

31 MARCH 2026

Personnel

SKILLBRIDGE PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HAF/A1D

Certified by: SAF/MR

Pages: 15

This instruction implements Department of the Air Force Policy Directive 36-26, *Total Force Development and Management* and is consistent with Department of Defense Instruction (DoDI) 1322.29, *Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members*. It assigns responsibilities, provides guidance, and prescribes procedures on the implementation, execution and management of the United States Air Force SkillBridge Program. It applies to uniformed members of the Regular Air Force (RegAF) and activated Air Force Reserve (AFR) and Air National Guard (ANG), identified as Active Guard and Reserve (AGR) members throughout this policy. This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional change of command. The authorities to waive wing/unit level requirements in this publication are identified with Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Manual 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use, in this publication, of any non-Federal entity name, logo, trademark, commercial product or service, or training, certification and accreditation standards, does not constitute endorsement of the Department of Defense (DoD) or the Department of the Air Force (DAF).

1. Overview.

1.1. The purpose of the DoD SkillBridge program assists eligible transitioning service members job training and employment skills training, including apprenticeship programs, to help prepare such members for employment in the civilian sector per Title 10 United States Code (USC) § 1143(e), *Employment Assistance*.

1.2. Air Force leaders ensure operational and command requirements are maintained.

2. Roles and Responsibilities.

2.1. Headquarters Air Force, Deputy Chief of Staff for Manpower, Personnel, and Services (HAF/A1) through the Directorate of Force Development (HAF/A1D) will:

2.1.1. Oversee policy, guidance, criteria, and budget requirements established by the Under Secretary of Defense for Personnel and Readiness (USD (P&R)).

2.1.2. Advocate for the DAF SkillBridge program and coordinate with the Assistant Secretary of the Air Force for Manpower and Reserve Affairs who provides secretarial oversight for policy development and implementation of legislative initiatives.

2.2. HAF Voluntary Education Branch Chief (HAF/A1DLV) will:

2.2.1. Provide oversight and responsibility for the DoD and DAF policies, budget, program data, and guidance implemented for the SkillBridge Program.

2.2.2. Coordinate with SkillBridge stakeholders on program related data requirements.

2.3. HAF Reserve Personnel Directorate (HAF/REP) will:

2.3.1. Oversee policy, guidance, and program data for Air Force Reserve members.

2.3.2. Designate and establish program applicability to AGR members.

2.4. Air Force Reserve Command Deputy Commander (AFRC/CD) will:

2.4.1. Designate the AFRC Personnel Division, Force Education Branch (AFRC/A1KA) to provide program procedural guidance and conduct final review of Reserve applications.

2.5. National Guard Bureau, Education & Training Division (NGB/A1D) will:

2.5.1. Coordinate with Air National Guard (ANG) stakeholders to develop policy, procedures, and program data oversight for their AGR members.

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

2.6. The Air Force Personnel Center, Airman Support Branch (AFPC/DPPSA), Voluntary Education Business Process Owner will:

2.6.1. Oversee execution of the SkillBridge program and develop applicable guidance.

2.6.2. Provide coordination with HAF/A1DLV on policy, data requests, and process reviews to improve automation and support sustainment of the SkillBridge Program.

2.6.3. Provide oversight of the administrative support personnel responsible for reviewing and responding to inquiries from DoD, training providers, service members, supervisors and CCs.

2.7. The Education & Training Section Chief (E&TSC) will:

2.7.1. Provide general information and at least one monthly briefing on the SkillBridge Program policies and procedures.

2.7.2. Maintain documentation of all information sessions, briefings and other SkillBridge associated actions in the Air Force Automated Education Management System (AFAEMS).

2.8. The Responsible Commander (CC) will:

2.8.1. Serve as approval authority for SkillBridge applicants ensuring adherence to associated policies in DoD and AF Instructions. Documented by the Memorandum of Participation (MoP).

2.8.2. Conduct judicious SkillBridge application reviews, verify program acceptance, track member's accountability, and require exit survey data completion.

2.9. The Responsible Supervisor will:

2.9.1. Discuss transition goals with subordinates and review SkillBridge program applications for relevance and policy/procedure adherence.

2.9.2. Provide recommendations to command approval authority on SkillBridge program requests to include suggested modifications to training plans.

2.9.3. Acknowledge backfills are not permitted for service members participating in SkillBridge programs and advise the appropriate command approval authority of critical operation and mission impacts of subsequent manpower deficits.

