

USER GUIDE FOR MARINE

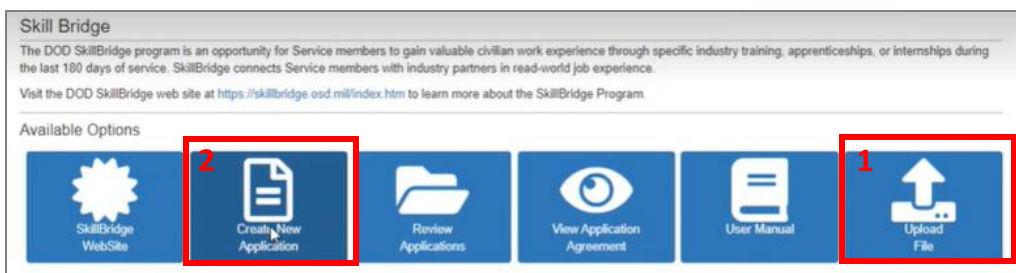
SkillBridge application Quick Guide: Marine

BEFORE APPLYING A MARINE MUST

- ❑ Meet with the Marine Corps SkillBridge Counselor located at the Transition Office
- ❑ Obtain completed copies of:
 - ✓ NAVMC 1320/1 and NAVMC1320/2 (complete aside from SkillBridge Counselor signature);
 - ✓ Commander's participation Letter (unsigned);
 - ✓ SkillBridge Partner Acceptance Letter
 - ✓ Ethics Brief Certificate or Equivalent
 - ✓ DD Form 2648/eForm (fully signed)
- ❑ Confirm with the SkillBridge Counselor that all prerequisites and eligibility requirements for SkillBridge participation are met

Access your MyMarineCorps Education Portal and click on the "SkillBridge" icon <https://myeducation.netc.navy.mil>

STEP 1: Select the "Upload File" icon and upload copies of your required documents. The files must be PDF or JPG and 2MB or less in size. Select "Other" as the file type and properly title the file.



STEP 2: Start a new application with "Create New application" button and select "I Accept" when prompted

STEP 3: Provide name of installation where SkillBridge counselling occurred.

STEP 4: Search for and select SkillBridge Organization.

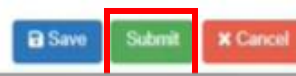
STEP 5: Search for and select SkillBridge Program Location (this list populates based on the selection from Step 4).

STEP 6: Fill in all remaining blank fields. Include all required fields.

Required fields: Location (on base/off base), Program start/end date, Nearest Installation from SkillBridge Program Location.

STEP 7: Add Authorizing Authority using green "+Add Approver" button. Authorizing Authority must be the first commanding officer or officer in charge (OIC) with Uniform Code of Military Justice Authority. This may be further delegated to the field grade CO/OIC with non-judicial punishment authority in accordance with DoDI 1322.29.

STEP 8: Review application for accurate inputs. Once complete, select the "Submit" button at bottom right of the form. Confirm submission when prompted.



Submissions are reviewed by SkillBridge Counselor PRIOR to Command. Counselors review submissions for all required information and assess eligibility based on USMC-defined prerequisites per NAVMC 1700.2.

Counselor approval routes submissions to the identified CO for final review and signature. The CO receives submission requests via email from the address provided by the Marine in the Approver section of the form. A submission is not complete until the CO places final approval/denial on the submission.

After the Commanding Officer approves the Marine's application, NCMIS will generate an

USER GUIDE FOR COMMANDER

SkillBridge application Checklists: Command Approval & Eligibility Factors

COMMAND APPLICATION REVIEW

- Marines can now use the MyMarineCorps Education to submit a SkillBridge application for consideration.
- Submissions are reviewed by SkillBridge Counselor via Navy College Management Information System (NCMIS) PRIOR to Commanding Officer. Counselors review submissions for all required information and assess eligibility based on USMC-defined prerequisites as per NAVMC 1700.2.
- NCMIS then routes counselor-approved submissions to the Applicant's CO for final review and approval via email link. A submission is not complete until the CO places final approval/denial on the submission.
- CO can follow the link provided in the email to directly access the application, review, and approve or deny.
- CO response is recorded in NCMIS and forwarded to the Marine/Counselor.



