



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS, CALIFORNIA 92278-8200

IN REPLY REFER TO:  
1700  
CO  
1 Oct 24

POLICY LETTER 1-24

From: Commanding Officer, Headquarters Battalion  
To: All Hands

Subj: MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM

Ref: (a) NAVMC 1700.2  
(b) MARADMIN 280/24  
(c) MCO 1900.16

Encl: (1) SkillBridge Information Sheet  
(2) NAVMC 1320/2 USMC SkillBridge Packet Checklist  
(3) Command Recommendations  
(4) SkillBridge Pg. 11 Statement of Understanding

1. Purpose. To outline the policy for the Marine Corps SkillBridge Employment Training Program for Marines assigned to Headquarters Battalion.

2. Background. Reference (a) provides guidance for the SkillBridge Program, which is intended to secure meaningful employment, not further education, or experiential purpose. The nature of units aboard Marine Air Ground Task Force Training Command requires that commanders balance the operational requirements and readiness of their unit in support of Service Level Training Exercises. Therefore, SkillBridge participation outlined in reference (a) is not an automatic entitlement and is subject to operational requirements as determined by the Commanding Officer, in consultation with applicant's direct chain of command (Assistant Chief of Staff (AC/S) or Special Staff). Participation is prioritized for Marines and Sailors who require additional transition assistance. Prioritization is balanced with an overall assessment on the impact to the command, needs of the service and force readiness.

3. Eligibility. Per reference (b), there is a three-category system, which details the maximum number of days Marines can participate in the SkillBridge program prior to their separation/retirement/end of active service (EAS).

Category	Rank	Duration
I	E1-E5	Up to 120 Days
II	E6-E7, WO-CWO3 and O1-O4	Up to 90 Days
III	E8-E9, CWO4-CWO5, O5 and above	Up to 90 Days

4. Approval Authority. The Commanding Officer maintains the authority to approve participation in the SkillBridge program for Marines in Categories I-II per reference (b). General Officers are the approval authority for Marines in Category III and participation cannot result in

Subj: MARINE CORPS SKILLBRIDGEEMPLOYMENT TRAINING PROGRAM

a gapped billet. Prior to approval, written concurrence is required by the Marine's direct chain of command (i.e. AC/S or Special Staff OIC) acknowledging that the sections/directorates leadership accepts a gap in manpower for the duration of the Marine's participation in the SkillBridge program. Prior to approval, Marines will ensure they complete requirements detailed in enclosures (1-4).

5. Restrictions. Eligibility requirements are detailed in reference (a). The Marine's direct chain of command will not impose additional restrictions based on rank, education, skills, or service length. Marines will not be considered for SkillBridge if they are pending legal action or on the Body Composition Program. Under no circumstances, will a Marine be entitled to or accept additional monetary compensation during participation in the SkillBridge program.

6. Timeline and Submission Criteria. Applicants must initiate the routing of their SkillBridge application to Headquarters Battalion no later than 60 days prior to the requested SkillBridge program start date. Each package shall be endorsed by the Marine's leadership (AC/S or Special Staff OIC). Enlisted Marines must have their packages endorsed by their Staff Non-Commissioned Officer-In-Charge (SNCOIC) and the Battalion Sergeant Major. AC/S' are responsible for ensuring all Marines participating in S-PTAD have completed pre-separation and transition requirements. All Marines with approval to participate in SkillBridge, will have an approved SkillBridge package uploaded to their Outbound Interview module, as well as the required separation documents. Marines may be approved to participate in the SkillBridge program, prior to the completion of all separation requirements.

7. Leave and SkillBridge Permissive Temporary Additional Duty (S-PTAD). Leave in conjunction with S-PTAD is authorized. Per reference (b), if used in conjunction, then all authorized PTAD must be utilized prior to any authorized leave (i.e. Terminal Leave). During participation, they will be reported on morning accountability reports as PTAD. Marines are reminded that participation in SkillBridge does not authorize an extension beyond their obligated service. Should SkillBridge programs extend beyond a members end of active service, expenses will then be borne by the Marine. Sections/directorates are reminded to establish detailed accountability protocols throughout a Marine's participation. SkillBridge program partners do not have the authority to grant Marines absences that fall within leave or out of bounds criteria. The HQBN Commanding Officer retains that authority, and such requests will require the appropriate routing through the Marines chain of command to annotate the appropriate change in administrative status (i.e. Leave versus PTAD). Marines will not be authorized to depart without separation orders issued by the Installation Personnel Administration Center.

8. The Commanding Officer may terminate participation for reasons of military necessity and/or unsatisfactory participation at any time. Upon notification participation is terminated, Marines must immediately withdraw from the program, notify the installation SkillBridge point of contact, and report back to the command within the timeline established by the command based on SkillBridge location. Return to the command is at the Marine's personal expense.

9. The point of contact for this matter is the Executive Officer, Major Robert M. Naranjo at 760-830-7083 or email: robert.naranjo@usmc.mil.

