MCRD SD/WRR

DoD SKILLBRIDGE PROGRAM INFORMATION

References:

- DoDI 1322.29
- NAVMC 1700.2
- MARADMIN 280/24

Overview:

The DoD SkillBridge Program, in partnership with command leadership, provides Service Members an opportunity to gain valuable civilian work experience through specific industry training, apprenticeships, or internships within their last 180 days of active-duty service.

Eligibility:

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

- Attend SkillBridge Brief provided by Transition Readiness Program office.
- Receive command approval prior to attending a Marine Corps SkillBridge program.
- 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.
- Be separating or retiring from the Marine Corps and have sufficient time remaining on contract to complete the program prior to the established separation date.
- Have completed all requirements for the Transition Readiness Program and provide DD2648.
- Have completed **SkillBridge Ethics for Marines Course on MarineNet (MFRSBMAR01) https://portal.marinenet.usmc.mil/content/mnet-portal/en/catalog/coursedetails.html?courseid=ed73dc2e-3f5b-45be-b914-fc87ccec46e7**

Resources:

To research current DoD-approved SkillBridge programs, locations, and for more information, visit the Department of Defense SkillBridge website at: https://skillbridge.osd.mil/

For assistance researching programs and preparing your SkillBridge application package, visit your nearest MCCS Transition Readiness Program (TRP) office. For an overview of the process, forms required for the SkillBridge application, as well as links to the DoD SkillBridge website and other frequently used SkillBridge opportunities. Visit the DoD SkillBridge website for FAQs at: https://skillbridge.osd.mil/faq.htm

NOTE: *SkillBridge participation can be terminated by command if mission requirements dictate.*

Installation Contact Information:

MCRD San Diego Transition Readiness Program
Interim Skill Bridge Coordinator**:** Rong Zhang
Phone**:** 619-524-1275 Email**:** rong.zhang@usmc.mil

DoD SKILLBRIDGE
Step-by-Step Guide

1. **Attend SkillBridge Brief and determine Eligibility based on new Tier System:**
   - **Category I:** E1-E5 (up to 120 days)
   - **Category II:** E6-E7/ WO-CWO3/ 01-04 (up to 90 days)
   - **Category III:** E8-E9/ CWO4-CWO5/ 05-Above (up to 90 days) (Category III requires General Officer approval)

2. **Talk to your command about your interest in SkillBridge and garner their support.**

3. **Research and identify a DoD-approved SkillBridge opportunity.**
   - *To research current DoD-approved SkillBridge programs, locations, and for more information, visit the Department of Defense SkillBridge website at:* https://skillbridge.osd.mil/

4. **Contact the DoD-approved company or organization to inquire about the potential SkillBridge opportunity.**
   - Reach out directly to the company or organization to determine if the opportunity aligns with your career goals.
   - Ask about the requirements, action items, due dates, and selection process for the program.

5. **Apply to DoD-approved SkillBridge opportunity and receive acceptance letter.**
   - Work with the company or organization to complete the enrollment or application process.
   - Applying to the opportunity does not guarantee acceptance.
   - Receive program acceptance letter to be included in SkillBridge packet.

6. **Complete SkillBridge Application Packet and submit to TRP office for review and final verification.**

   ==**Application Packet List**==**:**
   - ✓ NAVMC 1320/1 and NAVMC1320/2 (*TRP counselor will sign forms after vetting packet is complete*).
   - ✓ Commander's participation Letter Signed by O5/O6 for Tiers I/II, and O7 for Tier III
   - ✓ SkillBridge Partner Acceptance Letter
   - ✓ Ethics Brief Certificate or Equivalent
   - ✓ DD Form 2648/eForm (fully signed)

7. **Submit NCMIS Application for final approval by O5/O6 level Commander for Tiers I/II, and O7 for Tier III.**
   - Website: https://myeducation.netc.navy.mil/consentbanner.html

8. **Upload a copy of completed SkillBridge packet to NCMIS.**

   SkillBridge Application Packet Minimum Routing Requirements:
   1. First Sergeant/SNCOIC
   2. Company Commander/OIC
   3. SkillBridge/TRP Office
   4. NCMIS Approval-O5/O6 level Commander for Tiers I/II, and O7 for Tier III.

MARINE & *Family*
Transition Readiness Program