

NCMIS APPLICATION USER GUIDE

SkillBridge Prerequisites

A Marine interested in SkillBridge should not be applying without completing all prerequisites for SkillBridge application:

- Attended **Transition Readiness Seminar**
- Received SkillBridge counseling from installation POC
- Completed Marine Net ethics brief or equivalent
- Verify access to **Navy College Management Information System (NCMIS)**

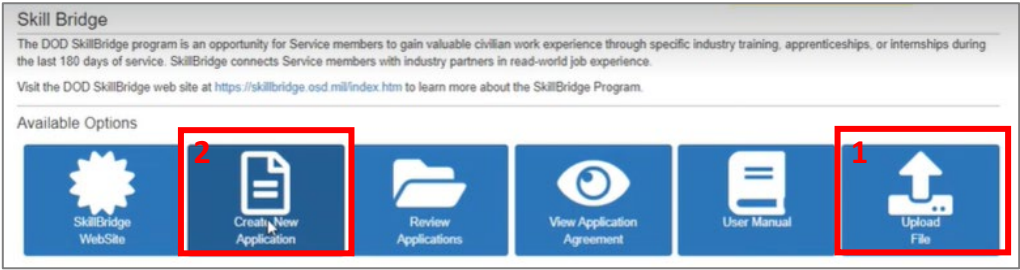
SkillBridge application Quick Guide: Marine

BEFORE APPLYING A MARINE MUST

- ❑ Meet with the Marine Corps SkillBridge Counselor located at the Transition Office
- ❑ Obtain completed copies of:
 - ✓ NAVMC 1320/1 and NAVMC1320/2 (complete aside from SkillBridge Counselor signature);
 - ✓ Commander's participation Letter (unsigned);
 - ✓ SkillBridge Partner Acceptance Letter
 - ✓ Ethics Brief Certificate or Equivalent
 - ✓ DD Form 2648/eForm (fully signed)
- ❑ Confirm with the SkillBridge Counselor that all prerequisites and eligibility requirements for SkillBridge participation are met

Access your MyMarineCorps Education Portal and click on the "SkillBridge" icon <https://myeducation.netc.navy.mil>

STEP 1: Select the "Upload File" icon and upload copies of your required documents. The files must be PDF or JPG and 2MB or less in size. Select "Other" as the file type and properly title the file.



Upload your package as one attachment and save file as your name.

STEP 2: Start a new application with "Create New application" button and select "I Accept" when prompted

STEP 3: Provide name of installation where SkillBridge counselling occurred. **JN - MCB - KANEOHE HI**

STEP 4: Search for and select SkillBridge Organization.

STEP 5: Search for and select SkillBridge Program Location (this list populates based on the selection from Step 4).

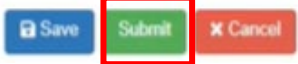
STEP 6: Fill in all remaining blank fields. Include all required fields.

Required fields: Location (on base/off base), Program start/end date, Nearest Installation from SkillBridge Program Location.

The screenshot shows the SkillBridge Application form. The form is divided into sections: Service Member, Approver Information, and Application. The Application section contains fields for Organization, SkillBridge Program Location, Provider Point of Contact, POC Email, Location, Program Start Date, Program End Date, Duration, Functional Area/Job Family, Opportunity Types, and Nearest Installation. Red boxes and numbers highlight specific fields: 1 for the 'Current Installation' dropdown, 2 for the 'Organization' search field, 3 for the 'Approver Information' section, 4 for the 'SkillBridge Program Location' search field, 5 for the 'SkillBridge Program Location' dropdown, 6 for the 'Program Start Date' and 'Program End Date' fields, 7 for the 'Location' dropdown, and 8 for the 'Save' and 'Submit' buttons.

STEP 7: Add Authorizing Authority using green "+Add Approver" button. Authorizing Authority must be the first commanding officer or officer in charge (OIC) with Uniform Code of Military Justice Authority.

STEP 8: Review application for accurate inputs. Once complete, select the "Submit" button at bottom right of the form. Confirm submission when prompted.



Submissions are reviewed by SkillBridge Counselor PRIOR to Commander. Counselors review submissions for all required information and assess eligibility based on USMC-defined prerequisites per NAVMC 1700.2. Counselor approval routes submissions to the identified CO for final review and signature. The CO receives submission requests via email from the address provided by the Marine in the Approver section of the form. A submission is not complete until the CO places final approval/denial on the submission. After the Commanding Officer approves the Marine's application, NCMIS will generate an automated email from NCMIS

Skill Bridge

The DOD SkillBridge program is an opportunity for 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 experience.

Visit the DOD SkillBridge web site at <https://skillbridge.osd.mil/index.htm> to learn more about the SkillBridge Program.