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N. M. ROLLINS

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## **SKILLBRIDGE INFORMATION SHEET**

<b>RANK</b>	<b>NAME</b>	<b>EDIPI</b>	<b>MOS</b>	<b>COMPANY</b>	<b>SECTION</b>

Timeline/Duration. The three-category system prescribes the maximum number of days Marines may participate in SkillBridge prior to their separation/retirement/end of active service (EAS)..

<b>Category</b>	<b>Rank</b>	<b>Duration</b>
I	E1-E5	Up to 120 Days
II	E6-E7, WO-CWO3 and O1-O4	Up to 90 Days
III	E8-E9, CWO4-CWO5, O5 and above	Up to 90 Days

Leave and Permissive Temporary Additional Duty (PTAD). PTAD or leave in conjunction with SkillBridge is authorized. However, the combined period of absence from duties must fall within the three category timeline/duration limits. If used in conjunction, all authorized PTAD (e.g. Transition PTAD and Skillbridge PTAD) must be executed prior to any authorized leave (e.g. Terminal leave).

<b>LEAVE TYPE</b>	<b>FROM</b>	<b>TO</b>	<b>LOCATION</b>	<b>DAYS</b>
			<b>TOTAL DAYS</b>	

## USMC SKILLBRIDGE PACKET CHECKLIST

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C., Chapter 58, Benefits and services for members being separated or recently separated; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended; and SORN [MO1754-4](#).

**PRINCIPAL PURPOSE:** The primary purpose of this form is to support participation in the Marine Corps SkillBridge Program supported by the Department of Defense (DoD) SkillBridge (JTEST-AI) Voluntary Employment Training 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://dpcl.d.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

DoDI 1322.29 established the DoD SkillBridge Program, which 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 expectation. All participation request are to be forwarded to, reviewed and authorized by the first field grade commander, O-4 or above, in the Service member's Chain of Command with UCMJ authority; Battalion/Squadron Commander. For those under civilian leadership, a GS-13 or above. This convening authority cannot be delegated. Commanders are responsible for establishing and maintaining Service member accountability procedures for the duration of training.

## SERVICE MEMBER INFORMATION

Rank:	Name (Last, First, MI):		
Current Unit (Company/ Battalion):			Separation/ Retirement Date:
Government Email:		Civilian Email:	
Name of SkillBridge Provider / Training Dates:			DoD Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
SkillBridge Location:			
Residential Address During Training:			
The Package Includes the following information in this order (all documents must be included in one attachment - separate documents will be returned):			
<input type="checkbox"/> 1) Administrative Action (AA) Form via Installation SkillBridge Office (if requesting an exception to policy from HQMC)			
<input type="checkbox"/> 2) DoD SkillBridge Participant Screening			
<input type="checkbox"/> 3) TRS 5-day Transition Readiness Seminar (TRS). Date Completed:			
<input type="checkbox"/> 4) Individual Program Vetting Document (If not DoD Approved)			
<input type="checkbox"/> 5) SkillBridge Provider Acceptance Letter (for everyone)			
<input type="checkbox"/> 6) Commander's Participation Letter (authorization)			
<input type="checkbox"/> 7) Other:			
SkillBridge Application Reviewed by First Sergeant/SNCOIC			
Name:		Signature:	
Rank:	Phone:	Email:	
SkillBridge Application Reviewed by Company Commander/OIC			
Name:		Signature:	
Rank:	Phone:	Email:	
Application Reviewed and Verified by Installation SkillBridge Representative			
Name:		Signature:	
Position:	Phone:	Email:	



## USMC SKILLBRIDGE PARTICIPANT SCREENING

## 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, Benefits and services for members being separated or recently separated; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN), as amended; and SORN [MO1754-4](#).

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## APPLICANT INFORMATION

NAME (Last, First, MI.):		GRADE:		RANK:		BRANCH:	
DEPARTMENT OF DEFENSE (DoD) IDENTIFICATION NUMBER:				MILITARY OCCUPATIONAL SPECIALTY:			
PHONE #:		EMAIL (Personal):			INSTALLATION:		
MAJOR SUBORDINATE COMMAND:				UNIT (Company and Battalion):			
PREREQUISITES		YES	NO	REMARKS			
1. Expected to be released from AD within 180 days of starting the course with an Honorable Discharge, including General Discharge Under Honorable Conditions. Date:		<input type="checkbox"/>	<input type="checkbox"/>				
2. Completed Transition Readiness Seminar or its equivalent if non-Marine Corps participant.		<input type="checkbox"/>	<input type="checkbox"/>				
3. Has sufficient time remaining under contract to complete the course prior to established separation date. Extensions to existing Expiration of Active Service (EAS) are not authorized. EAS Date:		<input type="checkbox"/>	<input type="checkbox"/>				
4. Has attended or completed a Marine Corps or DoD approved workplace ethics brief or training within the last 12 months or its equivalent if non-Marine Corps participant. Date Completed:		<input type="checkbox"/>	<input type="checkbox"/>				

NAVMC 1320/2 (1-22) (EF)

CUI (when filled in)

Page 1 of 2

Previous versions are obsolete

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

AEM Form Designer 6.5

## 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 inquired directly to the course point of contact and secured current course information as well as the additional requirements to apply. I acknowledge that I fully understand the prerequisites, funding, and selection process to apply for this course.

