Reset Form

AIR FORCE SKILLBRIDGE PROGRAM VETTING CHECKLIST (29 Aug 2019)

(Response must be **TYPED** or **SELECTED** from drop-down menu; all fillable fields have "hover-capable" description)

Document Purpose: This checklist is used by the Education and Training Section (E&TS) in the approval process for SkillBridge participation. Airmen (Active, Guard, and Reserve) will submit SkillBridge applications through the Air Force Virtual Education Center (AFVEC) after providing this document to, and receiving clearance from, E&TS staff.

This checklist will provide the E&TS with details of the SkillBridge training to ensure it meets the criteria of Department of Defense Instruction (DoDI) 1322.29, *Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members* and AFI 36-2649, *Voluntary Education Program*. It ensures Airmen acknowledge their eligibility requirements to participate in SkillBridge. In addition, Airmen acknowledge that they must maintain contact with their losing Command and adhere to Uniformed Code of Military Justice requirements while participating in the SkillBridge program.

It is the Airman's responsibility to coordinate the completion of this document with his/her SkillBridge provider or sister-service program manager, and submit it to the local Education Center prior to submitting his/her AFVEC SkillBridge application. Air National Guard and Air Force Reserves, depending on their status, may require additional coordination with their ANG/AFRES leadership.

Applicant: Rank: Select

Status: Select Date of Separation:

Civilian Email: Personal Cell Phone:

Squadron/Unit: Base:

Commander: Rank: Select Email:

Supervisor: Rank: Select Email:

SkillBridge Training and Related Dates (skip individual blocks if not applicable):

SkillBridge			
PTDY/SkillBridge			
PTDY/Relocation			
Terminal Leave			

Applicant Eligibility: I certify I have completed at least 180 continuous days on active duty. I expect to be discharged/released from active duty within 180 days of starting the SkillBridge training. I certify that I have not performed any work on, or related to, any contracts between the AF/DOD and the prospective SkillBridge provider during my military service. Otherwise, I understand I must obtain a legal review, from the servicing Judge Advocate General (JAG), and submit the review with this SkillBridge checklist.

Participant Signature

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SKILLBRIDGE PROVIDER AGREEMENT

1. The SkillBridge provider agrees to comply with Section 201, Title 29, United States Code, Fair Labor Standards Act, and provisions outlined in DoDI 1322.29, Enclosure 4, dated January 24, 2014.

   SkillBridge provider(s) and Point of Contact (POC): Provide contact information for all SkillBridge partners (i.e., the company and location could differ from the SkillBridge program).

   Company Name:
   Address:
   POC:
   Phone Number (including area code):
   Email Address:
   Name of Institution of Higher Learning (IHL), if applicable:

2. Physical address/Location of SkillBridge training:
3. This SkillBridge training will be on base or off base? Select
4. Days of the week SkillBridge training will be conducted:
5. Daily start/end times SkillBridge training will be conducted:
6. Total SkillBridge training hours per week: NOTE: PTDY SkillBridge should be 40 hours per week; non-PTDY SkillBridge may be less than 40 hours per week and may include a Commander-directed alternate work schedule.
7. What is/are the expected funding source(s) if the SkillBridge costs the Airman? NOTE: The provider should offer enrollment at no or minimal cost to the Airman.

   Select

8. Type of SkillBridge Training:

   Select

9. Has this program already been vetted by DoD or a Sister-Service?

   If YES, the sister-service program manager must acknowledge program participation and provide supporting documents; i.e. class schedule, applicable MOUs, service-specific approval documents, etc. Supporting documents must be attached or provided to your local Education Center and Commander.

