



2026 MCB Hawaii SkillBridge Information & Sample Package



November 1, 2025

References:

SkillBridge Contact Information:

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

Phone: 808-496-4910 /4907

Email: MCBH.SKILLBRIDGE.SMB@usmc.mil

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 days	CO, LtCol and above
Category II	E6-E7, WO-CWO3, O1-O4	Up to 90 days	CO, LtCol and above
Category III	E8-E9, CWO4-CWO5, O5 & above	Up to 90 days	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. MCB Hawaii Skillbridge Program Checklist
2. Finalized EForm (DD form 2648)
3. Signed Command Recommendation / Authorization Letter (Signed by OIC)
4. SkillBridge Program Organization / Company Acceptance Letter (to include training plan)
5. NAVMC 1320/1 USMC SkillBridge Packet Checklist
6. NAVMC 1320/2 USMC SkillBridge Participant Screening
7. Page 1 of your BIR from MOL with your EAS / EOS date visible – *Page 4 retirement date for Retirees*
8. Submission of approval to servicing Installation Personnel Administration Center (IPAC) via the Outbound Interview (OBI) in Marine Online (MOL).
9. Complete SkillBridge Ethics for Marines (MFRSBMAR01) MarineNet Course, or an equivalent, within 12 months prior to the program start date.

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 Permeant 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.

STEP 1: Select "Upload File" icon and upload copies of the required documents into your secure NCMIS profile.



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

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)

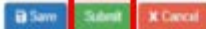
STEP 6: Fill in all remaining blank fields. Include all required fields.

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

The screenshot shows the 'SkillBridge Application' form. It includes a 'Service Member' table with fields for Name, Work Phone, OMB Phone, Personal Phone, EPROVID ID, Work Email, Personal Email, and Ethnicity. Below the table are sections for 'Approver Information', 'Program Information', and 'Personal Information'. Red boxes and numbers highlight the following elements: 1. Search for Organization (dropdown), 2. Search for Program Location (dropdown), 3. Approver dropdown, 4. Organization (text field), 5. SkillBridge Program Location (dropdown), 6. Program Start Date (date field), 7. +Add Approver button, and 8. Submit button.

STEP 7: Add Authorizing Authority using green "+Add Approver" button. Authorizing Authority must be the Commanding Officer (CO) or Officer in Charge (OIC) of your command. Official Email required. *Any attempt to send to an unauthorized approver is subject to UCMJ.*

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



2026 MCB Hawaii SkillBridge Program Checklist

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

DOD ID #: _____ NCMIS Application ID #: _____ EAS Date: _____

Unit: _____ Phone #: _____

Email (*Personal and work*): _____

Eligibility for final review of the SkillBridge package, the following must be complete:

- MCB Hawaii Skillbridge Program Checklist
- Signed Command Authorization Letter (Signed by OIC)
- SkillBridge Program Organization / Company Acceptance Letter (to include training plan)
- Signed NAVMC 1320/1: USMC SkillBridge Packet Checklist
- Signed NAVMC 1320/2: USMC SkillBridge Participant Screening
- Finalized DD2648 - Capstone completion
- Ethics Brief Completion Certificate
- Page 1 of your BIR from MOL with your EAS / EOS date visible – ***Page 4 retirement date for Retirees***

DoD SkillBridge Organization: _____

SB Point-of-Contact (POC) Name: _____

SB POC Phone #: _____ SB POC Email: _____

Lodging Location for SB Duration: _____

Potential Start Date: _____ Potential End Date: _____

DATE SUBMITTED IN NCMIS: _____

FOR TRANSITION READINESS PROGRAM OFFICE USE ONLY

Checklist Received By: _____ Date Received: _____

Notes: _____

DoD SkillBridge Guide

Thank you for your interest in the DoD 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 DoD 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 1700.2

Step by Step:

1. Attend the Mandatory Skillbridge and NCMIS Application Brief. (Schedule is available at <https://hawaii.usmc-mccs.org/marine-family-support/transition-readiness/skillbridge>). At this brief you will:
 - Review the Skillbridge Application process
 - Receive guidance on researching two or more Skillbridge Opportunities
 - 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.
 - 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.
 - Apply directly to the SkillBridge Organization / Company of your choice. Work with them for approval.
 - 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 Application Packet (Available at <https://hawaii.usmc-mccs.org/marine-family-support/transition-readiness/skillbridge>) and create NCMIS Application
5. Upon receiving Command recommendation, upload the completed package to NCMIS and email the MCBH SkillBridge inbox MCBH.SKILLBRIDGE.SMB@usmc.mil that your package has been uploaded and is ready for review and final approval NLT 30 days prior to the course start date.
6. Once any corrections are made and the application is reviewed, the application will be forwarded to the approving authority in NCMIS for final approval.
Approving authority must be Commanding Officer for categories one & two, General Officer for category three
7. Upon approval, approval receipt will be issued in NCMIS and checkout process with IPAC can take place.

