



## UNITED STATES MARINE CORPS

(COMPANY LETTERHEAD)

UNIT ###

FPO AP #####-####

### SPECIAL CONSIDERATIONS TEMPLATE

Command Authorization Letter template for Marines participating in a SkillBridge opportunity with non-adjustable training dates that conclude after the Marine's retirement/EAS date. **Please include the required statements in paragraph 2. a. and b.**

SSIC  
CODE  
DATE

From: Commanding Officer, (COMMAND)

To: (RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME, EDIPI/MOS USMC)

Subj: REQUEST FOR (NAME OF SKILLBRIDGE PROGRAM), VOLUNTARY  
EMPLOYMENT SKILLS TRAINING PROGRAM IN THE CASE OF (RANK,  
FIRST NAME, MIDDLE INITIAL, LAST NAME EDIPI/MOS USMC)

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist  
(2) NAVMC 1320/2: USMC SkillBridge Participant Screening  
(3) SkillBridge Program Provider Acceptance Letter  
(4) Completed DD Form 2648 (eForm)  
(5) Ethics Brief Completion Page

1. (MARINE) is authorized to complete the (PROGRAM NAME) SkillBridge program in (LOCATION).
2. Contingent upon approval, this command will support (MARINE) in completing the program from (START DATE) to (END DATE). Lodging has been secured at (ADDRESS).
  - a. I have verified that (MARINE)'s SkillBridge program has non-adjustable training dates that conclude after their EAS/retirement date.
  - b. I have verified that (MARINE) is able to financially support him or herself and has secured a place of residence for the duration of the program.
3. (MARINE) is required to coordinate out-processing plan with (CURRENT UNIT OR COMMAND)'s S-1 and the Installation Personnel Administration Center (IPAC) Outbound Section prior to departure.
4. I have verified that (MARINE) has satisfied all requirements for the SkillBridge opportunity and the program is DoD-approved as per enclosures (1) and (2) and has gained acceptance to the opportunity per enclosure (3).
5. Point of contact at this command is (RANK, NAME, PHONE NUMBER AND EMAIL (POC MUST BE A STAFF NCO OR HIGHER AND MAY NOT BE THE MARINE APPLYING)).

Per NAVMC 1700.2A, the approval authority depends on the Service Member's tier:

- Tier One (E1-E5): requires approval from Commanders in the grade of O5 or above.
- Tier Two (E6-E7, W1-W3, O1-O4): requires approval from Commanders in the grade of O5 or above.
- Tier Three (E8-E9, W4-W5, O5 and above): requires approval from the first General Officer in the chain of command and Marine's participation must not result in a gapped billet.

AUTHORIZED SIGNATURE