2.9.4. Advise SkillBridge participant their program may be terminated due to changing mission requirements, misconduct, lack of training progression, or if the member decides to re-enlist or extend their current Service commitment.

2.9.5. Conduct bi-weekly contacts with the subordinate and report any significant issues to leadership.

2.9.6. Conduct monthly contact with the SkillBridge Provider, monitor training progression, and report any deviations of the submitted training plan to leadership.

2.10. Applicants will:

2.10.1. Conduct proper planning and preparation for their self-initiated SkillBridge program that includes thorough review of applicable directives and required procedures.

2.10.2. Maintain bi-weekly communication with their supervisor during participation in the SkillBridge program. Any issues identified must be immediately reported to leadership.

3. SkillBridge Program Standards.

3.1. SkillBridge programs must be offered by a DoD authorized organization with an approved Memorandum of Understanding (MoU) covering the training duration of the program and offering high probability of post-Service employment. **(T-0)**

3.2. Training must address a competency or skill gap the member lacks that will directly attribute to their civilian employment/career goals. **(T-0)** See [paragraph 4.5.7](#).

3.3. Training must be conducted in controlled environments that do not expose participants to hazardous situations with significant risk of bodily harm, illness, or death, nor place them in positions of perceived authority over civilians (e.g., front-line police officer, firefighter). **(T-0)**

3.4. Members receive regular military pay and benefits and may not accept any form of compensation (wages, stipends, financial or monetary) from the Provider. They may accept employment benefits customarily provided to other employees (e.g., cafeteria benefits, gym membership, parking stipend), only as expressly identified in the SkillBridge DoD MoU application. **(T-0)** Use of company vehicles is highly prohibited for home-to-work transportation.

3.5. Providers may reimburse any travel benefits including lodging, meal per diem, or travel costs, when offered to all similar training participants without regard to military affiliation and clearly identified by the provider on their SkillBridge DoD MoU application. **(T-0)**

3.6. Programs are offered at no cost to participating members. In addition, training participation is not expected to benefit the business' financial interest as the primary focus of the program is to enhance the participant's skills and suitability for future employment. **(T-0)**

3.7. Programs approved by Veterans Affairs may be covered by the service member's GI Bill benefits when the training has been identified eligible in the MoU application process. **(T-0)**

3.8. Providers are not authorized to grant leaves of absence. Member's leave requests will be routed through their chain of command, and duty status will be updated accordingly. **(T-1)**

4. Eligibility Requirements and General Guidance.

4.1. Members must meet the following criteria to be eligible to participate in a SkillBridge program. **(T-1)**

4.1.1. Complete at least 180 continuous days on active duty and expect to be discharged or released from their Service Component within 180 days of starting the program. **(T-0)** Exceptions are covered in [Paragraph 7.2](#) for members pending medical board determination.

4.1.2. Be expected to separate from service with a characterization of general discharge (under honorable conditions) or higher. **(T-1)**

4.1.3. Initiate Transition Assistance Program (TAP) participation by completing individualized initial counseling and pre-separation counseling prior to submitting their SkillBridge application. **(T-1)**

4.1.4. Adhere to approval authority requirements and allowable program lengths by rank outlined in [Table 1](#). **(T-1)**

4.1.5. AGR members must be on Title 10 USC or Title 32 USC Section 502(f) orders. **(T-1)**

4.1.5.1. Active duty orders must cover the duration of the approved program. **(T-0)**

4.1.5.2. AGR members must separate/retire from their service Component and transition to civilian employment at the end of their program. **(T-1)**

4.1.5.3. AGR members assigned to a manpower billet outside of their component must coordinate and receive approval from both service component CCs to participate. **(T-3)**

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-O5
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: AF members (active duty and AGR) with rank O-6 are not eligible to participate in a SkillBridge program. Requests for ETPs must be submitted per paragraph 7 .			
Note 2: Additional guidance on approval authorities for AFR are in 4.2. , Table 2 and ANG in 4.3 .			

