



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

IN REPLY REFER TO:
NAVMC 1700.2A
M&RA (MF)

NAVMC 1700.2A

From: Commandant of the Marine Corps
To: Active Component and Reserve Component Marines on
Active Duty

Subj: MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM

Ref: See enclosure (1)

Encl: (1) References
(2) SkillBridge Administrative Procedures

1. Purpose. In accordance with references (a) through (n), this NAVMC establishes guidance for the SkillBridge Program in collaboration with reporting requirements outlined in reference (a).

2. Background. Reference (a) establishes the Department of Defense (DoD) Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members. JTEST-AI provides transitioning Marines with the opportunity to develop job training and employment skills, including pre-apprenticeships, apprenticeships, and internships through the SkillBridge program. SkillBridge is designed to facilitate the transition of eligible Marines into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage. SkillBridge is not authorized to further civilian education or for experiential purposes; securing meaningful employment is the expectation.

3. SkillBridge Program Eligibility Requirements

a. Per reference (a) Marines must:

(1) Complete at least 180 continuous days on active duty and expect to separate or retire from the Marine Corps with an honorable discharge, including general discharge (under

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honorable conditions) within the established timelines prescribed in paragraph 3e.

(2) Have sufficient time remaining on contract to complete the SkillBridge program prior to the established separation date. Marines are not authorized extensions of obligated service to complete the SkillBridge program.

(3) Receive command approval to participate in a SkillBridge program.

b. Complete all Transition Readiness Seminar (TRS) requirements per reference (i) and submit a completed DD Form 2648.

(1) Installation TRP personnel and commanders assist with the timely completion of TRP requirements for Marines who are planning to participate in a training or employment opportunity through SkillBridge.

(2) Completion of the Developing Your Business Ethics (LLISELF301) MarineNet course, or equivalent, is required within 12 months prior to the program start date per reference (j).

c. Marines enrolled in the Individual Disability Evaluation System or assigned to the Wounded Warrior Transition Program with an unknown separation date may not participate in SkillBridge until they have an established/expected separation date and are within the established timelines in paragraph 3e. They may participate in a program outlined in reference (d).

d. Execution and command guidance. SkillBridge is intended to facilitate transition into the civilian workforce without adversely impacting readiness. Commanders are to assess unit readiness prior to authorizing participation. The following timelines indicate the maximum amount of time prior to actual separation or retirement date that SkillBridge participation can commence. If a Marine desires to execute any additional authorized PTAD (e.g. transition PTAD) or leave (e.g. terminal leave) in conjunction with SkillBridge, the entire period of absence must still fall within the following timelines below. All authorized PTAD must commence and terminate prior to any authorized leave.

(1) Timelines:

(a) Tier one (E1-E5) - 120 days or less.

(b) Tier two (E6-E7, W1-W3, O1-O4) - 90 days or less.

(c) Tier three (E8-E9, W4-W5, O5 and above) - 90 days or less.

(2) SkillBridge is not an entitlement. Commanders maintain final approval authority and have full authority to disapprove or modify participation based on mission requirements in accordance with reference (a). Commanders should carefully consider command readiness when granting permission to participate in the program. Commanders evaluate each request to participate in SkillBridge on the merits of impact to the individual Marine and mission readiness.

(3) Commands cannot implement any additional restrictions on participation based on such criteria as education, skills, length of service, etc.

4. Approval, authority, and accountability

a. Participation in the SkillBridge program is not an entitlement and is at the commander's discretion based on the needs of the Marine Corps and mission requirements.

(1) Commanders in the grade of Lieutenant Colonel and above, as defined in reference (n), are designated as the approval authority for Skillbridge requests. A Marine serving in a joint organization must receive approval from the first Colonel in their joint organization chain of command. This cannot be delegated.

(2) SkillBridge approval endorsements include:

(a) Length of time approved for participation.

(b) Time authorized for the travel from the SkillBridge site to the separation site.

