

## DoW SKILLBRIDGE PROGRAM APPLICATION PACKET

Thank you for your interest in the DoW SkillBridge Program.

### References:

- DoDI 1322.29
- MARADMIN 280/24
- OASD Memorandum, Subject: USE OF UNACCOMPANIED BARRACKS AND OTHER SIMILARLY UTILIZED LODGING FACILITIES IN SUPPORT OF SKILLBRIDGE (CAREER SKILLS PROGRAM)

### Overview:

The DoW SkillBridge Program provides transitioning Service Members an opportunity to gain valuable civilian work experience through specific industry training, apprenticeships, or internships.

### Eligibility:

To participate in the Marine Corps SkillBridge (Employment Training Program) Marines must:

- Complete at least 180 days on active duty and anticipate an honorable discharge, including general discharge (under honorable conditions).
- Be separating or retiring from the Marine Corps and have sufficient time remaining on their contract to complete the program prior to the established separation date.
- Complete the Transition Readiness Program (TRP) requirements 180 days prior to separation.
- Complete MarineNet course, MFRSBMAR01: SkillBridge Ethics for Marines.
- Receive command approval prior to attending a Marine Corps SkillBridge program.

### Timelines for SkillBridge Participation and Approval Authority

The following timelines indicate the maximum amount of time prior to the actual separation or retirement date that SkillBridge participation can commence with the required approval authority.

- **Category I (E1-E5):** up to 120 days, requires approval from Commanders at the grade of O5 or above.
- **Category II (E6-E7, WO-CWO3, O1-O4):** up to 90 days, requires approval from Commanders at the grade of O5 or above.
- **Category III (E8-E9, W4-W5, O5 and above):** up to 90 days or less, requires General Officer approval and Marine's SkillBridge participation must not result in a gapped billet.

The length of the SkillBridge program, transition PTAD (if authorized), and terminal leave must fall within the authorized SkillBridge participation timelines.

### Resources:

For assistance researching opportunities and preparing your SkillBridge application, visit your nearest MCCS Education Center, Transition Readiness Program office, or email [skillbridge@okinawa.usmc-mccs.org](mailto:skillbridge@okinawa.usmc-mccs.org).

Visit <https://www.okinawa.usmc-mccs.org/skillbridge> for an overview of the process, the SkillBridge application, our monthly SkillBridge brief schedule, links to frequently used SkillBridge opportunities, and more.

## DoW SKILLBRIDGE Step-by-Step Guide

- 1. Attend the DoW SkillBridge Brief.**
  - a. DoW SkillBridge briefs are available monthly. Visit our website for the brief schedule: <https://www.okinawa.usmc-mccs.org/skillbridge>.
- 2. Confirm Eligibility** (See “Eligibility” on the first page of this packet).
- 3. Talk to your chain of command about their support of your SkillBridge participation.**
- 4. Talk to IPAC Outbound about the check-out and separation process with SkillBridge.**
  - a. Contact IPAC Outbound by email [mcbbutleripacoutbound@usmc.mil](mailto:mcbbutleripacoutbound@usmc.mil) or call 645-7264.
- 5. Research, contact, and apply to DoW-Authorized SkillBridge opportunities.**
  - a. To research current DoW-Authorized SkillBridge programs, locations, and for more information, visit the DoW SkillBridge website: <https://www.skillbridge.mil/>.
  - b. Contact SkillBridge providers directly to determine if the opportunity aligns with your career goals. Ask about program requirements, action items, due dates, and selection process.
  - c. Work with the company or organization to complete the enrollment or application process.
    - i. Applying to the opportunity does not guarantee acceptance.
- 6. Selection/Acceptance into the DoW-Authorized SkillBridge opportunity.**
  - a. Obtain an acceptance letter from the DoW-Authorized SkillBridge opportunity with the required program details: length of training, location, associated costs to the Marine, employment outcome, and SkillBridge provider POC information. See sample on page 6.

*Note: Some SkillBridge opportunities may require command approval prior to acceptance. If this applies to the opportunity you are interested in, please contact your local MCCS Education Center or TRP office for assistance.*
- 7. Complete the SkillBridge Application Packet.** (Available on <https://www.okinawa.usmc-mccs.org/skillbridge>)

*Note: The approval authority to participate in any SkillBridge opportunity depends on the Marine’s Category. Refer to “SkillBridge Participation Timelines and Approval Authority” on the first page.*

