider, supervisor, and commander for any of the following:

- Noncompliance with the DoW SkillBridge MOU
    - Contact the SkillBridge provider or **AFPC/DPSFE SkillBridge** to obtain a copy of the provider's current MOU.
- Deviations from the agreed upon training, outcomes, schedule, and/or probability for post-service employment
- Safety concerns
- Grievances with the SkillBridge provider

n. May withdraw from the program and return to duty or gain approval for appropriate use of leave.
- Any change in duty status, including the use of regular leave while in SkillBridge must be routed for approval through the participant's military chain of command and coordinated with the SkillBridge provider.

o. Complete the SkillBridge Exit Survey upon completion or termination of the program.
- Email notifications with a link to the Exit Survey are sent on the program end date and regular intervals until the survey is completed.

SUPERVISOR:

a. Discuss transition goals with subordinates interested in participating in a SkillBridge program.

b. Supervisors will receive a link to review the submitted application.
- Verify member has an approved DOS, which should match the DOS on the member's SkillBridge application.
- Review the application and supporting documents, which include:
    - Detailed training plan
    - Participation agreement or letter of acceptance from the authorized provider
    - Copy of the applicant's DD Form 2648
- Ensure subordinates do not depart for SkillBridge without a commander-approved application in AFVEC and without appropriate PTDY approval in LeaveWeb.
- Acknowledge backfills are not permitted for members participating in the SkillBridge program.
- Edit or return the application to the member for additional information when changes are required.
- Recommend approval or disapproval after review of the program length, mission requirements, manning, requested skills training, and/or awareness of potential conflicts of interest.is completed.

c. During the member's SkillBridge program:
- Conduct weekly accountability with SkillBridge participants and monthly accountability with the SkillBridge provider point of contact (POC). Report issues appropriately to leadership.
- Notify the commander and **AFPC/DPSFE SkillBridge** when the member does not

attend/complete their program, the member is withdrawn from their program, or there are other non-compliant issues.

d. Follow-up with members who have not completed the mandatory Exit Survey upon program conclusion.

- The system automatically sends Exit Survey reminders to the supervisor 15 days prior to the program end date, on the program end date, and 30 days after the program end date.

ADDITIONAL REVIEWER:

a. Upon receiving the email link, review the application in AFVEC. Recommend approval or disapproval after assessing mission impact, manning, program length, training relevance, and potential conflicts of interest.

COMMANDER:

a. Review program policy and intent, as well as eligibility, program length restrictions, and application requirements.

b. Acknowledge SkillBridge is a benefit and not an entitlement. Approvals and disapprovals should be based on mission requirements and individual transition needs.

c. Acknowledge units will not receive a replacement for the SkillBridge participant until their official DOS/DOR.

d. Prioritize requests from members who require the highest level of support for a successful transition to the civilian workforce and utilize the submitted DD Form 2648 to assist.

- Consider members with short notice separations, such as hardship discharge, medical board evaluations, or return from deployment.
- Ensure members request appropriate program lengths and maximize terminal leave at the end of SkillBridge participation to increase employment options prior to separation.

e. May require changes to submitted SkillBridge requests to balance mission requirements with member's transition needs. This can include adjusted program lengths, opportunities available in the local area, part-time programs, or virtual/hybrid programs.

f. Part-time and virtual participants must remain in the local area until terminal leave or PTDY for relocation/house hunting and will not receive expedited orders (**Separation Orders**).

- Part-time participants are required to be present for duty or on an approved leave status when not in the SkillBridge program to fulfill a 40-hour work week.

g. May establish local policies to balance mission requirements with program participation, typically based on objective criteria, such as manning levels.

h. Ensure receipt of email notification with a link to review and approve/disapprove member's application, which is reported in AFVEC and maintained for DoW reporting requirements.

i. Ensure all full-time SkillBridge participants (including local/online) are placed in PTDY status IAW DAFI 36-3003, Military Leave Program, Table 4.3, Rule 23, and ensure the CSS updates Duty Status Code 23.

j. Require or waive participation in unit formations, physical training, and other obligations.

k. Ensure members and supervisors maintain weekly accountability of SkillBridge participants and

monthly contact with the SkillBridge provider POC to track training progress.

l. Members who terminate their SkillBridge program early must be removed from PTDY status and immediately returned to duty at their expense or placed on regular or terminal leave, depending on the situation and leave balance.

m. Participation in the program may be terminated at any time based on reasons such as mission requirements, member's conduct, or lack of training progression.

n. Will not approve Service extensions for members to participate in, or to lengthen their participation in a SkillBridge program.

o. Contact **AFPC/DPSFE SkillBridge** when there are changes or issues related to the participant's SkillBridge program, which is necessary for program compliance and DoW data.

p. Conduct follow-up actions, if necessary and as required after program completion to ensure the exit survey is completed.

EDUCATION AND TRAINING SECTION:

a. Provide basic advisement and at least one monthly briefing on SkillBridge Program policies and procedures.

b. Maintain documentation of all information sessions, briefings, and communication with members in the Air Force Automated Education Management System (AFAEMS).

AFPC/DPSFE SKILLBRIDGE:

a. Oversee execution of the SkillBridge Program and develop applicable guidance.

b. Coordinate with AF/A1DLV and SF/S1D on policy, data requests, and process reviews to improve automation and support sustainment of the SkillBridge Program.

c. Review and respond to inquiries from DoW authorized organizations, Service members, and commanders.

d. Provide recommendations to AF/A1DLV on Tier 1 ETPs and collaborate with members, supervisors, and commanders when changes to an application are required.

AFRC A1/A1K:

a. Provide procedural guidance and conduct final review of Reserve applications.

ANGRC NGB/A1D:

a. Coordinate with Air National Guard (ANG) stakeholders to develop policy, procedures, and program data.

b. Collaborate with HAF/A1DLV on program policies, execution, and automation efforts.

Section D:
SkillBridge Process

7. PROCEDURES:

This section outlines the specific steps and responsibilities for the program process.

Table 4. Step-by-Step Procedures for the Program Process. This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Member	***Obtain Program Information.*** Visit the active-duty E&TS to attend a monthly SkillBridge briefing. **ANG AGR:** Ensure their AFAEMS education record is updated to reflect activated status and assigned base is an active-duty location.
2	E&TS	***Provide Program Information.*** Provide general information and briefings on policies and procedures to Service members, supervisors, and commanders in accordance with AFI 36-2671 and SPFI 36-2672. Update Education Records in AFAEMS and make counseling notes. ***Note:*** The E&TS is not responsible for application reviews or coordinating SkillBridge provider MOUs on base per DAFI 36-2681.
3	Member	***Initiate TAP.*** Complete the mandated individualized IC and pre-separation counseling at M&FRC prior to applying for SkillBridge in AFVEC.
4	Member	***Select a SkillBridge Program.*** Research authorized SkillBridge providers and gain acceptance, which includes receiving a participation agreement or acceptance letter and training plan from the provider.
5	Member	***Inform Leadership.*** Discuss intentions to separate/retire and participate in SkillBridge with supervisor and commander, which should include discussing projected timelines. **ANG AGR:** ANG state-assigned AGR applicants must acquire SkillBridge participation approval from their State Adjutant General (TAG) or TAG-delegated G-Series commander to upload to their AFVEC application submission. TAG letter template link is in Section F. ANGRC CC is approval authority for ANGRC assigned AGRs.
6	Member	***Complete SkillBridge Virtual Training.*** Complete SkillBridge Virtual Training in AFVEC to activate SkillBridge eligibility.
7	Member	***Submit SkillBridge Application.*** Select the approved provider within AFVEC. Complete and submit the SkillBridge application in AFVEC. The application must include the following: • Personal email address • Supervisor, commander, and provider POC contact info (name, telephone number, and email)

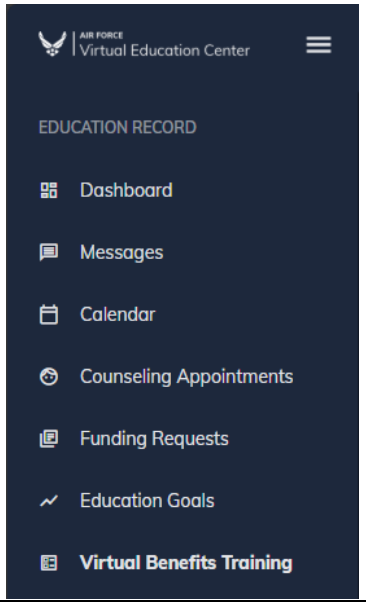
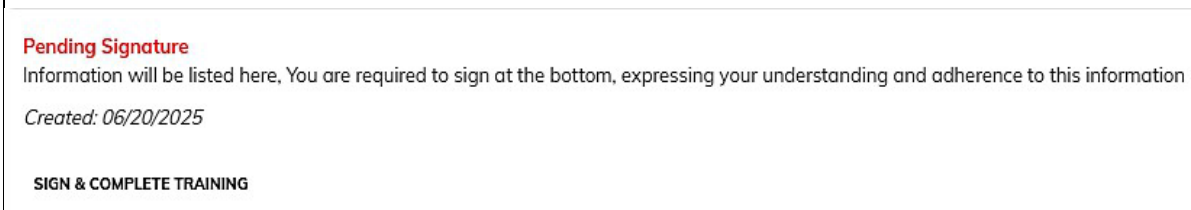
		• Provider and training locations • Program and transition dates within 180 days of the approved DOS • Supporting documentation (participation agreement, training plan, and DD Form 2648).
8	Supervisor	***Review SkillBridge Application.*** Review the submitted application in AFVEC and recommend approval or disapproval based on program length, mission requirements, manning, requested skills training and/or awareness of potential conflicts of interest. If changes are required, make edits within the application or send it back to the member for additional information.
9	Additional Reviewer	***Review SkillBridge Application.*** Review the submitted application in AFVEC and recommend approval or disapproval based on program length, mission requirements, manning, requested skills training, and/or awareness of potential conflicts of interest.
10	Commander	***Review SkillBridge Application.*** Review the submitted application in AFVEC and approve or disapprove based on program length, mission requirements, manning, requested skills training, and/or awareness of potential conflicts of interest. If changes are required, make edits within the application or send it back to the member for additional information.
11	Member	***Obtain SkillBridge MoP.*** Applicants will be notified via email once approved and can retrieve the approved MoP from AFVEC. The member should provide a copy of the MoP to the supervisor, commander, and SkillBridge provider POC.
12	Member	***Submit Leave Request/s.*** Submit AF Form 988s for SkillBridge PTDY and all transition leave (PTDY for relocation/house hunting, terminal leave, regular leave in conjunction with SkillBridge), as applicable. The MoP should be used as supporting documentation for the leave request/s.
13	Member	***Complete SkillBridge Program, Out-Processing Requirements, and Transition Leave.*** The sequence for all required separation/retirement requirements will vary based on the SkillBridge program location and member's transition timelines. *If the SkillBridge program is in the local area:* The member will attend SkillBridge, then complete all required separation/retirement requirements, then out-process for PTDY for relocation/house hunting, terminal leave, or on DOS (whichever is first and permitted) *If out-processing prior to SkillBridge:* The member will complete all required separation/retirement requirements, then out-process for PTDY for relocation/house hunting, regular leave or SkillBridge (whichever is first and permitted). *If completing SkillBridge outside of the local area and returning to the installation:*

		The member will relocate and attend their SkillBridge program in PTDY status. Upon SkillBridge completion, the member will return to the installation to complete all required separation/retirement requirements and out-process for PTDY for relocation/house hunting, terminal leave or on DOS (whichever is first and permitted). **AFR AGR:** Members complete separation/retirement requirements, out-process their installation for PTDY/relocation or house hunting (if applicable) or PTDY/SkillBridge. Terminal leave must be maximized within (not in addition to) the authorized program length in Table 1.
15	Member	***Complete Exit Survey.*** SkillBridge participants will complete the SkillBridge Exit Survey when they receive an automated email with a link on the last day of their SkillBridge training. Email notifications will be sent to the members at regular intervals until the Exit Survey is completed.