(c) Submission of approval to the servicing Installation Personnel Administration Center or designated reporting entity (e.g. I&I's) via the Outbound Interview in Marine OnLine (MOL).

(3) SkillBridge applications for Tier three personnel will not be approved if participation will result in a gapped

billet. Additionally, Tier three applicants require positive endorsement from the first General Officer in their chain of command before they can begin SkillBridge. Commanders will certify in any approval for tier three applicants that SkillBridge participation will not result in a gap.

b. The approval authority may terminate participation of a Marine in a program for reasons of military necessity and/or unsatisfactory participation.

(1) Upon notification of termination of program participation, Marines must immediately withdraw from the program, notify installation Personal and Professional Readiness staff, and report back to assigned command within timeline established by the command based on SkillBridge location.

(2) Return to the Marine's permanent duty station (PDS) is at the member's personal expense.

(3) Marines authorized to participate will remain permanently assigned to the parent command and a replacement is not provided until the end of active obligated service, except for those Marines identified in paragraph 4a(6) below. SkillBridge Permissive Temporary Additional Duties (S-PTAD), per enclosure (2), is reported in the Unit Status Management Report in MOL.

(4) Commanders are responsible for establishing daily accountability procedures prior to a Marine beginning a SkillBridge program. Failure to maintain contact can result in termination of participation by the Marine's approval authority.

(5) SkillBridge participation is considered official duty. Marines are placed in an administrative absence status.

(6) Per reference (c), personnel separating from a Port of Entry, Separation site, or approved alternate separation site OCONUS to CONUS receive a replacement.

(7) Upon completion, Marines notify the installation SkillBridge Point of Contact (POC) to inform them of their employment status, and if employment was secured with or through the SkillBridge provider.

(8) For further information regarding personnel reporting and administrative actions associated with the execution of SkillBridge, refer to enclosure (2).

c. Commanders apply the same consideration and approval criteria to officers and enlisted Marines, with the authority to deny, approve, or modify participation based on personal conduct and needs of the command.

(1) Commands are encouraged to establish a formal process to assess the impact of SkillBridge participation on mission readiness prior to approval/disapproval of participation.

(2) Commanders should evaluate SkillBridge requests and authorize the number of days necessary to gain job skills required to secure meaningful employment commensurate with military experience and skills. Marines are not authorized to attend more than one program.

(3) Reference (b) allows commanders to provide available unoccupied barracks, without charge, to Marines who are pursuing SkillBridge opportunities while on permissive temporary assigned duty.

d. Marines may participate in an employment skills training program hosted by another military service.

e. Marines must participate in a SkillBridge program that has a DoD approved Memorandum of Understanding (MOU) per reference (a). A list of DoD approved programs is located on the SkillBridge web portal at <https://skillbridge.osd.mil/organizations.htm>.

f. Marines who are serving under obligation for a Special or Incentive (SI) pay (e.g., Special Duty Assignment Pay, Assignment Incentive Pay, Special Duty Incentive Pay, and Selective Reenlistment Bonus), are subject to the guidance in the applicable pay instruction regarding pay, eligibility, and recoupment. Allowances and entitlements such as Assignment Incentive Pay (AIP) and Voluntary Separation Incentive (VSI) will be impacted by SkillBridge participation. It is the responsibility of the commander to consider the impact of such pay when approving Marine's SkillBridge requests. See enclosure (2) for additional information.

5. SkillBridge Permissive Temporary Additional Duty (S-PTAD) requirements. Marines participating in SkillBridge will be accounted for in a S-PTAD status, however, the maximum PTAD

limit of 30 days does not apply. See enclosure (2) for detailed administrative procedures.

6. Annual Training Requirements. Marines are exempt from annual training requirements and duty while participating. Commanders should ensure required training is completed or waived prior to SkillBridge training.

7. SkillBridge Participation. SkillBridge participation does not exceed the established timelines from retirement/EAS date.

a. Standard SkillBridge. SkillBridge participation is initiated by contacting the installation SkillBridge POC and completing a SkillBridge application. Steps in the process are:

(1) Receive SkillBridge counseling.