4.2. Additional Reserve approval authority guidance is outlined in this section and **Table 2**.

4.2.1. Deputy to the Chief of AFR (HAF/RE-D) will be the approval authority for HAF AGRs and all other AGR members assigned above wing level (e.g. DoD agencies, Joint, other agencies). **(T-1)**

4.2.2. AFRC/CD is the approval authority for unit, Numbered Air Force (NAF), AFRC Recruiting Services and AFRC Major Command AGRs, unless delegated to the NAF. **(T-1)**

4.2.3. Air Reserve Personnel Center Commander (ARPC/CC) will approve ARPC Individual Reservist Readiness Integration Organization (RIO) and RIO Detachment personnel. **(T-1)**

Table 2. 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)	

4.3. ANG state-assigned AGR applicants must receive a SkillBridge participation approval memorandum for record from The Adjutant General (TAG) or TAG-delegated G-series CC within their assigned state to upload in the Air Force Virtual Education Center (AFVEC) application submission. Air National Guard Readiness Center (ANGRC) CC is the approval authority for ANGRC-assigned AGRs. **(T-1)**

4.4. General Guidance – Responsible Commanders will:

4.4.1. Acknowledge backfill replacements are not authorized for members participating in a SkillBridge program. **(T-1)**

4.4.2. Follow approval authority categories by rank in **Table 1**. Approving CCs must be on G-series orders and authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice in the member's chain of command. Authorization may not be delegated to a lower level. **(T-1)**

4.4.3. Ensure applicants complete the TAP pre-separation and initial counseling to receive their TAP Tier-level assessment. **(T-3)**

4.4.3.1. Review TAP Tier-levels identified on the DD Form 2648, Section III, Item 15 as a consideration for assessing the requested SkillBridge program. **(T-3)**

4.4.3.2. Prioritize members who require the highest level of support for a successful transition to the civilian workforce. Consider those with short notice transitions, such as hardship discharge, medical board, or return from deployment. **(T-3)**

4.4.4. Require modifications to training programs (e.g., fewer days, part-time, hybrid) when best suited for operational mission requirements, member's needs, and submitted training plans. **(T-3)**

4.4.5. Ensure any exceptions to policies in this Instruction are submitted with strong justification, applicable training plans, and any other documentation that supports the request as a rare exception. **(T-1)**

4.4.6. Release members from unit duties during SkillBridge participation, place member in Permissive Temporary Duty (PTDY) status and update personnel duty status. **(T-1)**

4.4.7. Ensure that members return to duty or are placed in the appropriate leave status when participating in part-time training. **(T-1)**

4.4.8. Require supervisors to maintain bi-weekly communication with the participant and monthly contact with the SkillBridge Provider to monitor training plan progression. **(T-1)**

4.4.9. Inform members of any requirements to participate in unit formations, mission training, and other necessary activities while remaining in the local area. **(T-1)**

4.4.10. Terminate SkillBridge participation due to changes in mission requirements, misconduct, lack of training progression, reenlistment/extension, or retirement withdrawal. **(T-0)**

4.4.11. Require the member to report to their unit or place them on a separate administrative leave status upon notification of termination or withdrawal from the SkillBridge program. **(T-0)**

4.4.12. Require the member to complete the online SkillBridge Exit Survey after completing their training to capture congressional reporting data including job offers. **(T-0)**

4.4.13. Consider authorizing a second SkillBridge program if the first training program is terminated for reasons outside of the member's control. **(T-3)**

4.5. General Guidance - AF Service Members will:

4.5.1. Acknowledge critical operational requirements take precedence in the CC's decision to approve or disapprove the application. SkillBridge participation is not an entitlement. **(T-0)** CCs may deny or modify applications (e.g., unable to support, reduce program lengths, or maximize terminal leave).

4.5.2. Complete the mandated TAP individualized counseling before applying for SkillBridge and complete all TAP mandates within established deadlines. **(T-1)**

4.5.3. Research DoD approved SkillBridge opportunities aligned with their unique civilian career goals, training needs, and potential employment openings utilizing the DoD SkillBridge website (<https://skillbridge.osd.mil/>). **(T-0)**

4.5.4. Request SkillBridge advisement/briefing if needed and complete virtual training, and any other DoD preparation training required for participation. **(T-0)**

4.5.5. Review relevant ethics regulations with emphasis on gifts, conflicts of interest and post-government employment. **(T-0)** This may be accomplished through an ethics official interview.

4.5.6. Participate only with programs that do not create a conflict of interest, as defined in Title 18, USC, Section 208, *Acts Affecting a Personal Financial Interest*, Title 5, Code of Federal Regulations (CFR), Section 2635, Subpart D, *Conflicting Financial Interest* and *Joint Ethics Regulation*, or other Federal statute/regulation. **(T-0)**

4.5.7. Participate only with programs that do not involve an employer or business with which the service member has a pre-existing relationship (e.g., previous employer, business owned by the member, the member's immediate or extended family, spouse, or spouse's family). **(T-1)**

4.5.8. Not extend their enlistment (enlisted) or Service commitment (officers) to participate in a SkillBridge program and immediately withdraw from the program if returning to duty to reenlist or extend their commitments. **(T-0)**

