DoD SkillBridge Program Application Instructions

References:

- DoDI 1322.29
- NAVMC 1700.2

Overview:

The DoD SkillBridge Program is an opportunity for transitioning service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects service members with industry partners in real-world job experiences to increase the probability of employment after separation or retirement.

Eligibility:

To participate in the Marine Corps SkillBridge Program, Marines must:

- Complete at least 180 days on active duty and be discharged from active duty with an honorable discharge, including general discharge (under honorable conditions).
- Be separating or retiring from the Marine Corps and able to both begin and finish a SkillBridge Program within the last 180 days of active service (prior to the established separation date).
- Have attended and completed requirements of the Transition Readiness Seminar prior to participation in a SkillBridge Program.
- 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.
- Received command approval prior to attending a Marine Corps SkillBridge Program.
- Received acceptance into a SkillBridge Program.

Resources:

- To research current DoD SkillBridge programs, locations, and additional information, visit: [https://skillbridge.osd.mil](https://skillbridge.osd.mil).
- **SkillBridge Info Session** is mandatory for all individuals wanting to participate in the SkillBridge program effective May 1, 2023. To register visit: MiramarTRS.eventbrite.com.

OFFICIAL USMC SKILLBRIDGE PACKET

- To request the Official USMC SkillBridge packet for completion or to receive assistance with preparation, please email your request to the Miramar Installation Representative at smbmiramarmccs.Skillbridge@usmc.mil.
DoD SkillBridge Step-by-Step Guide

ALL PACKAGES MUST BE SUBMITTED TO THE SKILLBRIDGE REPRESENTATIVE THREE WEEKS PRIOR TO THE START OF THE SERVICE MEMBERS SKILLBRIDGE PROGRAM.

1. **Determine Eligibility** (See “Eligibility” on the first page).

2. **Talk to your command about their support of your participation in a SkillBridge opportunity.**

3. **Research and identify a SkillBridge opportunity:**
   a. To research current, approved DoD SkillBridge programs, locations, and for more information, visit the Department of Defense SkillBridge website at: [https://skillbridge.osd.mil](https://skillbridge.osd.mil).
   b. You can also pursue an opportunity that is **not on the current approved list** but you will have to get the employer DoD (Department of Defense) approved; which includes federal and state agencies. All programs have to be DoD approved by the time the program starts. If not DoD approved the service member will not be able to utilize that employer for SkillBridge.
   c. Contact the organization directly to inquire about the possibility of training or interning with them.
   d. If you are selecting a SkillBridge program from an employer that is not DoD (Department of Defense) approved refer the employer to [https://skillbridge.osd.mil](https://skillbridge.osd.mil) to obtain approval.
      i. Please note, the process for an employer to obtain approval to participate in the SkillBridge program can take anywhere from 8-12 weeks.
         1. Ensure you have a backup organization in the event the employer does not receive DoD approval in time.

   **Note:** **Miramar’s DoD SkillBridge Installation Representatives are not resourced to do research and/or liaised on behalf of an individual**

4. **Contact the company or organization to inquire about the potential SkillBridge opportunity:**
   a. Reach out directly to the company or organization POC to determine if the opportunity aligns with your career goals and fits within your last 180-day timeline.
   b. Obtain details about the requirements, application process, due dates, and selection process for the program.
   c. If you meet the requirements and are interested in applying, proceed to step 5.

5. **Apply to the SkillBridge opportunity:**
   a. Work with the company or organization to complete the enrollment or application process.
   b. Applying to the opportunity does not guarantee acceptance.
   c. **REQUEST AN OFFICIAL USMC SKILLBRIDGE PACKET FROM THE MIRAMAR INSTALLATION REPRESENTATIVE AT:**
      [SMBMIRAMARMCCS.SKILLBRIDGE@USMC.MIL](mailto:SMBMIRAMARMCCS.SKILLBRIDGE@USMC.MIL)

6. **Selection/Acceptance into the program:**
   a. The company or organization must provide an acceptance letter (see template)
   b. Documentation of your acceptance is required as part a completed package.

7. **Complete the Official USMC SkillBridge Packet:**
   a. Required documents:
i. NAVMC 1320/1: USMC SkillBridge Packet Checklist (Digital CAC Signatures Required)
   ✓ Form must be signed by the service member’s First Sergeant/SNCOIC and Company Commander/OIC prior to requesting signature from the Skillbridge Installation Representative.

ii. NAVMC 1320/2: USMC SkillBridge Participant Screening (Digital CAC Signatures Required)
   ✓ To be completed by the service member.

iii. Ethics Training Certificate
   ✓ MarineNet: Developing Your Business Ethics

iv. BIR

v. DD 2648
   ✓ Completion of TRS and Capstone

vi. Command Authorization Letter

vii. Company Acceptance Letter

viii. Proof of consultation with a VA Advisor if using GI Bill Benefits for program
   ✓ Please contact Frankie Peace at Jennifer.peace@vatap.calibresys.com for a benefits consultation. Request a confirmation email from a VA Benefits Advisor as proof of your completed consultation. Include this email with your completed packet.

b. Coordinate transportation plan and housing arrangements for the duration of SkillBridge PTAD.