For more information, please call 808-496-4910, email mcbh.skillbridge.smb@usmc.mil or visit the Transition Readiness Program Office

USMC SKILLBRIDGE PACKET CHECKLIST

PRIVACY ACT STATEMENT

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 the 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://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-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 1000-34, "General Correspondence (Military Personnel)" of SECNAV M-5210.1. **TEMPORARY:** Cutoff at CY. Destroy when 3 years old.

GENERAL INFORMATION

DoD SkillBridge Program provides transitioning Service members with the opportunity to develop job training and employment skills, including pre-apprenticeships, apprenticeships, and internships. SkillBridge is designed to facilitate the transition of eligible Service members into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage. SkillBridge is not to be used to further civilian education or for experiential purposes. Securing meaningful employment is the desired outcome of the program. Commanders in the grade of Lieutenant Colonel and above, are designated as the approval authority for SkillBridge requests. A Marine serving in a joint organization must receive approval from the first O6 with NJP authority in their joint organization chain of command. This cannot be delegated. SkillBridge applications will follow the three-category timeline. The following timelines indicate the maximum amount of time a commander may approve SkillBridge participation prior to separation or retirement date: Category I (E1-E5) - up to 120 days, Category II (E6-E7, WO-CWO3, and O1-O4) - up to 90 days, and Category III (E8-E9, CWO4-CWO5, O5 and above) - up to 90 days. Category III classification is critical low-density billets which require a General Officer (GO) approval and certification that participation will not result in a gapped billet.

SERVICE MEMBER INFORMATION

Rank	Name (Last, First, MI)	Current Unit	Separation/Retirement Date
Government Email	Civilian Email	Name of SkillBridge Provider / Training Dates	DoD Approved Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
SkillBridge Training Address / Phone Number		Residential Address during SkillBridge Participation	

This package contains the following:

- | | |
|--|---|
| <input type="checkbox"/> 1) NAVMC 1320/1: USMC SkillBridge Packet Checklist | <input type="checkbox"/> 4) SkillBridge and Ethics Brief Verification |
| <input type="checkbox"/> 2) NAVMC 1320/2: USMC SkillBridge Participant Screening | <input type="checkbox"/> 5) SkillBridge Provider Acceptance Letter |
| <input type="checkbox"/> 3) Completed DD Form 2648 (eForm) | <input type="checkbox"/> 6) Commander's Authorization Letter (Endorsements as applicable) |

Application Reviewed and Verified by Installation SkillBridge Coordinator

Position	Name (Last, First, MI)	Signature	Phone 808-496-4910	Email
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SkillBridge Application Reviewed by Senior Enlisted Advisor

Rank	Name (Last, First, MI)	Signature	Phone	Email
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SkillBridge Application Reviewed by Company Commander or equivalent

Rank	Name (Last, First, MI)	Signature	Phone	Email
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NAVMC 1320/1 (01-25) (EF)

CUI (when filled in)

Page 1 of 1

Previous versions are obsolete

Controlled by: USMC
CUI Category: PRVCY
LDC: DL ONLY
POC: MFPrivacy@usmc.mil

AEM Form Designer 6.5

USMC SKILLBRIDGE PARTICIPANT SCREENING

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APPLICANT INFORMATION

Name (Last, First, MI)		Rank/Grade		Category	
Branch	DoD ID #	MOS	Unit Phone #		Personal Email
Installation		Major Subordinate Command		Unit	

Prerequisites	Yes	No	Remarks
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
2. Completed all Transition Readiness Seminar (TRS) requirements (has a completed DD Form 2648 eForm). Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has attended and completed the HQMC approved SkillBridge brief and ethics training within the last 12 months. Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has contacted USMC designated SkillBridge Coordinator prior to NCMIS application. Date Completed: _____	<input type="checkbox"/>	<input type="checkbox"/>	

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 other 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 DoD 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 DoD 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 DoD 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.