ELIGIBILITY

ELIGIBILITY IS BASED ON

- Marine has completed all prerequisites as per NAVMC 1700.2.
- Participation will occur within 180 days of separation.
- Marine participating outside of the 180 days that meet eligibility for special considerations:
 - (1) Commands may authorize up to 180 days of participation in an approved SkillBridge program that exceeds 180 days. Marines complete programs exceeding 180 days after retirement/EAS.
 - (2) Commands may authorize participation in an approved SkillBridge program with non-adjustable training date scheduled to commence prior to 180 days from retirement/EAS, and the selected training dates are the only dates available due to limited course offerings or command operational tempo. The use of terminal leave or employment search does not qualify as a special circumstance.
 - (3) Commands may authorize Marines to participate in a SkillBridge program while undergoing a medical evaluation board.

REASONS FOR APPLICATION DENIAL INCLUDE

- Marine failed to meet prerequisites.
- Incomplete application/missing information.
- Marine does not qualify for special considerations.
- The Marine's SkillBridge participation will adversely impact readiness.

USER GUIDE FOR SKILLBRIDGE COUNSELOR

SkillBridge application Checklists: Program Eligibility & SkillBridge Counselor Expectations

ELIGIBILITY AND PREREQUISITES

SKILLBRIDGE PARTICIPANTS MUST HAVE THE FOLLOWING PREREQUISITES COMPLETED

- Complete all requirements of Transition Readiness Seminar to include fully-signed DD Form 2648/eForm.
- Received SkillBridge counseling from installation Counselor
- Completed NAVMC 1320/1 and NAVMC1320/2
- Provide Commander's Participation Letter
- Completed Marine Net ethics brief or equivalent
- Applications can be created and submitted up to 1 year prior to the EAS, but the start date of the course must be within 180 days of the EAS
- Obtained a SkillBridge provider acceptance letter with program details (location, associated costs to the Marine, length of training, employment outcome, and SkillBridge provider POC information).

ELIGIBILITY IS BASED ON

- Marine has completed all prerequisites.
- Participation will occur within 180 days of separation.
- Marine participating outside of the 180 days that meet eligibility for special considerations:
 - (1) Commands may authorize up to 180 days of participation in an approved SkillBridge program that exceeds 180 days. Marines complete programs exceeding 180 days after retirement/EAS.
 - (2) Commands may authorize participation in an approved SkillBridge program with non-adjustable training date scheduled to commence prior to 180 days from retirement/EAS, and the selected training dates are the only dates available due to limited course offerings or command operational tempo. The use of terminal leave or employment search does not qualify as a special circumstance.
 - (3) Commands may authorize Marines to participate in a SkillBridge program while undergoing a medical evaluation board.
- Application documents are uploaded and available in Marine's NCMIS profile

REASONS FOR APPLICATION DENIAL INCLUDE

- Marine failed to meet prerequisite and/or eligibility requirements.
- Incomplete application/missing information
- Marine does not qualify for special considerations

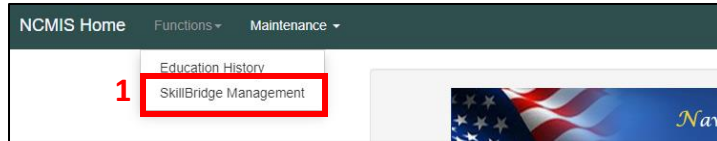
SkillBridge Counselor ROLES AND RESPONSIBILITIES

- Frequently access NCMIS (weekly or more) and open all "Pending Review" applications
- Accept those that meet the prerequisites for a SkillBridge participant or deny any that do not based on the guidelines listed above
- Approving an application will forward completed applications to the signing authority
- Denying an application will return the application to the Marine and inform them of the denial.
 - Counselor should make an effort to follow-up with the Marine to discuss ineligibility reasons and help determine if steps can be taken to obtain eligibility/program acceptance
- Counselor may still manually record a SkillBridge Participant's information in NCMIS (as was done prior), if the Marine does not have access to NCMIS
- All parties with NCMIS accounts must understand that accounts are locked if they are not accessed every 30 days

