

2026
MCB Hawaii
SkillBridge
Sample & Info Package



SkillBridge Contact Information

Location: Bldg. 244, TRP Admin Office, MCBH Kaneohe Bay, HI

Phone: 808-496-4910/4907

Email (best option): MCBH.SKILLBRIDGE.SMB@USMC.MIL

Governing Doctrines

Title 10, section 1143: is a statutory law that governs the armed forces- Employment Skills Training, such as SkillBridge.

DoDI 1322.29: is the DoD SkillBridge Program policy, and it was published in 2014.

MARADMIN 280/24: is the interim guidance on the Implementation of the Skillbridge Program, published in 2024 by HQMC. It provides updated guidance for program participation requirements and standards.

NAVMC 1700.2B: is guidance for the SkillBridge Program that was published in 2022 by HQMC. The NAVMC provides guidance for the SkillBridge Program and it's reporting requirements.

What is SkillBridge?

The DOD SkillBridge program is an opportunity for active-duty military members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of active-duty service for up to 90-120 days depending on the prescribed category you fall within. 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.

What are the eligibility requirements to attend SkillBridge?

1. Complete 180 continuous days on active duty and expect to separate from the Marine Corps within 120 days from the date of commencement.
2. Marines are not authorized extensions of obligated service to complete a SkillBridge program.
3. Complete Transition Readiness Program (TRP) requirements
4. 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 DoD Instruction 1300.25 CH 1, Guidance For the Education and Employment Initiative (E21) and Operation Warfighter (OWF).
5. Receive command approval to participate in SkillBridge program.

What is the maximum number of days I can take?

There is a three-category system that prescribes the maximum number of days Marines may participate in SkillBridge.

Category	Rank	Days	Approval Authority
Category I	E1-E5	Up to 120	CO, LtCol (O5) & above
Category II	E6-E7, WO1-WO3, O1-O4	Up to 90	CO, LtCol (O5) & above
Category III	E8-E9, WO4-WO5, O5 & above	Up to 90	General Officer

Can I take PTAD or leave in conjunction with SkillBridge?

PTAD or leave in conjunction with SkillBridge is authorized. However, the combined period of absence must fall within the applicable three category timeline/duration limits. You are not authorized to take leave on the front end of your authorized PTAD (Transition PTAD, S-PTAD). All authorized PTAD must be executed prior to any authorized leave (Terminal Leave). If you would like to take leave prior to an authorized period of PTAD you will have to take annual leave through your command. When you physically return from annual leave you can complete your checkout process with IPAC Outbound.

Who can approve SkillBridge?

Commanders in the grade of Lieutenant Colonel and above are designated as the approval authority for Categories I and II. General Officers are designated as the approval authority for Category III, and Category III participation cannot result in a gapped billet. By direction approval is not authorized.

Who can terminate SkillBridge?

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 point of contact (see page #1), and report back to the parent command.

What documents are in an approved SkillBridge Package?

1. Finalized EForm (DD form 2648)
2. SkillBridge Program Organization / Company Acceptance Letter
3. Program Training Plan
4. Submission of approval to servicing Installation Personnel Administration Center (IPAC) via the Outbound Interview (OBI) in Marine Online (MOL).
5. Complete SkillBridge Ethics for Marines (MFRSBMAR01) MarineNet Course, or an equivalent, within 12 months prior to the program start date.
6. Command Authorization Letter (generated by NCMIS)

When should I submit my SkillBridge Package in NCMIS?

Your SkillBridge package should be submitted in NCMIS no later than 45 day prior to the start date of your program. The earliest a SkillBridge package can be submitted is 365 days prior to your EAS.

When should I turn in my Approved SkillBridge package to IPAC?

All approved SkillBridge packages should be turned into the IPAC as soon as they are approved but no later than 10 working days prior to the planned departure date. IPAC Outbound only needs your SkillBridge package if you are not returning following the completion of your SkillBridge program (SkillBridge in conjunction with Terminal Leave / SkillBridge takes you to your EAS).

What documents must I have uploaded to my Outbound Interview to checkout with IPAC?

- Approved SkillBridge Package
- Commanding Officer's EAS interview
- Memorandum from the Medical Officer showing the final physical date and final dental examination date.
- STR (DD Form 2963) (If the records are digital, the STR must state that the medical and dental records are digital).
- TRS to include Capstone signature (DD form 2648)
- DD Form 2656 (SBP Form) – Data for payment of retired personnel form (Retirees Only)

SkillBridge Permissive Temporary Additional Duty (S-PTAD)

