



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

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

15 Dec 2022

NAVMC 1700.2

From: Commandant of the Marine Corps
To: Active Duty 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. Per references (a) through (m), 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 per reference (e). SkillBridge is not authorized to further civilian education or for experiential purposes per reference (a); 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 from the Marine Corps within 180 days from the date of commencement.

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(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.

(a) Reserve Marines on active duty orders are eligible to participate in SkillBridge per reference (e).

(b) Reserve Marines are not authorized to extend active duty orders solely for SkillBridge participation per reference (e).

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

b. Marines enrolled in the Individual Disability Evaluation System (IDES), or assigned to the Wounded Warrior Transition Program (WWTP) with an unknown separation date may participate in accordance with reference (d).

c. Complete the Transition Readiness Program (TRP) requirements per reference (i).

(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) Complete Developing Your Business Ethics (LLISELF301) MarineNet course, or equivalent, within 12 months prior to the program start date per reference (i).

4. Approval, authority, and accountability

a. Per reference (a), participation is at the commander's discretion.

(1) SkillBridge requests are forwarded to, reviewed, and approved by the first commanding officer or officer in charge (OIC) with Uniform Code of Military Justice authority. This may be further delegated to the field grade Commanding Officer (CO)/ Officer In Charge (OICs) with non-judicial punishment authority in accordance with reference (a).

(2) SkillBridge approval endorsements include:

(a) The time approved for participation.

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

(c) Submission of approval to the servicing Installation Personnel Administration Center via the Outbound Interview in Marine OnLine.

(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. SkillBridge Permissive Temporary Additional Duties (S-PTAD) per enclosure (2) is reported in the Unit Status Management Report in Marine OnLine.

(4) Commanders are responsible for establishing daily accountability procedures prior to a Marine beginning a SkillBridge program.

(5) SkillBridge participation is considered official duty. Marines are placed on a non-funded temporary duty assignment or on 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) 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).

b. 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 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

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military experience and skills. Marines are not authorized to attend more than one program per reference (i).

(3) Commanders can provide available unoccupied barracks, without charge, to Marines who are pursuing SkillBridge opportunities while on permissive temporary assigned duty per reference (b).

c. Per references (a) and (b), Marines may participate in an employment skills training program conducted by another military service.

d. Per reference (a) Marines are eligible to participate in Training, Pre-Apprenticeship, and Apprenticeship programs with industry partners or employers meeting one of the following required criteria:

(1) Accredited by an agency recognized by the U.S. Department of Education.

(2) A certificate program accredited by the American National Standards Institute (ANSI).

(3) A registered apprenticeship program or a pre-apprenticeship training program that is offered by an industry-related organization that has a program or programs that meet(s) the standards for registered apprenticeship.

(4) A training program accredited by the Council on Occupational Education (COE).

(5) A training program accredited by Federal Law Enforcement Training Accreditation (FLETA).

e. A list of DoD approved programs with Memorandum of Understanding (MOU) is located on the SkillBridge web portal: <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 PTAD, Assignment Incentive Pay (AIP), and Voluntary Separation Incentive (VSI) may be impacted by SkillBridge participation. It is the responsibility of the CO to consider the impact of

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such pay when approving Marine's SkillBridge requests. See enclosure (2) for additional information.

5. SkillBridge Permissive Temporary Additional Duty (S-PTAD) requirements. Per references (c) and (h), 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.

a. The requirement to return to the parent command after S-PTAD is subject to commander's discretion.

b. The command should consider circumstances such as the location of the SkillBridge compared to the location of the Marine's parent command to determine if the Marine should return to the parent command.

c. Final checkout requirements are coordinated with the servicing Personnel Administration Center prior to departing for SkillBridge.

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

7. SkillBridge Participation. SkillBridge participation does not exceed 180 days from retirement/End of Active Duty Service (EAS) date per reference (a).

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 initial 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 Section (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, associated cost, length of

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training, 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 program start date per reference (i).