SkillBridge application Quick Guide: SkillBridge Counselor

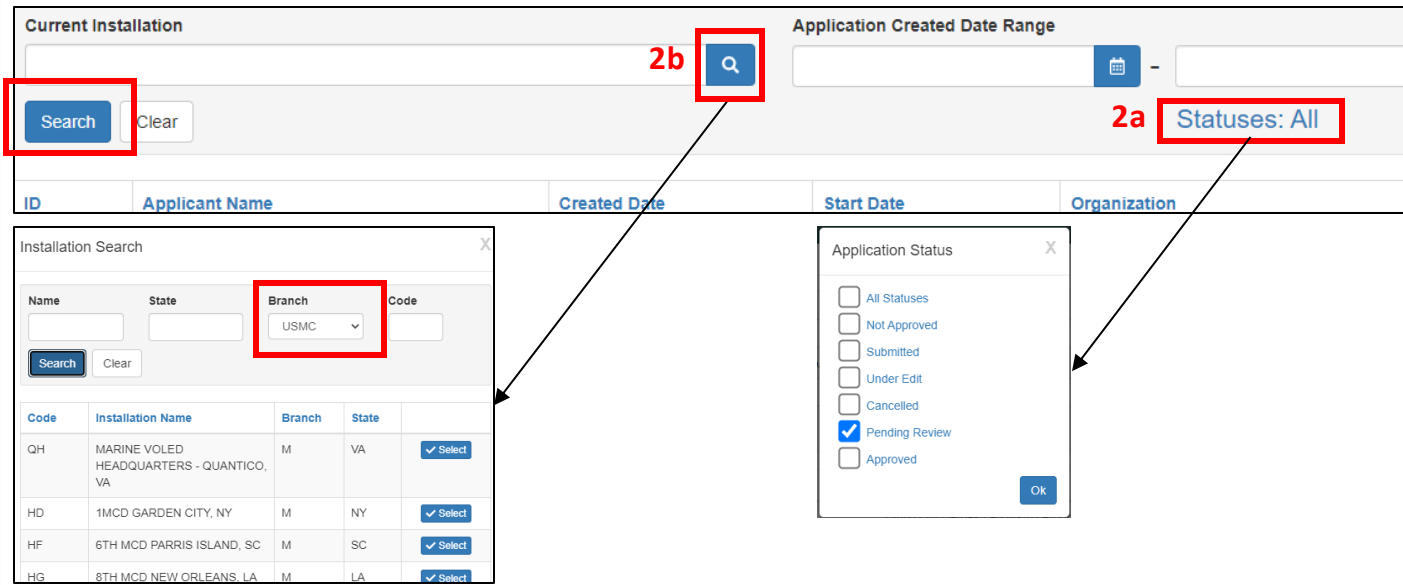
Access your NCMIS Education Portal <https://voled.training.navy.mil/ncmis/>

STEP 1: Access SkillBridge main dashboard via NCMIS Home “Functions” drop down menu



STEP 2: Review SkillBridge Management page for any new applications. Click "Search" for the results to populate:

- 2a. Status sort: “Pending Review”
- 2b. Installation sort: Select your installation or search by individual



STEP 3: Review each application listed under “Pending Review” for eligibility qualifications described on page 6.

0535	George, Ashley K	2022-09-26	2022-09-29	Anderson Plumbing and Heating - Anderson Career Builder Institute	CA	Under Edit
8562	Rush, Kimberlie	2022-09-27	2022-10-01	Federal Emergency Management Agency (FEMA) - Emergency Management	VA	3 Pending Review
4496	George, Ashley K	2022-09-25	2022-10-19	Cape Fear Community College - Emergency Medical Technician	NC	Pending Review

STEP 4: To confirm that an applicant has their NAVMC 1320/1 and NAVMC 1320/2 forms available" to "To confirm that the Marine has all the required documents for SkillBridge participation" This phrasing implies that the Counselor should be reviewing all required documents and not just NAVMC 1320/1 and 1320/2.

STEP 5: If the applicant has met all prerequisites, application can be approved and moved over to CO for final approval. If prerequisites are not met, applicant should be denied.

- Approved applications will have a status of “Submitted for Command Approval”
- Rejected applications will have a status of “Under Edit” and route back to Marine

Anderson Plumbing and Heating - Anderson Career Builder Institute	CA	5 Under Edit
Federal Emergency Management Agency (FEMA) - Emergency Management	VA	Submitted for Command Approval
Cape Fear Community College - Emergency Medical Technician	NC	Pending Review

Final steps to complete after the Commanding Officer approves the Marine's application:

STEP 1: Marine uploads copy of Command Approval letter into NCMIS profile (letter generated by NCMIS after approvals are applied).

STEP 2: Counselor reaches out to Marine or SkillBridge provider to verify employment outcome. NCMIS system will also auto-generate an email to the Marine at the completion of the program to request a final job status.

SkillBridge Counselors will still retain the ability to input SkillBridge Participant information as was previously done prior to the release of the application. It depends on Counselor’s preference and a Marine’s specific needs.