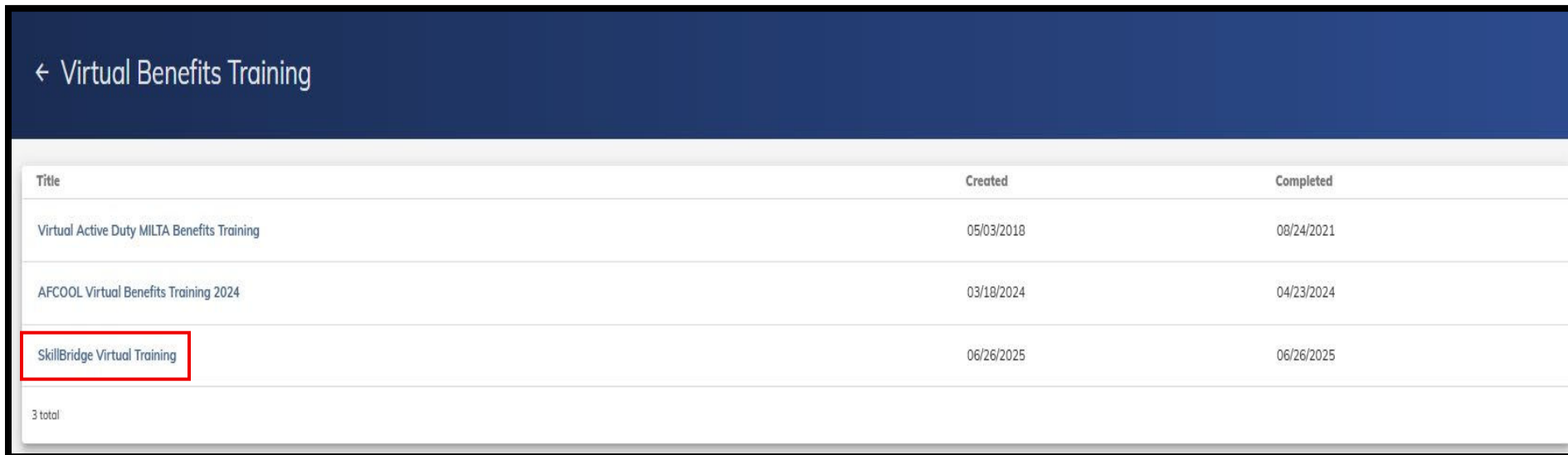


How to Apply for SkillBridge (Effective 26 Jun 25)

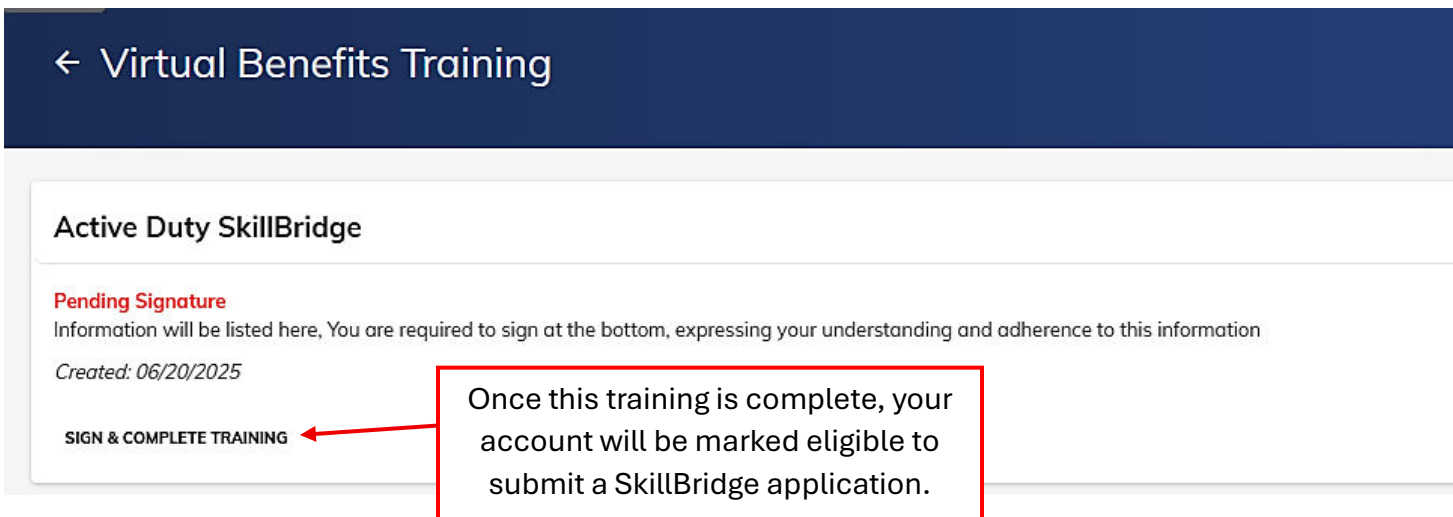
Complete SkillBridge Eligibility Training