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

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

b. Special Considerations. In accordance with reference (a), commanders may endorse certain special considerations for SkillBridge participation. A detailed narrative about the special consideration SkillBridge application and Commander's Authorization Letter. Installation SkillBridge POCs will review and approve special circumstances prior to the Commander's approval. Special considerations for SkillBridge participation are initiated by contacting the installation SkillBridge POC and completing a SkillBridge application in accordance with steps outlined in 7a steps 1-7 above. Authorized special considerations are described below.

(1) Command's may authorize up to 180 days of participation in an approved SkillBridge program that exceeds 180 days. Marines complete programs exceeding 180 days after 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 beyond 180 days.

(b) Additional obligated service is not authorized.

(2) Command's may authorize participation in an approved SkillBridge program with non-adjustable training date scheduled to commence prior to 180 days from retirement/EAS, and the selected training dates are the only dates available due to limited course offerings or command operational tempo. The use of terminal leave or employment search does not qualify as a special circumstance.

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(3) Commands may authorize Marines to participate in a SkillBridge program while undergoing a medical evaluation board.

8. Program Termination. The approval authority may terminate participation for reasons of military necessity and/or unsatisfactory participation. Upon notification that participation is terminated, the Marine must immediately withdraw from the program, notify the installation SkillBridge POC, and report back to the parent command per reference (a).

9. Overseas/Outside the Continental United States (OCONUS) Participation

a. Marines stationed overseas/OCONUS face additional and unique circumstances. These circumstances are taken into account for the Marine, SkillBridge partner, and the Marine Corps. See enclosure (2) for detailed administrative procedures.

b. Marines stationed overseas/OCONUS who meet all other requirements for SkillBridge participation are eligible for travel authorization to return to the United States to participate in a SkillBridge program. SkillBridge is executed at a location approved by Manpower Management Integration Branch at the Port of Entry, Separation site, or approved alternate separation site in accordance with enclosure (2).

c. The Marine is not responsible for cost of travel if the travel back to the United States represents the final move back from overseas duty.

d. Travel costs are authorized at the government's expense to the Port of Entry, Separation site, or approved alternate separation site in accordance with enclosure (2).

10. 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.

11. 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.

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Marines are prohibited from receiving compensation from the employer and are not permitted to work more than 40 hours in any work week. Marines shall return to parent commands if SkillBridge program requirements are less than 20 hours per week or eight hours per day and not be on administrative leave status. Internships must conclude no later than the date of separation. Internships provided by family members and relatives are prohibited per reference (j).

12. Reporting. Per reference (e), installation SkillBridge POCs report SkillBridge participation, employer data, and employment outcomes to Personal and Professional Readiness Branch monthly via the Navy College Management Information System, or as otherwise directed by Manpower and Reserve Affairs, Marine and Family Programs Division.

a. Personal and Professional Readiness Branch will facilitate SkillBridge counseling, application submission, and data tracking.

b. Marines should contact their nearest Marine Corps Transition or Education office for a current installation SkillBridge POC listing.

13. Information. For more information on the SkillBridge Program, contact the local Marine Corps installation Transition or Education office. For further information regarding administrative actions associated with the execution of SkillBridge, refer to enclosure (2) for POC contact information.

14. Applicability. This NAVMC applies to Active Duty and Reserve Component Marines on Active Duty who meet all eligibility requirements per reference (a).

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

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M. C. BALOCKI
Director
Marine and Family
Programs Division

DISTRIBUTION: PCN 10001700200

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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
- (i) MCO 1700.31, "Transition Readiness Program (TRP)," December 30, 2015
- (j) DoD 5500.07-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

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**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 Marine OnLine (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) M&RA Secretariat POC
CWO5 Eric A. Bynes
ERIC.A.BYNES@USMC.MIL
703-432-9217

(2) MPO POC
MPO@usmc.mil
703-784-9360

2. Execution and command guidance. SkillBridge program participation is to be executed within 180 days of the end of active service (EAS)/retirement date, including leave while awaiting separation and PTAD per reference (a).

a. SkillBridge programs must be approved in accordance with this NAVMC and references (a) and (f).