   **PTAD means that all expenses associated with pursuing the program are your responsibility; these expenses may include travel cost, lodging, transportation, and meals.**

8. Submit the completed packet to your Skillbridge Installation Representative for review:
   a. You can email your documents to: smbmiramarmccs.SkillBridge@usmc.mil. Allow 3 weeks for packet review and completion.
      i. Once your packet is reviewed for completion, the SkillBridge Representative will sign your packet to make it official.
      ii. The SkillBridge Installation Representative will confirm approval for attendance with the Service Member, unit representative and company/organization POC via email.

9. Submit the completed packet to your Skillbridge Installation Representative for review:
   *Once the opportunity is secured and the proper paperwork completed, request Skillbridge PTAD to pursue the opportunity.*

**Example of a Required Command Authorization Letter**

**Command Letterhead**

From: Commanding Officer, Command
To: (SkillBridge Company Name)
CC: Transition Readiness Program Manager, Personal & Professional Development
Personal & Professional Development, Marine and Family Programs Division, Marine Corps Community
Services, Marine Corps Installations West-Marine Corps Air Station Miramar

Subject: REQUEST FOR (NAME OF SKILLBRIDGE COURSE/TRAINING) VOLUNTARY
EMPLOYMENT SKILLS TRAINING PROGRAM CASE OF (RANK, FULL NAME, USMC,
DOD ID NUMBER, MOS)

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist
(2) NAVMC 1320/2: USMC SkillBridge Participant Screening
(3) SkillBridge Program Provider Acceptance Letter

1. Rank Full Name is authorized to enroll in the (NAME OF TRAINING PROGRAM) SkillBridge
program in (LOCATION). (SERVICE MEMBER) will be attached to (unit or command name) for the
duration of selected program.

2. Contingent upon approval, the command will support (Rank Last Name) to attend the Cohort #X X-
week NAME OF TRAINING. The course will begin on DATE and end on DATE. Class will take place
Monday through Friday, time (such as 0800-1600) at the location (such as 5305 Miramar Way, San
Diego, CA).

3. I have verified that (Rank Last Name) has satisfied all the requirements for the SkillBridge opportunity
as per enclosure (1), (2), and (3) and has gained acceptance to the opportunity per enclosure (4).

4. The point of contact at this command is (Rank Name Phone Number and Email). This is the primary
point of contact for attendance and accountability for Rank Last Name. (The POC must be a SNCO or
higher and may not be the service member applying.)

AUTHORIZED SIGNATURE

Per NAVMC 1700.2, the first Commanding Officer
(CO) with court martial convening authority maintains
final approval.

Example of a Company Acceptance Letter

Company Letterhead

Date:

To: Service Member

CC: Commanding Officer/Unit; MCAS Miramar Transition Readiness Program

Offer/Acceptance:

The (Company Name) would like to offer (Service Member’s Name) a (choose one: internship, pre-
apprenticeship/apprenticeship, employment skills training or on-the-job training) opportunity.
Organization Overview:

Provide a brief summary of the current state of the company/organization and years of operation, including start date, business structure, number of employees, location and territory of coverage.

Training Details:

- Start Date
- End Date
- Working Hours
- Location: (physical location address)
- Define any out-of-pocket costs associated to the Service Member
- The point of contact for this company is (contact name, title, company, address, phone, email and role of who will be overseeing and responsible for the day-to-day activities of the Service Member).

Required Statements:

- The (company/organization) has reviewed DoDI 1322.29 and NAVMC 1700.2.
- This training opportunity is unpaid and the participating Service Member will not receive wages, training stipends, or any other form of financial compensation for the time that the Service Member spends participating in the training opportunity.
- The (company/organization) understands that the (Branch of Service) may terminate the Service Member’s participation in the training opportunity based on mission requirements. Upon notification that their participation is terminated, a participating Service Member must immediately withdraw from the program and report to their unit of assignment.

Training Overview:

Clearly describe the proposed activities of the training opportunity, and the tangible benefits and value to the Service Member. List subject areas and training topics that will provide the knowledge, skills, and abilities that give the participant a greater than normal chance of employment in the desired occupational field. (List any certifications gained.)

Training Outcome:

State the employment probability at the end of the training opportunity. (Guaranteed interview, job placement, earned credential, etc.)

Signed by Human Resources Manager/President
Name
Title