To become eligible for SkillBridge, you must first complete the **SkillBridge Virtual Training** located in AFVEC under “Virtual Benefits Training.”



Title	Created	Completed
Virtual Active Duty MILTA Benefits Training	05/03/2018	08/24/2021
AFCOOL Virtual Benefits Training 2024	03/18/2024	04/23/2024
SkillBridge Virtual Training	06/26/2025	06/26/2025

3 total



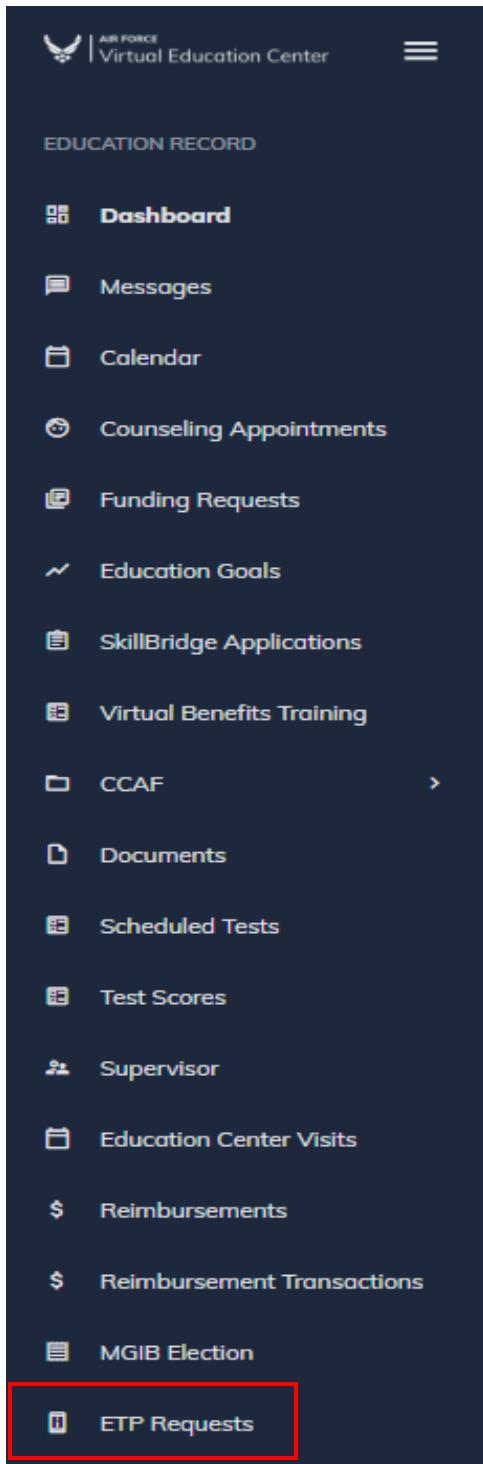
Active Duty SkillBridge

Pending Signature
Information will be listed here, You are required to sign at the bottom, expressing your understanding and adherence to this information

