

MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM

Date Signed: 6/25/2018

MARADMIN Number: 350/18

R 251530Z JUN 18

MARADMIN 350/18

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM//

REF/A/MSGID:DOC/DOD/24JAN14//

REF/B/MSGID:DOC/ASN/26JUL13/NOTAL//

REF/C/MSGID:DOC/USD/13MAY13/NOTAL//

NARR/REF A IS DEPARTMENT OF DEFENSE INSTRUCTION 1322.29, JOB TRAINING,

EMPLOYMENT SKILLS TRAINING, APPRENTICESHIPS, AND INTERNSHIPS (JTEST-AI) FOR

ELIGIBLE SERVICE MEMBERS. REF B IS ASSISTANT SECRETARY OF THE NAVY

MEMORANDUM, IMPLEMENTATION INSTRUCTIONS FOR SECTION 1143(E) OF TITLE 10,

UNITED STATES CODE. REF C IS UNDER SECRETARY OF DEFENSE MEMORANDUM,

DIRECTIVE-TYPE MEMORANDUM (DTM) 12-007,

IMPLEMENTATION OF MANDATORY

TRANSITION ASSISTANCE PROGRAM PARTICIPATION

FOR ELIGIBLE SERVICE MEMBERS.//

POC-1/CASSANDRA CONEY/UNIT: MFR/-/TEL: 703-784-9550//

GENTEXT/REMARKS/1. BACKGROUND. This replaces MARADMIN 550/13, providing specific information and eligibility requirements for participation in the Department of Defense (DoD) SkillBridge (JTEST-AI) Voluntary Employment Training Program. References (a) through (c) provide authority to implement employment skills training and transition assistance programs.

2. Employment skills training program(s) include the following:

A. Career and technical education programs, defined by the Carl D. Perkins

Vocational and Technical Education Act of 2006, as organized educational activities that offer a sequence of courses that provide individuals with the academic, technical knowledge and skills individuals need to prepare for further education and for careers in current or emerging employment sectors. Career and technical education includes competency-based applied learning that contributes to students' academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

B. Apprenticeship program(s) registered with the Department of Labor pursuant to the National Apprenticeship Act or a pre-apprenticeship program that provides credit toward a registered apprenticeship program.

3. Marine Corps SkillBridge supports DoD initiatives that promote civilian job training available to transitioning military Service Members. The Marine Corps SkillBridge initiative connects Marines with available training, apprenticeships, and internship opportunities that offer a high probability of employment for Marines who are separating; these services shall be provided at little or no cost to the Marine. With command approval, all Marines can participate in a SkillBridge program.

4. Program selection by Marine Corps Installations. The following provides guidance on selecting a provider of employment skills training programs for installations that elect to offer employment skills training program(s):

A. Providers must be selected in a manner that preserves a fair and impartial approach, e.g., open competition, and be supported by appropriate documentation. Consideration and selection should also avoid preferential treatment, official endorsement, and the appearance thereof.

B. Programs that require payment of fees, tuition, or other expenses for enrollment, completion, or graduation, including required equipment and supplies should be an approved education and job training program eligible to receive funding through the GI Bill to minimize financial impact to participating Marines. Installations are encouraged to consult the Marine Corps Education Service Officer for assistance on determining program eligible for GI Bill funding. A list of the approved programs is also available at: <http://inquiry.vba.va.gov/weamspub/buildsearchinstitutioncriteria.do>.

C. Programs should be both effective in providing employment skills training and result in opportunity for meaningful employment with the acquired skills.

D. Commanders are encouraged to seek programs that are conducted in the vicinity of the installation to minimize the financial and logistical impacts.

E. The relationship between the installation and program provider including responsibilities of each party, must be written in a Memorandum of Agreement (MOA) between the two parties.

5. Eligibility. To participate in the Marine Corps SkillBridge (Employment Training Program) Marines must:

A. Complete at least 180 days on active duty and be discharged from active duty with an honorable discharge, including general discharge (under honorable conditions), within 180 days of the date of commencement of participation in such program.

B. Be separating or retiring from the Marine Corps and have sufficient time remaining on their contract to complete the program prior to the established separation date.

C. Have attended and completed requirements of the Transition Readiness Seminar 180 days prior to separation.

D. Have attended an Ethics Brief or completed a DoD approved Ethics Training presentation within the last 12 months from the start date of the skills training program.

E. Receive command approval prior to attending a Marine Corps Skillbridge program.

6. The Marine Corps will not authorize extensions of obligated service to complete the SkillBridge program.

7. Approval authority and accountability.

A. The first Commanding Officer (CO) with court martial convening authority maintains final approval. Participation in this program is at the CO/OIC discretion. Marines authorized to participate in this program will remain permanently assigned to the command and a replacement will not be provided until their end of active obligated service. Marines will remain the responsibility of the parent command for administrative and leave purposes.

B. 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. It is the responsibility of the CO to consider the impact of such pay when approving Marine Corps SkillBridge requests.

C. Participation in such programs is considered official duty. Marines authorized to participate in such programs can do so during normal working hours.

D. Marines participating in the program away from and/or outside the vicinity of their permanent duty station will be accounted for in a Permissive Temporary Active Duty (PTAD) status. The limit of 30 days for PTAD does not apply for the purpose of participating in this program. Local approval authorities may approve PTAD in excess of 30 days for this program. Participating Marines will be exempt from annual training requirements, and are in a non-duty status while participating in this program. PTAD status is a requirement that is not location dependent.

E. Reporting procedures. Administrative offices with unit diary reporting capabilities will report the below entries for Marine Corps SkillBridge participants:

08300 00 START SCOL: entry reported with the program start date

0970 000 SCOL COMPL GRADE: entry reported with program completion date

097 002 SCOL INCOMPL: entry will be reported when Marine drops out of the program due to reenlistment or termination by the approving authority as defined in paragraph 10 above.

F. The approval authority may terminate the participation of a Marine in a program for reasons of military necessity and/or unsatisfactory participation. Upon notification that their participation in the program is terminated, Marines must immediately withdraw from the program, notify installation Personal and Professional Development staff, and report back to their command.

8. Per reference (a), Marines may participate in an employment skills training program conducted by a military service other than the Marine Corps unless workload or other unusual circumstances dictate. Reasonable effort will be made to accommodate eligible Service Members from other military services in Marine Corps Skillbridge programs conducted pursuant to this MARADMIN, using similar eligibility criteria as provided in paragraph 4 above.

G. Installation Commanders will coordinate with SkillBridge providers to establish a means of accountability for all course participants.

9. Use of travel funds to participate in the program is unauthorized.

10. Headquarters Marine Corps Marine and Family Programs may grant

exemptions to eligibility as required.

11. This MARADMIN applies to the Active and Active Reserve Component.

12. For more information on the SkillBridge Program, call your installation SkillBridge point of contact: 29 Palms (760) 830-6344, MCB Hawaii (808) 257-2654 Camp Pendleton (760) 763-3249, South Carolina (843)228-4574, Cherry Point (252) 466-6759, MCAS Yuma (928) 269-2034, Henderson Hall (703) 614-9104, Camp Lejeune - New River (910) 451-4201 Iwakuni DSN: 315 253-6161, MARFORRES (504)697-8128, Okinawa DSN: 315 645-3150, MCAS Miramar (858) 577-1428, MCB Quantico (703)784-4963, MCRD San Diego (619) 524-1283, MCLB Albany (229) 639-5278.

13. This message will remain in effect until superseded or cancelled, whichever occurs first.

14. Release authorized by LtGen Michael A. Rocco, Deputy Commandant, Manpower and Reserve Affairs.//