

# DoD SKILLBRIDGE

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

**References:** DoDI 1322.29 and MARADMIN 280/24

## SkillBridge Process

1. Attend the SkillBridge Brief.
2. Confirm your eligibility.
3. Talk to your command about their support of your participation in a SkillBridge opportunity.
4. Talk to IPAC Outbound about check-out/separation.
5. Research, contact, and apply to DoD-approved SkillBridge opportunities.
6. Selection/Acceptance into the DoD-approved SkillBridge opportunity.
7. Complete the SkillBridge Application Packet.
8. Submit completed packet to your nearest MCCS Education Center or Transition Readiness Program (TRP) office for review and conditional approval.
9. Submit the MyMarineCorps Education SkillBridge application for command authorization.
10. Download SkillBridge Approval Document from MyMarineCorps Education to include in SkillBridge packet.
11. Provide completed SkillBridge packet to IPAC Outbound and S-1.

## DoD SkillBridge Brief

Visit our website (<https://www.okinawa.usmc-mccs.org/skillbridge>) for the virtual brief schedule.

## Eligibility

- ☐ Must have served at least 180 days on Active Duty
- ☐ Anticipate an honorable or general under honorable conditions discharge
- ☐ Must start and finish program within authorized SkillBridge participation timeline (see page 2 for more details)
- ☐ Complete all requirements of TRS 180 days prior to separation
- ☐ Complete MarineNet course, MFRSBMAR01: SkillBridge Ethics for Marines
- ☐ Be able to obtain command authorization

## DoD-Approved SkillBridge Programs

To research current DoD-approved SkillBridge programs, locations, and for more information, visit the DoD SkillBridge website at: <https://skillbridge.osd.mil/>

## Application Packet and Process

1. Complete and obtain signatures on the required documents:
  - NAVMC 1320/1: USMC SkillBridge Packet Checklist
  - NAVMC 1320/2: USMC SkillBridge Participant Screening
  - SkillBridge Program Provider Acceptance Letter
  - Completed DD Form 2648 (eForm)
  - MarineNet course MFRSBMAR01: SkillBridge Ethics for Marines Certificate
2. Coordinate transportation plan with your chain of command and IPAC Outbound (email [mcbbutleripacoutbound@usmc.mil](mailto:mcbbutleripacoutbound@usmc.mil) or call 645-7264).
3. Coordinate housing arrangements for the duration of the SkillBridge opportunity.

## MyMarineCorps Education SkillBridge Application

- Seek assistance from your local MCCS Education Center or TRP office to submit your MyMarineCorps Education SkillBridge application: <https://myeducation.netc.navy.mil/>.

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.

## MCCS Education Centers/Transition Readiness Program Offices

Camp Kinser: 637-3325/1307  
MCAS Futenma: 636-3036/5405

Camp Foster: 645-7160/3151  
Camp Courtney: 622-9694/7878

Camp Hansen: 623-4376/3027  
Camp Schwab: 625-2045/2699

## WHAT OPPORTUNITIES CAN BE PURSUED?

**JOB TRAINING** - Prepares employee to perform job related tasks through information, demonstration, performance evaluations, and feedback. Examples: EMT, Welding, HVAC, CDL.

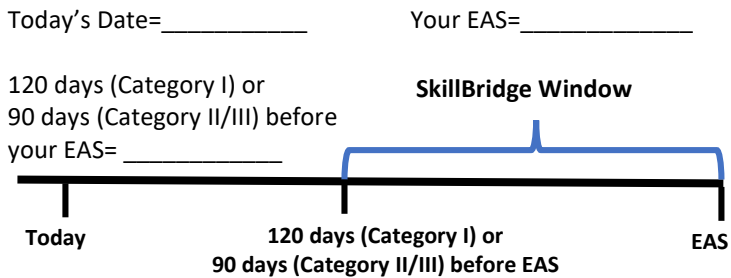
**EMPLOYMENT SKILLS TRAINING** - Provides training or education for skills required in the workforce. Assist with advancing or adapting to workplace demands. Examples: leadership training, resume writing, interview practices, negotiation, etc.

**APPRENTICESHIPS** - Combination of on-the-job training and classroom instruction to learn practical and theoretical aspects of a specific field or occupation.

**INTERNSHIPS** - On-the-job training designed to develop job skills and employment skills needed to obtain employment in the civilian sector.

**\*\*ALL OPPORTUNITIES MUST BE DoD-APPROVED IN ORDER TO BE PURSUED AS A SKILLBRIDGE OPPORTUNITY.\*\***

### SKILLBRIDGE PARTICIPATION TIMELINES AND APPROVAL



To find your SkillBridge window, subtract the maximum amount of time allowed for your Category from your EAS date. See below for the maximum amount of time allowed per Category and the corresponding 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, requires General Officer approval and SkillBridge participation must not result in a gapped billet.

### TRAVEL AND HOUSING

- **The length of the SkillBridge program, transition PTAD (if authorized), and terminal leave must fall within the authorized SkillBridge participation timelines.**
- Marines participating in an SkillBridge opportunity will be accounted for in a 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 out-processing should be directed to your chain of command and IPAC Outbound.
- For information on the use of barracks or other similar lodging facilities available to Service Members participating in SkillBridge, please reference: OASD Memorandum, Subject: USE OF UNACCOMPANIED BARRACKS AND OTHER SIMILARLY UTILIZED LODGING FACILITIES IN SUPPORT OF SKILLBRIDGE (CAREER SKILLS PROGRAM).

## SKILLBRIDGE FAQs

### Who authorizes my participation?

The approval authority for SkillBridge participation depends on your Category. See "SKILLBRIDGE PARTICIPATION TIMELINES AND APPROVAL" section above to determine your Category and appropriate approval authority.

### Will I still report to my command?

You are an Active-Duty Marine while in the opportunity and will remain permanently assigned to your command. Your appointed place of duty is with the SkillBridge opportunity. Your command may terminate your participation in a SkillBridge opportunity for reasons of military necessity and/or unsatisfactory participation.

### Who contacts the SkillBridge opportunity provider?

You do. Think of it as reaching out to your future employer. Be professional, introduce yourself, and let provider know you are interested in pursuing an opportunity with them via SkillBridge.

### Will I get paid?

You will receive your Active-Duty pay while participating in SkillBridge. You are not eligible to receive any wages, training stipends, or any other form of financial compensation from the SkillBridge provider.

### Can I use my GI Bill?

If your SkillBridge opportunity is GI Bill-eligible, you may use your GI Bill to cover the cost.