(2) Contact the Employer or training provider of interest to verify eligibility, training schedule, cost, and employment outcome.

(3) Verify the program meets the required criteria as outlined in paragraph 4d above. Verification of DoD approved program with MOU via SkillBridge are located at web portal <https://skillbridge.osd.mil/organizations.htm>.

(4) Obtain a program acceptance letter that provides program details to include location, Service member cost, length of training, training topics, assessment method, employment outcome, and POC for the SkillBridge partner.

(5) Complete Developing Your Business Ethics (LLISELF301) MarineNet course, or equivalent, within 12 months prior to the application date.

(6) Obtain commander's endorsement and application approval. If a commander does not issue an endorsement and disapproves the application, details as to why the application was disapproved will be provided by the commander.

(7) Return approved or disapproved application to the Installation SkillBridge POC for data collection.

b. Special Considerations. Commanders may endorse a special consideration for SkillBridge participation. A detailed narrative about the special consideration will be noted on SkillBridge application. Installation SkillBridge POCs will

review and verify the special circumstance prior to the commander's approval. Special consideration for SkillBridge participation are initiated by contacting the installation SkillBridge POC and completing a SkillBridge application in accordance with steps outlined in paragraph 7a above. The authorized special considerations are described below.

(1) Command's may authorize participation in an approved SkillBridge program with non-adjustable training dates that conclude after a Marine's retirement/EAS.

(a) The commander's authorization letter should include the Marine's ability to financially support him or herself and secure a place of residency for program participation.

(b) Additional obligated service is not authorized.

8. Voluntary withdrawal from an approved SkillBridge program by the Marine. Members who voluntarily withdraw from a SkillBridge program will report to their PDS.

a. Voluntary withdrawal, regardless of justification, does not automatically qualify Marines to participate in a different program.

b. Marines formally re-submit approval request to the approval authority for re-evaluation and may be approved or denied in accordance with paragraph 4.

c. Voluntary withdrawal is not grounds for non-judicial or administrative action against the Marine.

9. SkillBridge Provider Eligibility. Per reference (a), providers must meet certain criteria to qualify as an approved provider for JTEST-AI. Programs must be designed to facilitate the transition of eligible Marines into civilian sector occupations and careers with a reasonable expectation and high probability of post-service employment with a comparable living wage to that received while in service. Interested Employers can visit <https://skillbridge.osd.mil/> for details.

10. Internship Eligibility. Per reference (a), SkillBridge internships are available with partners with a DoD MOU. Marines continue to receive full military pay and station allowances. Marines are prohibited from receiving compensation from the employer and are not permitted to work more than 40 hours in any

work week. Marines must return to parent commands if SkillBridge program requirements are less than 20 hours per week or 8 hours per day and not be on an administrative absence status. Internships must conclude no later than the date of separation. Internships provided by family members and relatives are prohibited per reference (j).

11. Reporting. Installation SkillBridge POCs will assist Marines and commanders in using the Navy College Management Information System (NCMIS) to apply for and respond to participation requests. NCMIS will also be used to report SkillBridge participation, employer data, and employment outcomes to Personal and Professional Readiness Branch monthly or as otherwise directed by Manpower and Reserve Affairs, Marine and Family Programs Division.

12. Information. For more information on the SkillBridge Program, contact the Installation SkillBridge POC. For further information regarding administrative actions associated with the execution of SkillBridge, refer to enclosure (2) for POC contact information.

13. Applicability. This NAVMC applies to Active Component and Reserve Component Marines on Active Duty who meet all eligibility requirements.