Created: 06/20/2025

SIGN & COMPLETE TRAINING

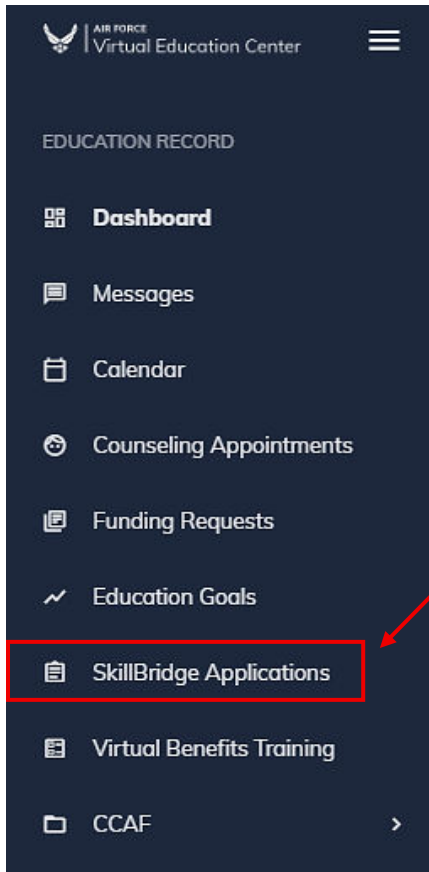
Once this training is complete, your account will be marked eligible to submit a SkillBridge application.



IMPORTANT

If you are separating under MEB, you **MUST** have an approved Exception to Policy (ETP) before creating your SkillBridge application.

Log into AFVEC and click 'ETP Requests' in the blue menu bar on the left and then 'Create New Request' in the top right corner of the page. You will need a completed and signed ETP letter (template in AFVEC Resources) and your FL-4 with the medical codes redacted.



SkillBridge Applications

From AFVEC blue menu bar on left,
select SkillBridge Applications.

Click SkillBridge Applications > Learn More > Explore Opportunities (<https://afvec.us.af.mil/afvec/skillbridge/search>)
to view, search, and select DoD Authorized SkillBridge providers.

Contact Information

Name

MilitaryStudent, JOELS

Middle Initial (optional)

Civilian Cell Phone Number

5555555

Civilian Email Address

studentAlternate690589@email.net

Provide personal contact information that is regularly monitored.

VERIFY AND PROCEED

CANCEL

Input your approved DOS. For retirees, it will be the last day of the month prior to the Retired Effective Date. For MEB ETPs, this date will be 180 days after the FL-4 date.

1 Military Information

Military Information

Date of Retirement/Separation

Separation Reason

Ret/Sep Order Num

Office Symbol

Medical Board Review
Please select an option

5 Memorandum

Reviewer Information

Commander Name

Commander Phone Number

Supervisor Name

Supervisor Phone Number

Additional Reviewer Name

Reviewer Title

Reviewer Phone

BACK EXIT / SAVE NEXT

IMPORTANT

If you are separating under MEB, you **MUST** have an approved Exception to Policy (ETP) before creating your SkillBridge application.

Supervisor and Commander can be same person when applicable.
Check with supervision on the use of the Additional Reviewer.

Program Detail

SkillBridge Provider
FedVet Construction

Opportunity Type
Job Training Program

Delivery Method
In-Person

Job/Training Description ⓘ

Must be filled out

On-Base Training

Yes

No

All fields must be completed.

SkillBridge Provider

Provider POC

Phone Number

Email Address

Street 1

Street 2

City

State

Zip

SkillBridge Training Location Address

Street 1

Street 2

City

State

Zip

Is the SkillBridge Training location outside the vicinity of the primary duty station?

No

Yes

1 Military Information
2 Program Detail
3 Program Dates
4 Supporting Documentation
5 Memorandum

Program Dates

Program Duration
 91 - 120 days

Is the training part - time? Yes No

SkillBridge Training Start Date

SkillBridge Training End Date

Relocation and House Hunting Start Date (as applicable)

Relocation and House Hunting End Date (as applicable)

Terminal Leave Start Date (as applicable)

Terminal Leave End Date (as applicable)

Overall Start Date

Overall End Date

BACK EXIT / SAVE NEXT DELETE SAVED APPLICATION

Coordinate with supervisor and commander for dates they will support. All PTDY Relocation, PTDY SkillBridge, Terminal Leave, and Regular Leave used in conjunction with SkillBridge must occur within 180 days of approved DOS.

1 Military Information
2 Program Detail
3 Program Dates
4 Supporting Documentation
5 Memorandum

Supporting Documentation

Participation Agreement

Drop files here

Training Plan

Drop files here

Miscellaneous (Optional)

Drop files here

Provider Information (Optional)

Drop files here

A Participation Agreement and Training Plan are required Supporting Documentation.

