

<https://www.okinawa.usmc-mccs.org/skillbridge><https://www.skillbridge.mil>

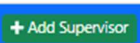
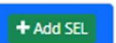
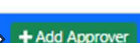
MYMARINECORPS EDUCATION SKILLBRIDGE APPLICATION INSTRUCTIONS

Marines should submit the MyMarineCorps Education SkillBridge Application for Command Approval (<https://myeducation.netc.navy.mil/>) after completing the prerequisites and gathering the required documents.

This application will remain locked until the Marine attends the mandatory information brief.

Visit <https://www.okinawa.usmc-mccs.org/skillbridge> for the brief schedule and log-in information.

For assistance, contact the nearest MCCS Education Center or email skillbridge@okinawa.usmc-mccs.org.

STEP 1	Search and select your local MCCS Education Center using the search window.
Current Installation  	
STEP 2	Complete the "Prerequisites" section by entering the appropriate date into each item.
Prerequisite 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: Date:   EAS date 2. Completed all Transition Readiness Seminar (TRS) requirements (has a completed DD Form 2648 eForm). Date Completed: Date:   DD Form 2648 (eForm), date block 47 is signed 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: Date:   EAS date 4. Has attended and completed the HQMC approved SkillBridge brief and ethics training within the last 12 months. Date Completed: Date:   MCELE Course MFRSBMAR01: SkillBridge Ethics for Marines completion date 5. Has contacted USMC designated SkillBridge Coordinator prior to NCMIS application. Date Completed: Date:   Date attended the SkillBridge Brief	
STEP 3	Skip the "Required Documents" section for now. Required Documents Application must be saved before uploading files.
STEP 4	Complete the Supervisor, Command Senior Enlisted Leader (SEL)/Senior Enlisted Advisor (SEA), and Approver* Information sections by clicking on the corresponding green buttons. Enter the name, pay grade, work email, and DSN number of each individual. <i>If the emails are incorrect, your Reviewers and Approver WILL NOT receive your application.</i>
Supervisor Information SNOIC /OIC   <i>A Supervisor is required.</i> Command Senior Enlisted Leader(SEL)/Senior Enlisted Advisor(SEA) Information E8-E9   <i>Command SEL/SEA is required.</i> Approver Information   <i>An Approver is required.</i> - Commanding Officers at the grade of O5 or above for E1-E7, WO-CWO3, O1-O4 (Category I & II Marines) - General Officers for E8-E9, CWO4-CWO5, O5 and above (Category III Marines).	

STEP 5	Complete the “Application” section by completing the “Organization,” “SkillBridge Program and Location*,” “Location,” “Program Start Date,” and “Program End Date” fields.
	Application Organization Provider Point of Contact POC Email Location SkillBridge Program and Location City Program Start Date Program End Date Functional Area/Job Family Opportunity Types Duration - If no programs are listed, click the “+Manual Add Program/Location” button to manually enter the information. - If programs are listed without the appropriate location, click on “+Edit Program/Location Data” button to manually enter the information. - The “Functional Area/Job Family,” “Provider Point of Contact,” “POC Email,” “City” “Opportunity Types,” and “Duration” fields will autopopulate upon saving the application. - If participating in a DIB/CBP/ICE program, contact skillbridge@okinawa.usmc-mccs.org.
STEP 6	Complete the “Statement of Understanding or Responsibilities and Authorization” section by reviewing the statements and clicking each checkbox. Then, click the “SAVE” button at the bottom of the page.
	Statement of Understanding or Responsibilities and Authorization Please read AND acknowledge the below statements indicating your full understanding of the policies and procedures. Click on these checkboxes. ☐ 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 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 DoW 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 DoW 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 DoW SkillBridge approved industry partner training location will result in charges under the UCMI. ☐ 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.
STEP 7	Complete the “Required Documents” section. <i>**Files must be PDF or JPG and less than 2MB.</i>
	Required Documents SB Training Plan Upload ← Obtained from SkillBridge Provider Completed DD Form 2648 (eForm) Upload ← Obtained by completing the Transition Readiness Seminar (TRS) SkillBridge and Ethics Brief Verification Upload ← Obtained by completing MCELE Course MFRSBMAR01: SkillBridge Ethics for Marines SkillBridge Provider Acceptance Letter Upload ← Obtained from SkillBridge Provider Commander's Endorsement (Optional) Upload ← Optional
STEP 8	Click the “SAVE” button again then click the “SUBMIT” button to forward the application to the listed Reviewers and Approver. - Email notifications will be sent to the Marine regarding the application's status. - Contact skillbridge@okinawa.usmc-mccs.org for any questions or technical difficulties. <i>The Marine is responsible for coordinating with their chain of command to ensure required action is completed by the Supervisor, SEL/SEA, and Approver.</i>
STEP 9	The Commander's endorsement letter is generated electronically within MyMarineCorps Education. - Once the online application is approved, the Marine must contact the SkillBridge Coordinator (skillbridge@okinawa.usmc-mccs.org) for the final Commander's endorsement letter. - After receiving the endorsement letter, the Marine must submit their SkillBridge documents and endorsement to IPAC Outbound and/or S-1 to initiate participation.