Section E:
AFVEC Procedures

8. VIRTUAL BENEFITS TRAINING:

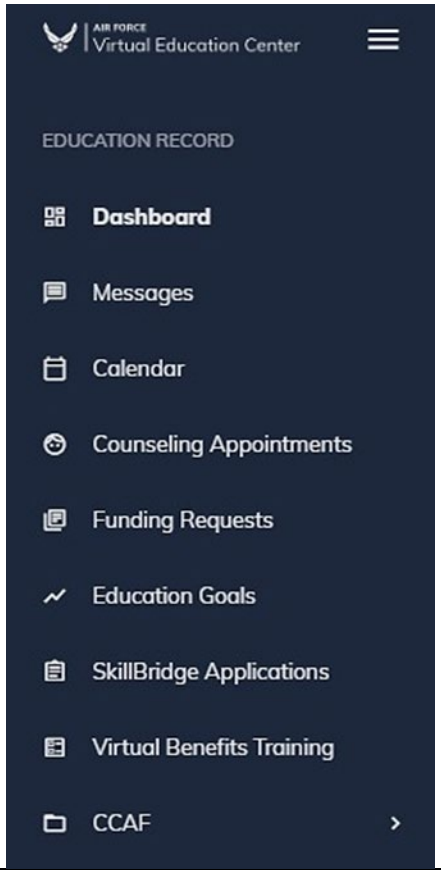
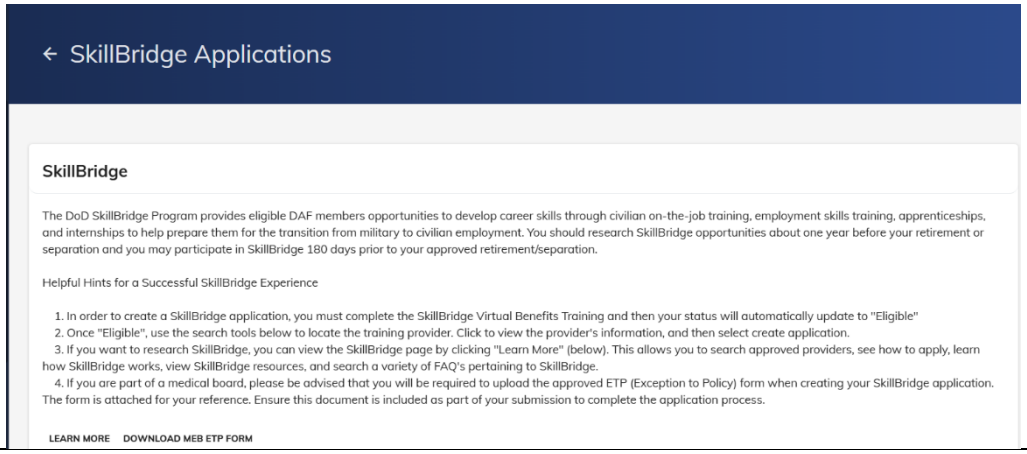
To activate the SkillBridge application, members must complete SkillBridge Virtual Training located in AFVEC.

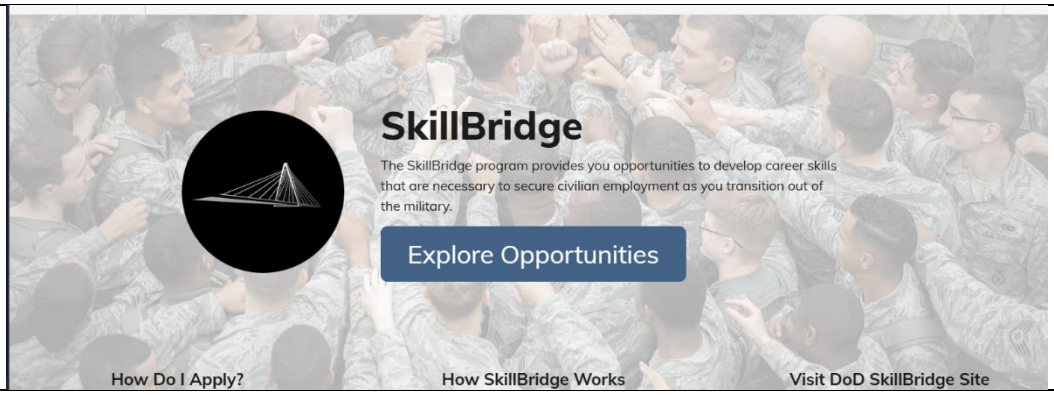
1.	Login to **AFVEC**.
2.	Complete Virtual Benefits Training for the respective Service/Component: **Active-Duty (USAF and USSF):** "SkillBridge Virtual Training" **AFR AGR:** "USAFR SkillBridge Application Training" **ANG AGR:** "ANG – AGR SkillBridge Application Training" 
3.	Sign & Complete Training: After reading the SkillBridge Virtual Benefits Training, click "Sign & Complete Training." When the SkillBridge Virtual Training is signed, the SkillBridge application in AFVEC will be activated. 

9. SKILLBRIDGE APPLICATION:

SkillBridge applications must be submitted in AFVEC, which is the official system of record. Submissions made outside of AFVEC are not valid for program participation approval or disapproval.

1.	Login to **AFVEC**.

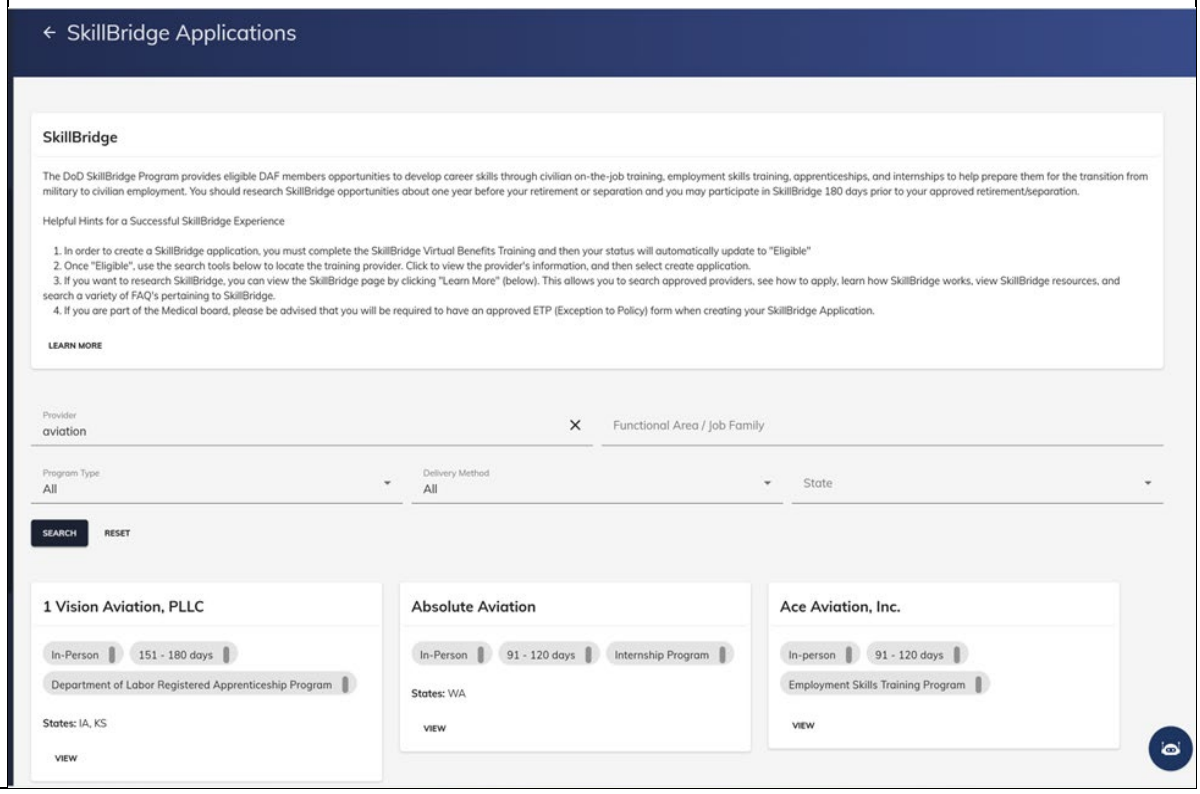
2.	Click “SkillBridge Applications.” 
3.	Click “Learn More” to access the AFVEC SkillBridge webpage. Members undergoing an MEB without an official DOS must have an approved ETP before proceeding with a SkillBridge application. See Item 14. ETP Process for MEB of this section for additional instructions. 
4.	Click “Explore Opportunities” to see all DoW-authorized SkillBridge programs in AFVEC and to begin the SkillBridge application process.