14. Certification. This NAVMC is effective the date signed.

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Director
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References

- (a) DOD Instruction 1322.29 Ch 1, "Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members," May 5, 2020
- (b) Assistant Secretary of Defense Memorandum, "Use of Unaccompanied Barracks and Other Similarly Utilized Lodging Facilities in Support of SkillBridge (Career Skills Program)," April 20, 2020
- (c) MCO 1900.16 CH 2, "Separation and Retirement Manual," February 15, 2019
- (d) DoD Instruction 1300.25 CH 1, "Guidance for the Education and Employment Initiative (E21) and Operation Warfighter (OWF)," April 27, 2020
- (e) Title 10 U.S. Code Section 1143, Employment Assistance
- (f) PAA 10-13, "Clarification for BAH W/O Depns During Transitional PTAD"
- (g) MCO 7220.12R, "Special Duty Assignment Pay (SDAP) Program," August 6, 2013
- (h) MARADMIN 039/22 Special Duty Assignment Pay, Assignment Incentive Pay, and Volunteer Supplemental Incentive"
- (i) MCO 1700.31, "Transition Readiness Program (TRP)," December 30, 2015
- (j) DoD 5500.7-R CH 7, "Joint Ethics Regulation (JER)," November 17, 2011
- (k) MCO 1050.3J, "Regulations for Leave, Liberty, and Administrative Absence," May 19, 2009
- (l) MCO 7220.56A, "Entitlement to Basic Allowance for Housing (BAH) at Locations Other Than Permanent Duty Station," August 31, 2015
- (m) MCO 10110.47A, "Basic Allowance for Subsistence (BAS) and Meal Card Program," September 25, 2013
- (n) Marine Corps Manual CH-1-3, May 13, 1996

**Clarification of Eligibility and Entitlements for Marine Corps
SkillBridge Employment Training Program**

1. Overview. This enclosure provides specific information, administrative procedures, and eligibility requirements for participation in the Department of Defense (DoD) SkillBridge Voluntary Employment Training Program.

a. Definitions. The following definitions are provided for clarification and will be incorporated into future revision of reference (k).

(1) Permissive Temporary Additional Duties (PTAD) for SkillBridge (S-PTAD). The use of PTAD as defined by reference (k) for SkillBridge participation is inconsistent with the definition and restrictions of PTAD listed in this reference. S-PTAD will be reported via MOL as PTAD in 30-day increments until systems and references support full reporting of S-PTAD as a separate reporting code in a single increment. Future updates to reference (k) will include S-PTAD and PTAD as separately defined categories of absence.

(2) Overseas/Outside the Continental United States (OCONUS). For the purposes of this NAVMC, overseas/OCONUS is defined as all foreign locations not within the Continental United States (CONUS). This excludes Hawaii and Alaska.

b. Points of contact

(1) Marine and Family Programs:
hqmc_skillbridge@usmc.onmicrosoft.com

2. Reporting procedures

a. Marines participating in the program will be accounted for in a PTAD/S-PTAD status.

(1) The limit of 30 days for PTAD does not apply for the purpose of participating in this program as described in paragraph 1a(1) of this enclosure.

(2) Local approval authorities may approve S-PTAD in excess of 30 days for this program.

(3) Participating Marines will be exempt from annual training requirements, and are in a non-duty status while participating in this program.

(4) S-PTAD status is a requirement that is not location dependent.

3. Commanders are responsible for ensuring all Marines participating in S-PTAD have completed all pre-separation and transition requirements.

4. Overseas/OCONUS SkillBridge Participation. Marines participating in SkillBridge from an overseas/OCONUS location excluding Hawaii and Alaska, are eligible and elect option 2 below, will execute orders to Marine Corps Base Camp Pendleton (MCC W9P), Marine Corps Base Camp Lejeune (MCC W9L), or an approved alternate separation site (a command or unit that is located at or in the immediate vicinity of the alternate separation site) in accordance with reference (c), and will follow the applicable procedures outlined in paragraph 9b in this enclosure. The Marines separation site is considered the Marine's Permanent Duty Station (PDS). Marines must report to the designated separation site for out processing prior to attending SkillBridge per reference (c).

a. Overseas/OCONUS (excluding Hawaii and Alaska) station allowances terminate upon transfer to the designated separations site.

b. The Marine's station allowances are based on the location of the designated separation site once the Marine is joined to the separation site command/unit.

c. A command will receive a replacement for Overseas/OCONUS Marines who execute Option 2.