4.5.9. Complete all required separation/retirement actions (i.e., mandated TAP, obtain orders, out-processing, project authorized terminal leave, or PTDY for relocation if eligible). **(T-1)**

4.5.9.1. SkillBridge applications can be submitted up to one year from planned Date of Separation (DOS) when supervisors and CCs verify the Expiration of Term of Service (ETS) date or official separation or retirement approval notifications. **(T-1)**

4.5.9.2. Separating members will follow DAFI 36-3211, *Military Separations* and retirees will follow DAFI 36-3203, *Service Retirements*, as well as all other related myForce Support Squadron (myFSS) guidelines and timelines. **(T-1)**

4.5.9.3. When completing a SkillBridge Program outside of the local area (defined as 50 miles) requesting expedited orders is allowed 30 days prior to the final out-processing date. Online or local SkillBridge programs are not eligible for expedited orders. **Note:** This is not applicable to Reserve members, who must stay in the local area. **(T-1)**

4.5.9.4. SkillBridge PTDY and all other combined leave must be within 180 days from the DOS per DAFI 36-3003, *Military Leave Programs*, Table 4.3., Rule 2, 3 and 23. **(T-1)**

4.5.10. Will submit projected dates on the SkillBridge application and upload the approved application in LeaveWeb as the PTDY source document. **(T-1)**

4.5.10.1. Members may continue participating in their chosen SkillBridge program during terminal leave and beyond their DOS but will no longer be an official participant in the AF SkillBridge program under the associated policies. **(T-1)**

4.5.10.2. Members may accept job offers and hiring actions while on terminal leave.

5. Unauthorized Uses and Ineligibility Factors.

5.1. Members are ineligible to participate in a SkillBridge Program under the following separation circumstances:

5.1.1. Members under the Indispensability Program are not authorized to be removed from their critical position and are not eligible. **(T-1)**

5.1.2. AGR members transitioning to Traditional Guard/Reserve or Individual Mobilization Augmentee positions. Members must be separating or retiring from their Service component to be eligible. Air Reserve Technicians are not eligible. **(T-1)**

5.1.3. When completing service under the Voluntary Limited Period of Active Duty (VLPAD) program, the member is not authorized to be removed from their primary duties, in accordance with DAFI 36-2008, *VLPAD For Air Reserve Component (ARC) Service Members And The Career Intermission Program (CIP)*, paragraph, 3.1.1.9. **(T-1)**

5.1.4. When separating under the CIP, this is a temporary status in which the member returns with an Active Duty Service Commitment. **(T-1)**

5.1.5. When the separating member has been selected for full-time PALACE CHASE, PALACE FRONT, or Reserve Officer Training Commissioning programs. **(T-1)**

5.1.6. A permanently retired officer who voluntarily returns to active duty and then reverts to retired status is not eligible, as this does not constitute a standard separation or discharge per DoDI 1352.01, *Management of Regular and Reserve Retired Military Members*, paragraph 3.1.c.(4). **(T-0)**

5.1.7. Members on long-term Military Personnel Appropriation (MPA)/Reserve Personnel Appropriation (RPA) orders are not eligible for SkillBridge.

5.2. Members are eligible for only one SkillBridge program during their transition period. Reference [paragraph 4.4.13](#) for additional considerations. **(T-1)**

6. Service Member Application Procedures.

6.1. Members will research, apply, and be selected for programs with a DoD authorized organization prior to submitting their SkillBridge application in AFVEC. **(T-1)**

6.2. Members will inform their supervisor and approval authorities, outlined in [Table 1](#) and [paragraph 4.2](#), of their intent to apply for a SkillBridge program and desired timelines. **(T-1)**

6.3. Members will complete mandatory participation requirements to include the AFVEC Virtual Training and DoD Ethics Training prior to submitting their application. **(T-1)**

6.4. Members will refer to the SkillBridge Personnel Services Delivery Guide (PSDG) for additional details and instructions on submitting applications. **(T-1)**

6.4.1. Applications may be submitted in AFVEC up to one year from the DOS but no later than established timelines by the applicable approval authorities. **(T-3)**

6.4.2. Supervisor, applicable CC, and additional reviewer (if required) email addresses are required on the application for correct routing via AFVEC. **(T-3)**

6.4.3. Orders, provider agreement, training plan, and any other required documentation will be submitted as part of the online application for review. **(T-1)**