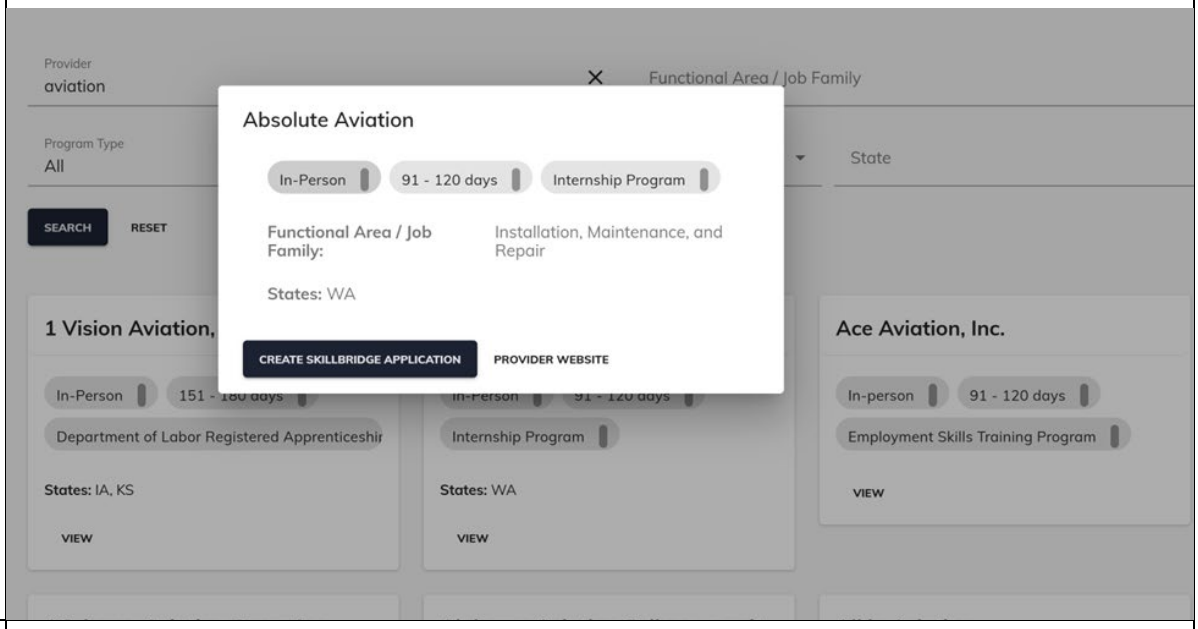
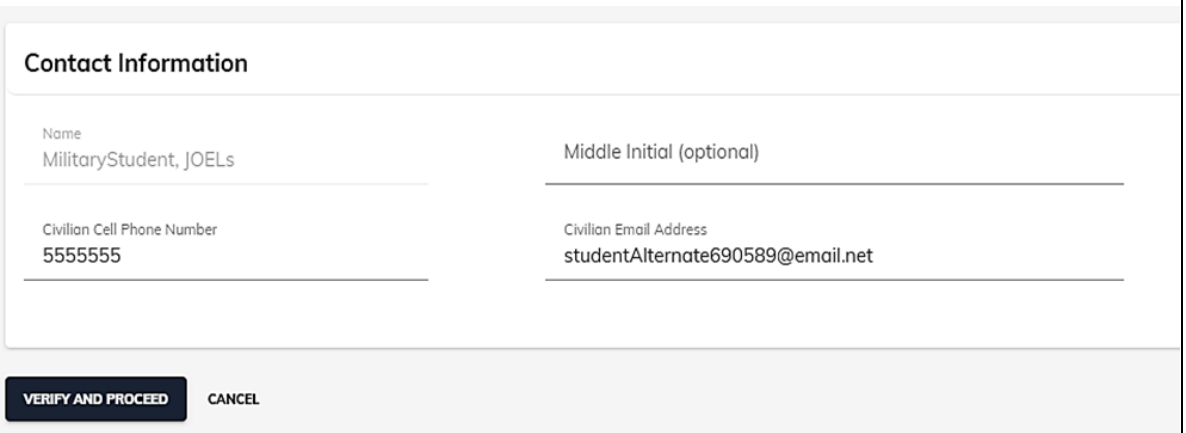


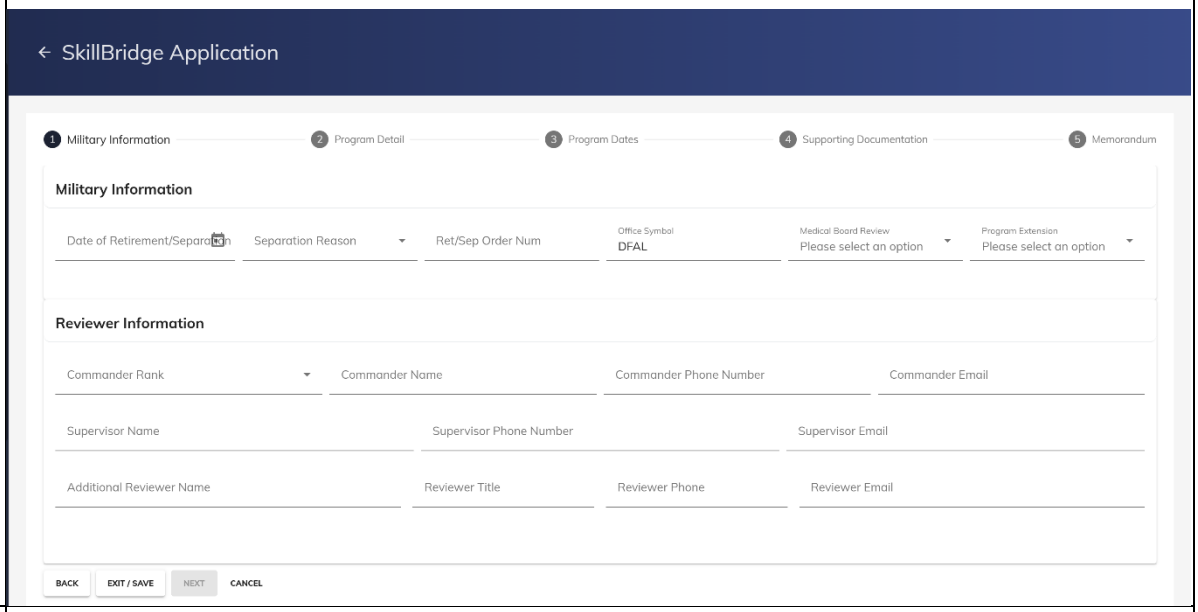
5. Type the DoW authorized SkillBridge provider's name and click "Search."

Filters may be used to narrow searches based on provider, functional area/job family, program type, delivery method, and/or state.

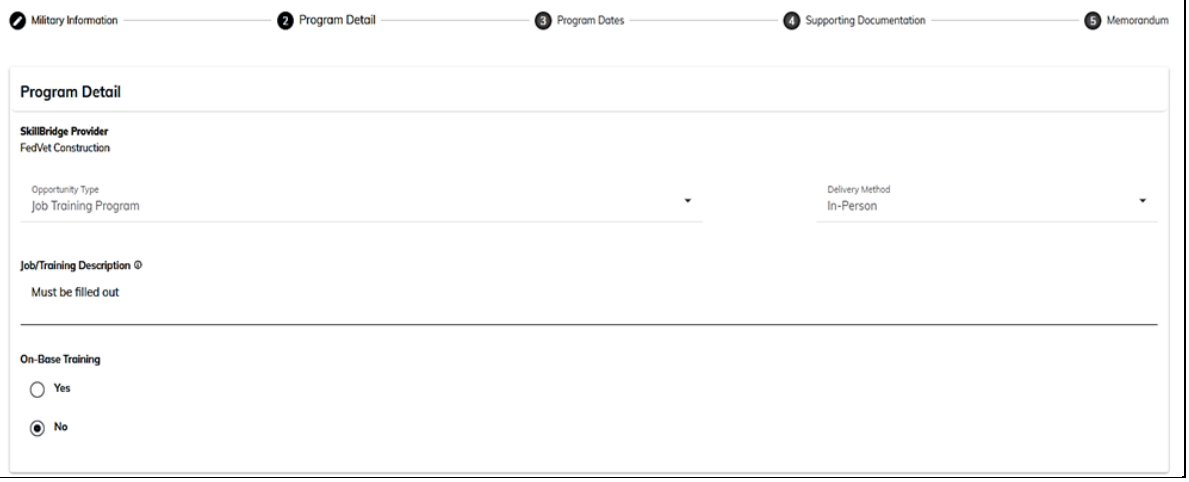
After locating the provider, click "View."

