MARINE & Family

DOWSKILLBRIDGE

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

DoW SKILLBRIDGE PARTICIPATION GUIDE

The DoW SkillBridge program provides transitioning Service Members an opportunity to gain valuable civilian work experience through specific industry training, apprenticeships, or internships. For assistance, contact the nearest MCCS Education Center, email skillbridge@okinawa.usmc-mccs.org, or visit https://www.okinawa.usmc-mccs.org/skillbridge.

References: DoDI 1322.29, NAVMC 1700.2B, MARADMIN 280/24.

Marines should inform their command of their SkillBridge plans as early as possible and keep them involved throughout the SkillBridge process.

Step 1 – Complete MCeLE course MFRSBMAR01: SkillBridge for Marines.

Complete this Marine Corps eLearning Ecosystem (MCeLE) course and obtain a certificate.

SkillBridge Brief

Step 2 – Attend our virtual SkillBridge Information brief.

Held every first and third Thursday of the month at 1430 on Teams.
Access the brief through https://www.tinyurl.com/SkillBridge or scan the QR code on the day and time.

Step 3 – Confirm eligibility.

General Requirements

☐ Serve at least 180 days on active duty.	☐ Anticipate honorable or general under honorable discharge.

Action Items

Requirement	Date Completed	Required Documentation
Complete Transition Readiness Seminar (TRS).		☐ Completed DD Form 2648 (eForm)
Complete MCeLE Course MFRSBMAR01: SkillBridge for Marines.		☐ MFRSBMAR01: SkillBridge for Marines Certificate

Step 4 – Determine Authorized SkillBridge Participation Window.

Rank determines the maximum amount of SkillBridge participation days.
Calculate your participation window before contacting SkillBridge providers or beginning your application.

Earliest Authorized Start Date: _____ **Latest Authorized End Date (EAS):** _____

Select Category	Rank	Max SB Days	Your EAS (enter in category row)	Days for Calculation	How to Calculate Earliest Authorized Start Date
☐ **Category I**	E1–E5	120		119	1. Navigate to: www.timeanddate.com/date/dateadd.html 2. Enter **EAS** as the **Start Date.** 3. Select **Subtract.** 4. Enter your category's number of **Days for Calculation.** 5. Click **Calculate New Date** to Determine Your **Earliest Authorized Start Date.**
☐ **Category II**	E6–E7, W1–CWO3, O1–O4	90		89	
☐ **Category III**	E8–E9, W4–W5, O5 and above	90		89	
☐**DIB/CBP/ICE***	N/A	180		179	

Note: The combined period for SkillBridge, transition PTAD, and terminal leave is limited to 120 or 90 days, depending on the Marine's category.

***DIB/CBP/ICE Programs ONLY:** Marines may participate in up to 180 days of SkillBridge training, regardless of rank. All SkillBridge requirements, policies, procedures, and category-based approval authorities remain unchanged. HQMC approval is required for participation beyond the Marine's applicable 120/90-day category-based window (see Step 7).*

Step 5 – Select a DoW-Authorized SkillBridge Opportunity.

Research, contact, and apply to DoW-Authorized SkillBridge opportunities

- Explore current DoW-Authorized SkillBridge programs and locations at https://skillbridge.mil/.
- Contact providers to confirm career alignment, requirements, tasks, deadlines, and selection processes.
- Work with the organization to complete enrollment or application steps. *Acceptance is not guaranteed.*

Selection/Acceptance into the DoW-Authorized SkillBridge opportunity

- Obtain an acceptance letter from the DoW-Authorized provider with the required program details outlined on page 4.
- *Training length may not exceed the specified duration of training on the program's DoW SkillBridge webpage listing.*
- Obtain a training plan from the DoW-Authorized provider.

If command approval is required before acceptance, the Marine should contact their local MCCS Education Center.

Action Items

Requirement	Date Completed	Required Documentation
Contact DoW-Authorized SkillBridge opportunity.		N/A
Obtain Acceptance Letter.		☐ SkillBridge Provider Acceptance Letter
Obtain Training Plan.		☐ SkillBridge Provider Training Plan

Step 6 – Identify Reviewers and Approvers for the Command Approval Application.

Role	Qualification	Information
Supervisor (1st Reviewer)	SNCOIC / OIC	**Rank/Name:** **Work Email:** **DSN:**
Senior Enlisted Leader (SEL)/ Senior Enlisted Advisor (SEA) (2nd Reviewer)	E8-E9	**Rank/Name:** **Work Email:** **DSN:**
Approver		**Rank/Name:** **Work Email:** **DSN:**
☐ **Category I**	E1–E5	Commanders O5 or above
☐ **Category II**	E6–E7, W1–CWO3, O1–O4	Commander O5 or above
☐ **Category III**	E8–E9, W4–W5, O5 and above	General Officer

Step 7 – Provide Required Documents to Education Center Staff for Review.