Memorandum of SkillBridge Participation Between Transitioning Member and Unit Commander

- I have completed the required DoD SkillBridge Ethics Briefing.
- I understand I must complete the mandatory Exit Survey after training completion.
- I understand that my election of this option allows me to participate in SkillBridge in accordance with the terms of the SkillBridge provider.
- I must maintain satisfactory program performance and adhere to all military standards and accountability requirements while enrolled.
- I understand that a personnel representative may terminate my participation in this program at any time for unit requirements or disciplinary reasons.
- I understand I am not eligible to receive pay for my participation, from the SkillBridge provider, for the time I spend participating in the program.
- I understand that I am strongly encouraged to accept an offer of employment of this program and understand that I can accept job offers while on Terminal Leave.
- I understand that I will release my contact information and allow Air Force representatives to contact me after expiration of term of service/retirement concerning my employment associated with the completion of this program.
- I understand that all approved participants are required to be in PTDY status during training, until converting to Terminal Leave. IAW AFI 36-3003, Table 3.6, Rule 23.
- I understand that I will complete all mandated Transition Assistance Program requirements prior to SkillBridge Participation.

All boxes must be checked before your signature is captured.

Student Signature _____

SkillBridge

The DoD SkillBridge Program provides eligible DAF members opportunities to develop career skills through civilian on-the-job training, employment skills training, apprenticeships, and internships to help prepare them for the transition from military to civilian employment. You should research SkillBridge opportunities about one year before your retirement or separation and you may participate in SkillBridge 180 days prior to your approved retirement/separation.

Helpful Hints for a Successful SkillBridge Experience

1. In order to create a SkillBridge application, you must complete the SkillBridge application.
2. Once "Eligible", use the search tools below to locate the training provider. Click on the provider to view more details.
3. If you want to research SkillBridge, you can view the SkillBridge page by clicking on the "SkillBridge" link in the top navigation bar. For more information, see how to apply, learn how SkillBridge works, view SkillBridge resources, and search a variety of FAQ's pertaining to SkillBridge.

Once submitted you can track the progress under your SkillBridge page in AFVEC.

[LEARN MORE](#)

Attention Reservists

If you are part of a medical board, please be advised that you will be required to upload the approved ETP (Exception to Policy) form when creating your SkillBridge application. The form is attached for your reference. Ensure this document is included as part of your submission to complete the application process."

[DOWNLOAD MEB ETP FORM](#)

SkillBridge Provider	Type	Status	Status Date	Created Date	Program Complete
FedVet Construction	Job Training Program	Pending Supervisor Review	06/20/2025	06/20/2025	
1 total					

Additional Information

After your application is submitted your supervisor or commander may need to return the application to you for “Additional Information,” for which you can make edits to your application. You will receive a message alerting you (see below).

← My Inbox CREATE

Select Category: All Has Suspense Date

Conversations Sent

MilitaryStudent, JOELs	Fri 06/20/2025
SkillBridge Application – Supervisor Requires More Information	
MilitaryStudent, JOELs	Fri 06/13/2025
Your education goal has been created	
MilitaryStudent, JOELs	Fri 06/13/2025

SkillBridge Application – Supervisor Requires More Information
Category: SkillBridge

From: Administrator, System
To: MilitaryStudent, JOELs
Created: 06/20/2025

Hello,
Your application for SkillBridge is pending. Your supervisor is requesting more information before the application can be sent to your commander for final review. Please correct the information and resubmit the application.
Need you to change the training plan or application data, as it is, they do not match

Access your application and click the SkillBridge Provider to open application and make edits.

← SkillBridge Applications

SkillBridge

The DoD SkillBridge Program provides eligible DAF members opportunities to develop career skills through civilian on-the-job training, employment skills training, apprenticeships, and internships to help prepare them for the transition from military to civilian employment. You should research SkillBridge opportunities about one year before your retirement or separation and you may participate in SkillBridge 180 days prior to your approved retirement/separation.

Helpful Hints for a Successful SkillBridge Experience

1. In order to create a SkillBridge application, you must complete the SkillBridge Virtual Benefits Training and then your status will automatically update to "Eligible"
2. Once "Eligible", use the search tools below to locate the training provider. Click to view the provider's information, and then select create application.
3. If you want to research SkillBridge, you can view the SkillBridge page by clicking "Learn More" (below). This allows you to search approved providers, see how to apply, learn how SkillBridge works, view SkillBridge resources, and search a variety of FAQ's pertaining to SkillBridge.