  - a. Required documents:
    - i. NAVMC 1320/1: USMC SkillBridge Packet Checklist
    - ii. NAVMC 1320/2: USMC SkillBridge Participant Screening
    - iii. SkillBridge Program Provider Acceptance Letter
    - iv. MarineNet course MFRSBMAR01: SkillBridge Ethics for Marines Certificate
    - v. Completed DD Form 2648 (eForm)
  - b. Coordinate transportation plan with your chain of command and IPAC Outbound ([mcbbutleripacoutbound@usmc.mil](mailto:mcbbutleripacoutbound@usmc.mil) or call 645-7268).
  - c. Coordinate housing arrangements for the duration of the SkillBridge opportunity.
- 8. Submit completed packet to your local MCCS Education Center, TRP Office, or email the packet to [skillbridge@okinawa.usmc-mccs.org](mailto:skillbridge@okinawa.usmc-mccs.org) for review and conditional approval.**
- 9. Submit the MyMarineCorps Education SkillBridge application for command authorization.**
  - a. Seek assistance from your local MCCS Education Center or TRP Office to submit your SkillBridge application for command authorization: <https://myeducation.netc.navy.mil/>.
- 10. Download SkillBridge Approval Document from MyMarineCorps Education.**
  - a. Once your application is approved by your approval authority, download the Approval Document from MyMarineCorps Education and include it in your SkillBridge package.
- 11. Provide completed SkillBridge packet to IPAC Outbound and S-1.**
  - a. IPAC Outbound will not accept your package if the Approval Document is missing.

## USMC SKILLBRIDGE PACKET CHECKLIST

### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

**AUTHORITY:** 10 U.S.C., Chapter 58; 10 U.S.C. 8041 Subtitle C; and E.O. 9397 (SSN), as amended; and [SORN M01754-4](#).

**PRINCIPAL PURPOSE:** The primary purpose of this form is to support participation in the Marine Corps SkillBridge Program. Information will be used to determine eligibility and enrollment.

**ROUTINE USES:** Information will be accessed by Marine Corps SkillBridge personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the participant. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at: <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570629/m01754-4/>

**DISCLOSURE:** Providing information is voluntary; however, failure to provide the information will result in an inability to participate in the SkillBridge Program.

**RECORDS MANAGEMENT:** This form shall be managed in accordance with record schedule 1000-34, "General Correspondence (Military Personnel)" of SECNAV M-5210.1. **TEMPORARY:** Cutoff at CY. Destroy when 3 years old.

### GENERAL INFORMATION

DoD SkillBridge Program provides transitioning Service members with the opportunity to develop job training and employment skills, including pre-apprenticeships, apprenticeships, and internships. SkillBridge is designed to facilitate the transition of eligible Service members into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage. SkillBridge is not to be used to further civilian education or for experiential purposes. Securing meaningful employment is the desired outcome of the program. Commanders in the grade of Lieutenant Colonel and above, are designated as the approval authority for SkillBridge requests. A Marine serving in a joint organization must receive approval from the first O6 with NJP authority in their joint organization chain of command. This cannot be delegated. SkillBridge applications will follow the three-category timeline. The following timelines indicate the maximum amount of time a commander may approve SkillBridge participation prior to separation or retirement date: Category I (E1-E5) - up to 120 days, Category II (E6-E7, WO-CWO3, and O1-O4) - up to 90 days, and Category III (E8-E9, CWO4-CWO5, O5 and above) - up to 90 days. Category III classification is critical low-density billets which require a General Officer (GO) approval and certification that participation will not result in a gapped billet.

### SERVICE MEMBER INFORMATION

Rank	Name (Last, First, MI)	Current Unit	Separation/Retirement Date
Government Email	Civilian Email	Name of SkillBridge Provider / Training Dates	DoD Approved Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
SkillBridge Training Address / Phone Number		Residential Address during SkillBridge Participation	

This package contains the following:

- |  |   |
|--|---|
| <input type="checkbox"/> 1) NAVMC 1320/1: USMC SkillBridge Packet Checklist      | <input type="checkbox"/> 4) SkillBridge and Ethics Brief Verification                     |
| <input type="checkbox"/> 2) NAVMC 1320/2: USMC SkillBridge Participant Screening | <input type="checkbox"/> 5) SkillBridge Provider Acceptance Letter                        |
| <input type="checkbox"/> 3) Completed DD Form 2648 (eForm)                       | <input type="checkbox"/> 6) Commander's Authorization Letter (Endorsements as applicable) |

Application Reviewed and Verified by Installation SkillBridge Coordinator

Position	Name (Last, First, MI)	Signature	Phone	Email
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SkillBridge Application Reviewed by Senior Enlisted Advisor

Rank	Name (Last, First, MI)	Signature	Phone	Email
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SkillBridge Application Reviewed by Company Commander or equivalent

Rank	Name (Last, First, MI)	Signature	Phone	Email
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**USMC SKILLBRIDGE PARTICIPANT SCREENING**

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**APPLICANT INFORMATION**

Name (Last, First, MI)		Rank/Grade		Category	
Branch	DoD ID #	MOS	Unit Phone #	Personal Email	
Installation	Major Subordinate Command			Unit	