- Marines are **required** to meet with Education Center staff for document review and guidance on the online application.
- **The online SkillBridge application will remain locked until all required documents are verified to be free of discrepancies.**
- *Marines participating in DIB/CBP/ICE programs beyond the applicable 120/90-day category-based window will receive additional instruction on requesting HQMC approval. Duration of training must match the DoW SkillBridge webpage listing.*

Required Documents

☐ MFRSBMAR01: SkillBridge for Marines Certificate	☐ SkillBridge Provider Acceptance Letter
☐ Completed DD Form 2648 (eForm)	☐ SkillBridge Provider Training Plan

Step 8 – Submit Online Application for Command Approval.

- Access the SkillBridge application through the MyMarineCorps Education portal: **https://myeducation.netc.navy.mil**.
- A guide to completing the application can be found at **https://www.okinawa.usmc-mccs.org/skillbridge**.
- The **Commander's endorsement letter** is generated electronically within the MyMarineCorps Education portal.
- Once the application is approved, to obtain the endorsement Marines must contact **skillbridge@okinawa.usmc-mccs.org**.

Step 9 – Once Approved, Submit All Documents to IPAC Outbound and S-1.

After receiving the endorsement letter, the Marine must submit their SkillBridge documents and endorsement to IPAC Outbound and/or S-1 to initiate participation.

ADDITIONAL HELPFUL INFORMATION

Travel and Housing

- The combined time for SkillBridge, transition PTAD, and terminal leave is limited to 120 or 90 days, depending on the Marine's category.
- Marines participating in a SkillBridge opportunity will be accounted for in SkillBridge Permissive Temporary Active Duty (S-PTAD) status.
- Use of travel funds to participate in SkillBridge is authorized for Marines coming from OCONUS if travel back to the United States represents the final move back from overseas duty.
- Housing allowance for Marines stationed OCONUS is based on the location of the appropriate separation site.
- Questions regarding travel, housing, and outprocessing should be directed to your chain of command and IPAC Outbound End of Service (email mccbbutleripacoutbound@usmc.mil or call 645-7268).

Frequently Asked Questions (FAQs)

Q: Do Marines have to be TRS-complete before starting the SkillBridge process?
A: Marines do not have to be TRS-complete before starting the SkillBridge process. Marines can work on the TRS process while working on the SkillBridge process such as researching, contacting, and applying to SkillBridge opportunities. Marines must be TRS-complete before submitting the online SkillBridge application for command approval.

Q: How does SkillBridge affect outprocessing requirements?
A: Marines are encouraged to consult IPAC Outbound End of Service section for guidance on outprocessing requirements and timelines if participating in SkillBridge.

Q: Will Marines get paid during the SkillBridge program?
A: Yes, Marines continue to receive their military pay and benefits during the SkillBridge program, as they remain on Active Duty while participating in the program. Marines are not eligible to receive any wages, training stipends, or any other form of financial compensation from the SkillBridge provider.

Q: Is there a cost associated with SkillBridge?
A: While the SkillBridge program itself is offered at no cost to Service Members, there are instances where industry partners may require the use of benefits like the GI Bill. This typically occurs in programs where additional training, certification, or licensing is provided beyond what the SkillBridge program covers.

Q: Can Marines relocate for SkillBridge?
A: Yes, but it requires command approval and coordination. The Marine is responsible for securing lodging for the duration of the SkillBridge opportunity. For any questions regarding travel, housing, and outprocessing, the Marine should consult with their chain of command and IPAC Outbound.

Q: Can Marines use USMC Tuition Assistance while on SkillBridge?
A: No, Marines cannot use USMC Tuition Assistance while on SkillBridge.

SKILLBRIDGE PROVIDER ACCEPTANCE LETTER REQUIREMENTS

According to NAVMC 1700.2B, paragraph 4.7.a.(4), the SkillBridge provider acceptance letter requires the following program details:

1. **Organization Name**
   The organization's name must match DoW SkillBridge webpage listing on https://www.skillbridge.mil/locations.
2. **Program Name**
   The program name must match DoW SkillBridge webpage listing on https://www.skillbridge.mil/locations.
3. **Length of training (start and end dates)**
   Training length may not exceed the specified duration of training on the program's DoW SkillBridge webpage listing on https://www.skillbridge.mil/locations.
4. **Location**
   Location must match with the program's corresponding DoW SkillBridge webpage listing on https://www.skillbridge.mil/locations.
5. **Associated costs to the Marine**
6. **Employment outcome (i.e. guaranteed interview, certifications, etc.)**
7. **SkillBridge partner POC information**

If the acceptance letter is missing the required program details, Marines 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

⬅ **Organization and program name stated clearly.**

⬅ **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.**