- Marines participating in SkillBridge will be accounted for in a S-PTAD status, the maximum Permissive Temporary Additional Duty (PTAD) limit of 30 days does not apply.
- The requirement to return to the parent command after S-PTAD is subject to commander's discretion. The command should consider circumstances such as the location of the SkillBridge program compared to the location of the Marine's parent command to determine if the Marine should return to the parent command.
- The use of PTAD as defined by MCO 1050.3J, Regulations for leave, Liberty and Administrative Absence, for SkillBridge participation is inconsistent with the definition and restrictions of PTAD. S-PTAD will be reported via MOL as PTAD in 30-day increments. In the future, a Marine participating in SkillBridge will be accounted for in a S-PTAD status and it will be a separately defined category of absence.
- **S-PTAD will only be reported in MOL if the Marine is returning following the completion of their SkillBridge Program. If the Marine is taking SkillBridge in conjunction with Terminal Leave the IPAC will report the S-PTAD and Terminal Leave. The S-1 should NOT create PTAD or Leave requests in MOL if the Marine is taking S-PTAD in conjunction with Terminal Leave.**

Marine returns to the command following the completion of SkillBridge

The Marine departs MCBH within 90-120 days of EAS on S-PTAD and returns to MCBH upon completion of their authorized SkillBridge program to later execute the separations process and receive their Orders and DD-214.

Entitlements associated with this option are as follows:

- **Basic Allowance for Housing (BAH)**

- Marines already authorized and entitled to BAH at the without dependent rate, or BAH at the with dependent rate, will continue to receive BAH based on the current Permanent Duty Station (PDS) zip code.
- 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.

- **Continental United States Cost of Living Allowance (CONUS COLA)**

- Marines assigned to a CONUS PDS previously in receipt of CONUS COLA will continue the allowance uninterrupted.

- **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 MCO 10110.47A.

- **Marine Online (MOL) Guidance**

- The command is responsible for reporting the S-PTAD in MOL.
- It is important that commands utilize MOL to route PTAD requests in 30-day increments and not default to placing a Marine in a TAD Excess status for the duration of the SkillBridge program. When the 30-day increments of PTAD have been approved and executed, MOL will generate an entry to credit the Marine Discounted Meal Rate for the period of executed PTAD. This will be standard practice until systems and references support full reporting of S-PTAD as a separate reporting code in a single increment. ***

Execute SkillBridge to EAS and will not return to the command

The Marine departs MCBH within 90-120 days of EAS on S-PTAD and completes the separation process with IPAC Outbound prior to permanently departing from MCBH. This includes receiving their Orders, DD-214, and will not return to MCBH.

Entitlements associated with this option are as follows:

- **Basic Allowance for Housing (BAH)**
 - Marines entitled to BAH at the without dependent rate, or BAH at the with dependent rate continue to receive BAH based on location of current PDS zip code.
 - Marines permanently departing the PDS and previously assigned to single type government quarters rate BAH at the without dependent rate 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., Camp Pendleton, Camp Lejeune), or alternate separation site approved by Headquarters Marine Corps.
- **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.
- **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.
- **Special Duty Assignment Pay (SDAP)**
 - Marines in receipt of SDAP participating in the SkillBridge program no longer qualify for SDAP.
- **Marine Online (MOL) Guidance**
 - IPAC Outbound is responsible for reporting the S-PTAD and terminal leave entries. Do not
 - put requests for S-PTAD or leave in MOL, this causes issues in the Outbound Interview when calculating the Marines leave balance.

Marines will not be given their orders or DD-214 until their scheduled detach date. Any incomplete checkout requirements will cause a delay in their departure. Marines are welcome to call the Separations or Retirements section regarding any questions or concerns they have at any point in their process.

DoW SkillBridge Guide

Thank you for your interest in the DoW SkillBridge Program. SkillBridge offers training, apprenticeship, and internship programs to learn high demand and industry specific skills to prepare participants for securing employment before exiting the military. Programs provide a job interview, placement, or certification to enhance entry into the civilian workforce.

Eligibility Overview: The DoW SkillBridge Programs are available to transitioning military Service Members within their last 180 days of active duty. Service Members must have the required time remaining on their contract to complete the program, have completed TRS, and received command approval. Extensions to complete SkillBridge (SB) are not authorized.

References: DoDI 1322.29 and NAVMC 1700.2B

Step-by-Step Guide

1. Attend the Mandatory SkillBridge and NCMIS Application Brief. (Schedule is available at <https://hawaii.usmcmccs.org/marine-family-support/transition-readiness/skillbridge>). At this brief you will:
 - a. Review the SkillBridge Application process
 - b. Receive guidance on researching two or more SkillBridge Opportunities
 - c. Create your NCMIS account. (<https://myeducation.netc.navy.mil/>)
2. Continue to research and identify a SkillBridge opportunity. - To research current DoD SkillBridge programs, locations, and for more information, visit the Department of Defense SkillBridge website at: <https://skillbridge.osd.mil/organizations.htm> - **Search Authorized Organizations not Locations.**
3. Contact desired companies / organizations to inquire about the potential SkillBridge opportunities.
 - a. Reach out directly to the company or organization to determine if the opportunity aligns with your career goals.
 - b. Ask about the requirements, action items, due dates, and selection process for the program.
 - c. Apply directly to the SkillBridge Organization / Company of your choice. Work with them for approval.
 - d. The company or organization must provide an acceptance letter or a conditional acceptance letter.

