MCB Hawaii SkillBridge Program Checklist

Full Name (*Last, First, M*): _____ Rank: _____

DOD ID #: _____ EAS Date (*not terminal start date*): _____

Unit: _____ Phone #: _____

Email (*Personal and work*): _____

Command POC Email and Phone Number: _____

<mark>**In order to receive the Command Approval SkillBridge package, the following must be complete:**</mark>

1. Individual Counseling Completion Date: _____

2. Pre-Separation Seminar Completion Date: _____

3. TRS Class Completion Date: _____

4. Capstone Review Completion Date: _____

<mark>***Please note, your DD 2648 MUST be completed to finalize your application**</mark>

DoD SkillBridge Organization: _____

Potential Start Date: _____ Potential End Date: _____

Location (if virtual, specify virtual): _____

Point-of-Contact (POC) Name: _____

POC Phone #: _____ POC Email: _____

Program Description and Outcome Goals: _____

_____

_____

_____

FOR TRANSITION READINESS PROGRAM OFFICE USE ONLY

Checklist Received By: _____ Date Received: _____

Notes: _____

_____

_____

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How to Apply for a SkillBridge Program: Step-by-Step Process

1. Explore the DoD SkillBridge website (https://skillbridge.osd.mil/index.htm) and research programs/organizations that best align with your career goals upon transition. Only applications for an APPROVED DoD Skillbridge program will be processed.

2. Contact the company you are interested in directly to gain more course information. If it will be a good fit for you and your transition, complete the company's application process. If selected, you'll receive an Acceptance / Approval Letter. You should also receive a curriculum and program itinerary.

3. Submit your Company Acceptance Package to the TRP office at the below email address – MCBH.SKILLBRIDGE.SMB@usmc.mil Your Skillbridge package should include the following: SkillBridge Program Checklist, Company Acceptance letter / curriculm, BIR (BIR must show your EAS date and your PMOS), and Ethics Certificate. Most choose DEVELOPING YOUR BUSINESS ETHICS on MarineNet.

4. The TRP office will review your package and email you the Command SkillBridge Application Package (CSAP). Route CSAP through your chain of command for approval and signature. Approval authority rests with the first field grade commander who is authorized to impose non-judicial punishment under Article 15 of the UCMJ in the Service member's chain of command. This authority may not be delegated.

5. Once CSAP is completed, whether you were approved or denied, scan and email all documents to the TRP office at the below email for review, verification, and FINAL signature - MCBH.SKILLBRIDGE.SMB@usmc.mil . Your email should include, SkillBridge Program Checklist, Company Acceptance letter/curriculm, BIR (BIR must show your EAS date and your PMOS), and Ethics Certificate, signed and completed DD2648 (eForm), Command Endorsement letter, NAVMC 1320_1 (4-22), NAVMC 1320_2 (1-22) and any required waivers/AA forms.

6. Once your package is signed by TRP office, provide your command and IPAC copies of your package to coordinate the next steps regarding your PTAD and checkout process.

7. Connect with your company POC to inform them of your qualification status and coordinate reporting procedures.