6.4.4. The applications must include all dates (e.g., PTDY Training, PTDY relocation for house hunting, if eligible, and terminal leave based on remaining projected ordinary leave). **(T-1)**

- 6.4.4.1. Active duty members are prohibited from starting a SkillBridge program and associated leave more than 180 days before their DOS. **(T-0)** PTDY for relocation and house hunting can be used consecutively with PTDY for SkillBridge. Members cannot separate or retire in a PTDY status. Terminal leave is chargeable leave taken in conjunction with retirement or separation and the member's last day of leave coincides with the last day of active duty and at the end of the overall SkillBridge program dates. **(T-1)**
- 6.4.4.2. Reserve members must utilize terminal leave days towards the total SkillBridge training days requested. The total combined duration of terminal leave and the SkillBridge PTDY training must not exceed the maximum allowable participation days outlined in **Table 1**. **(T-1)**
- 6.5. Members may monitor submitted application requests for status in AFVEC and will respond to system generated notifications throughout the application process. **(T-3)**
- 6.5.1. Final AFVEC application notification will be the approval or disapproval of the SkillBridge training program request. **(T-1)**
- 6.5.1.1. The MoP is the official approval document. It must be uploaded into LeaveWeb and a copy provided to the supervisor, appropriate CC, and SkillBridge Provider. **(T-1)**
- 6.6. Members will provide accountability, follow military training requirements and maintain military standards while participating in a SkillBridge program. **(T-3)**
- 6.7. Members may report unresolved grievances or disputes regarding SkillBridge Providers to their supervisor and CC. If the issue requires additional investigations, they may escalate the complaint by submitting an official memorandum to the AFPC SkillBridge Workflow for higher-level review.
- 6.8. Members will complete the SkillBridge Exit Survey emailed to them upon termination or completion of their approved SkillBridge program. **(T-1)**
- 7. SkillBridge Exception To Policy (ETP) Process.**
- 7.1. Any ETPs for policy designated as Tier 1 in this instruction will be submitted by the member in AFVEC which will be routed to the appropriate approval authorities.
- 7.1.1. ETPs for active duty members will be reviewed for decision by HAF/A1DLV. **(T-1)**
- 7.1.2. AFR members must submit an ETP to AFRC/A1, who will forward to approval authorities specified in **Table 2** for final adjudication and any approval decision falling outside of the policy parameters. **(T-1)**
- 7.1.3. ANG ETPs for state-assigned AGRs will be reviewed for decision by TAG/TAG-delegated G-series CC. ANGRC CC or ANGRC/CC-delegated representative is approval authority for ANGRC-assigned AGRs.
- 7.2. Requests to deviate from policies outlined in **Table 1** will be submitted following guidance in this instruction and the SkillBridge PSDG. **(T-1)**
- 7.3. Requests will include a memorandum with strong justification and CC indorsement, along with any other supporting documentation. **(T-1)**

7.4. Members who are ineligible for SkillBridge due to their rank per **Table 1** (e.g., O-6) may submit an ETP for consideration. Members in this category will refer to the SkillBridge PSDG and follow guidance for specific routing and required documentation prior to submitting in AFVEC. Additionally, any O-6 exceptions must be coordinated with the RegAF (HAF/A1LO) or Reserve Senior Leadership Management Offices (REG) prior to approval authority. **(T-1)**

7.5. ETPs will be submitted for approval when the requested SkillBridge program supports the Office of the Secretary of Defense (OSD), Secretary of Defense (SecDef), or other congressional priorities/mandates as identified in the SkillBridge PSDG. **(T-3)**

7.5.1. ETPs will apply to any rank and may exceed program grade/rank length restrictions in **Table 1**. **(T-1)** Program cannot exceed 180 days. **(T-0)**

7.5.2. These requests will only be denied by the approval authority if the member's release from current duties would impact the critical readiness and operational needs of the Air Force. **(T-1)**

7.6. Members meeting a full Medical Evaluation Board (MEB) do not have an official separation date and must submit an ETP in AFVEC for approval and to establish an expected date. Program lengths by rank in **Table 1** will apply to these members if approved. **(T-1)**

7.6.1. Members must establish estimated program timelines within 180 days from the MEB notification date, documented by the Form Letter 4 (FL-4). The medical codes must be redacted, and the FL-4 must be uploaded as the supporting documentation. **(T-1)**

7.6.2. Members undergoing the MEB process will utilize the MEB ETP template memorandum provided in AFVEC. **(T-1)**

7.6.3. MEB applicants must remain in the local area and be available for medical actions. They will not be approved for programs outside of the local area (50 miles). **(T-1)**