Note: Some SkillBridge opportunities may require command approval prior to acceptance. If this applies to the opportunity you are interested in, please contact your SB coordinator for further assistance.

4. Complete SkillBridge Package (Available at <https://hawaii.usmc-mccs.org/marine-familysupport/transition-readiness/skillbridge>) and create NCMIS Application and upload the required documents:
 - a. DD2648
 - b. SkillBridge and Ethics Brief Certificates
 - c. Program Acceptance Letter
 - d. Training Plan
 - e. Command Endorsement letters (optional)

Notify the SkillBridge Coordinator you have signed and submitted your SkillBridge Application in NCMIS at MCBH.SKILLBRIDGE.SMB@USMC.MIL. Ensure your application ID is included

5. Upon receiving approval from your command and the SkillBridge Coordinator in NCMIS, please either come to the office or email MCBH.SKILLBRIDGE.SMB@USMC.MIL to receive the NCMIS generated Command Authorization Letter. Bring this letter to IPAC to begin the check-out process.

For more information and assistance, please email MCBH.SKILLBRIDGE.SMB@USMC.MIL

Marine Corps SkillBridge User Guide



Welcome to MyMarineCorps Education!

August 2026

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Login to MyMarineCorps Education

DoD Warning Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

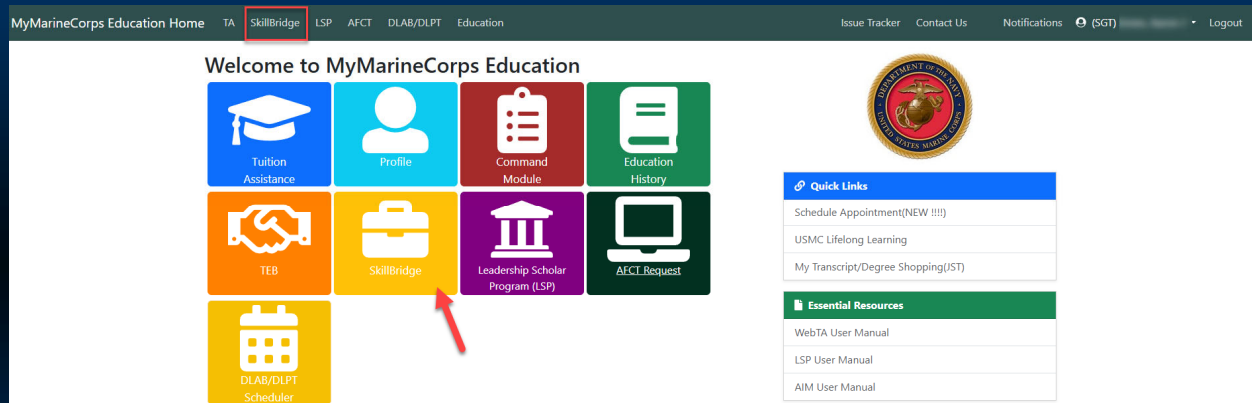
OK

- Visit the Navy College Program website at <https://www.navycollege.navy.mil>, and look for **MyNavy Education Login** in the upper right corner of the landing page.
- Direct link to MyMarineCorps Education: <https://myeducation.netc.navy.mil/webta/home.html#nbb>
- You can only access the MyMarineCorps Education website with a CAC.

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Access SkillBridge Application

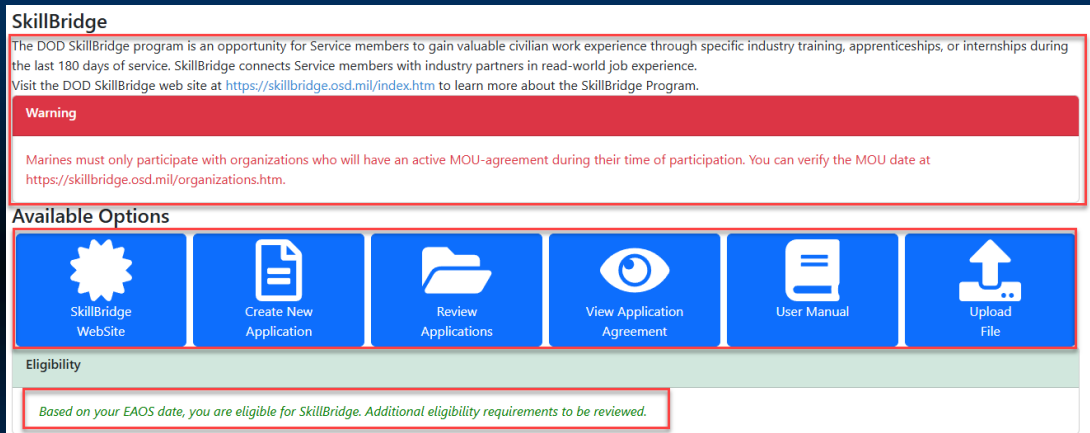


- Select SkillBridge from the navigation bar or the “SkillBridge” tile on the homepage, to create a SkillBridge application.