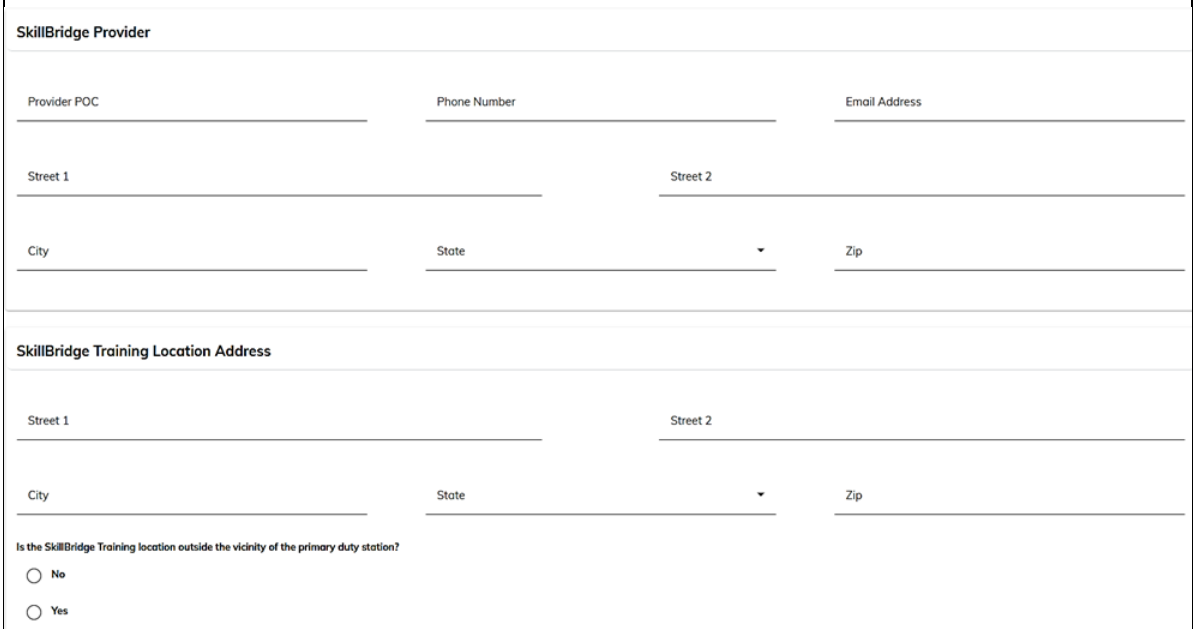
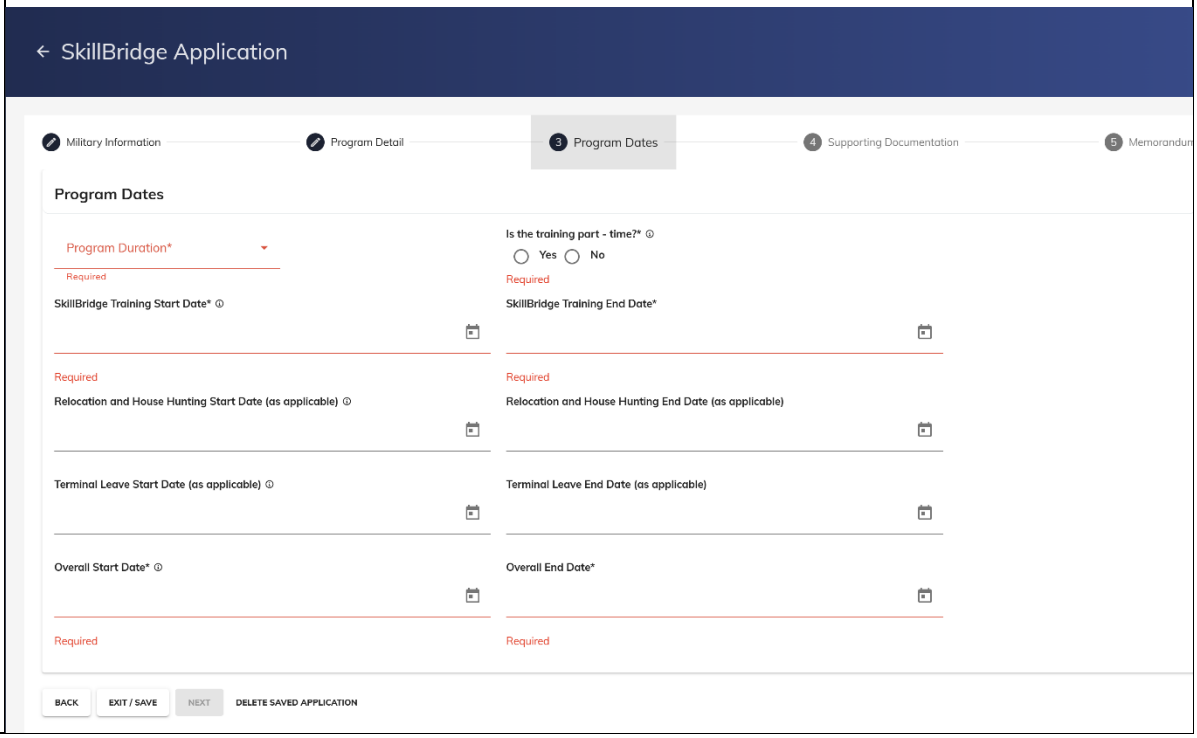


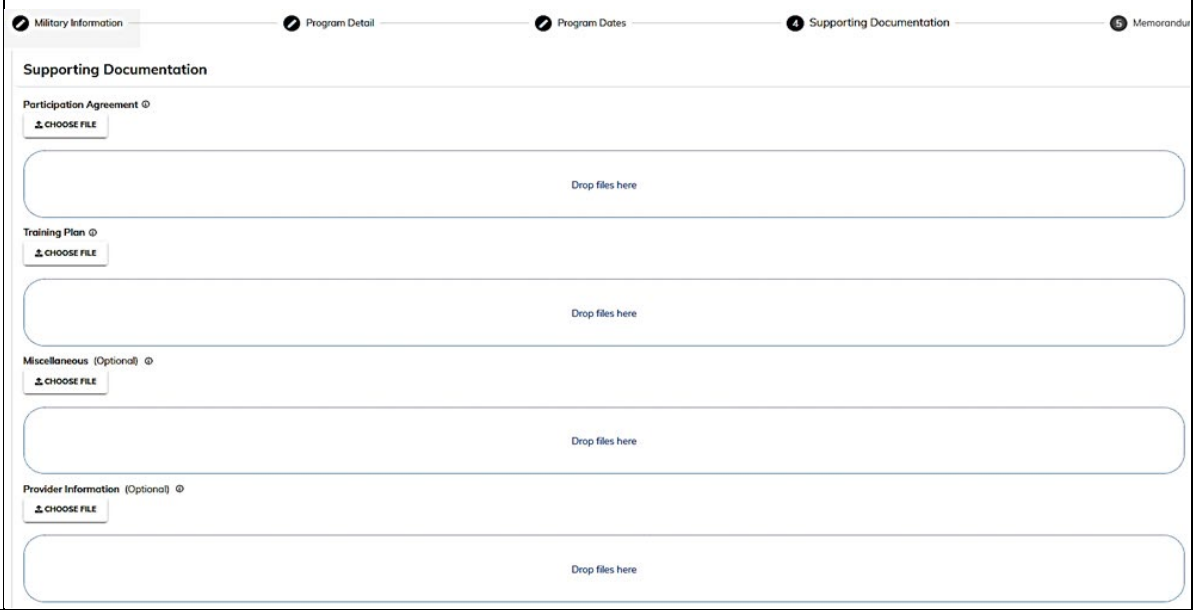
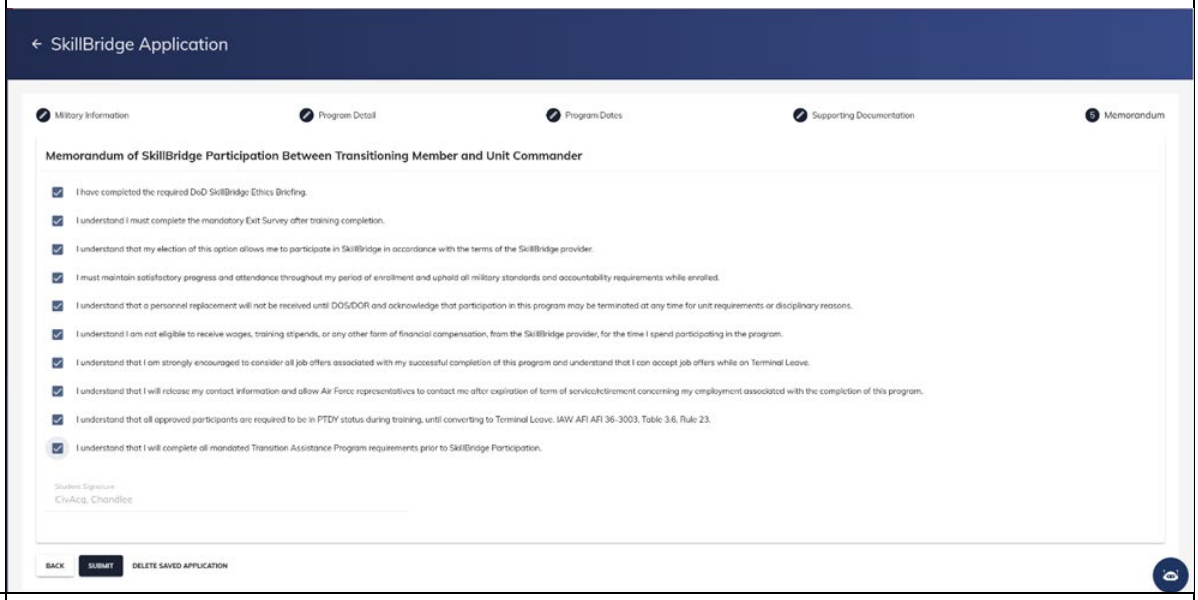
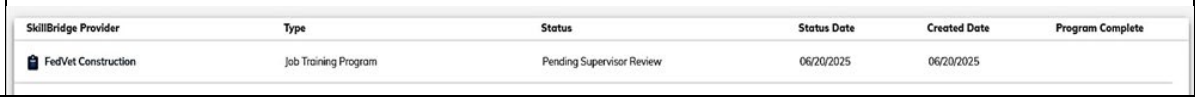
6.	Click “Create SkillBridge Application.” 
7.	Provide personal contact information for accountability reporting during SkillBridge. Click “Verify and Proceed.” 
8.	Complete all fields and click “Next.” For retiring personnel, the DOS is the last day of the month prior to the retired effective date. Members selecting “Yes” in the dropdowns for Medical Board Review or Program Extension must have an approved ETP in AFVEC to proceed with their SkillBridge application. See Items 13-16 of this section for ETP processes. Check with the chain of command for use of the additional reviewer, which will be included in coordination to review the application and to provide a recommendation to the approving commander.



