



# UNITED STATES MARINE CORPS

(COMPANY LETTERHEAD)

UNIT ###

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

## TEMPLATE FOR TIER THREE MARINES

Command Authorization Letter template for Tier Three Marines (E8-E9, W4-W5, O5 and above) participating in a SkillBridge opportunity.

Please include the required statement in paragraph 4. a.

SSIC  
CODE  
DATE

From: General 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).
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).
  - a. I certify that (MARINE)'s participation in this SkillBridge opportunity will not result in a gapped billet.
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, Tier Three applicants require approval from the first General Officer in their chain of command. Commanders will certify that the Marine's SkillBridge participation will not result in a gapped billet.

AUTHORIZED SIGNATURE