5. SkillBridge Participation. Marines will elect one of the following options in executing SkillBridge. A Marine may only be eligible to elect option 2 if they have enough authorized PTAD and/or leave to cover the entire absence from when they depart until their EAS or retirement.

a. Option 1. Depart current PDS within their authorized timeline of retirement or EAS on S-PTAD and return to PDS upon completion of SkillBridge to execute the separation process and receipt of DD-214. Entitlements associated with option 1 are as follows:

(1) Basic Allowance for Housing (BAH). Marines entitled to BAH without dependents, aka, BAH at the without dependent rate, or BAH at the with dependent rate, will continue to receive BAH based on the location of current PDS zip code unless Secretarial approval, per reference (l), authorizes an alternate location for payment of BAH. If Marines remain assigned to single type, (i.e., unaccompanied/bachelor government quarters) while in an S-PTAD status, the Marine will continue to receive partial BAH.

(2) CONUS Cost of Living Allowance (COLA). Marines assigned to a CONUS PDS previously in receipt of CONUS COLA will continue the allowance uninterrupted.

(3) Overseas Cost of Living Allowance (OCONUS COLA). Marines with a PDS of Hawaii or Alaska previously in receipt of OCONUS COLA will continue to be authorized OCONUS COLA for up to 30 days. On the 31ST day, OCONUS COLA will stop. Upon returning to the PDS, after completion of S-PTAD, OCONUS COLA will be restarted at the appropriate rate.

(4) Discount Meal Rate (DMR). DMR is credited during S-PTAD via MOL upon completion of each 30-day period for Marines assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence, per reference (m).

b. Option 2. Depart PDS within their authorized timeline of retirement or EAS on S-PTAD and execute separation process prior to permanently departing and detaching from current PDS to include receipt of separation/retirement orders and DD Form 214 and not return to PDS before separation. Entitlements associated with option 2 are as follows:

(1) Basic Allowance for Housing (BAH). Marines entitled to BAH without dependents or BAH at the with dependent rate continue to receive BAH based on location of current PDS zip code, unless Secretarial approval per reference (l) authorized a housing allowance based on a location other than the current PDS. Marines permanently departing the PDS and previously assigned to single type government quarters rate BAH own right per reference (f) at the PDS zip code beginning the first day of S-PTAD. Housing allowance for Marines stationed OCONUS (excluding Hawaii and Alaska) is based on the location of the appropriate separating site (e.g., CAMPEN, CAMLEJ, alternate separation site, or Headquarters Marine Corps approved location).

(2) Continental United States Cost of Living Allowance (CONUS COLA). CONUS COLA is stopped on the first day of S-PTAD for Marines with a CONUS PDS previously authorized CONUS COLA.

(3) Overseas Cost of Living Allowance (OCONUS COLA). OCONUS COLA is stopped before departing OCONUS to participate in S-PTAD for Marines with a PDS of Hawaii or Alaska previously authorized OCONUS COLA. Overseas Cost of Living Allowance is stopped the day prior to departure for Marines with a PDS at other OCONUS locations (e.g., Okinawa, Japan).

(4) Discount meal rate (DMR). DMR is stopped upon commencement of S-PTAD for Marines previously assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence per reference (m).

(5) Separation line of accounting. Marines electing option 2 are authorized to utilize the separation line of accounting, generated by approving the Distribution Management Office endorsement located in the outbound interview, to obtain transportation at government expense to home of selection (HOS) or home of record (HOR). If the Marine travels to and executes SkillBridge at a location other than HOS/HOR, the Marine will be reimbursed the cost of travel to the SkillBridge location not to exceed the government cost of travel to the HOS/HOR per reference (c). Excess costs for transportation expenses are the personal financial responsibility of the Marine. Presently, system logic opens the outbound interview 365 days prior to a Marine's separation date.

