Thank you for inquiring about our SkillBridge Program, directed by DoDI 1322.29 and MARADMIN 350/18.

SkillBridge offers training, apprenticeship, and internship courses that are geared toward learning high-demand industry-specific skills with the high probability of securing employment prior to exiting the military. All courses offer a job interview, placement, or certification to enhance entry into the civilian workforce.

Courses are available to transitioning military Service Members within their last 180 days of active duty service.

Service Members must have enough time to complete the program while on active duty and must secure command approval to participate.

This packet includes all of the information to apply, including:

1) Application instructions
2) SkillBridge application packet, including:
   1. Command Screening Checklist
   2. Command Authorization Letter
   3. Student Utilization of V.A. Education Benefits
   4. Student Acknowledgement of Responsibilities

To view a list of the most current SkillBridge courses and for more information, please visit your nearest Education Center's Education Specialist or Transition Office's Transition Advisor or the Department of Defense SkillBridge website at URL: https://dodskillbridge.usalearning.gov/
SKILLBRIDGE APPLICATION INSTRUCTIONS

1) Program Eligibility: You must meet all eligibility requirements to participate in any SkillBridge course, including:

1. Expected to be released from active duty within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions.
2. Must have enough time to complete the course while on active duty. Securing an extension to your existing End of Active Service (EAS) in order to participate is not authorized.
3. Have completed the Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, and Success).
4. Have attended an ethics brief or completed a DoD-approved ethics training within the last 12 months (or equivalent if non-Marine Corps participant).

2) Application Process: Please follow the two step process below:

1. Gain Course Awareness: Reach out directly to the course representative to see if that course is a good career fit. The course representative will schedule an information session to discuss the specific course requirements. At this meeting:
   a. You will learn the requirements, action items, due dates, and selection process for the course.
   b. If you meet the requirements and are interested in applying, proceed to step 2.

2. Complete SkillBridge Application Packet: You must secure proper signatures to be considered for selection into any SkillBridge course.
   a. Secure these signatures on the four required documents, including:
      1. Command Screening Checklist: (Battalion CO)
      2. Command Authorization Letter: (Battalion CO)
      3. Student Utilization of V.A. Education Benefits: (Self and Command)
      4. Student Acknowledgement of Responsibilities: (Self)

   Remember: The approval authority to participate in any SkillBridge course is the first field grade commander with court martial convening authority.

3. Qualify for the Course: Please deliver the signed documents to the SkillBridge office prior to the course due date. The SkillBridge staff will review the paperwork in your presence and verify that all documents are complete. If everything is in order, you will be considered “a qualified applicant”. If stationed off base, you may scan and email your documents to the SkillBridge office and you will receive a call to review your application packet.

   Special note: It is critical that you submit your signed application packet by the DUE DATE!

4. Follow Selection Process: The course provider selects the participants into the program by hosting an interview, an exam, a scoring system, a resume review, or a combination of items. So make sure you understand and follow the selection process. Once the course provider selects the participants, the SkillBridge office will notify you and your command of your application results.

   Applying to a course does not guarantee you a seat into the course. Due to limited seats, all courses are competitive and have a selection process. It is best to apply early!
SKILLBRIDGE COMMAND SCREENING CHECKLIST

1. **Purpose:** To ensure that the Service Member applying to attend a SkillBridge Program is fully qualified and fully prepared to attend.

2. **Information:** In order to allow the Service Member the best opportunity to participate in their selected SkillBridge course, it is necessary that the parent command ensures that their Service Member satisfies the prerequisites. Failure to comply with the prerequisites can prohibit the Service Member from attending the SkillBridge Program. The use of appropriated funds to support the SkillBridge Program, including travel costs associated with participation, is not authorized.

3. **Action:** Please complete and return the signed documents to the SkillBridge office, including: 1) Command Screening Checklist; 2) Command Authorization Letter; 3) Student Utilization of V.A. Education Benefits; and 4) Student Acknowledgement of Responsibilities.

**SKILLBRIDGE COURSE:** ________________________________  
**COURSE DATES:** ____________________________________

<table>
<thead>
<tr>
<th>Applicant’s Name: _______________________________</th>
<th>DoD ID Number ____________</th>
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<td>PayGrade: _______ Branch of Service: _______ Unit: __________________</td>
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<tr>
<th>Prerequisites</th>
<th>Yes / No</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Service Member is expected to be released from active duty within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions.</td>
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<td>2. Service Member has completed the Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, and Success). Date: ________________________________</td>
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<td>3. Service Member has sufficient time remaining under their contract to complete the course prior to their established separation date. Extensions to existing EAS are not authorized. End of Active Service (EAS) Date: ________________________________</td>
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<tr>
<td>4. Service Member has attended an ethics brief or completed a Department of Defense (DoD) approved ethics training within the last 12 months or equivalent if non-Marine Corps participant. Date: ________________________________</td>
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Commanders Recommendation: Confirming all of the above is satisfactory.

The approval authority to participate in the SkillBridge Program is the first field grade commander with Uniform Code of Military Justice (UCMJ) authority in the Service Member’s chain of command.

Permissive Temporary Duty (PTAD) status is required only if participation is away from and outside the vicinity of their Permanent Duty Station (PDS). If participation in a SkillBridge course is at or within the vicinity of their PDS, participation is considered official duties.

Reporting Procedures: In accordance with paragraph seven (7) of MARADMIN 350/18, administrative offices with unit diary reporting capabilities will report the below entries on members that participate in the Voluntary Employment Skill Training Program (VESTP). 083 000 STRT SCOL entry will be reported with the effective date of the starting of the course. 097 000 SCOL_COMPL GRADE_ entry will be reported when a member completes the program. The effective date is the date of completion. 097 002 SCOL_INCOMPL_ entry will only be reported when a member drops out of the program due to reenlistment or termination by approval authority. School completion codes include: 1) VCT: VESTP Career and Technical Program; 2) VEP: VESTP Apprenticeship Program.