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SkillBridge Landing Page



- The SkillBridge landing page lists information concerning the SkillBridge program.
- The “Available Options” has six tiles: DoW SkillBridge website, create new application, review previous applications, view application agreement, user manual and upload files.
- The “Eligibility” section will if you are not eligible to create a SkillBridge application.

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Create SkillBridge Application

SkillBridge

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.

Warning

Marines must only participate with organizations who will have an active MOU-agreement during their time of participation. You can verify the MOU date at <https://skillbridge.osd.mil/organizations.htm>.

Available Options



Eligibility

Based on your EAOS date, you are eligible for SkillBridge. Additional eligibility requirements to be reviewed.

- When MyMarineCorps Education shows you're eligible, select the **"Create New Application"** tile start your SkillBridge application.

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Accept Application Agreement

SkillBridge Application Agreement

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 (NEMIS) Education Record and will be used by SkillBridge to identify you.

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.

AUTHORITY: 10 U.S.C. Chapter 58; 10 U.S.C. 8041 Subtitle C, and E.O. 9397 (SSN), as amended; and [SORN M01754-4](#).

Principal Purpose: The primary purpose of this form is to support participation in the Marine Corps SkillBridge Program. Information will be used to determine eligibility and enrollment.

Routine Uses: Information will be accessed by Marine Corps SkillBridge personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the participant. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://doitd.defense.gov/Privacy/SORN/index/DOD-sdnr-Article-View/Article/570629/m01754-4/>.

Disclosure: Providing information is voluntary, however, failure to provide the information will result in an inability to participate in the SkillBridge Program.

Records Management: This form shall be managed in accordance with record schedule 100-34, "General Correspondence (Military Personnel)" of SECNAV M-5210.7. TEMPORARY: Cutoff at CY Destroy when 3 years old.

I understand that the SkillBridge location is my appointed place of duty. If I am removed or withdraw from the DoW SkillBridge approved industry partner training, I must immediately contact my Command and Installation SkillBridge Coordinator. I am to report immediately back to my duty station at no cost to the government.

☐ I Understand

SkillBridge is intended to facilitate separating and retiring Marines with workforce development leading to high probability of post-service employment. SkillBridge Program participation is not an entitlement and must be thoroughly evaluated by Commanders prior to authorizing participation to mitigate risk to operational mission requirements. SkillBridge is implemented via three-categories. Category assignments denote maximum participation timelines that include the combination of all sub-categories of authorized Permissive Temporary Additional Duty and/or leave. Authorization for participation in programs exceeding the maximum participation timeline prescribed by the categories are subject to higher headquarters directives, including Secretary of War Memorandums and any other applicable directives as mandated by MFC.

The authorized categories and timelines for SkillBridge participation are as follows:

- Category I (E1-E5) - up to 120 days.
- Category II (E6-E7, WO-CWO3, O1-O4) - up to 90 days.
- Category III (E8-E9, CW04-CW05, O5 and above) - up to 90 days with General Officer approval.

Commanders at the grade of Lieutenant Colonel and above, with UCMJ authority are designated as the approval authority for Categories I and II. General Officers are designated as the approval authority for Category III. Marines serving with joint organizations/commands are required to obtain an O6 level endorsement from their operational chain of command as a supplement to the application requirements. Final approval authority for all joint Marine applications is their appropriate (based on category) administration Marine Commander.

☐ I Understand

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, MARADMIN 350/18.

☐ I Agree

☐ I Do Not Agree

- Click on both **"I Understand"** buttons and then click on the **"I Agree"** button to create your SkillBridge application.
- The **"I Agree"** button will not populate until both the **"I Understand"** buttons are clicked.

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Verify Contact Information and Installation

Service Member

Name (SST)	Work Phone (757) 222-2222	DSN Phone Add Number	Personal Phone (757) 111-1111
EDI(DDO ID)	Work Email test1@ncmis.mil	Personal Email test@ncmis.mil	Ethnicity European/Anglo
Personal Mailing Address Add Address	Race White	Sex Male	EAGS 2027-05-17
Category 1 (E1-E5)	Command Name ADVISOR TRAINING GROUP	UIC 33010	

Current Installation

Personal - Primary

Street Address

City State Country

Zip Zip+4

Close Save

1 (E1-E5) 1STBN 6THMAR 2D MARDIV

Current Installation

Installation Search

Code	Name	Branch	State
	Camp Lejeune	USMC	

Search Clear

Code	Installation Name	Branch	State
HS	MCB CAMP LEJEUNE, NC	M	NC

Select

- Verify all your personal is correct, if not click on the incorrect information and a pop-up box will appear so you can change the information. After typing in the correct information click the “Save” button.
- To select your Current Installation, click on the blue magnifying glass. Search for your installation by name or state. Once it populates on the screen click on the “Select” button.