c. Per reference (g), Marines in receipt of Special Duty Assignment Pay (SDAP) participating in the SkillBridge program no longer qualify for SDAP. SDAP is stopped the day prior to the date S-PTAD commences. It is the responsibility of the CO to maintain awareness of the impact of such pay when approving Marines for SkillBridge participation.

d. Per reference (h), Marines who do not serve in the assignment for the number of months specified in the lump sum agreement shall repay the unearned prorated portion of the lump sum assigned incentive pay and/or volunteer supplemental incentive payment. However, the repayment of the unearned, prorated portion of the lump sum may not be required if the Marine is unable to complete the agreement due to circumstances beyond the Marine's control. A request to waive the unearned,

prorated portion must be submitted to CMC (MPO) via the Marine's O-6 commander.

e. Until system modifications can be made to the outbound interview within MOL, Installation Personnel Administration Center and administrative units will have to modify member detaching endorsements. Examples are provided below:

(1) Example for Marine assigned to overseas/OCONUS location: Per reference (g), effective 0800 on 2 December 2021, you are authorized to proceed on 0 day(s) of Post Deployment Mobilization Respite Absence (PDMRA), 94 day(s) of S-PTAD, 30 day(s) of transition PTAD, and 56 day(s) of annual leave awaiting release from active duty at 2359, 31 May 2022. You have elected travel, via commercial aircraft, personally procured, to Stafford, Virginia. You have given your permanent mailing address/phone number as 1775 Marine Way Drive, Stafford, Virginia 22554-0000, 123-456-7890. You have given your leave address/phone number as 1775 Marine Way Drive, Stafford, Virginia 22554-0000, 123-456-7890. Upon release from service, after accounting for any terminal leave (if elected) and 60 days of leave to sell back, your remaining unused leave balance will be 0 days. Your character of service is honorable. Your separation code is RBD8 with a re-entry code RE-2A. Per reference (c), travel pay upon separation is authorized. For the purpose of employment with the federal government, this leave period is considered separation leave per 5 U.S.C., Section 5534a.

(2) Example for Marine assigned to a CONUS location: Per reference (g), effective 0800 on 2 December 2021, you are authorized to proceed on 0 day(s) of PDMRA, 120 day(s) of S-PTAD, 20 day(s) of transition PTAD, and 40 day(s) of annual leave awaiting release from active duty at 2359, 31 May 2022. You have elected mileage, via private vehicle, to Stafford, Virginia. You have given your permanent mailing address/phone number as 1775 Marine Way Drive, Stafford, Virginia 22554-0000, 123-456-7890. You have given your leave address/phone number as 1775 Marine Way Drive, Stafford, Virginia 22554-0000, 123-456-7890. Upon release, after accounting for any terminal leave (if elected) and 60 days of leave to sell back, your remaining unused leave balance will be 0 days. Your character of service is honorable. Your separation code is RBCD with a re-entry code RE-2B. Per reference (c), travel pay upon separation is authorized. For the purpose of employment with the federal government, this leave period is considered separation leave per 5 U.S.C., Section 5534A.

5. Marine Corps Total Force System input. Successful completion of a SkillBridge program is reported using TTC 483 000, utilizing the corresponding training event code listed in the manpower codes lookup. Training event codes are reported via Marine Corps Training Information Management System by the parent command or by the servicing reporting unit prior to the Marine's departure for the SkillBridge program.

- 10.A. Agriculture
- 10.B. Architecture and Construction
- 10.C. Arts, A/V Technology, and Communications
- 10.D. Business, Management, and Administration
- 10.E. Education and Training
- 10.F. Finance
- 10.G. Government and Public Administration
- 10.H. Health Science
- 10.I. Hospitality and Tourism
- 10.J. Human Services
- 10.K. Information Technology
- 10.L. Law, Public Safety, Corrections, and Security
- 10.M. Manufacturing
- 10.N. Marketing
- 10.O. Science, Technology, Engineering, and Math
- 10.P. Transportation, Distribution, and Logistics