Print Name and Rank of:                                      Date     Signature     Phone
First Sergeant / SNCOIC (or equivalent)

Print Name and Rank of:                                      Date     Signature     Phone
Company Commander / OIC (or equivalent)

Print Name and Rank of:                                      Date     Signature     Phone
Battalion / Squadron Sergeant Major (or equivalent)

Print Name and Rank of:                                      Date     Signature     Phone
Battalion / Squadron Commanding Officer (or higher)

Below is for Military Installation SkillBridge Program Representatives - MUST BE SIGNED

☐ Applicant has fulfilled all of the program requirement.  ☐ Applicant has not met all of the program requirements.

Name: __________________ Signature: __________________ Phone Number: __________________ Installation: __________________
Example of a Required Authorization Letter

From: Commanding Officer, Command
To: Transition Readiness Program Manager, Personal & Professional Development Marine & Family Programs Division, Marine Corps Community Services, Marine Corps Installations, Okinawa-Wide, Marine Corps Base, Camp Butler
Subj: REQUEST FOR NAME OF SKILLBRIDGE COURSE/TRAINING VOLUNTARY EMPLOYMENT SKILLS TRAINING PROGRAM CASE OF RANK FULL NAME, USMC, DOD ID NUMBER, MOS
Encl: (1) COMMAND SCREENING CHECKLIST

1. **Rank Full Name** is authorized to enroll in the **NAME OF TRAINING**, a training and employment opportunity offered through the SkillBridge Program.

2. Contingent upon approval, I support **Rank Last name** to attend the **Cohort #X X-WEEK NAME OF TRAINING**. It is understood that seats are limited and that there is a selection process. If selected, the course will begin on **DATE** and end on **DATE**. Class will take place Monday through Friday, time (such as 0800 – 1630) at the location (such as Marine & Family Programs Headquarters, Building 13150, Camp Pendleton).

3. I have verified **Rank Last Name** has satisfied all requirements for the program as per enclosure (1).

4. Point of contact at this command is **Rank Name and Phone Number and Email** (The POC must be Staff NCO or higher and may not be the Service Member applying)

**AUTHORITY SIGNATURE**
SKILLBRIDGE PROGRAM
STUDENT UTILIZATION OF V.A. EDUCATION BENEFITS

YOU MUST CHECK ONE OF THE BOXES BELOW AND SIGN. A COMMAND WITNESS SIGNATURE IS REQUIRED ON THIS PAGE.

☐ I understand that I am applying to a Department of Defense (DoD) SkillBridge (JTEST-AI) Voluntary Employment Training Program that utilizes the GI Bill. I fully understand the utilization of my GI Bill benefits to participate in the SkillBridge Program. For further information, I understand that I may contact the Department of Veterans Affairs at 1-888-442-4551 or my local installation education center.

OR

☐ I understand that I am applying to a Department of Defense (DoD) SkillBridge (JTEST-AI) Voluntary Employment Training Program that accepts the GI Bill. However, I am choosing not to utilize the GI Bill benefit and understand that I am responsible for covering all subsequent costs involved in participating in this SkillBridge Program.

OR

☐ Not applicable: I am applying to a Department of Defense (DoD) SkillBridge (JTEST-AI) Voluntary Employment Training Program that does not use GI Bill benefits. (No command witness signature is required).

______________________________________________________________
Service Member Print Name                      Rank/ Signature                      Date

I verify that the Service Member has read and understands this document.

______________________________________________________________
Command Point of Contact (Witness) Print Name  Rank/Signature                      Date

FOR OFFICIAL USE ONLY
**SKILLBRIDGE PROGRAM STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Rank</th>
<th>Personal Phone #</th>
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<table>
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<tr>
<th>Company/Battalion</th>
<th>Personal Email Address</th>
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Please initial the following statements indicating your full understanding of the policies and procedures to attend this course.

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 my application packet 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 and I will be notified, via e-mail, within 3 to 5 business days prior to the beginning of the course or sooner.

4. _______I understand that if I am attending from outside the vicinity of my Permanent Duty Station, I must submit Permissive Temporary Additional Duty (PTAD) orders upon acceptance into the course and prior to attending.

5. _______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 associated with course participation, and attest that this will not cause any financial hardship for me or my family.

6. _______I ensure that I shall return any items utilized throughout the course in good working order. If any item breaks or has problems I shall bring it to the instructor’s attention.

7. _______If the course utilizes my GI Bill, I verify that I fully understand the utilization of my education benefits.

8. _______I understand that I must maintain satisfactory attendance, progress, and safety regulations throughout my enrollment, as per course guidelines, and uphold all military standards and accountability requirements. I understand that the course will be my appointed place of duty, and failure to attend may result in a charge of Unauthorized Absence.

9. _______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. It is my responsible to notify my command of any travel.

10. _______I understand that command can withdrawal me from the course for unit mission requirements and/or disciplinary reasons and I must immediately report back to my unit assignment.

11. _______I understand that self-withdrawal from the program can be justified only by a written explanation submitted to the SkillBridge office prior to withdrawal.

12. _______I understand that I am responsible for sponsoring base access for any guest attending the course graduation, typically held on the last day of the course.

13. _______I acknowledge that I am able and aim to start working within 90 days from completing the course, and that I understand there is no guarantee of employment.

14. _______I authorize the course provider to share my application information, course performance, and resume package with other employers and/or service partners for the purpose of helping me secure meaningful employment with the acquired skills.

15. _______I understand and allow the course provider and SkillBridge 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.