

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 – Attend the Mandatory Virtual SkillBridge Brief.

Held every first and third Thursday of the month at 1430 on Teams.

Go to <https://www.tinyurl.com/SkillBridge> or scan the QR code on the day and time.

The online SkillBridge Application will remain locked until the Marine attends the SkillBridge Brief.

SkillBridge Brief**Step 2 – Confirm Eligibility.****General Requirements**

☐ Serve at least 180 days on active duty.

☐ Anticipate honorable or general under honorable discharge.

Action Items

<u>Requirement</u>	<u>Date Completed</u>	<u>Required Documentation</u>
Complete Transition Readiness Seminar (TRS).		☐ Completed DD Form 2648 (eForm)
Complete MCELE Course, MFRSBMAR01: SkillBridge Ethics for Marines.		☐ SkillBridge Ethics for Marines Certificate

Step 3 – 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
☐ 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	

***DIB/CBP/ICE programs:** Marines can participate in up to 180 days of SkillBridge, regardless of rank. All SkillBridge requirements, policies, procedures, and category-based approval authority remain the same.

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

Step 4 – 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.osd.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 detailing training length, location, costs, employment outcomes, and POC information. See sample on page 4.
- 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 5 – 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–CW03, O1–O4	Commander O5 or above
☐ Category III	E8–E9, W4–W5, O5 and above	General Officer

Step 6 – Prepare All Required Documentation.

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

Step 7 – Submit Online Application for Command Approval.

- The SkillBridge application is found in 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>.
- **Marines are highly encouraged to have their application information and required documents reviewed by MCCS Education Center staff prior to starting their online application.**
- 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.

Step 8 – 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. **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, 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

← **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.**