

DAF SKILLBRIDGE FAQs – APPLICATION AUTOMATION (JUNE 2025)

Q1: Why is the SkillBridge application review process changing?

A1: SkillBridge is a commander's program implemented by DAF in FY17. Subsequent workload was absorbed by Education & Training Sections (E&TS) without manpower or resources. The program has grown significantly over the last 9 years, from 140 applicants the 1st year to more than 11,000 in FY24. Initially, each Service (E&TS) was responsible for reviewing and vetting SkillBridge providers for applicants, however, DoD assumed that role in 2021 alleviating this responsibility at the installation level. Additionally, OSD implemented a new SkillBridge provider vetting process that includes the review of all training plans. In a manpower-constrained environment, Education Services Specialists (ESS) must focus on core functions, including professional counseling for Voluntary Education programs (CCAF, MilTA, degree goals, testing). Effective 26 June, 2025, E&TS will no longer review or coordinate on automated SkillBridge applications.

Q2: What is the role of Education and Training Sections (E&TS) after the changes?

A2: The E&TS will continue to offer SkillBridge program advisement and conduct monthly briefings. The staff will no longer conduct SkillBridge initial counseling (previously required prior to application), activate program eligibility, verify DOS/orders, review training plans/acceptance letters, or calculate leave and program dates. E&TS staff will have view-only capabilities for the SkillBridge applications. Supervisors and commanders will now have limited edit capabilities for their member's application. Supervisors will return the application to the member for corrections to any non-editable fields. Once the changes are made, the member will resubmit the application to the supervisor.

Q3: How will applicants submit SkillBridge applications under the new process?

A3: Applicants will complete the SkillBridge virtual training in AFVEC which will then activate the application in AFVEC. Within the application, the member will include their supervisor and commander with approval authority for application review and routing. An additional reviewer can also be included if required by the commander. The completed application will include an acceptance letter or company agreement, the DoD approved training plan from the training provider, AGR activated orders/separation verification, and the applicant's projected PTDY training days and transition timelines to include travel, relocation/house-hunting PTDY (if applicable) & terminal leave.

Q4: Who is responsible for verifying SkillBridge eligibility?

A4: Members will review eligibility requirements within the mandatory virtual training and may apply up to one year prior to DOS, which aligns with when retirement actions can be submitted. Since separation requests are submitted 180 days prior to contractual DOS, supervisors and commanders must verify applicants' separation plans and require an approved DOS prior to beginning a SkillBridge program. Applications must comply with DAFI 36-2670, *Total Force Development*, Chapter 6.10 and DAFI 36-3003, *Military Leave Program*, PTDY, Table 4.3, Rule 23. All training and leave dates must be within 180 days of DOS.

Q5: Who do members contact about ordinary leave, PTDY Pre-separation or Retirement relocation, or Terminal Leave?

A5: Your unit Commander Support Staff (CSS) and the Military Personnel Flight (MPF) are the primary points of contact for leave questions. The installation Comptroller Squadron (CPTS) also monitors LeaveWeb. For the application and leave dates, calculate and project your ordinary leave up to your DOS. DAFI 36-3003, *Military Leave Program*, references:

- Paragraph 1.2.6.11. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period.
- Table 4.3. Rule 23, Ordinary Leave and Terminal Leave may be used in conjunction with SkillBridge PTDY
- Table 4.3, Rule 2 & 3 identifies Pre-Separation or Retirement relocation eligibility for job or residence search (Note: Voluntary Separations based on Contractual dates are not eligible)
- Paragraph 3.2.5. addresses Terminal Leave as chargeable leave taken in conjunction with retirement or separation from active duty. Member's last day of leave coincides with the last day of active duty.

Q6: What are the benefits of maximizing my ordinary leave as terminal leave?

A6: While on terminal leave, you can pursue hiring actions and receive pay from both your military and civilian jobs. Additionally, if the training isn't a good fit, terminal leave provides time to explore other civilian employment opportunities.

Q7: If I know my military job and mission cannot support SkillBridge, should I apply?

A7: Though submitting an application is not mandatory, it is highly encouraged regardless of the expected outcome. Official DAF records collect both approvals and disapproval data, which is provided for congressional reports and necessary for continuous policy evaluation and advocacy. You will select a DoD Authorized Organization in the online application, but including program details or documents is optional if you know for certain the application will be disapproved. Note: Please notify leadership in advance the application submission is to document mission related disapprovals so it will be processed in AFVEC.

Q8: Are orders required for me to apply for SkillBridge?

A8: No. Retirement or separation orders are not needed for active duty Airmen or Guardians to apply for SkillBridge programs. However, AGRs must upload activated orders and separation verification. All applicants must have an approved DOS within 180 days of their SkillBridge training start date. The supervisor and commander must verify separation date prior to approval and training participation.

Q9: If I am undergoing an MEB and do not have an approved DOS, can I participate?

A9: Members meeting a full Medical Evaluation Board (MEB) do not have an official separation date and must submit an ETP to establish an expected date. Requests must be submitted in AFVEC to HAF/A1DLV for approval/disapproval. Members will utilize the MEB ETP template memorandum in AFVEC Resources under Help / Documents / Links. The MEB applicant must remain in the local area and be available for medical requirements as a condition for approval. After ETP approval, the member follows the same application procedures, annotates on the application "MEB"; the approved ETP automatically populates within the application. MEB members are limited to 180 days.

Q10: My unit requires the Superintendent to review requests. How is this coordinated with the application?

A10: The applicant member has one "additional reviewer" field to update, which can be used for any Quality Control POC, identified within the commander's internal review process. Routing: supervisor, additional reviewer, commander.

Q11: How are the members, supervisors, additional reviewers, commanders, SkillBridge providers notified of the status of the application?

A11: Commanders are sent an email notification at the time the member submits the application to their supervisor. The member may track the status of their SkillBridge application in AFVEC at all stages. The supervisor, additional reviewer, commander, and SkillBridge training provider receive an email notification after the commander approves or disapproves the request. Note: If the approval/disapproval is not completed by the SkillBridge program start date, the application is automatically deleted from the system due to no action taken.

Q12: Where can I find additional information about these changes and SkillBridge?

A12: The Education and Training Section (E&TS) can provide a copy of their briefing slides. A step-by-step application guide will be posted in AFVEC under Resources/ Help/Documents and Links. Additional resources can be found here:

- [DODI 1322.29 Job Training, Employment Skills Training, Apprenticeships, and Internships \(JTEST-AI\) for Eligible Service Members](#)
- [DAFI 36-2670 Total Force Development](#)
- [DAFI 36-3003 Military Leave Program](#)
- [DoD SkillBridge Frequently Asked Questions](#)
- [SkillBridge myFSS Article](#)
- [AFVEC SkillBridge](#)