LEARN MORE

Attention Reservists

If you are part of a medical board, please be advised that you will be required to upload the approved ETP (Exception to Policy) form when creating your SkillBridge application. The form is attached for your reference. Ensure this document is included as part of your submission to complete the application process."

DOWNLOAD WEB ETP FORM

SkillBridge Provider	Type	Status	Status Date	Created Date	Program Complete
FedVet Construction	Job Training Program	Additional Information Needed	06/20/2025	06/20/2025	

1 total

Once changes are made, click “Update Application.”

UPDATE APPLICATION

Supervisor Review

The applicant's supervisor will receive an email with a link to review the SkillBridge application and provide a recommendation to the approving commander.

BAM SQL Dev Mail <bamm@mail@bamtech.net>
To: Joel Derocher
Fri 20-Jun-25 1:41 PM

*** ATTENTION: DO NOT REPLY TO THIS NOTIFICATION. ***

Hello,

JOELs MilitaryStudent 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://next.bamtech.net/afvec/skillbridge/supervisor-review?ld=21900&Key=2d40347d-c22b-46af-aa57-3c5d5b3c1af8>

V/R,
AFVEC Support

SkillBridge Application Supervisor Review

Personal Information

Name MilitaryStudent JOELs	Middle Initial (optional)
Civilian D&E Phone Number 5555555	Civilian Email Address studentA/enrate690589@email.net

Military Information

Rank E-3	Base KANSIAFC	Primary AFSC 36371	Office Symbol 144	Medical Board Review <input type="checkbox"/>
Date of Retirement/Separation 09/19/2025	Separation Reason Separating	Retirement/Separation Order No.		

Anything "underlined" is editable by the supervisor.

Two areas not editable:

Medical Board Review

Supporting Documentation

Participation Agreement - Faux File.pdf

Training Plan - Faux File.pdf

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 member's record.
 - 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 the member's employment.
 - I acknowledge backfills are not permitted for Service members participating in the SkillBridge program and have advised the appropriate command approval authority.
 - 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 is not performing.
 - 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

Supervisor Responsibilities

The checkbox items list your responsibilities - you will also need to select a recommendation and add justification.

Use "Needs Additional Information" to send back to member for corrections.

Clicking you are not the supervisor will cancel the application and alert the member to resubmit.

Commander Review

The applicant's commander will receive an email with a link to review and process the SkillBridge application.

BAM SQL Dev Mail <bammail@bamtech.net>
To: Joel Derocher
Fri 20-Jun-25 2:02 PM

*** ATTENTION: DO NOT REPLY TO THIS NOTIFICATION. ***

Hello,

JOELs MilitaryStudent has identified you as the first O4 (or above) with UCMJ authority over the member.

As the first O4 (or above) with UCMJ authority over the member, you are required to approve or disapprove their SkillBridge application.

If you are not this individual's commander, please select 'This member is not under my command' - this action will send a notification to the student notifying them of the disapproval.

Please use the link below, it will open the application for your review and decision.

<https://next.bamtech.net/afvec/skillbridge/commander-review?Id=21900&Key=79ff9844-9954-4442-89b9-2a36a3e64e71>

V/R,

AFVEC Support

SkillBridge Application Supervisor Review

Personal Information

Name MilitaryStudent JOELs	Middle Initial (optional)
Civilian D&E Phone Number 5555555	Civilian Email Address studentA/enrate660589@email.net

Military Information

Rank E-3	Base KANSIEFC	Primary AFSC 36371	Office Symbol 1141	Medical Board Review <input type="checkbox"/>
Date of Retirement/Separation 09/19/2025	Separation Review Separating	Retirement/Separation Order No.		

Anything "underlined" is editable by the commander.

Two areas not editable:

Medical Board Review

Supporting Documentation

Participation Agreement - Faux File.pdf

Training Plan - Faux File.pdf

Determination

- Approve
- Disapprove
- Needs Additional Information from Member

Justification

- I certify that the training program starts within 180 days from separation/retirement.
- I have reviewed mission requirements and determined that this member can participate.
- I understand that the member is required to uphold military standards, and for that I will ensure the supervisor maintains accountability of this member while he/she is 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 is appropriate, while ensuring this member's full participation in this training program.
- 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.

Commander Responsibilities

The checkbox items list your responsibilities.

Use "Needs Additional Information" to send back to member for corrections.

Approve or Disapprove application and provide a justification.

Clicking you are not the commander will cancel the application and alert the member to resubmit.