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Prerequisites Section

Prerequisites

Prerequisite	Yes
1. Expected to be released from AD within 180 days of starting the program with an Honorable Discharge, including General Discharge under Honorable Conditions. Date: 06/02/2026	☒
2. Completed all Transition Readiness Seminar (TRS) requirements (has a completed DD Form 2648 eForm). Date Completed: mm/dd/yyyy	☐
3. Has sufficient time remaining under contract to complete SkillBridge prior to established date of separation (EAS/Retirement). Extensions to existing EAS are not authorized. Date of Separation: mm/dd/yyyy	☐
4. Has attended and completed the HQMC approved SkillBridge brief and ethics training within the last 12 months. Date Completed: mm/dd/yyyy	☐
5. Has contacted USMC designated SkillBridge Coordinator prior to NCMIS application. Date Completed: mm/dd/yyyy	☐

- Choose from the calendar or manually type in the date you completed each prerequisite.
 - 1.TRS Completion 2.Transition Process Completion 3.EAS 4.Info Brief & Ethics training 5.SB coordinator contact
- All dates, for each prerequisites, must be entered before you can submit your SkillBridge application.
- The “Yes” column will automatically populate once you enter in the completed date.

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Supervisor, SEL/SEA and Approver

Supervisor Information	+ Add Supervisor
<i>A Supervisor is required.</i>	
Command Senior Enlisted Leader(SEL)/Senior Enlisted Advisor(SEA) Information	+ Add SEL
<i>Command SEL/SEA is required.</i>	
Approver Information	+ Add Approver
<i>An Approver is required.</i>	

Supervisor Manual Entry

Requirement: Supervisor must be of a higher paygrade. Official Email required.

Name (Last Name, First Name)
PayGrade

Email Contact

Work Telephone

DSN Telephone

Close
Select

- There are two reviewers for your SkillBridge application your supervisor and command SEL or SEA. To add them to your application, click on the “+ Add Supervisor” and “+ Add SEL”. Enter in their name, paygrade, email address and phone number then click “Select”.
- The final approver is your Commander and must be grade of LtCol or above. Click on “+ Add Approver” and enter their name, paygrade, email address and phone number then click “Select”.
 - Due to rank restrictions, Acting/ByDir letters are not authorized.

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Application Section

Application

Organization
Provider Point of Contact
POC Email
Location

SkillBridge Program and Location
City
Program Start Date
Program End Date

Functional Area/Job Family
Opportunity Types
Duration

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
Job Family

Search
Clear

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
Job Family

Search
Clear

Provider
Opportunity Type
Job Family

La Crosse

Search
Clear

Provider Name
Types
Job Families

La Crosse Milling Co.
Internship

Select

1 - 1 of 1

- Select an Organization you will be performing your SkillBridge at, click on the blue magnifying glass to search for your organization. You will be able to search by name, opportunity type or job family. Click the “Search” button to find your organization.
- Once located click on the “Select” button to add the organization.

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Application Section cont.

Application Manual Add Program/Location

Organization: La Crosse Milling Co. Provider Point of Contact: [Search] POC Email: [Search] Location: [Search]

SkillBridge Program and Location

No Programs found for La Crosse Milling Co. Click the Manual Entry button to complete.

City: [Search] Program Start Date: mm/dd/yyyy Program End Date: mm/dd/yyyy

Functional Area/Job Family: [Search] Opportunity Types: [Search] Duration: [Search]

SkillBridge Program Location Manual Entry

Program Name: [Text] City: [Text] State: [Text]

Point of Contact (Name): [Text] Point of Contact Email: [Text]

Close Apply

Application Edit Program/Location Data

Organization: 2 Circle Consulting, Inc. Provider Point of Contact: [Search] POC Email: [Search] Location: [Search]

SkillBridge Program and Location

City: [Search] Program Start Date: mm/dd/yyyy Program End Date: mm/dd/yyyy

Functional Area/Job Family: [Search] Opportunity Types: [Search] Duration: [Search]

Program List

Program Name	City	State	Duration	Select
2 Circle Consulting, Inc - 2 Circle Consulting, Inc	Washington, D.C.	DC	151 - 180 days	☒
2 Circle Consulting, Inc - 2 Circle Consulting, Inc	Whidbey Island	WA	151 - 180 days	☒
2 Circle Consulting, Inc - 2 Circle Consulting, Inc	Virginia Beach	VA	151 - 180 days	☒

- If an organization does not have a program listed, you will be able to manually add the program and location information by clicking “**Manually Add Program/Location**” button.
- Fill in the Name, City, State and POC for the program and then hit “**Apply**”.
- If the organization has programs listed but not the one you are applying for, just select any program and there will be an “**Edit Program/Location Data**” button to change the Name, City, State, or POC information, to reflect the program you are applying for.

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Application Section cont.