Available Options



Current Applications(Review All Applications)

App ID	Updated Date	Organization	Program Start Date	Status
8558	2022-09-27 0951	Hiring Our Heroes Fellowship Programs, U.S. Chamber of Commerce Foundation	2022-10-01 2400	Pending Review

Eligibility

You are eligible for SkillBridge.

SkillBridge Application Agreement

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[print this page](#)

Under authority of 5 USC 301, personal data is requested for use in the processing of your application. Your Educational Digital Identification (EDi), Department of Defense (DoD) identification number, or Social Security Number (SSN) will be used for identification. This information will be included in your Electronic Navy College Management Information System (NCMIS) Education Record and will be used by SkillBridge to identify you

By submitting this application, you are attesting that you have met all of the SkillBridge eligibility requirements set forth in DoD and DoN policy. You acknowledge that your Commanding Officer may terminate your participation at any time. In the case of termination, it is your responsibility to return to your command immediately, and at your own expense. Further, you acknowledge that you are not permitted to receive any sort of compensation from the SkillBridge provider for the duration of your program. References: DoDI 1322.29, NAVADMIN 160/22

I Accept

I Do Not Accept

Marine logs into NCMIS Education Portal and starts a new application with this button on their user portal.

This button opens to an agreement page with accept button. Click I Accept to move forward to Application.

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Available Options *Use this upload function to provide NAVMC 1320_1 and NAVMC1320_2 and all supporting documents*



Current Applications([Review All Applications](#))

App ID	Updated Date	Organization	Program Start Date	Status
8558	2022-09-27 1014	Hiring Our Heroes Fellowship Programs, U.S. Chamber of Commerce Foundation	2022-10-01 2400	Submitted for Command Approval
8559	2022-09-27 1013	Federal Emergency Management Agency (FEMA)	2022-10-01 2400	Submitted for Command Approval

Eligibility

You are eligible for SkillBridge.

Attachment Upload

Unclassified

File size must be less than 2MB.

Do NOT upload the following documents:

- Grades – Grades must be provided via Issue Tracker using topic: Grades/Reimbursements

Select File

[Browse](#)

[Upload File](#)

Documents are required to complete any SkillBridge Application package. The Marine may upload files to their profile via the Upload File button. Please upload documents as 1 file and save as your name.

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Commanding Officer or appropriate Officer in Charge has final decision regarding eligibility and participation.

Service Member

Name (SGT) Rush, Kimberlie	Work Phone (757) 917-2037	DSN Phone Add Number	Personal Phone (555) 555-1212
EDIDOD ID 1008979703	Work Email kimberlie.rush@navy.mil	Personal Email kim.rush20@gmail.com	Ethnicity Unknown
Race White	Gender Female	Current Installation	

Approver Information [Add Approver](#)

An Approver is required.

Application

Organization

SkillBridge Program Location

Functional Area/Job Family

Provider Name or Contact

POC Email

Location

Program Start Date

Program End Date

Duration

Opportunity Types

Nearest Installation

Save Submit

< Back SkillBridge Application Profile

Commanding Officer or appropriate Officer in Charge has final decision regarding eligibility and participation.

Service Member

Name (SGT) Rush, Kimberlie	Work Phone (757) 917-2037	DSN Phone Add Number	Personal Phone (555) 555-1212
EDIDOD ID 1008979703	Work Email kimberlie.rush@navy.mil	Personal Email kim.rush20@gmail.com	Ethnicity Unknown
Race White	Gender Female	Current Installation	

Approver Information [Add Approver](#)

An Approver is required.

Application

Organization

SkillBridge Program Location

Functional Area/Job Family

SkillBridge Provider Search

SkillBridge Providers listed have a current Department of Defense Memorandum of Understanding. To view a complete listing of approved SkillBridge providers <https://skillbridge.osd.mil/locations.htm>.

Selecting a different SkillBridge Provider will clear the currently selected program!

Provider

Opportunity Type

Search Clear

Provider Name	Types	
2-CM Technologies, LLC	Internship Program	☒ Select
ABF Freight	Employment Skills Training Program	☒ Select
Adrian College	Internship Program	☒ Select
America's Best AMT Courses	Internship Program	☒ Select
Alluvion	Internship Program	☒ Select
Amazon Individual Fellowships	Job Training Program	☒ Select
American Red Cross Chesapeake Region Southern MD Chapter	Internship Program	☒ Select
Anderson Plumbing and Heating	DOL Registered Pre Apprenticeship Program	☒ Select
Apogee Solutions, Inc.	Internship Program	☒ Select
Arch's Institute for Sustainable Agriculture (AISA)	Job Training Program	☒ Select

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Service Member

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EDIDOD ID 1008979703	Work Email kimberlie.rush@navy.mil	Personal Email kim.rush20@gmail.com	Ethnicity Unknown
Race White	Gender Female	Current Installation	

Approver Information [Add Approver](#)

An Approver is required.