2. I understand that any omission or inaccurate statement provided in this form shall be grounds for course rejection or withdrawal.

3. I am fully aware that there are limited seats in the course, and acceptance into the course may be competitive. If I am selected to participate, my command will be notified via the SkillBridge provider's acceptance letter.

4. I fully understand the financial requirements to participate in this course, and I voluntarily assume any additional costs that may occur including travel, meals, parking, books, equipment, uniform, testing, and/or housing costs associated with course participation, and attest that this will not cause any financial hardship for me or my family.

5. I ensure that I shall return any items utilized throughout the course in good working order.

6. If the course utilizes my GI Bill, 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, as per course guidelines, and uphold all military and accountability requirements. I understand that the classroom will be my appointed place of duty, and failure to attend class may result in a charge of Unauthorized Absence.

8. I agree to adhere to military travel policy and any unauthorized travel will be grounds for dismissal. Course approved travel for interviews or to fulfill course duties may be required.

9. I understand that I am responsible for sponsoring base access for any guest attending the course graduation.

10. If required, I acknowledge I will have base access after EAS in order to complete SkillBridge.

11. I acknowledge that I have adequate housing, transportation and financial resources for the duration of my SkillBridge participation.

12. I acknowledge I am able and intend to start working upon leaving Active Duty Service per DoDI 1322.29.

13. I understand and allow the Course Provider and SkillBridge Program Office to contact me after my transition to gain information on my employment status for course evaluation and continuance. I authorize the use of both the application and employment information for program statistical purposes.

14. 5-Day Transition Readiness Seminar was completed on \_\_\_\_\_

## PARTICIPANT ACKNOWLEDGEMENT

I understand that the SkillBridge location is my appointed place of duty. If I am removed or withdraw from the program, I must immediately contact my Commander and installation SkillBridge Representative. I am to report immediately back to my duty station.

PARTICIPANT (Print rank, Name):

SIGNATURE:

PHONE #:

DATE:

INSTALLATION SKILLBRIDGE REPRESENTATIVE (Print rank, Name):

SIGNATURE:

PHONE #:

DATE:



UNITED STATES MARINE CORPS  
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BOX 788200  
TWENTYNINE PALMS, CALIFORNIA 92278-8200

Date: \_\_\_\_\_

**SKILLBRIDGE COMMAND RECOMENDATIONS**

Marine (Rank Name): \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Section: \_\_\_\_\_ Package Type: \_\_\_\_\_

(The below section should be filled out by section and/or directorate leadership)

**Enlisted Marines**

**SNCOIC** (Rank Name): \_\_\_\_\_ Phone: \_\_\_\_\_

I recommend/do not recommend (circle one) approval of this package and I understand this Marines billet may not be refilled until the Marine returns or is separated. (Negative recommendations require written justification)  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

**OIC** (Rank Name): \_\_\_\_\_ Phone: \_\_\_\_\_

I recommend/do not recommend (circle one) approval of this package and I understand this Marines billet may not be refilled until the Marine returns or is separated. (Negative recommendations require written justification)  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**AC/S** (Rank Name): \_\_\_\_\_ Phone: \_\_\_\_\_

I recommend/do not recommend (circle one) approval of this package and I understand this Marines billet may not be refilled until the Marine returns or is separated. (Negative recommendations require written justification)  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

G

# ADMINISTRATIVE REMARKS (1070)

DATE	DATE	DATE
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
(Signature)	(Signature)	(Signature)

\_\_\_\_\_: Counseled this date concerning the request to participate in the SkillBridge program:

Your specific program entails a S-PTAD period of \_\_\_\_ days with a start date of \_\_\_\_\_ and an end date of \_\_\_\_\_.

You are not entitled to additional pay from the SkillBridge sponsor as a participant of the SkillBridge Program.

If you choose to withdraw or you are dropped from your program, you are to inform your section SNCO or OIC the same day and report back to the command within the timeline established by the command based on SkillBridge location.

Return to the command is at your personal expense. The Commanding Officer has authority to terminate participation for reasons of military necessity and/ or unsatisfactory participation. Upon notification that participation is terminated, you must immediately withdraw from the program, notify the installation SkillBridge POC, and report back to the command within the timeline established by the command based on SkillBridge location. Return to the command is at your personal expense.

Any violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation.

SNM \_\_\_\_\_ DATE \_\_\_\_\_

CO \_\_\_\_\_ DATE \_\_\_\_\_

NAME (last, first, middle)	EDIPI
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