Application Edit Program/Location Data

Organization: 2 Circle Consulting, Inc. Provider Point of Contact: [Search] POC Email: [Search] Location: [Search]

SkillBridge Program and Location

City: [Search] Program Start Date: mm/dd/yyyy Program End Date: mm/dd/yyyy

Functional Area/Job Family: [Search] Opportunity Types: [Search] Duration: [Search]

Application Edit Program/Location Data

Organization: 2 Circle Consulting, Inc. Provider Point of Contact: [Search] POC Email: [Search] Location: [Search]

SkillBridge Program and Location

City: [Search] Program Start Date: mm/dd/yyyy Program End Date: mm/dd/yyyy

Functional Area/Job Family: [Search] Opportunity Types: [Search] Duration: [Search]

Application Edit Program/Location Data

Organization: 2 Circle Consulting, Inc. Provider Point of Contact: [Search] POC Email: [Search] Location: [Search]

SkillBridge Program and Location

City: [Search] Program Start Date: mm/dd/yyyy Program End Date: mm/dd/yyyy

Functional Area/Job Family: [Search] Opportunity Types: [Search] Duration: [Search]

- After the program is selected or added you will need to fill in the Location and Program Start and End Date. The Duration field will be automatically filled in once the program dates are entered and the application saved.
- For the Location field, click inside the box and a drop-down menu will appear. Choose whether your program is on base or off base.
- Use the calendar icon or manually type in the start and end date.

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Statement of Understanding Section

Statement of Understanding or Responsibilities and Authorization

Please read AND acknowledge the below statements indicating your full understanding of the policies and procedures.

☐	1. I have contacted the SkillBridge program POC to confirm the procedures for participation and to ensure that I have the necessary access to Navy College Management Information System (NCMIS) for the application submission process.
☐	2. Participating Service Members cannot receive from the SkillBridge provider any wages, training stipends, or any form of financial compensation for the time that the Service Members spend participating in SkillBridge.
☐	3. I am fully aware there are limited seats, and acceptance may be competitive. If I am selected to participate, my command will be notified via the SkillBridge provider's acceptance letter. If there is no space available for training with the DoW SkillBridge approved industry partner after authorization from the Commander, I will not depart for training and return to my primary duty station immediately.
☐	4. I fully understand the financial requirements to participate, and I voluntarily assume any additional costs that may occur including travel, meals, parking, equipment, uniform, and/or housing costs associated with program participation. I attest this will not cause any financial hardship for me or my family.
☐	5. I will return any items on loan from the training provider in good working order.
☐	6. If the DoW SkillBridge approved industry partner requires use of my education benefits, I verify that I have met with an Advisor to ensure that I fully understand the utilization of my education benefits.
☐	7. I understand that I must maintain satisfactory attendance, progress, and safety regulations throughout my enrollment and adhere to military appearance, ethics, and accountability requirements.
☐	8. I agree to adhere to the Commander's accountability plan. Unauthorized absence or travel away from the DoW SkillBridge approved industry partner training location will result in charges under the UCMJ.
☐	9. I acknowledge that I have adequate housing, transportation and financial resources for the duration of my SkillBridge participation.
☐	10. I authorize the use of both the application and employment information for program statistical purposes.

[Save](#) [Submit](#) [Cancel](#)

- After the application section there is a Statement of Understanding or Responsibilities and Authorization section.
- Read all 10 statements and check the box next to each statement. All boxes must be checked before you can submit your application.
- After all, have been checked click on the “Save” button to save your SkillBridge application.

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Required Documents Section

Required Documents

Application must be saved before uploading files.

Required Documents

SB Training Plan	Upload
Completed DD Form 2648 (eForm)	Upload
SkillBridge and Ethics Brief Verification	Upload
SkillBridge Provider Acceptance Letter	Upload
Commander's Endorsement (Optional)	Upload

- The Required Documents section is below the Prerequisites section; however, until you save your application it will have the statement “Application must be saved before uploading files.”
- Once you save your application the 4 required documents will be listed with an “Upload” button next to each required document.
- Use the “optional” field for uploading special considerations, Joint-command approvals, etc.
- Click on the “Upload” button to attach each of the required documents. You will not be able to submit your application until all 4 documents are uploaded.

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Submit the SkillBridge Application

Statement of Understanding or Responsibilities and Authorization

Please read AND acknowledge the below statements indicating your full understanding of the policies and procedures.

- ☒ 1. I have contacted the SkillBridge program POC to confirm the procedures for participation and to ensure that I have the necessary access to Navy College Management Information System (NCMIS) for the application submission process.
- ☒ 2. Participating Service Members cannot receive from the SkillBridge provider any wages, training stipends, or any form of financial compensation for the time that the Service Members spend participating in SkillBridge.
- ☒ 3. I am fully aware there are limited seats, and acceptance may be competitive. If I am selected to participate, my command will be notified via the SkillBridge provider's acceptance letter. If there is no space available for training with the DoW SkillBridge approved industry partner after authorization from the Commander, I will not depart for training and return to my primary duty station immediately.
- ☒ 4. I fully understand the financial requirements to participate, and I voluntarily assume any additional costs that may occur including travel, meals, parking, equipment, uniform, and/or housing costs associated with program participation. I attest this will not cause any financial hardship for me or my family.
- ☒ 5. I will return any items on loan from the training provider in good working order.
- ☒ 6. If the DoW SkillBridge approved industry partner requires use of my education benefits, I verify that I have met with an Advisor to ensure that I fully understand the utilization of my education benefits.
- ☒ 7. I understand that I must maintain satisfactory attendance, progress, and safety regulations throughout my enrollment and adhere to military appearance, ethics, and accountability requirements.
- ☒ 8. I agree to adhere to the Commander's accountability plan. Unauthorized absence or travel away from the DoW SkillBridge approved industry partner training location will result in charges under the UCMJ.
- ☒ 9. I acknowledge that I have adequate housing, transportation and financial resources for the duration of my SkillBridge participation.
- ☒ 10. I authorize the use of both the application and employment information for program statistical purposes.

