Skills Development Program (SDP)
APPLICATION PROCESS

The SDP offers 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.

1) **Program Eligibility**

   The SDP is directed by MARADMIN 350/18. You must meet all of the eligibility requirements listed below:
   1. Enlisted first term Service Member or careerist who 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.
   2. Must have enough time to complete the program 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 Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, and Success).
   4. Have attended an ethics brief or completed a DOD-approved ethics training (MarineNet Training: PD18A02 Developing Ethical Conduct) within last 12 months (or equivalent if non-Marine Corps).

   > To apply, you must want employment
   > and be available to be hired and working within 30 - 90 days after the end of the course.

2) **Application Process**

   1. <u>Gain Course Awareness and Determine if a Good Career Fit:</u> Inquire directly to the course POC as each course has different requirements. The POC will schedule an individual or group information session. At this meeting:
      a. You will learn the pre-requisites, action items, due dates, and selection process of the course.
      b. You will complete an "Applicant Intake Sheet" and secure the "MCCS application packet".

      > Important: You must secure the application packet from the course POC, otherwise it is not valid.

   2. <u>Complete MCCS Application Packet:</u> Secure proper signatures on the necessary four (4) documents.
      1) Command Screening Checklist: (Battalion CO or XO or Adjutant by Direction)
      2) Command Authorization Letter: (Battalion CO or XO or Adjutant by Direction)
      3) Verification of V.A. Education Benefits: (VA Benefits Advisor)
      4) Acknowledgement of Responsibilities: (Self)

      > Remember: The rank of the approval authority on both
      > the Command Screening Checklist and the Command Authorization Letter is an **05 or above.**

   3. <u>Qualify for the Course:</u> Please deliver the completed signed 4 documents to the SDP office, building 13150, room 311, (760) 725-6517 <u>prior to the course due date</u>. The SDP office will review the paperwork in your presence and verify that all the documents are complete. If everything is in order, then you will be considered "a qualified applicant". If stationed off Camp Pendleton, please scan and email your documents to the SDP office.

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

   4. <u>Follow Selection Process:</u> Each course has its specific requirements, admissions procedure, and selection process. <u>Please understand and adhere to the detailed requirements and due dates.</u> **The course provider will select participants. Both you and your command will be notified of your application status.**

      > 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, either an interview, an exam, a scoring system, or a résumé review. Some are first-come, first-serve. Best to apply early!

MCCS
MARINE CORPS

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