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b. Authorization to participate in the SkillBridge program does not automatically authorize a full 180 days of S-PTAD. Accrued leave balances, including both regular annual leave and Special Leave Accrual, or authorized transition PTAD, will be used in conjunction with and in lieu of S-PTAD to support the authorization to participate in the SkillBridge program for up to, but not to exceed 180 days. However, special considerations can be endorsed and approved by commanders in accordance with this NAVMC, and references (a) and (f).

c. 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 shall evaluate each request to participate in SkillBridge on the merits of impact to the individual Marine and mission readiness. Commanders should establish a formal process to assess the impact of SkillBridge participation on mission readiness in accordance with this NAVMC.

d. In accordance with this NAVMC, Commands shall not implement any additional restrictions on participation based on such criteria as rank/grade, education, skills, length of service, etc.

3. Eligibility. In accordance with reference (a), 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.

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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.

4. Approval authority and program accountability

a. Approval authority. The first Commanding Officer (CO) or Officer in Charge (OIC) with court martial convening authority maintains final approval authority for SkillBridge participation. This may be further delegated to field grade COs/OICs with non-judicial punishment authority in accordance with references (a) and this NAVMC.

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

(2) 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.

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

b. Accountability. Commands will establish an accountability process that requires Marines to maintain weekly contact with assigned command. Failure to maintain contact can result in termination of participation by the Marines approval authority and return to the PDS at the member's personal expense.

c. Voluntary withdrawal from an approved SkillBridge program by the Marine. Members who voluntarily withdraw from a SkillBridge program will report to their PDS in accordance with instructions listed in paragraph 4a(1)-4a(3) of this enclosure.

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

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(2) Marines formally re-submit approval request to the approval authority for re-evaluation and may be approved or denied in accordance with paragraphs 2 and 4 of this enclosure.

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

d. Marines remain the responsibility of their PDS/command assigned at the time of program participation. Commands will coordinate with SkillBridge providers to establish a means of accountability and continued enrollment for all program participants.

5. Reporting procedures

a. 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, extension of enlistment, or termination by the approving authority as defined in paragraph 4 of this enclosure.

b. 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.

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6. Marines may participate in a SkillBridge/Employment Skills Training Program conducted by a military service other than the Marine Corps unless workload or other unusual circumstances dictate per reference (a). Reasonable effort will be made to accommodate eligible Service members from other military services in Marine Corps SkillBridge programs conducted pursuant to this NAVMC, using similar eligibility criteria as provided in paragraph 3 in this enclosure.

7. Commanders are responsible for ensuring all Marines participating in S-PTAD have completed all pre-separation and transition requirements in accordance with reference (a).

8. Overseas/OCONUS SkillBridge Participation. Marines participating in SkillBridge from an overseas/OCONUS location excluding Hawaii and Alaska, 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 (Option 2). 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.

9. CONUS SkillBridge Participation. Marines assigned to duty stations located in CONUS locations and Alaska and Hawaii will elect one of the following options in executing SkillBridge:

a. Option 1. Depart current PDS within 180 days of 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 own right, 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

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approval, per reference (1), 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 180 days 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 own right or BAH at the with dependent rate continue to receive BAH based on location of current PDS zip code, unless Secretarial approval per reference (1) 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

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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 flights 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. Marines participating in S-PTAD who do not have an established HOS/HOR are authorized to execute PTAD orders (travel at own expense) and return to the separating site for final processing. Presently, system logic opens the outbound interview 180 days prior to a Marine's EAS for non-retirements. A review of system logic is underway to determine the feasibility of an enhancement to open the outbound interview earlier than 180 days prior to EAS.

(6) 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.

(7) 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.

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(8) 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:

(a) 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.

(b) 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.

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10. 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