

DAF SkillBridge Application Information and Edit Capabilities

July 2025

As of 26 Jun 25, the Department of the Air Force (DAF) SkillBridge application process was streamlined within the Air Force Virtual Education Center (AFVEC) and applications no longer route through the Education and Training Section (E&TS) for review. While E&TS personnel are not included in coordination and do not have edit capabilities for SkillBridge applications, E&TS personnel offer monthly briefings to provide information on the DAF SkillBridge program and processes.

DAF SkillBridge applications must be submitted via AFVEC at <https://afvec.us.af.mil/afvec/>. Upon submission, supervisors, additional reviewers (if required) and commanders receive automated email notifications from AFVEC with a link to access and review the application. When reviewing SkillBridge applications, commanders, supervisors, and additional reviewers should carefully consider the following:

- **Workforce Shortage:** A backfill will not be available until the SkillBridge participant's approved Date of Separation (DOS). Therefore, approval for SkillBridge participation must be contingent upon a justification that warrants the manpower gap.
- **Training Relevance:** While all SkillBridge providers listed in AFVEC have been vetted and approved by the DoD's Military-Civilian Transition Office, applications should be evaluated for relevance to the member's post-service employment goals. Programs should align with identified skill gaps and be tailored to support meaningful career transitions. Additionally, training durations should reflect the minimum time necessary to achieve a high likelihood of post-service employment.
- **Transition Timeline:** Verify the member's DOS, and that the overall length and dates listed on the Training Plan and/or Participation Agreement match the dates on the AFVEC application. All transition leave and SkillBridge training must occur within 180 days of the member's DOS. Members cannot be on a PTDY status on their last day of service --- they must be Present for Duty or on Terminal Leave. Members should maximize terminal leave and may accept employment and dual income during Terminal Leave status.
- **Documentation:** Upon application approval, the member is notified to provide a copy of their Memorandum of Participation (MoP) to their leadership and training provider. Leadership must maintain a copy of the MoP and ensure all leave statuses are properly documented. Training dates on the MoP must match LeaveWeb PTDY dates.
- **Accountability:** Maintain accountability with the member throughout the training program to ensure training objectives are being met and to promptly address any grievances or concerns related to the SkillBridge experience.
- **Ethical Considerations and Conflicts of Interest:** Ensure members adhere to established ethical standards and address any potential conflicts of interest. Members must acknowledge review of the [DoD SkillBridge Participant Ethics Brief](#). If there are any concerns, members should contact their local Legal Office for guidance.

After a member submits their SkillBridge application in AFVEC, there is limited edit capabilities. The following pages specify the application actions and edit capabilities for the E&TS, member, supervisor, additional reviewer, commander, and DPPSA SkillBridge Team.

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Education and Training Section (E&TS)

E&TS does not have edit capabilities for a SkillBridge application. If a request for edits is received, this information below can assist in determining who can make the edits and direct the member or leadership appropriately.

Member

Only the member can accomplish the following (these cannot be edited by the supervisor or commander):

- Submit an ETP in AFVEC (prior to creating an application)
- Initiate an application
- Select Yes/No for Medical Evaluation Board
- Add application reviewer information (Supervisor, Additional Reviewer, Commander)
- Input Job/Training Description
- Select Program Duration
- Upload Supporting Documentation (Training Plan, Company Acceptance/Agreement)
- Cancel the application (only if the Supervisor has not reviewed it)
- Resend the supervisor or commander emails notifications/links
- Print the approved application (Memorandum of Participation-MoP) and provide copy to leadership and provider
- Complete the Exit Survey via survey link emailed to the member's personal email address in AFVEC
- If the application is returned to the member for Additional Information, the applicant has full edit capabilities, except changing providers and pre-populated MilPDS data.
- Once the member selects a provider and application has been reviewed supervisor or beyond, and if the member wants to change their training provider---the applicant must submit a request to afpc.dppsa.skillbridgeworkflow@us.af.mil to delete the application.

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Supervisor

- The supervisor is responsible for reviewing the application and providing a recommendation to the commander.
- The supervisor must acknowledge the checkbox items before making a recommendation to the commander.
- The supervisor must provide justification with their recommendation. Once a recommendation is submitted to the commander, the supervisor will not be able to access/edit the application.
- If the supervisor selects “Needs Additional Information from Member” the application will return to the member, who will be able to address the additional information needed and/or make edits to the application.
- If the supervisor selects “I Do Not Supervise This Person” is clicked, the application will be deleted.

Supervisor Review

- I have discussed transition goals with subordinates and reviewed SkillBridge program applications for relevance and policy/procedure adherence.
- I have completed a detailed review of this SkillBridge application and acknowledged: all training, PTDY, and Terminal Leave dates are an accurate representation of the program and are within 180 days of separation or retirement.
- I have verified the DOS and the member has approval to retire or separate within 180 days of their SkillBridge training start date.
- I will provide a detailed recommendation to the commander which includes suggestions for training modifications based on prioritizing the mission, current manning, and minimal training necessary to lead to a high probability of post-service civilian employment.
- I acknowledge backfills are not permitted for Service members participating in the SkillBridge program and have advised the appropriate command approval authority of operation and mission impacts on subsequent manpower deficits.
- I advised the SkillBridge participant that their program can be terminated due to changing mission requirements, misconduct, lack of training progression, or if the member decides to reenlist or extend.
- I will conduct regular weekly contacts with the subordinate and report any significant issues to leadership.
- I will conduct weekly contact with the training provider, monitor training progression, and report any deviations of the submitted training plan to leadership.