9. Complete all fields.

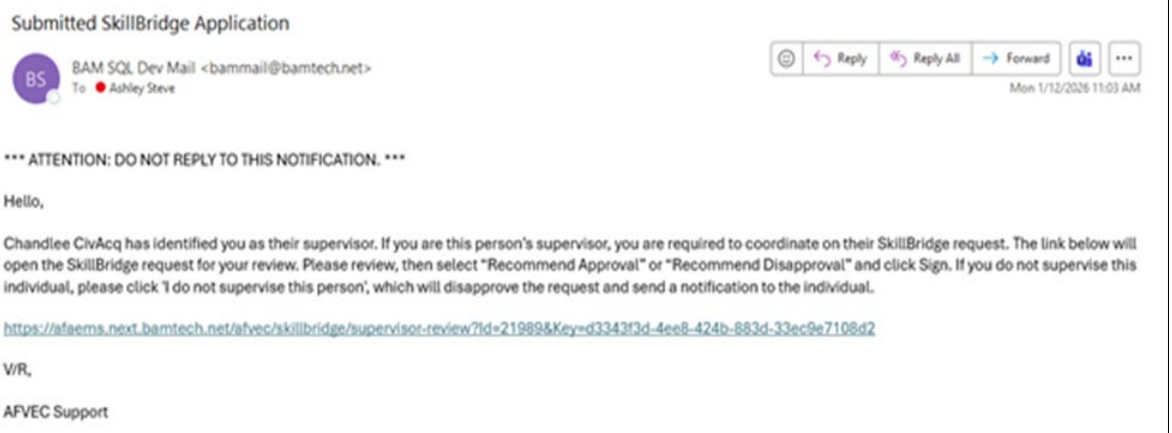


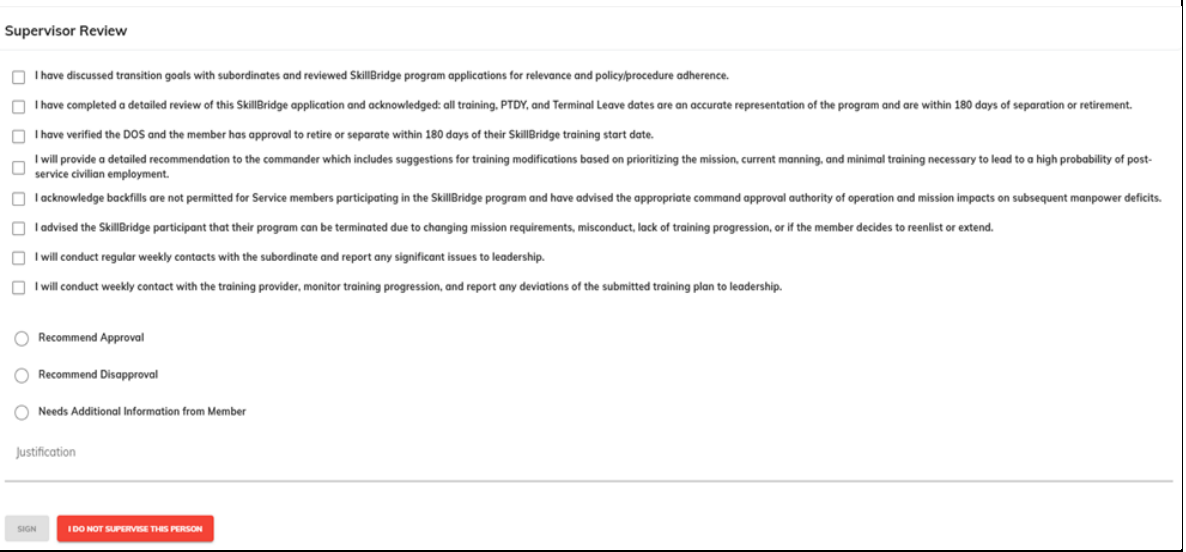
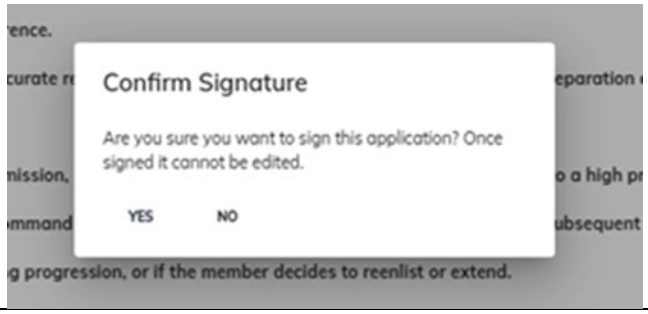
10.	Complete all fields. 
11.	Input all dates for SkillBridge program, relocation and house hunting, and terminal leave, as applicable. PTDY relocation/house hunting, PTDY SkillBridge, terminal leave, and regular leave used in conjunction with SkillBridge must occur within 180 days of the approved DOS. Members cannot separate or retire while in a PTDY status. The final duty day must be terminal leave or present for duty. 

12.	Add all supporting documentation to include a participation agreement and training plan from the SkillBridge provider and a completed DD Form 2648. 
13.	Read and acknowledge all statements by clicking each box and signing. Click "Submit." 
14.	The status of an application can be tracked in the SkillBridge Applications section of AFVEC. Automated email notifications will be received for each application status change. 

10. SUPERVISOR REVIEW AND RECOMMENDATION:

The supervisor listed on the SkillBridge application is responsible for reviewing the application and making a recommendation to the approving commander.

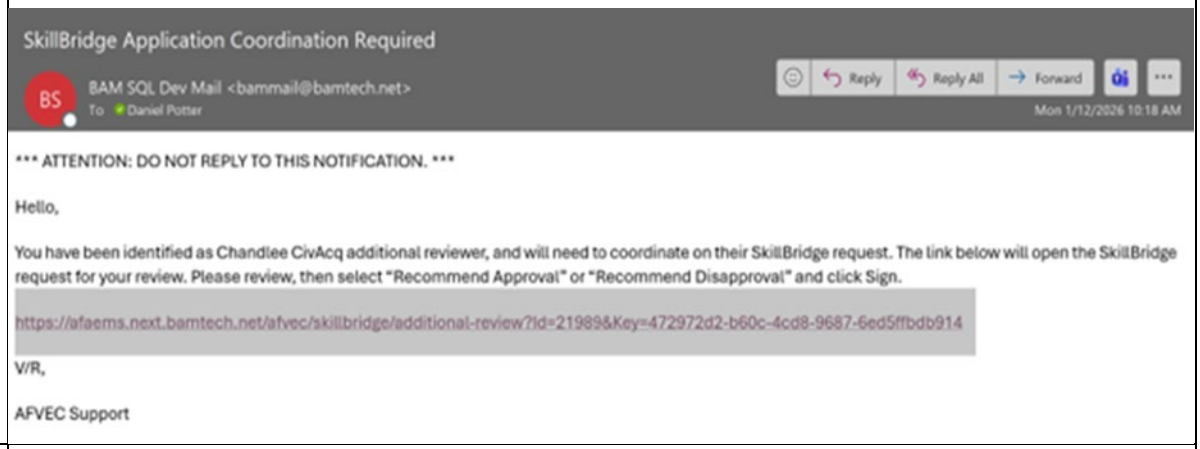
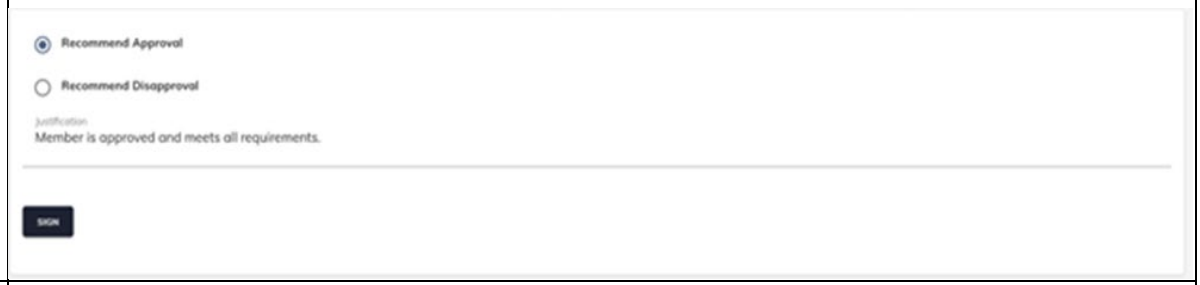
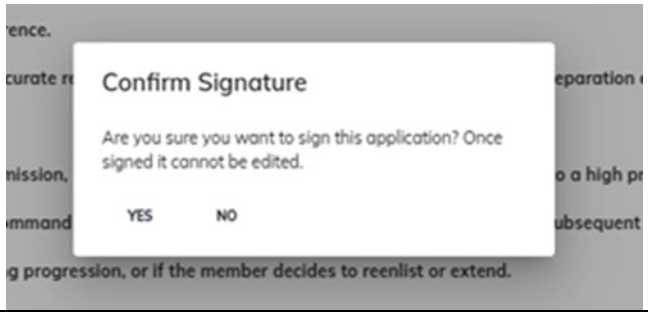
1.	Upon submission, the applicant's supervisor will receive an email notification. Using the link included in the email, the supervisor will review the submitted application.  Submitted SkillBridge Application BS BAM SQL Dev Mail <bammail@bamtech.net> To Ashley Steve Reply Reply All Forward Mon 1/12/2026 11:03 AM *** ATTENTION: DO NOT REPLY TO THIS NOTIFICATION. *** Hello, Chandlee CivAcq has identified you as their supervisor. If you are this person's supervisor, you are required to coordinate on their SkillBridge request. The link below will open the SkillBridge request for your review. Please review, then select "Recommend Approval" or "Recommend Disapproval" and click Sign. If you do not supervise this individual, please click 'I do not supervise this person', which will disapprove the request and send a notification to the individual. https://afaems.next.bamtech.net/afvec/skillbridge/supervisor-review?Id=21989&Key=d3343f3d-4ee8-424b-883d-33ec9e7108d2 V/R, AFVEC Support
2.	The supervisor **<u>can</u>** edit the following sections in the application: • Applicant's Civilian Cell Phone Number • Applicant's Civilian Email Address • Date of Retirement/Separation • Separation Reason • Retirement/Separation Order No • Additional Reviewer and Commander Info • Program Type • Delivery Method • On-Base Training Yes/No indicators • Is the training part-time? Yes/No indicators • SkillBridge Training Start and End Dates • Relocation and House Hunting Start and End Dates • Terminal Leave Start and End Dates • SkillBridge Provider section • SkillBridge Training Location Address section The supervisor **<u>cannot</u>** edit the following sections in the application: • SkillBridge Provider name • Medical Board Review toggle • Program Extension toggle • Extension Duration (days) • Job/Training Description • Overall Start and End Dates • Supporting Documentation • The terms and conditions the applicant agrees to • View Exit Survey/Send Exit Survey Email
3.	During review, the supervisor may select "Needs Additional Information from Member," which will return the application for additional information and/or revisions to the application. If the supervisor selects "I Do Not Supervise This Person," the application will be deleted.

	The supervisor must acknowledge all checkbox items before making a recommendation. Once a recommendation is submitted to the commander, the supervisor will not be able to access/edit the application. The supervisor must provide justification with their recommendation to activate the "Sign" button. 
4,	Click "Sign" and confirm signature. 

11. ADDITIONAL REVIEWER COORDINATION:

The additional reviewer listed on the SkillBridge application is responsible for reviewing the application and making a recommendation to the approving commander.