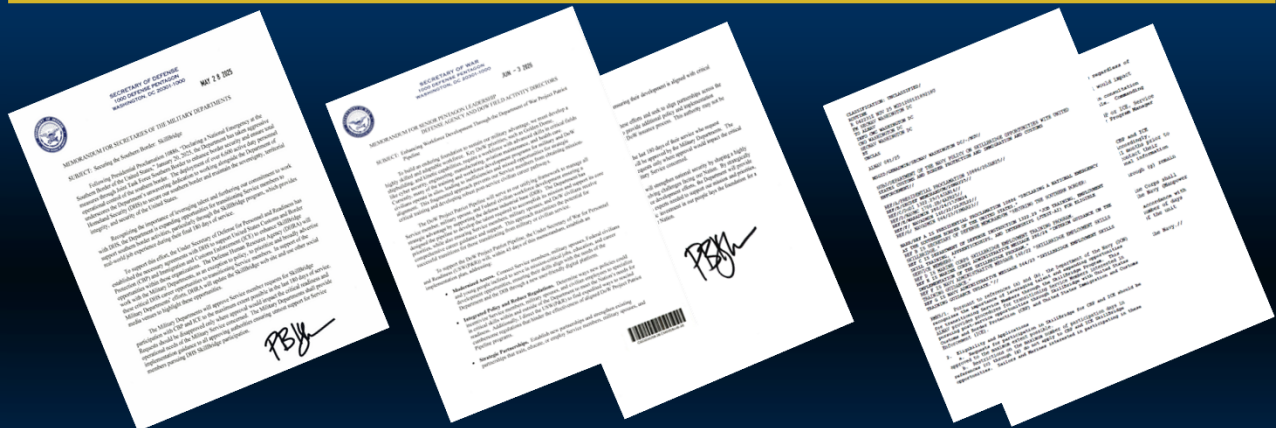
1 Save 2 Submit Cancel

- After all sections are filled out, all boxes checked and all documents uploaded, click the **“Save”** button one last time to save your application.
- After the save button has been clicked, click on the **“Submit”** button to submit your SkillBridge application to your SkillBridge coordinator.

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180-Day Opportunities



- DIB and CBP-ICE opportunities allow Marines to participate in SkillBridge up to 180 days regardless of rank.
- After completing your application, you must E-mail HQMC to request this consideration.
hqmc_skillbridge@usmc.onmicrosoft.com
 - Marines must provide the training plan and acceptance letter when requesting 180-day participation.

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Submission Confirmation

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.

 Navy College Management Information System
Voluntary Education for the Sea Services

SkillBridge Application has been submitted.

Application Request Notification email sent.

- Read the Submission Confirmation statement and click the **Submit** button to digitally sign your application and send it to your supervisor for further routing.
- Confirmation that the application has been submitted appears on the screen.

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Print Authorization Letter

For SkillBridge approval letter please speak with your SkillBridge Coordinator at your Education Office.

SkillBridge Application (40543)

Warning

Marines must only participate with organizations who will have an active MOU-agreement during their time at the command. For more information visit <https://skillbridge.osd.mil/organizations.htm>.

UNITED STATES MARINE CORPS
DET B MWSS-41 MAG-41 4TH MAW
WELLSVILLE, ARIZONA, AZ 85626

DEB BIR page 1
1700
CO
06 Jul 2026

From: Commanding Officer/Officer-In-Charge, DET B MWSS-41 MAG-41 4TH MAW
To: STAFF SERGEANT [redacted] USMC
Via: Gunnery Sergeant, [redacted] Supervisor
Master Gunnery Sergeant, [redacted] SEA/SEL

Subj: MARINE CORPS SKILLBRIDGE PARTICIPATION IGO STAFF SERGEANT [redacted]
TRAINING USMC WITH CVS HEALTH - STORE MANAGER IN

Encl: (1) BIR page 1
(2) DD Form 2648
(3) SkillBridge and Ethics Brief Verification
(4) SkillBridge Provider Acceptance Letter
(5) Commander's Authorization Letter

1. Staff Sergeant [redacted] is authorized to participate in the DoW approved program CVS Health - Store Manager in Training located at Woomsocket, RI.

2. This command supports Staff Sergeant [redacted] in SkillBridge participation from 2027-03-15 to 2027-05-31. The Marine secured lodging at NA, for the duration of the program.

