

Use this MEB ETP template on Unit Letterhead

(complete highlighted areas)

MEMORANDUM FOR HAF/A1DLV

FROM: Member Name/Unit

SUBJECT: DoD SkillBridge Exception to Policy (ETP) for Establishing Date of Separation

1. I am formally requesting an exception to policy to be able to participate in a SkillBridge Training Program while undergoing the Disability Evaluation System (DES) Board. The ETP is required because I do not have an established date of separation (DOS). IAW AFI 36-2670, *Total Force Development*, para. 6.10.2.1.4., SkillBridge program eligibility is for those who expect to be discharged or released from active-duty service within 180 days of starting a SkillBridge program. Exceptions will be reviewed on a case-by-case basis.

2. I received my FL-4 notification on *(insert FL-4 date)*, and I will meet the medical evaluation board for separation determination. I am requesting an "expected" DOS to be established 180 days from my FL-4 notification date. I understand this is only an estimated time-frame to allow for submission of the online application with a "projected" DOS. All concerned parties understand the actual DOS will be established by the IDES Board and cannot be changed or extended for the purpose of a SkillBridge program.

3. Members must remain in the local area to their base as a condition of this ETP. I am researching DoD approved SkillBridge providers or selected *(insert organization name)* as my training provider. My proposed training dates are *(insert estimated program start and end date within the projected 180 days)* and will be reflected on my training plan. I have notified my PEBLO, Mr./Ms. *(insert name)*, of my pending request to participate in a local SkillBridge program. I do not anticipate any issues completing all medical requirements/appointments and will update my PEBLO on my status.

4. My commander has indorsed this ETP request and approved my SkillBridge program participation. Once I have completed the AFVEC SkillBridge Virtual Training and this ETP is approved, I will confirm my training agreement and will include it in my application. On the application, I will select MEB, which will automatically load the ETP approval as the source document. After the SkillBridge application is approved I will print and upload the Memorandum of SkillBridge Participation, in LeaveWeb IAW 36-3003, *Leave Program*, Table 4.3, Rule 23.

5. I can be contacted by phone at *(insert number)* or via email at *(insert .mil email)* for questions.

Digitally Signed by Member.

(Insert Signature Block)

Concur/Non Concur

CC Digital Signature

(Insert Signature Block)