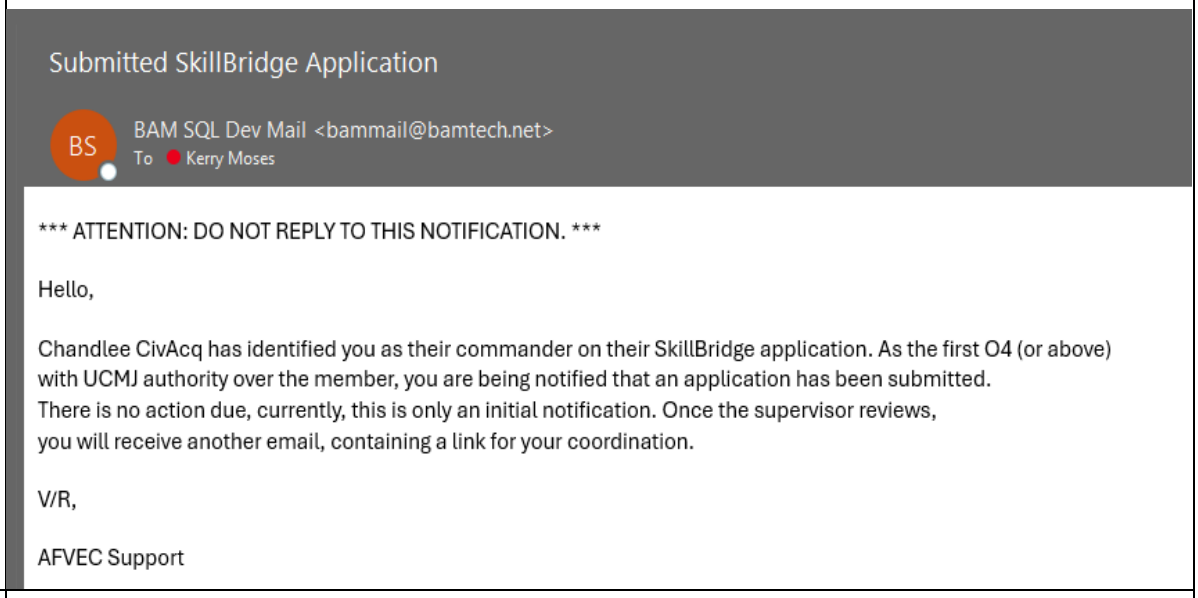
1.	If an additional reviewer is included in the application, the POC listed will receive an email notification after the supervisor review and subsequent recommendation. The additional reviewer will review the submitted application using the link included in the email. The additional reviewer cannot make edits to the application or return the application to the member or supervisor.

	
2.	The additional reviewer will make a recommendation to the approving commander and include a justification. 
3.	Click "Sign" and confirm signature. 

12. COMMANDER REVIEW AND ACTION:

The commander listed on a SkillBridge application is responsible for approving or disapproving an application prior to the applicant's overall start date. Applications not adjudicated prior to the overall start date will be automatically disapproved on the overall start date.

1.	After supervisor and additional reviewer (if applicable) recommendations are complete, the approving commander will receive an email notification. The commander will review the submitted application using the link in the email.



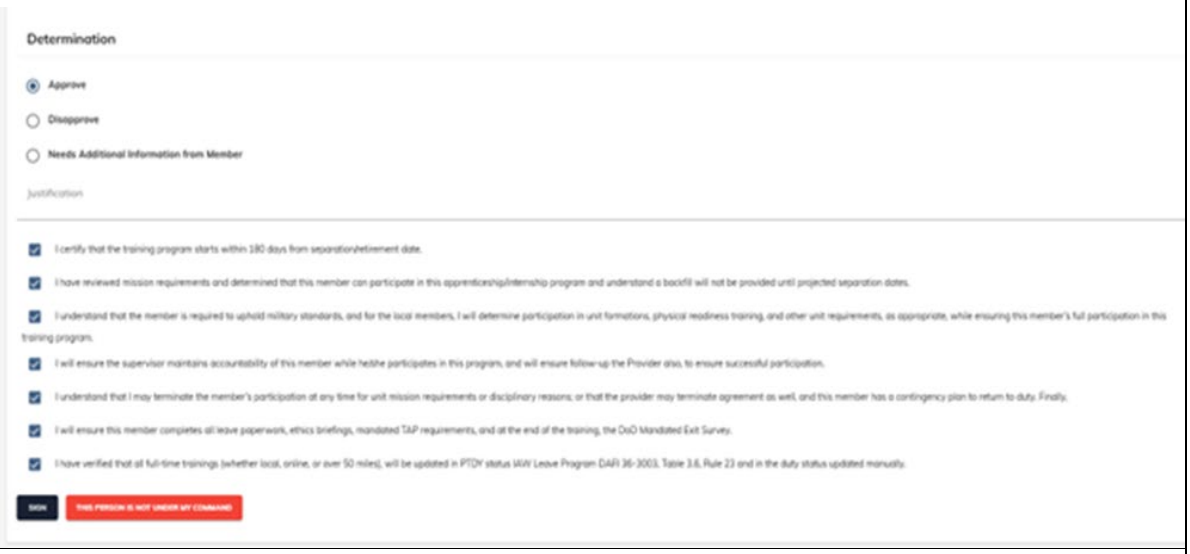
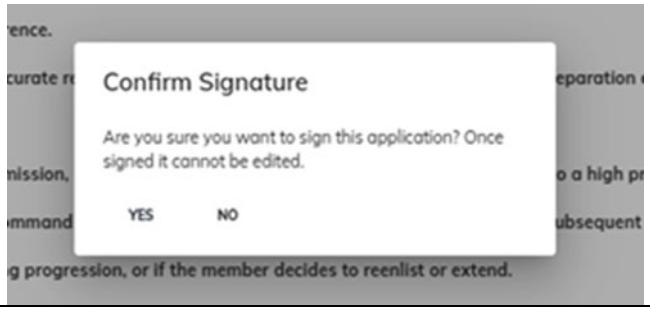
2. The commander **<u>can</u>** edit the following sections in the application:

- Applicant's Civilian Cell Phone Number
- Applicant's Civilian Email Address
- Date of Retirement/Separation
- Separation Reason
- Retirement/Separation Order No
- Program Type
- Delivery Method
- On-Base Training Yes/No indicators
- Is the training part-time? Yes/No indicators
- SkillBridge Training Start and End Dates
- Relocation and House Hunting Start and End Dates
- Terminal Leave Start and End Dates
- SkillBridge Provider section
- SkillBridge Training Location Address section

The commander **<u>cannot</u>** edit the following sections in the application:

- SkillBridge Provider name
- Medical Board Review toggle
- Program Extension toggle
- Extension Duration (days)
- Job/Training Description
- Overall Start and End Dates
- Supporting Documentation
- The terms and conditions the applicant agrees to
- View Exit Survey/Send Exit Survey Email

3. The commander will consider the recommendations and justifications when reviewing the application, then select Approve, Disapprove, or Needs Additional Information from Member.

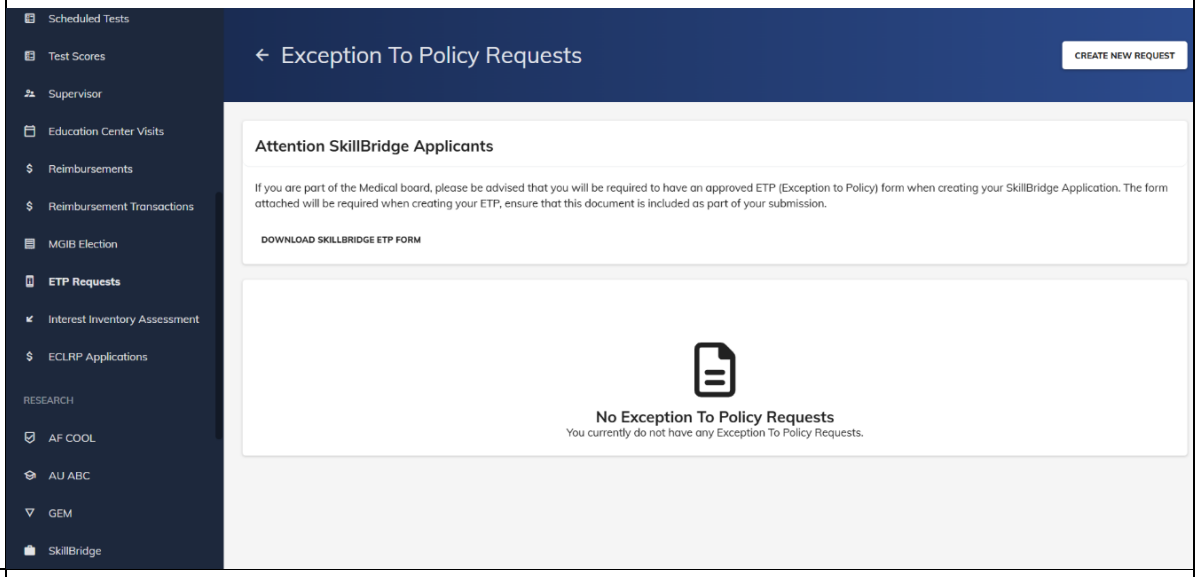
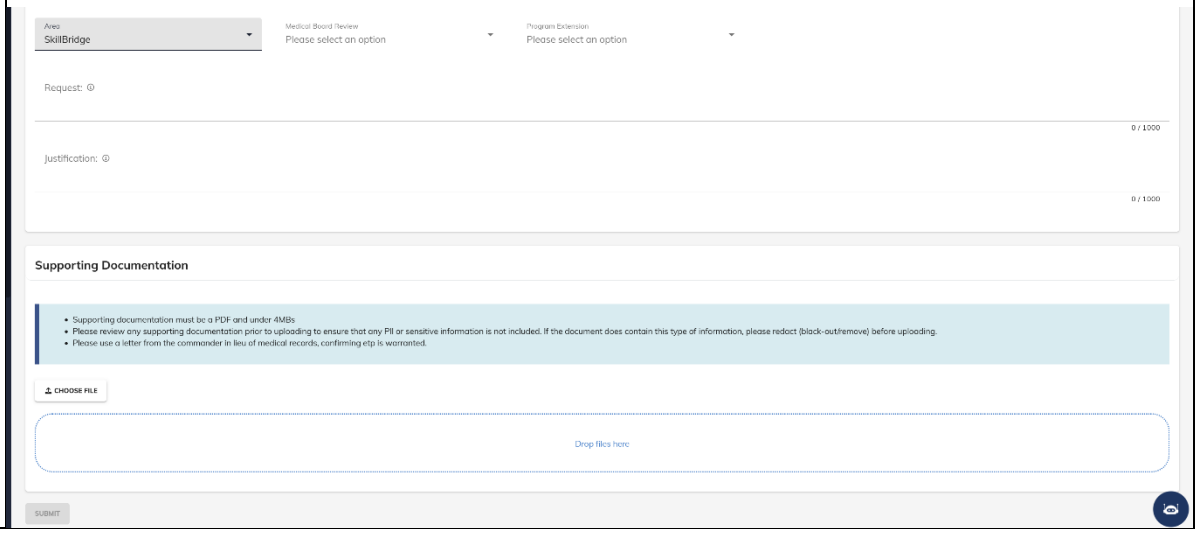
	If "Needs Additional Information from Member" is selected, the application will be returned to the member for additional information and/or revisions to their application information. If the commander selects "This Person Is Not Under My Command," the application will be deleted. If the commander selects "Disapprove," a disapproval reason and remarks are required. The commander must acknowledge all checkbox items to activate the "Sign" button. 
4.	Click "Sign" and confirm signature. 

13. CREATING AN ETP IN AFVEC:

ETPs are submitted by the member in AFVEC and will be routed to the appropriate approval authorities. Requests will include a memorandum with strong justification and CC indorsement, along with any other supporting documentation.