- Recommend Approval
- Recommend Disapproval
- Needs Additional Information from Member

Justification

SIGN

I DO NOT SUPERVISE THIS PERSON

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Supervisor Edit Capabilities:

- 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
- Overall Start and End Dates
- SkillBridge Provider Section
- SkillBridge Training Location Address section

Supervisor Cannot Edit:

- SkillBridge Provider Name
- Medical Evaluation Board Review Toggle
- Job/Training Description
- Supporting Documentation
- Member's Terms and Conditions
- View Exit Survey/Send Exit Survey Email

Additional Reviewer

The Additional Reviewer, if one is listed on the application, receives the application after the supervisor. The Additional Reviewer does not have edit capabilities. Typically, they are included for awareness and their only action is to make a recommendation to the commander.

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Commander

- The commander will review the application completely and will select a determination: Approve, Disapprove, or Needs Additional Information from Member. The commander must provide justification for their determination.
- The commander must acknowledge the checklist items to activate the “Sign” button.
- If the commander selects “Needs Additional Information from Member” the application will return to the member, who will be able to address the additional information needed and/or make edits to the application.
- If the commander clicks “This Person Is Not Under My Command” the application will be deleted, and the member will be notified.
- Once the commander makes a determination on the application and clicks “Sign,” he/she will not be able to access/edit the application again.

Determination

Approve

Disapprove

Needs Additional Information from Member

Justification

I certify that the training program starts within 180 days from separation/retirement date.

I have reviewed mission requirements and determined that this member can participate in this apprenticeship/internship program and understand a backfill will not be provided until projected separation dates.

I understand that the member is required to uphold military standards, and for the local members, I will determine participation in unit formations, physical readiness training, and other unit requirements, as appropriate, while ensuring this member's full participation in this training program.

I will ensure the supervisor maintains accountability of this member while he/she participates in this program, and will ensure follow-up the Provider also, to ensure successful participation.

I understand that I may terminate the member's participation at any time for unit mission requirements or disciplinary reasons; or that the provider may terminate agreement as well, and this member has a contingency plan to return to duty. Finally,

I will ensure this member completes all leave paperwork, ethics briefings, mandated TAP requirements, and at the end of the training, the DoD Mandated Exit Survey.

I have verified that all full-time trainings (whether local, online, or over 50 miles), will be updated in PTDY status IAW Leave Program DAFI 36-3003, Table 3.6, Rule 23 and in the duty status updated manually.

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Commander Edit Capabilities:

- 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
- Overall Start and End Dates
- SkillBridge Provider Section
- SkillBridge Training Location Address Section

Commander Cannot Edit:

- SkillBridge Provider name
- Medical Evaluation Board Review toggle
- Reviewers
- Job/Training Description
- Supporting Documentation
- Member's Terms and Conditions
- Any of the remarks from other reviewers
- View Exit Survey/Send Exit Survey Email

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DPPSA SkillBridge Team

- DPPSA SkillBridge Team will make edits to an application only if it has not been approved by the commander.
- If an approved application requires a change, the application will be deleted, and the member will have to reapply, which will ensure the commander is aware of the changes.
- Obsolete is used when a member has an existing/approved application that already started, and the member was approved for an ETP to participate in another SkillBridge training.
- Org box email: afpc.dppsa.skillbridgeworkflow@us.af.mil

DPPSA SkillBridge Team Edit Capabilities

- Initiate an application
- Applicant's Civilian Cell Phone Number
- Applicant's Civilian Email Address
- Medical Board Review toggle
- Separation Reason
- Retirement/Separation Order No
- Reviewers, only when the application has not routed past the reviewer
- Program Type
- Delivery Method
- On-Base Training Yes/No indicators
- Program Dates section
- SkillBridge Provider section
- SkillBridge Training Location Address section
- Supporting Documentation
- Resend Supervisor and Commander Email
- Print the approved application (Memorandum of Participation-MoP) and provide copy to leadership and provider
- View Exit Survey/Send Exit Survey Email
- Complete the Exit Survey
- Obsolete and Delete applications

DPPSA SkillBridge Team Cannot Edit

- Reviewers, when the application was already routed by the reviewer
- SkillBridge Provider name
- Job/Training Description
- Review Details
- Member's Terms and Conditions
- Any of the other reviewer remarks

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Resources

- [DoD SkillBridge website](#)
- [Air Force Virtual Education Center SkillBridge website](#)
- myFSS Knowledge Articles:
 - [SkillBridge](#)
 - [DAF SkillBridge Application Changes \(Effective 26 June 2025\)](#)
- [DAFI 36-2670, Total Force Development \(6.10. SkillBridge Program\)](#)
- [DAFI 36-3003, Military Leave Program](#)
 - Rule 23 (SkillBridge)
 - Rule 2, 3 (Relocation)
- 3.2.5. Terminal Leave