3. I verified that Staff Sergeant [redacted] SkillBridge Program has a non-adjustable training date that concludes after their EAS/retirement date.

4. I verified that Staff Sergeant [redacted] can financially support him/herself and that they have secured a place of residence for the duration of the program.

5. Staff Sergeant [redacted] is required to coordinate an out-processing plan with DET B MWSS-41 MAG-41 4TH MAW's S-1 and the installation Personnel Administration Center (IPAC) outbound section prior to departure.

6. I have verified that Staff Sergeant [redacted] has satisfied all requirements for the SkillBridge opportunity and gained acceptance to an opportunity with a DoW approved program.

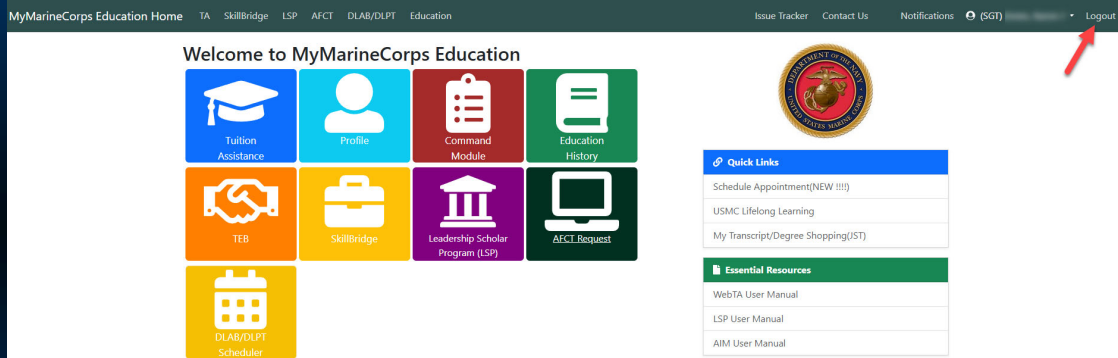
7. Point of contact at this command is Gunnery Sergeant [redacted], and [redacted]

- Once your request has been authorized by your Command Approver, you will need to visit your SkillBridge coordinator at your Education Office to obtain a copy of your authorized SkillBridge letter. The SkillBridge coordinator must brief you before you start your SkillBridge program.
- There will be a banner at the top of the application directing you to visit the SkillBridge coordinator to obtain the approved letter.

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Log Out of MyMarineCorps Education



- Log out of MyMarineCorps Education by using **Logout** in the upper right corner when you have finished your session.
- This is particularly important in cases when Marines share computer workstations.

SkillBridge Program Acceptance Letter Requirements

The program acceptance letter from your SkillBridge opportunity will need to include the following program details:

- | | |
|--|--|
| 1. Length of training (start and end dates) | 5. Assessment method |
| 2. Location | 6. Employment outcome (i.e. guaranteed interview, certifications, etc.) |
| 3. Service Member costs | 7. SkillBridge partner POC information |
| 4. Training topics | |

If the acceptance letter is missing the required program details, you will be asked to provide a new letter and/or additional documentation.

Sample Letter with Required Program Details:

Date: (Date)

To: (Marine)

Offer/Acceptance:

The (company/organization name) would like to offer (Marine'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 company/organization).

Training Details:

- **Start date:** (The start date of the opportunity).
- **End date:** (The end date of the opportunity).
- **Working hours:** (For example, Monday-Friday, 8am to 5pm with an hour for lunch)
- **Location:** (Physical address or specify if opportunity is remote).
- **Service Member costs:** (Define any out-of-pocket costs for the Marine or if there are no associated costs for the Marine).
- **Point of Contact:** (Name, title, phone, email, and role of the individual overseeing the day-to-day activities of the Marine).

Training Overview:

(Clearly describe the training topics and objectives of the opportunity. This portion can be supplemented with a document outlining the opportunity's training plan).

Assessment Method:

(Describe how the Marine's performance will be measured throughout the training program such as through grading rubrics, evaluations, etc.).

Employment Outcome:

(State the employment probability at the end of the opportunity such as a guaranteed interview, job placement, earned credentials, etc.).

Signature by Human Resource Manager/President
Name
Title

SAMPLE

United States Marine Corps



Completion Certificate

This is to certify that

NAME EDIPI

Has completed

Developing Your Business Ethics

Course Number: LLISELF301

Given through the

Marine Corps Distance Learning

*Network on **DATE***

Semper Fidelis

T.K. Kerrigan

Director

College of Distance Education and Training

CERTIFICATE

SKILLBRIDGE & NCMIS APPLICATION BRIEF

THIS IS TO CERTIFY THAT

HAS COMPLETED THE MANDATORY SKILLBRIDGE & NCMIS APPLICATION BRIEF
AS REQUIRED FOR THE SUBMISSION OF A SKILLBRIDGE PACKAGE
DATE OF COMPLETION _____



SKILLBRIDGE
COORDINATOR

