

DOD SKILLBRIDGE

Transitioning Marines are authorized to attend SkillBridge employment training up to 180 days prior to retirement or separation.

The transitioning Marine has the option of finding and securing their own training or internship program in their local area or away from their assigned duty station in the United States (CONUS).

Should the Marine receive command permission to pursue a program, the Marine will be given Permissive Temporary Additional Duty (PTAD) orders.

PTAD means that all expenses associated with pursuing the program are your responsibility; these expenses may include travel cost, lodging, transportation, and meals.

<https://dodskillbridge.usalearning.gov> provides a listing of programs, to include POCs, that are DoD approved throughout the United States.

The Marine interested in an approved SkillBridge program (*listed on the DoD Skillbridge website*) must contact the program provider (company, organization, etc.) directly for specific information on the program. The program provider will provide all information related to cost, application process, length of training and the opportunity for employment at the conclusion of training.

The Marine interested in pursuing approval to attend a program not yet approved (*not listed on the DoD Skillbridge website*) must find the program provider (company, organization, etc.) and contact the program provider directly to inquire about potential opportunities.

*** The MCB Quantico's DoD Skillbridge Coordinators are not resourced to do research and/or liaised on behalf of an individual ***

The first step in the process is for the Marine to secure the opportunity with the company/organization by following their admissions/acceptance process.

Once the opportunity is secured, the Marine proceeds to request command permission to execute Skillbridge PTAD to pursue the opportunity.

The command permission packet consists of:

- USMC Skillbridge Packet Checklist
- Individual Program Vetting Documents (USMC Skillbridge Individual Program Request)
- USMC Skillbridge Participant Screening
- Ethics training certificate
- Acceptance letter or offer letter from the program provider
- TRS Completion (DD2648)
- Commander's Participation letter

Forms are also located at

<https://hqmcportal.hqi.usmc.mil/sites/family/mfn/MFI/SitePages/Forms.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSSTabPersistence>

- ***USMC Skillbridge Packet Checklist*** – This document must be completed by the Marine and emailed to MCCSQuanticoEdCenter@usmc.mil for signature. *All signatures must be captured with a CAC.*
- ***Individual Program Vetting Documents (USMC Skillbridge Individual Program Request)*** – This document must be completed by the program provider (company, organization, etc.) and verified by the Marine’s command. Once completed, document must be emailed to MCCSQuanticoEdCenter@usmc.mil for signature. *All signatures must be captured with a CAC.*
- ***USMC Skillbridge Participant Screening*** – This document must be completed by the Marine and emailed to MCCSQuanticoEdCenter@usmc.mil for signature. *All signatures must be captured with a CAC.*
- ***Ethics training certificate*** – Screening checklist contains the course code for MarineNet
- ***Acceptance letter or offer letter from the program provider***
- ***TRS Completion (DD2648)*** – TRS completion date must be included in the Packet Checklist and the Screening Checklist. DD2648 must be included in the command permission packet to serve as proof of TRS completion.
- ***Commander’s Participation letter*** – to be drafted by the Marine and signed by the Marine’s Court Martial Convening authority.

All signed documents are routed up to Court Martial Convening authority for signature on the ***Commander’s Participation letter***.

Once signature is secured on the ***Commander’s Participation letter***, Marine provides entire packet to the admin office responsible for processing Skillbridge PTAD orders.