Prior to submitting an ETP in AFVEC, members should refer to the appropriate ETP Memo Template in Section F for external routing instructions and to obtain appropriate approvals for the ETP request. Once the template is routed and fully signed, it will be submitted as supporting documentation with the AFVEC ETP.

1.	Login to **AFVEC** and click "ETP Requests."

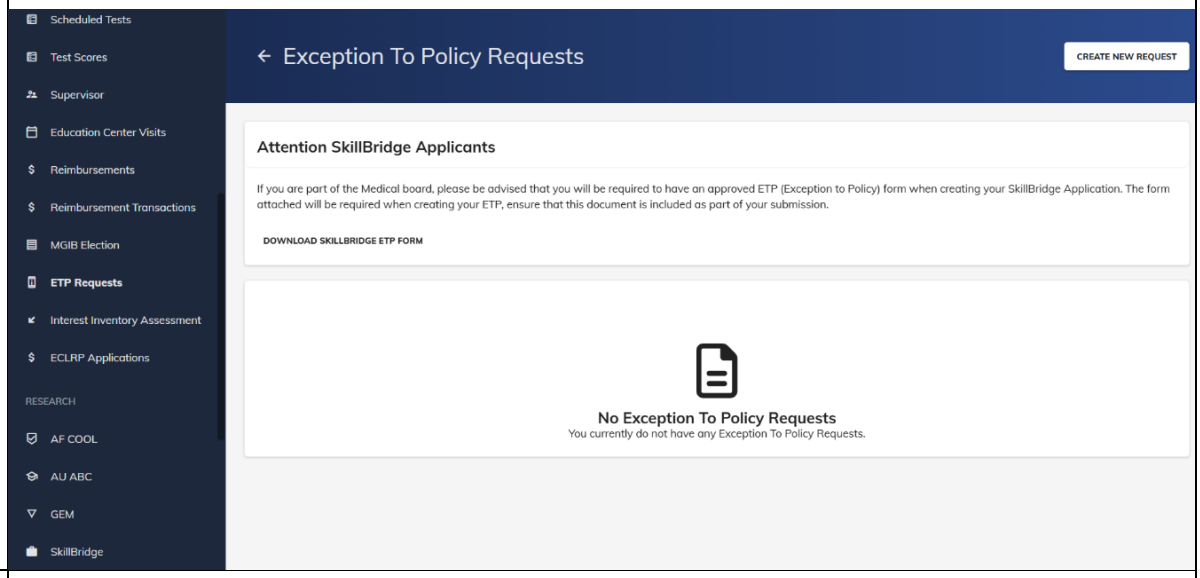
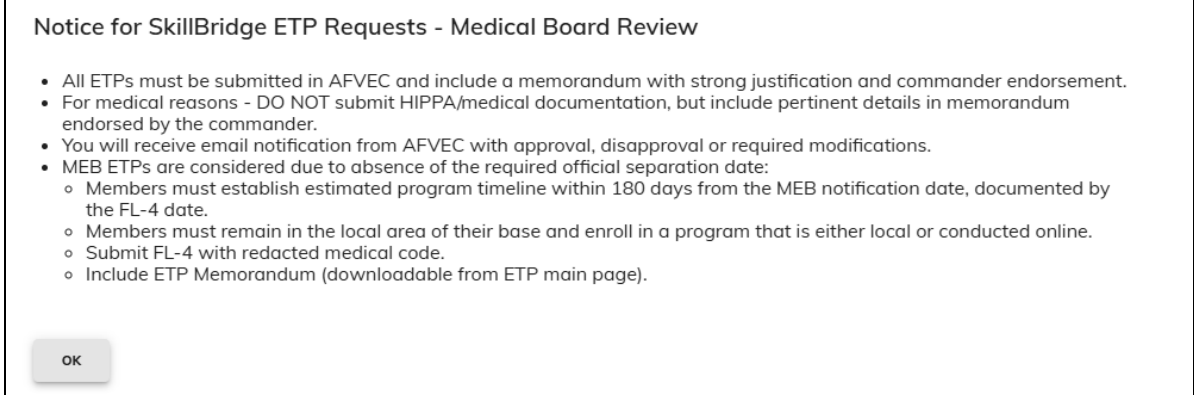
2.	Existing ETP Requests will be listed. To create a new ETP, click “Create New Request.” 
3.	From the drop-down, select SkillBridge. Links for the ETP Memo Templates are available in Section F. When typing your “Request” include policy reference/s for the ETP and provide a “Justification” for the request. ETP requests will include a memorandum with strong justification and commander indorsement, along with any other supporting documentation. Click “Submit.” 

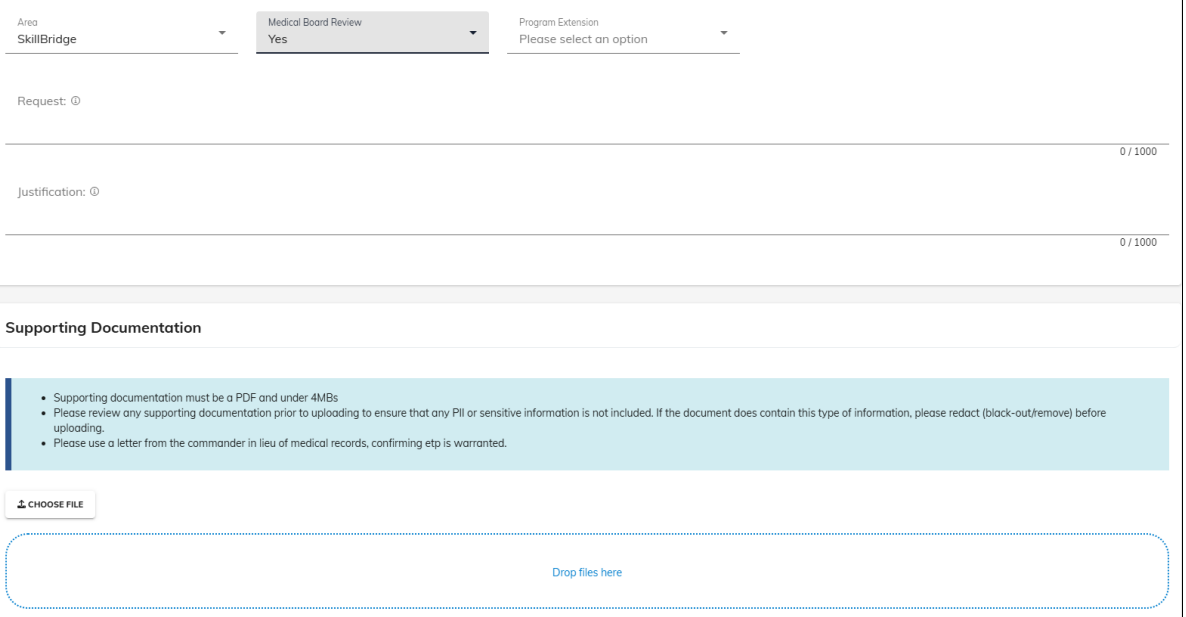
14. ETP PROCESS FOR MEB:

Members meeting a full MEB do not have an official separation date and must submit an ETP in AFVEC for approval and to establish an expected date of separation.

Prior to submitting an ETP in AFVEC, members should refer to the appropriate ETP Memo Template in Section F for external routing instructions and to obtain appropriate approvals for the ETP request. Once the template is routed and fully signed, it will be submitted as supporting documentation with the

AFVEC ETP.

1.	Login to **AFVEC** and click "ETP Requests."
2.	Existing ETP Requests will be listed. The Exception to Policy Requests page includes a message specific for MEB and includes a link "Download SkillBridge ETP Form" – this form is for active-duty personnel only who are undergoing an MEB, which is also available in Section F**.** To create a new ETP, click "Create New Request." 
3.	Use the drop-down options to indicate "SkillBridge" for Area and "Yes" for Medical Board Review.  After selecting "Yes" for Medical Board Review, the following message will appear.  Click "OK."

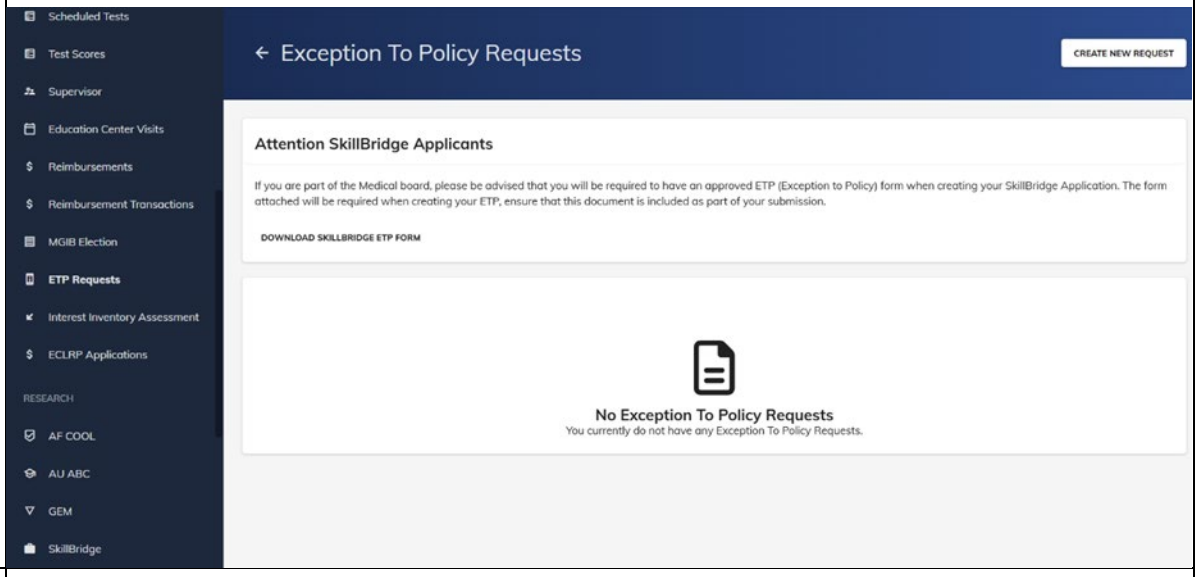
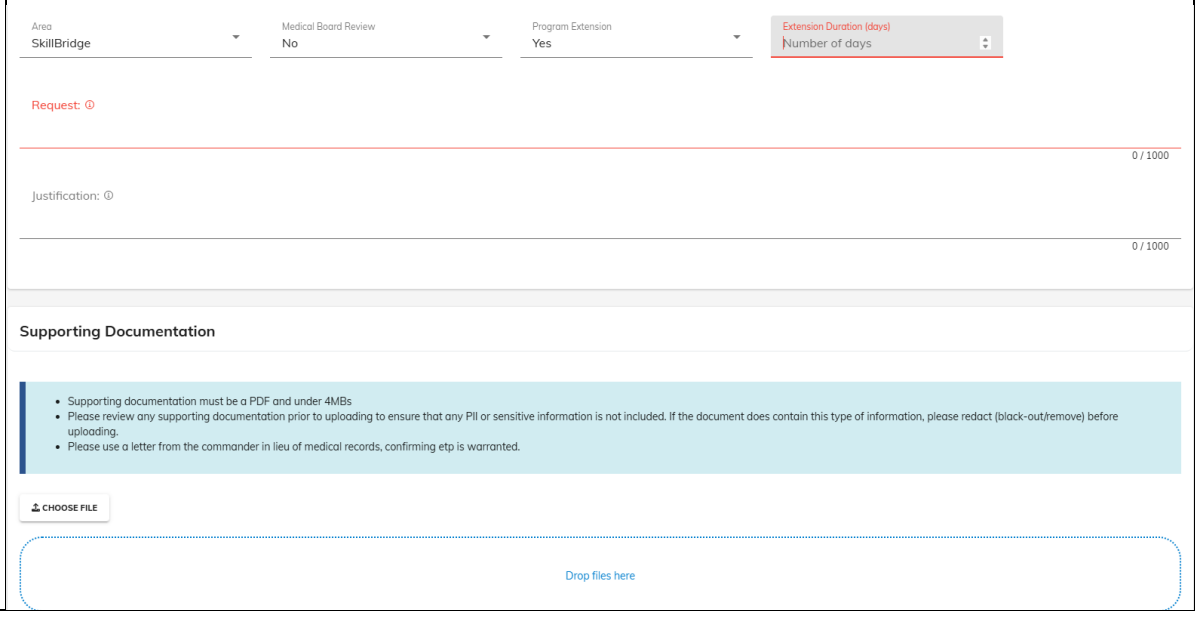
4.	Input your “Request” and “Justification.” When typing your “Request” include policy reference/s for the ETP and provide a “Justification” for the request. ETP requests will include a memorandum with strong justification and CC indorsement, along with any other supporting documentation.  Supporting documentation should include the completed MEB ETP Memo with strong justification and commander indorsement, and a copy of the FL-4 with redacted medical code. DO NOT submit HIPAA/medical documentation but include pertinent details in a memorandum indorsed by the commander. Members must remain in the local area of their base and enroll in a program that is either local or conducted online. Click “Submit."

