

**SERVICE MEMBER SKILLBRIDGE PARTICIPATION/SKILLBRIDGE CAPSTONE EFORM
FOR SERVICE MEMBERS SEPARATING, RETIRING, RELEASED FROM ACTIVE DUTY (REFRAD)**

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1143 (e), Employment Skills Training; SkillBridge.
PURPOSE(S): To record job training and employment skill training, including apprenticeship programs requested by and provided to Service members; to identify post-transition employment areas of interest to help prepare such members for employment in the civilian sector. The signed SkillBridge checklist will be maintained in the Service member's official personnel file. Title 10 USC 1143 (e), requires that a member has completed at least 180 days on active duty, and is expected to be discharged or released from active duty in the armed forces within 180 days of the date of commencement of participation in a SkillBridge program.
ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Routine Use(s) are: To the participating federal agencies in SkillBridge for available non-competitive benefits to the Service member; additional routine uses are listed in the applicable system of records notice, DMDC 01, Defense Manpower Data Center Data Base; at <https://dpclid.defense.gov/Privacy/SORNsindex/DOD-wide-SORN-Article-View/Article/570563/dmdc-01>
DISCLOSURE: Voluntary; however, it may not be possible to initiate SkillBridge participation and other transition assistance services for a Service member if the information is not provided.

SECTION II - SERVICE MEMBER PERSONAL INFORMATION

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| 1. First & Last Name | 2. DOD ID Number | 3. Grade |
| 4. Date of Birth (YYYYMMDD) | 5. Military Service | 5a. Component |
| 6. Unit Name | 6a. Unit ID Code | 7. Assigned Military Installation |
| 7a. Servicing Installation | 8. Military Occupational Code (e.g., Rate/Designator/MOS/AFSC) | 9. Anticipated Date of Separation (YYYYMMDD) |
| 10. Years of Service | 11. Highest Level of Education | 12. Work Email (military email, ex. @.mail.mil) |
| 12a. Personal Email/Post-Separation Email (non-military, ex. gmail.com) | 12b. Mobile/Post-Separation Phone Number | 13. Date Form Was Initiated (YYYYMMDD) |

SECTION III - PRE-TRAINING REQUIREMENTS & DETERMINATION

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| 18. Date TAP Capstone Completed (YYYYMMDD) | | 19. Date DoD SkillBridge Preparation Training (PT) Completed (YYYYMMDD) |
| 19a. PT Completion Method | 20. Date of SkillBridge Application Submitted to Authorized Organization (YYYYMMDD) | 21. Date of SkillBridge Counseling Completed (Military Service Dependent) (YYYYMMDD) |
| 22. Command Participation Determination | 22a. Reason Denied (if applicable) | 22b. Date Command Determination (YYYYMMDD) |
| 23. Commander's Rank (cannot be delegated lower than O-4) | 23a. Commander's First & Last Name | 23b. Commander's Email |
| 23c. Commander Signature & Date (YYYYMMDD) | | |

SECTION IV - SKILLBRIDGE CAPSTONE

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| 24. Did the member complete the SkillBridge training with the Authorized Organization in Section II? | | |
| 24a. If not, reason member did not complete the training? | 25. Last SkillBridge training date completed with provider (YYYYMMDD) | |
| 26. Did the organization extended a job offer to the Service member? | 26a. Did the member accept the offer? | 26b. Anticipated Employment Start Date (if applicable) (YYYYMMDD) |

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| 27. SkillBridge Capstone Date (YYYYMMDD) | 28. Commander/CMD Designee Rank | 28a. Commander/CMD Designee Name |
| 28b. Commander/CMD Designee Email | | |
| 28c. Commander/CMD Designee Approver Signature | | |
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