Prerequisites	Yes	No	Remarks
1. Expected to be released from AD within 180 days of starting the program with an Honorable Discharge, including General Discharge Under Honorable Conditions. Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	
2. Completed all Transition Readiness Seminar (TRS) requirements (has a completed DD Form 2648 eForm). Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has sufficient time remaining under contract to complete SkillBridge prior to established date of separation (EAS/Retirement). Extensions to existing EAS are not authorized. Date of Separation: _____	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has attended and completed the HQMC approved SkillBridge brief and ethics training within the last 12 months. Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has contacted USMC designated SkillBridge Coordinator prior to NCMIS application. Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	

STATEMENT OF UNDERSTANDING OR RESPONSIBILITIES AND AUTHORIZATION

Please read AND acknowledge the below statements indicating your full understanding of the policies and procedures.

- 1. I have contacted the SkillBridge program POC to confirm the procedures for participation and to ensure that I have the necessary access to Navy College Management Information System (NCMIS) for the application submission process.
- 2. Participating Service members cannot receive from the SkillBridge provider any wages, training stipends, or any other form of financial compensation for the time that the Service members spend participating in SkillBridge.
- 3. I am fully aware there are limited seats, and acceptance may be competitive. If I am selected to participate, my command will be notified via the SkillBridge provider's acceptance letter. If there is no space available for training with the DoD SkillBridge approved industry partner after authorization from the Commander, I will not depart for training and return to my primary duty station immediately.
- 4. I fully understand the financial requirements to participate, and I voluntarily assume any additional costs that may occur including travel, meals, parking, equipment, uniform, and/or housing costs associated with program participation. I attest this will not cause any financial hardship for me or my family.
- 5. I will return any items on loan from the training provider in good working order.
- 6. If the DoD SkillBridge approved industry partner requires use of my education benefits, I verify that I have met with an Advisor to ensure that I fully understand the utilization of my education benefits.
- 7. I understand that I must maintain satisfactory attendance, progress, and safety regulations throughout my enrollment and adhere to military appearance, ethics, and accountability requirements.
- 8. I agree to adhere to the Commander's accountability plan. Unauthorized absence or travel away from the DoD SkillBridge approved industry partner training location will result in charges under the UCMJ.
- 9. I acknowledge that I have adequate housing, transportation and financial resources for the duration of my SkillBridge participation.
- 10. I authorize the use of both the application and employment information for program statistical purposes.

PARTICIPANT ACKNOWLEDGEMENT

I understand that the SkillBridge location is my appointed place of duty. If I am removed or withdraw from the DoD SkillBridge approved industry partner training, I must immediately contact my Commander and installation SkillBridge Coordinator. I am to report immediately back to my duty station at no cost to the government.

Participant Name (Print Rank, Name)	Signature	Phone	Date
Installation SkillBridge Coordinator Name (Print Rank, Name)	Signature	Phone	Date

### Acceptance Letter Requirements

According to NAVMC 1700.2B, paragraph 4.7.a.(4), the program acceptance letter from your SkillBridge opportunity will need to include the following program details:

1. **Length of training (start and end dates)**
2. **Location**
3. **Associated costs to the Marine**
4. **Employment outcome (i.e. guaranteed interview, certifications, etc.)**
5. **SkillBridge partner POC information**

*If the acceptance letter is missing the required program details, you will be asked to provide a new letter and/or additional documentation.*

### Sample Letter with Required Program Details:

**Date:** (Date)

**To:** (Marine)

**Offer/Acceptance:**  
The (company/organization name) would like to offer (Marine’s name) a (internship, pre-apprenticeship/apprenticeship, employment skills training, or on-the-job training) opportunity.

**Organization Overview:**  
(Provide a brief summary of the company/organization).

**Training Details:**

- **Start and end dates:** (Start and end dates of the SkillBridge opportunity)
- **Working hours:** (For example: Monday-Friday, 8am to 5pm with an hour for lunch)
- **Location:** (Physical address or specify if opportunity is remote).
- **Associated costs:** (Define any out-of-pocket costs for the Marine or if there are no associated costs for the Marine).
- **Point-of-Contact:** (Name, title, phone, email, and role of the individual overseeing the day-to-day activities of the Marine).

**Employment Outcome:**  
(State the employment probability at the end of the opportunity such as a guaranteed interview, job placement, earned credentials, training overview, etc.).

Signature by Human Resource Manager/President  
Name  
Title

- ← **Start and end dates to show length of training.**
- ← **Address to show the location of the internship.**
- ← **Associated costs to the Marine are clearly defined.**
- ← **SkillBridge Partner POC with contact information.**
- ← **Employment outcome of the program.**