

## 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>.
- **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](https://www.eventbrite.com/e/miramar-trs-skillbridge-info-session).**

### 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](mailto:sbmiramarmccs.Skillbridge@usmc.mil).

### DoD SkillBridge Step-by-Step Guide

**ALL PACKAGES MUST BE SUBMITTED TO THE SKILLBRIDGE COORDINATOR 30 DAYS 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>.
  - 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 must 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> to obtain approval.
    - i. Please note, the process for an employer to obtain approval to participate in the SkillBridge program can take up to 30 days.
      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 Coordinators 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 COORDINATOR 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 is not signed by the service member's First Sergeant/SNCOIC and Company Commander/OIC prior to requesting signature from the Skillbridge Installation Coordinator. N/A will go in these blocks.
    - 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](mailto: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.

**Mandatory SkillBridge Info Session attendance will be verified. If attendance is not completed, the package will only move forward once the requirement is met.**

- 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.**

**DO NOT ROUTE YOUR PACKAGE THROUGH YOUR CHAIN OF COMMAND THIS INCLUDES THE CO.**

**\*\*\* It goes from the Servicemember to the SkillBridge Coordinator to the CO for approval. Once a signature is received from the SkillBridge Coordinator, the package will be submitted through <https://myeducation.netc.navy.mil/> for CO's review and approval or denial. \*\*\***

**8. Submit the completed packet to your Skillbridge Installation Coordinator for review:**

- a. You can email your documents to: [smbmiramarmccs.SkillBridge@usmc.mil](mailto:smbmiramarmccs.SkillBridge@usmc.mil). **Allow 3 weeks for packet review and completion.**
- b.
  - i. Skillbridge Coordinator will review the package and notify the Servicemember if corrections need to be made. If package requirements are reasonable, the SkillBridge Coordinator will sign the NAVMC 1320/1 and 1320/2 and send the package to the Servicemember to upload into <https://myeducation.netc.navy.mil/>. Applications can be submitted up to 1 year before the EAS, but the course's start date must be within 180 days of the EAS.
  - ii. Servicemember will submit the application and package. The Servicemember will get a notification email from NCMIS stating that the package has been submitted. The SkillBridge Coordinator will review all pending packages weekly in NCMIS and sign the packages electronically.
  - iii. Servicemember will receive another notification email from NCMIS stating the application has been signed by the SkillBridge Coordinator and the application forwarded to the CO.
  - iv. NCMIS will route counselor-approved submission to the identified CO for final review and signature. CO receives submission requests via email at the address provided by the service member in the approver section of the form. Submission is not complete until the CO places approval/denial on the request.

- v. Denied submissions are routed back to the service member, and the application status will read "Under Edit." In addition, it will include a recommendation to meet with the SkillBridge Coordinator to discuss the reason for denial and review that they have met all eligibility requirements.
- vi. Servicemember will go back to <https://myeducation.netc.navy.mil/> to see if approved. If approved, there will be a button that says print document. Print document for record and upload the document into the application. This is the SkillBridge Participation Letter signed by the CO.
- vii. The SkillBridge Participation Letter signed by the CO lets the SkillBridge Coordinator know the package is complete. Once the package is completed, the SkillBridge Coordinator will send an approval email with the required documents to the member, command POC, employer, and IPAC.
- viii. SkillBridge Coordinator will reach out to service member to verify employment outcome. NCMIS will also auto-generate an email to the service members after the program to request a final job status.

**THE COMMANDING OFFICER IS THE ONLY MEMBER IN THE  
COMMAND WHO CAN APPROVE OR DISAPPROVE A SKILLBRIDGE  
PACKAGE.**

### Example of a Required Command Authorization Letter

Command Letterhead

SSIC  
CODE  
DATE

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