7.7. ETPs are not authorized for **T-0** paragraphs within this Instruction. **(T-0)**

BRIAN L. SCARLETT, SES, DAF
Principal Deputy Assistant Secretary of the
Air Force for Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 CFR § 2635, Subpart D, *Conflicting Financial Interest*

10 USC § 1143(e), *Employment Assistance*

18 USC § 208, *Acts Affecting a Personal Financial Interest*

32 USC § 502(f), *Required Drills and Field Exercises*

DoDI 1322.29, *Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members*, 24 January 2014

DoDI 1352.01, *Management of Regular and Reserve Retired Military Members*, 8 December 2016

Joint *Ethics Regulation*, 15 May 2024

DAFI 36-2008, *Voluntary Limited Period Of Active Duty (VLPAD) For Air Reserve Component (ARC) Service Members And The Career Intermission Program*, 3 March 2023

DAFI 36-2681, *Voluntary Education Programs*, 17 December 2025

DAFI 36-3003, *Military Leave Program*, 5 May 2025

DAFI 36-3203, *Service Retirements*, 8 July 2025

DAFI 36-3211, *Military Separations*, 24 June 2022

AFI 33-322, *Records Management and Information Governance Program*. 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

Prescribed Forms

None

Adopted Forms

DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards EFORM for Members Separating, Retiring, Release from Active Duty (REFRAD)*

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

AFAEMS—Air Force Automated Education Management System

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFVEC—Air Force Virtual Education Center
ARPC—Air Reserve Personnel Center
ARPC/CC—Air Reserve Personnel Center Commander
AGR—Active Guard and Reserve
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
ARC—Air Reserve Component
CC—Commander
CIP—Career Intermission Program
CWO—Chief Warrant Officer
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DoD—Department of Defense
DoDI—Department of Defense Instruction
DOS—Date of Separation
E&TS—Education and Training Section
E&TSC—Education and Training Section Chief
ETP—Exception To Policy
ETS—Expiration of Term of Service
FL-4—Form Letter 4 (FL-4)
HAF—Headquarters Air Force
JTEST-AI—Job Training, Employment Skills Training-Apprenticeships and Internships
MEB—Medical Evaluations Board
MoU—Memorandum of Understanding
MoP—Memorandum of Participation
MPA—Military Personnel Appropriation
NAF—Numbered Air Force
NGB—National Guard Bureau
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
P&R—Personnel and Readiness
PSDG—Personnel Services Delivery Guide

PTDY—Permissive Temporary Duty
RegAF—Regular Air Force
REFRAD—Release from Active Duty
RIO—Readiness Integration Organization
RPA—Reserve Personnel Appropriation
SAF—Secretary of the Air Force
SecDef—Secretary of Defense
TAG—The Adjutant General
TAP—Transition Assistance Program
USC—United States Code
USD—Under Secretary of Defense
VLPAD—Voluntary Limited Period of Active Duty
WO—Warrant Officer

Office Symbols

AFPC/DPPSA—Air Force Personnel Center, Airman Support Branch
AFRC/A1—Air Force Reserve Center, Manpower, Personnel, and Services
AFRC/A1KA—Air Force Reserve Center, Personnel Division, Force Education Branch
AFRC/CD—Air Force Reserve Command, Deputy Commander
ANGRC—Air National Guard Readiness Center
HAF/A1—Headquarters Air Force, Manpower, Personnel, and Services Directorate
HAF/A1D—Headquarters Air Force, Directorate of Force Development
HAF/A1DLV—Headquarters Air Force, Learning Division, Voluntary Education
HAF/RE-D—Headquarters of the Air Force, Deputy to the Chief of the Air Force Reserve
HAF/REP—Headquarters of the Air Force, Reserve Personnel Directorate
NGB/A1D—National Guard Bureau, Education & Training Division
SAF/MR—Secretary of the Air Force, Manpower and Reserve Affairs
USD (P&R)—Under Secretary of Defense for Personnel and Readiness

Terms

Apprenticeship—A combination of on-the-job-training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employers and labor groups, or employment associations.

Employment Skills Training—Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.

Internships—A system of on-the-job-training offered by a JTEST-AI Provider to eligible service members to develop jobs skills and employment skills that assists with gaining employment in the civilian sector.

Job Training—A method of preparing an employee to perform a task by providing them with information about the task, a demonstration of its performance and an opportunity for the employee to imitate the demonstration.

Service Member—Refers to Air Force members, to include Active Guard Reserve (AGR).