



SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM Application Packet

SkillBridge Employment Training Program is available to all eligible Service Members. Service Members can participate in only one (1) SkillBridge Employment Training Program. All courses are geared toward learning high-demand industry-specific skills with the high-probability of securing employment prior to exiting the military. Courses offer job interviews, placements, or certifications to enhance entry into the workforce.

The SkillBridge Employment Training Program (SETP) is pursuant to MARADMIN 350/18 and NAVADMIN 222/15.

Program Eligibility:

To participate in any skills course you must meet all seven eligibility requirements listed below:

1. Service Members who have completed at least 180 days on active duty and are 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 program on active duty. Utilizing terminal leave is acceptable. Securing an extension to your existing End of Active Service (EAS) in order to participate is not authorized.
3. Have completed Transition Readiness Seminar (TRS).
4. Have successfully passed your most current Physical Fitness Test (PFT) and Combat Fitness Test (CFT) or equivalent if non-Marine Corps participant.
5. Have received a Standards of Conduct Rating of at least a 4.0 and a Standards of Proficiency Rating of at least 4.0 on your most recent performance evaluation (or be recommended for promotion or advancement, or other military equivalent for non-Marine Corps participant.)
6. Have attended an ethics brief or completed a DOD-approved ethics training (Marine Net Training: ET108A Ethics & Integrity) within the last 12 months, or equivalent if non-Marine Corps participant.
7. Have not previously completed, currently participating in, or had participation terminated from another SDPO course. This would be the first skills course.

The Application Process

1. **Complete Application Packet:** Secure proper signatures on the necessary three (3) documents. The approval authority to participate in any skills course is the first field grade commander with Uniform Code of Military Justice (UCMJ) authority in your chain of command (04 or above).
 - 1) Command Screening Checklist
 - 2) Command Authorization Letter
 - 3) Acknowledgement of Responsibilities
 - 4) A copy of **ONE** of the following ***must be provided upon enrollment:***
 - a) High school transcript, ***OR***
 - b) Copy of high school equivalency certificate ***OR***
 - c) Copy of Community College, University transcript, or notarized attestation with verifiable documentation of why student was not able to obtain academic transcripts due to lost or otherwise unavailable records due to fire or natural disaster
2. **Apply to the Course:** Please deliver the completed signed 3 documents to TRS, Bldg. 824, (910) 451-3781 **prior to the course due date.** The TRS Branch will review the paperwork in your presence and verify that all documents are complete. If everything is in order, you will be considered “an official applicant”. (If not stationed aboard Camp Lejeune, you may scan and email your documents to lejeune-newriverskillbridge@usmc-mccs.org. Once received, we will call to review the paperwork.)
3. **Selection / Acceptance into the Course:** Applying to a course does not guarantee acceptance into the course. Due to limited seats, all courses are competitive and have a selection process, either an interview, an exam, a scoring system, or a résumé review. Please adhere to the course due dates and any additional information required. Either the TRS Branch or the course representative will notify you of your acceptance into the course.

For more information, contact the TRS Branch, Bldg. 824, 0730-1630, (910) 451-3922 or lejeune-newriverskillbridge@usmc-mccs.org.



**SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM
OFFICE COMMAND SCREENING CHECKLIST**

1. **Purpose:** To ensure that the Service Member applying to attend the SkillBridge Employment Training Program (SETP) course is fully qualified and fully prepared to attend.
2. **Information:** In order to allow Service Members the best opportunity to participate in their selected course, it is necessary that the parent commands ensure that their Service Members satisfy the prerequisites. Failure to comply with the prerequisites can prohibit Service Members from attending SDP courses. The use of appropriated funds to support SDP courses, including travel costs associated with participation, is not authorized.
3. **Action:** Please complete and return signed 3 documents to the SDP, including: 1) Command Screening Checklist; 2) Command Authorization Letter; and 3) Acknowledgement of Responsibilities.

SDP COURSE: _____

COURSE DATES: _____

Applicants Name: _____ Grade: _____			
DoD ID Number: _____ Unit: _____			
Prerequisites		Yes / No	Remarks
1	Service Member 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	Completed Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, Success). Date: _____		
3	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): _____		
4	Received a Standards of Conduct rating of at least 4.0 and a Standards of Proficiency Rating of at least 4.0 on their most recent performance evaluation, or is recommended for promotion or advancement, or other military service equivalent if non-Marine Corps participant. Proficiency _____ Conduct _____ Date _____		

Prerequisites		Yes / No	Remarks
5	Have attended an ethics brief or completed a Department of Defense (DOD) approved ethics training (MarineNet Training: ET108A Ethics & Integrity) within the last 12 months or equivalent if non-Marine Corps participant. Date _____		
6	Have not previously completed, currently participating in, or had participation terminated from another SDP course? This would be the first skills course.		