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10. Criteria (Specific to Internships only):

a. The proposed internship must be in line with the scope and intent of the respective Service internship programs, including those offered by the Federal Government, States, local governments, the civilian sector, and non-governmental organizations.
b. Internships under the SkilBridge program should be reviewed to determine the extent to which the following seven factors are met; factors are applied on a case-by-case basis...no single factor is determinative, and an internship may still be valid even though one or more of the factors is not met. Internships are reviewed to determine the extent to which:

1) the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee – and vice versa (NOTE: Applies to all SkillBridge programs)
2) the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions
3) the internship is tied to the intern's formal education program by integrated course work or the receipt of academic credit
4) the intern should accommodate the intern's academic commitments by corresponding to the academic calendar
5) the internship's duration is limited to the period in which the internship provides the intern with beneficial learning
6) the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern
7) the intern and employer understand that the relationship is conducted without entitlement to a paid job at the conclusion of the internship

11. Accrediting or Approving Authority:

Select

12. Overview of company and SkillBridge training (provide company information): <u>provided by training partner</u>

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13. Training Overview: (Training partner includes/attaches training schedule. List general training topics that will provide the knowledge, skills, and abilities needed by the participant to be qualified for employment in respective occupational area. Include all physical and safety requirements.)

14. Purpose/Expected outcome (guaranteed interview, job offer/placement, etc.): jointly completed by training partner and participant

15. This SkillBridge prepares the participant for what occupational title?

a. Demand for this job/position/career is: Select

NOTE: Use information from Department of Labor projections or other reputable source

16. What is the expected annual salary with the completion of this SkillBridge?

17. What is the probability of this participant gaining employment after completion of this SkillBridge?

Select

18. Does the SkillBridge provider currently have any contracts with AF or DoD? Select

a. Will the SkillBridge participant work on those AF or DoD contracts? Select

b. Has the Legal Office reviewed the contract(s) to ensure there are no conflicts? Select

c. Is the legal opinion attached (required if SkillBridge participant is training on AF or DoD contracts)? Select

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For On-base SkillBridge Providers Only:

1. Has a Memorandum of Understanding (MOU) and/or Addendum to a current MOU between the installation and SkillBridge provider been established? Select

   NOTE: Local Contracting and Legal Offices must review the MOU/Addendum to determine if there are any real or perceived conflicts of interest.

   a. Installation Legal Review (for new SkillBridge provider only): Select
   (Attach a signed copy of legal review for new SkillBridge provider)
   Date signed:

   b. Attach a signed copy of the MOU/Addendum between installation and SkillBridge provider
   Date Signed:

   c. Will the approved on-base MOU/Addendum to current MOU be with an Institution of Higher Learning (IHL)?:
   Select

SkillBridge Provider Signature & Date:

INSTRUCTIONS: The majority of the blocks on the Air Force SkillBridge Vetting Checklist are self-explanatory, have mandatory drop down selections or auto-calculate. All blocks have a "hover" feature describing required content.

Date of Separation (DOS): This is the last day of duty prior to separation, or the day prior to an approved retirement date, i.e. retirement effective date is 1 Sep 2019, DOS is 31 Aug 2019.

SkillBridge Training and Related Dates: The purpose of this section is to ensure the Airman has developed a comprehensive plan for separation, and to provide the Commander and Supervisor an overview of the Airman's separation time-line.

SkillBridge: Submit the start and end date of the actual SkillBridge training. NOTE: If the SkillBridge includes Permissive TDY (PTDY) skip this block. SkillBridge, PTDY for SkillBridge, separation or retirement relocation activities, and terminal leave cannot exceed a total of 180 days and may not begin more than 180 days prior to DOS.

PTDY/SkillBridge: Submit the start and end date of the SkillBridge training, including PTDY travel days, if outside the local commuting area.

PTDY/Relocation: Is member using PTDY for a relocation activity? Include start & end date. NOTE: PTDY for pre-separation or relocation activity may be approved before or after, but not during SkillBridge.

Terminal Leave: Start and end date of Terminal Leave only. NOTE: Terminal leave is authorized concurrently with the SkillBridge (Terminal Leave start date may overlap with SkillBridge dates.)

(1) Airmen in a PTDY status for SkillBridge and who will use concurrent terminal leave or follow-on PTDY for separation or retirement relocation activities may complete final out-processing prior to departing for their SkillBridge.

(2) Airmen not in a concurrent terminal leave status or with follow-on PTDY for pre-separation or relocation activity will return from their SkillBridge in accordance with AFI 36-3003, para 2.5.5. at least 15 days prior to their scheduled DOS.