Application

Organization

SkillBridge Program Location

Functional Area/Job Family

SkillBridge Provider Search

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Selecting a different SkillBridge Program will clear the currently selected program!

Provider

State

Job Family

Search Clear

Provider Name	City	State	Duration	Job Families	
Home Builders Institute (HBI)	San Marcos	CA	31 - 60 days		☒ Select
Operations Tech	Carrollton	GA	Individually developed	Library, Sales and Related, Office and Administrative Support, Education, Training, Business and Financial Operations, Management	☒ Select
Onward to Opportunity (O2O)	Norfolk	VA	91 - 120 days	Repair, Transportation and Material Moving, Installation, Maintenance	☒ Select
CVS Leadership Development Program	Hampton Roads	VA	61 - 90 days		☒ Select
CPI Foundation	San Francisco	CA	91 - 120 days		☒ Select
United	Killeen	TX	121 - 150	Computer and	☒ Select

The application opens with their demographics pre-populated at the top.

- Marine user inputs their current installation and moves to the program portion of the application.
- Marine searches for Provider*, selects, and then selects Program* (Program list is narrowed down by previous Provider selection).
- Once selected, the form auto-populates with any info currently available in the SB Program database (i.e. POC name, email, functional area, opportunity type)

*The application pulls from the approved program list from SOLID and will be refreshed weekly

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Commanding Officer or appropriate Officer in Charge has final decision regarding eligibility and participation.

Service Member

Name	Work Phone	DSN Phone	Personal Phone
(SGT) Rush, Kimberlie	(757) 917-2037	Add Number	(555) 555-1212
EDIDOD ID	Work Email	Personal Email	Ethnicity
1008979703	kimberlie.rush@navy.mil	kim.rush20@gmail.com	Unknown
Race	Gender	Current Installation	
White	Female	NAS MIRAMAR	

Approver Information

[+ Add Approver](#)

Application

Organization: DODReads

SkillBridge Program Location: Operations Tech - Operations Tech

Functional Area/Job Family: Business and Financial Operations; Management; Sales and Related; Office and Administrative Support; Education; Training;

Provider Point of Contact: Jeremy Foshee

POC Email:

Location: Off Base

Program Start Date: 2022-10-01

Program End Date: 2022-12-31

Duration: Individually developed

Opportunity Types: Internship Program

Nearest Installation: Naval Station Jacksonville

Save Submit

Final step to complete application is to add Approver. Clicking green button opens this feature and displays explanation banner: "Approver must be the Commanding Officer (CO) of Officer in Charge OIC of your command. Official Email required".

Name, email, other contact info is input and will route to CO once the form is accepted by SkillBridge Counselor.
CO **will not** see any applications prior to counselor approval.
Once approved by Counselor, Application notification reaches CO via email.

Requirement: Approver must be the Commanding Officer (CO) of Officer in Charge OIC of your command. Official Email required.

Approver Manual Entry

Name (Last Name, First Name): Ortega, Kathryn

Email: kathryn.ortega@usmc.mil

Work Telephone

Locale: United States

Country:

City:

Area: 555

Number: 5551212

Extension:

DSN Telephone

Number:

Extension:

Close < Back Select

Any attempt to send to an unauthorized approver is subject to UCMJ

← Back SkillBridge Application (8559) Help

Commanding Officer or appropriate Officer in Charge has final decision regarding eligibility and participation.

Service Member

Name	Work Phone	DSN Phone	Personal Phone
(SGT) Rush, Kimberlie	(757) 917-2037	Add Number	(555) 555-1212
EDRDOD ID	Work Email	Personal Email	Ethnicity
1008979703	kimberlie.rush@navy.mil	kim.rush20@gmail.com	Unknown
Race	Gender	Current Installation	
White	Female	NAS MIRAMAR	

Approver Information

An Approver is required.

Application

Organization: DODReads

Provider Point of Contact: Jeremy Foshee

POC Email:

Location: Off Base

SkillBridge Program Location: Operations Tech - Operations Tech

Program Start Date: 2022-10-01

Program End Date: 2022-12-31

Duration: Individually developed

Functional Area/Job Family: Business and Financial Operations; Management; Sales and Related; Office and Administrative Support; Education; Training;

Opportunity Types: Internship Program

Nearest Installation:

Save Submit Cancel

Application History(1 Events)

2. Confirm Submission

Submission Confirmation

By submitting this document I am agreeing to have it digitally signed. I understand that changes to the document do NOT invalidate my digital signature. My signature remains valid after these changes.

Submit

Cancel

1. Submit button

3. Application closes and screen confirms submission is complete

SkillBridge Application has been submitted.