15. ETP PROCESS FOR PROGRAM EXTENSION:

Requests to deviate from training lengths outlined in Table 1 are submitted in AFVEC and will include a memorandum with strong justification and commander indorsement, along with any other supporting documentation.

Prior to submitting an ETP in AFVEC, members should refer to the appropriate ETP Memo Template in Section F for external routing instructions and to obtain appropriate approvals for the ETP request. Once the template is routed and fully signed, it will be submitted as supporting documentation with the AFVEC ETP.

1.	Login to **AFVEC** and click “ETP Requests.”

2.	Existing ETP Requests will be listed. To create a new ETP, click "Create New Request." 
	Use the drop-down options to indicate "SkillBridge" for Area and "Yes" for Program Extension. After selecting "Yes" for Program Extension, an additional box will appear for Extenstion Duration (days) --- input the total number of training days for the ETP request. Input your "Request" and "Justification." When typing your "Request" include policy reference/s for the ETP and provide a "Justification" for the request. ETP requests will include a memorandum with strong justification and CC indorsement, along with any other supporting documentation. Click "Submit." 

16. USAF ETP PROCESS FOR COLONEL PARTICIPATION:

USAF Colonels are ineligible for SkillBridge per Table 1 and may submit an ETP for consideration. Prior to submitting an ETP in AFVEC:

RegAF: Colonels should follow HAF/A1LO guidance on SkillBridge ETP applications for routing and required documentation The RegAF O-6 ETP Memo Template is available in Section F.

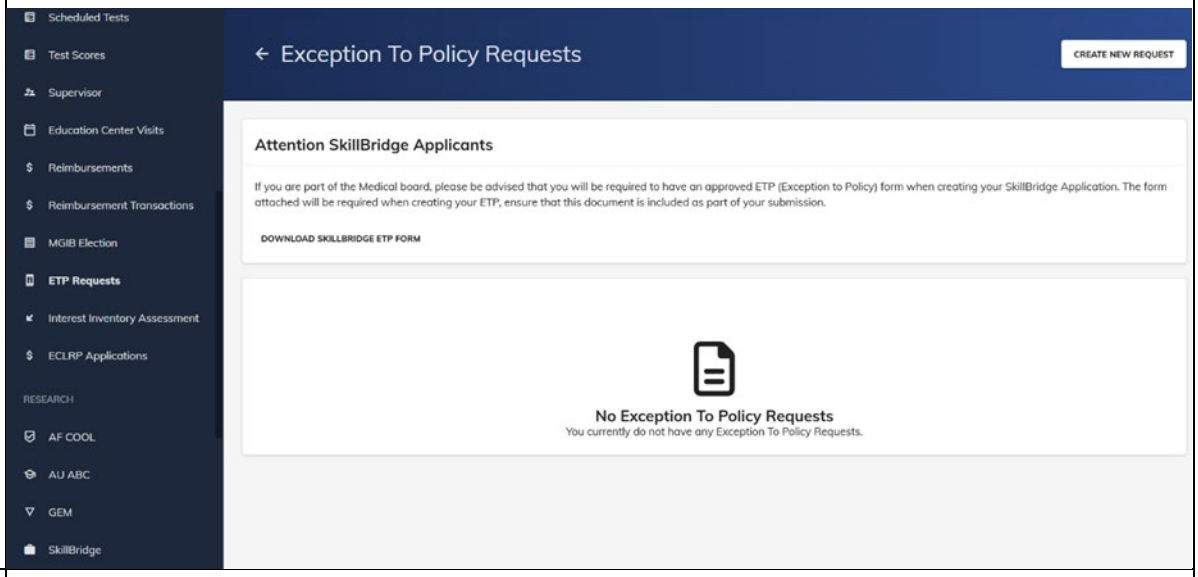
Required ETP Coordination and Endorsement:

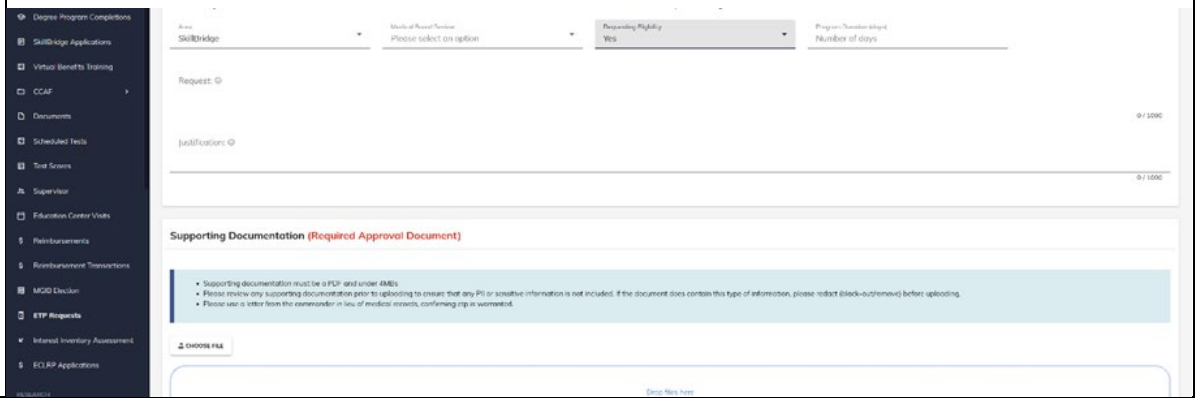
- First G-Series order holding commander in the Colonel's chain of command (Endorse)
- SLMO (Coordinate)
- MAJCOM/CCMD Deputy Commander, or HAF/SAF equivalent (Endorse)
- HAF/A1LO (Coordinate)
- HAF/A1 (Approve/Deny)

Additional information can be found in the Colonels Handbook 2026. If further information is required contact HAF/A1LO at **AF.A1LO.Workflow@us.af.mil**.

AFR AGR: Colonels should follow AFR AGR O-6 ETP Memo Template guidance and routing. The completed template will be submitted as supporting documentation with the AFVEC ETP. The template link is available in Section F.

ANG AGR: Colonels should follow ANG SkillBridge TAG Approval & ETP Letter Template guidance and routing. Once the template is completed, it will be submitted as supporting documentation with the AFVEC ETP. The template link is available in Section F.

1.	Login to **AFVEC** and click "ETP Requests."
2.	Existing ETP Requests will be listed. To create a new ETP, click "Create New Request." 
3.	Use the drop-down options to indicate "Yes" for Requesting Eligibility. Input Program Duration (days). • **RegAF and ANG AGR:** Participation will not exceed 60 days. • **AFR AGR:** Participation will not exceed 30 days, which must include maximum use of terminal leave. When typing your "Request" include policy reference/s for the ETP and provide a "Justification" for the request.

	RegAF: Upload the fully signed RegAF O-6 ETP Memo Template as supporting documentation. **AFR AGR:** Upload the fully signed AFR AGR O-6 ETP Memo Template as supporting documentation. **ANG AGR:** Upload the fully signed ANG SkillBridge TAG Approval & ETP Letter Template as supporting documentation. Click "Submit." 

Section F:
Sample Documents and ETP Memo Templates

17. SAMPLE DOCUMENTS AND ETP MEMO TEMPLATES:

To access the documents and templates below, login to **myFSS** then click on the links to access the documents, which are located in **New SkillBridge Program Policy, Effective 31 Mar 2026** (myFSS Knowledge Article), Sample Documents and ETP Memo Templates section.

1.	Sample Training Plan **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5ERFIA3**
2.	Sample Participation Agreement **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5C2pIAF**
3.	RegAF and USSF MEB ETP Memo Template **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5bfRIAR**
4.	AFR MEB ETP Memo Template **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5Zx1IAF**
5.	RegAF O-6 ETP Memo Template **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5WnqIAF**
6.	AFR O-6 ETP Memo Template **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5UvoIAF**
7.	ANG TAG Approval & ETP Memo Template **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5StvIAF**
8.	RegAF and USSF ETP Memo Template (used for ETPs not specific for MEB or O-6) **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5XLmIAN**
9.	AFR ETP Memo Template for Program Duration **https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw00000O5ag9IAB**