PARTICIPANT ACKNOWLEDGEMENT

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

Participant Name (Print Rank, Name)	Signature	Phone	Date
Installation SkillBridge Coordinator Name (Print Rank, Name)	Signature	Phone 808-496-4910	Date

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)**
2. **Location**
3. **Service Member costs**
4. **Training topics**
5. **Assessment method**
6. **Employment outcome (i.e. guaranteed interview, certifications, etc.)**
7. **SkillBridge partner POC information**

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



UNITED STATES MARINE CORPS

FIRST LETTERHEAD LINE
SECOND LETTERHEAD LINE
THIRD LETTERHEAD LINE
MCBH KANEOHE BAYHI 96863-3004

SSIC
CODE
enter date

From: Address all correspondence to the activity head of an activity or fully identify an individual with their Full Rank First M. Last EDIPI/PMOS USMC

To: SkillBridge Coordinator, Transition Readiness Program, Marine Corps Base Hawaii

Via: Commanding Officer, activity head's title and the activity's name, even if it is listed in the header

Subj: SKILLBRIDGE PROGRAM AUTHORIZATION REQUEST

Ref: (a) NAVMC 1700.2
(b) NAVADMIN 222/15
(c) MARADMIN 350/18

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist
(2) NAVMC 1320/2: USMC SkillBridge Participant Screening
(3) SkillBridge Program Provider Acceptance Letter
(4) MCBH Completed SkillBridge Checklist
(5) Finalized Capstone DD2648 eForm

1. Per the references and the enclosures, I respectfully request authorization to participate in the following SkillBridge program:

- a. Name of training program: enter the training program name.
- b. Length of the program: enter length of program.
- c. Time requested for travel to separation site: enter requested travel time, limit to 1 day.
- d. Location of the program: enter the City, State where the training program will be attended.
- e. Lodging secured at location: enter the City, State where you plan to be lodged at while attending the classes.
- f. Start date of class: enter the class start date.
- g. End date of class: enter the class end date.
- h. Check out location: enter the location where you plan to separate from.

2. I understand that participation in the SkillBridge program has no cost to the government and no reimbursement will be made by the government for participation in the SkillBridge program. I understand that in the event I am dropped from the course or recalled my command, all return cost inquired will be my sole responsibility.

3. I am requesting not to return to island upon completion of my program, I understand that I must complete all outbound requirements prior to my departure to the Skillbridge program. I will attach a copy of this request, my completed outbound sheet, final physical and Capstone DD Form 2648/eForm to the outbound interview in Marine On-Line prior to my departure to the SkillBridge program.

4. I can be further contacted for any questions or concerns at enter your phone number as 808-123-1234 or enter your personal email.

ENTER REQUESTER'S F. M. LAST



UNITED STATES MARINE CORPS

(COMPANY LETTERHEAD)

UNIT ###

FPO AP #####-####

SSIC
CODE
DATE

From: Commanding Officer, (COMMAND)
To: (RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME, EDIPI/MOS USMC)

Subj: REQUEST FOR (NAME OF SKILLBRIDGE PROGRAM), VOLUNTARY
EMPLOYMENT SKILLS TRAINING PROGRAM IN THE CASE OF (RANK,
FIRST NAME, MIDDLE INITIAL, LAST NAME EDIPI/MOS USMC)

- Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist
(2) NAVMC 1320/2: USMC SkillBridge Participant Screening
(3) SkillBridge Program Provider Acceptance Letter
(4) Skillbridge Program Authorization Request Letter
(5) Completed DD Form 2648 (eForm)
(6) Ethics Brief Completion Page
(7) Page 1 of BIR

1. (MARINE) is authorized to complete the (PROGRAM NAME) SkillBridge program in (LOCATION OF PROGRAM).
2. Contingent upon approval, this command will support (MARINE) in completing the program from (START DATE) to (END DATE). Lodging has been secured at (ADDRESS).
3. (MARINE) is required to coordinate out-processing and travel plan with (UNIT OR COMMAND)'s S-1 and the Installation Personnel Administration Center (IPAC) Outbound Section prior to departure.
4. I have verified that (MARINE) has satisfied all requirements for the SkillBridge opportunity and the program is DoD-approved as per enclosures (1) and (2) and has gained acceptance to the opportunity per enclosure (3).
5. (MARINE) IS or IS NOT authorized to fully check out prior to the start of the SkillBridge program and WILL NOT or WILL return to the unit for final out processing.
5. Point of contact at this command is (RANK, NAME, PHONE NUMBER AND EMAIL)

AUTHORIZED SIGNATURE