Please see the attached SkillBridge documents. If at any time you

need to talk this through, please reach out to me.

\*\*\*\*If you are applying to a training provider and need “Command Approval” as part of your application (“Hiring Our Heroes)

\*\*\* the attached "OIC Training Provider Letter" should be included with your initial application to the training provider.

Please do not add to the language of the letter

If you have questions or concerns please

contact us. If you are accepted, you will receive a letter from the training provider and that letter will be included with application to the

Battalion Commander\*\*\*\*\*\*

The SkillBridge Command Permission Packet consist of forms NAVMC-1, 2, 3, a

sample Commander's Participation letter, a sample acceptance letter, a copy

of

your pre-separation/transition (DD2648) form, and a copy of your ethics

course certificate of completion.

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 and dates are secured, the Marine proceeds to

request

command permission to execute SkillBridge PTAD to pursue the opportunity.

COMMAND PERMISSION PACKET:

1. NAVMC 1- USMC SkillBridge Packet Checklist - This document must be

completed by the Marine, signed by the First Sergeant/SNCOIC, and emailed to

hnhl\_skillbridge@usmc.mil for signature. .

2. NAVMC 2 - USMC SkillBridge Participant Screening - This document

must be completed and signed by the Marine and emailed to

hnhl\_skillbridge@usmc.mil

for final signature.

3. NAVMC 3 - Individual Program Vetting Documents (USMC SkillBridge

Individual Program Request) - This form is for government, (Federal, State

and Local) program providers who DO NOT

have an existing Memorandum of Understanding (MOU) with DOD. Private

companies and other entities to include non- profit organizations without

an existing DOD MOU are not authorized.

Please complete the form and email to hnhl\_skillbridge@usmc.mil for review

and signature.

\*\*\*\*Potential SkillBridge participants are no longer permitted to find their

own one -time SkillBridge partner. The organization must have a MOU with DOD

or be a government entity.\*\*\*\*\* Not an organization working with or for a

government entity.

The

program must be verified by Command and reviewed by the SkillBridge

representative.

For a list of authorized DoD SkillBridge partners with an existing MOU visit

https://skillbridge.osd.mil

4. Acceptance letter or an offer letter from the program provider.

5. Commander's Participation letter - to be drafted by the Marine and signed

by the Marine's Court-Martial Convening Authority.

6. Ethics Training Certificate - MarineNet: LLISELF301 Developing your

Business Ethics

* https://www.marinenet.usmc.mil/marinenet/
* Select Catalog
* Type in Developing your Business Ethics, View, and Enroll Now

7. DD form 2648- Showing completion of TRS and the Capstone appointment

documented by the TRS Office -

TRS completion date must be included in the Packet Checklist and the

Screening

Checklist.