Commander's Recommendation: *Confirming all of the above is satisfactory.*

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

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

Reporting Procedures:

In accordance with MARADMIN 350/18 section seven (7) paragraph E:

Reporting procedures Administrative offices with unit diary reporting capabilities will report the below entries for Marine Corps SkillBridge participants:

- 08300 00 START SCOL: entry reported with the program start date
- 0970 000 SCOL COMPL GRADE: entry reported with program completion date
- 097 002 SCOL INCOMPL: entry will be reported when Marine drops out of the program due to reenlistment or termination by the approving authority as defined in paragraph 10 above.

In accordance with NAVADMIN 222/15 reference section six (6) *Approval authority and accountability.*

Print Name and Rank of: Officer in Charge (OIC) or Staff Non Commissioned Officer in Charge (SNCOIC)	Date	Signature	Phone

Print Name and Rank of: Battalion/Squadron Sergeant Major	Date	Signature	Phone

Print Name and Rank of: First Field Grade Commander with UCMJ Authority	Date	Signature	Phone



UNITED STATES MARINE CORPS
COMMAND LETTER HEAD

Version 2019-1

**Example of a Required Authorization Letter
for First Termers ONLY**

SSIC
UNIT CODE
XX XXX XX

From: Commanding Officer, Command
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune

Subj: REQUEST FOR **NAME OF COURSE**, SKILLBRIDGE EMPLOYMENT
TRAINING PROGRAM CASE OF **RANK FIRST NAME M. LAST NAME FULL NAME**,
USMC

Encl: (1)COMMAND SCREENING CHECKSHEET

1. **(Rank First Name M. Last Name)** is authorized to enroll in the **Name of Course**, SkillBridge Employment Training Program.
2. Contingent upon approval, I support **Rank Last Name** to attend the **Course Name, Length of Course-number of weeks** program, beginning **Start Date** and ending **End Date**. I understand that seats are limited and that there is a selection process. Class will take place **days, start time - end time**, at **Course location**.
3. I have verified **Rank Last Name** has satisfied all requirements for the program as per enclosure 1.
4. POC at this command is **Rank Name** at **Email**.

AUTHORITY SIGNATURE

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UNITED STATES MARINE CORPS
COMMMAND LETTER HEAD

Version 2019-1

**Example of a Command Authorization/Waiver Letter
for Careerist ONLY**

SSIC
UNIT CODE
XX XXX XX

From: Commanding Officer, Command
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune

Subj: NON FIRST TERM OF SERVICE AUTHORIZATION AND WAIVER
REQUEST FOR **NAME OF COURSE**, SKILLBRIDGE EMPLOYMENT TRAINING
PROGRAM CASE OF **RANK FIRST NAME M. LAST NAME**, USMC

Encl: (1)COMMAND SCREENING CHECKSHEET

1. **Rank First Name M. Last Name Full Name** is authorized to enroll with a waiver in the **Name of Course**, SkillBridge Employment Training Program.
2. I support **Rank Last Name** to attend the **Course Name, Length of Course-number of weeks** program, I understand that seats are limited and that there is a selection process. If selected, the course will begin on beginning **Start Date** and ending **End Date**. Class will take place **(days, start time - end time, at Course location**.
3. I have verified **Rank Last Name** has satisfied all requirements for the program as per enclosure 1.
4. POC at this command is **Rank Name** at **Email**.

AUTHORITY SIGNATURE

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SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES

 Last Name

 First Name

 Rank

 EAS

 Company/Battalion

Please initial the following statements indicating your understanding of the policies and procedures of the SkillBridge Employment Training Program and sign below.

_____ I understand that there are limited seats into the course and acceptance into the course may be competitive. I will be notified if selected to attend.

_____ I understand that I must maintain satisfactory progress and attendance throughout my enrollment in the course, and must uphold all military standards and accountability requirements. The classroom will be my appointed place of duty, and failure to attend class may result in a charge of Unauthorized Absence (UA). Unexcused absences will be reported directly to my commanding officer.

_____ I understand that my participation in the course may be terminated at any time for unit mission requirements or disciplinary reasons and would require me to immediately withdraw from the program and report to my unit of assignment.

_____ I understand that I will be required, upon acceptance into the program, to execute Permissive Temporary Additional Duty (PTAD) orders if I am outside of my Permanent Duty Station (PDS).

_____ I understand that withdrawal from the program can be justified only by an emergency. A written explanation, endorsed by my commanding officer, will be required.

_____ I understand that a graduation ceremony will take place where family, friends, fellow Service Members, and command leadership may attend. I will be responsible for sponsoring all guests to gain base access, if necessary.

_____ I authorize the Course Provider to share my application information with other employers and/or service partners for the purpose of securing employment. I also allow the release of my application information and employment status to the SkillBridge Employment Training Program and the Course Provider for statistical purposes, plus I allow them to contact me after my military transition regarding my course experience and my employment status.

 Applicant Signature

 Date

 Email Address

 Phone#