

OCTOBER 23, 2024



**SKILLBRIDGE SMART PACK**

MCB CAMP PENDLETON, CA

CAMP PENDLETON IPAC  
OUTBOUND BRANCH  
Building 22162

## **IPAC Camp Pendleton SkillBridge Smart Pack**

### **References:**

- (a) NAVMC 1700.2 Dated 15 Dec 2022
- (b) DODI 1300.25 Ch 1
- (c) MARADMIN 280/24

### **The links below are provided for further information:**

- [DOD SkillBridge Information](#)
- [NAVMC 1700.2](#)
- [Camp Pendleton SkillBridge Liaison](#)

### **Camp Pendleton SkillBridge Contact Information:**

Location: Marine & Family Programs HQ, Building 13150 Room #311

Phone: 760-725-6517

Email: Cpsdp@usmc.mil

**What is SkillBridge?** The DOD SkillBridge program is an opportunity for active-duty military members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of active-duty service for up to 90-120 days depending on the prescribed category you fall within. SkillBridge is designed to facilitate the transition of eligible Marines into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage.

### **What are the eligibility requirements to attend SkillBridge?**

- Complete 180 continuous days on active duty and expect to separate from the Marine Corps within 120 days from the date of commencement.
- Marines are not authorized extensions of obligated service to complete a SkillBridge program.
- Marines enrolled in the Individual Disability Evaluation System (IDES) or assigned to the Wounded Warrior Transition Program (WWTP) with an unknown separation date may participate in accordance with DoD Instruction 1300.25 CH 1, Guidance For the Education and Employment Initiative (E21) and Operation Warfighter (OWF).
- Receive command approval to participate in SkillBridge program.
- Complete Transition Readiness Program (TRP) requirements
- Complete Developing your Business Ethics (LLISELF301) MarineNet Course, or an equivalent, within 12 months prior to the program start date.

**What is the maximum number of days I can take?** There is a three category system that prescribes the maximum number of days Marines may participate in SkillBridge.

<b>Category</b>	<b>Rank</b>	<b>Days</b>	<b>Approval Authority</b>
Category I	E1 E5	Up to 120 days	CO, LtCol and above
Category II	E6-E7, WO-CWO3, O1-O4	Up to 90 days	CO, LtCol and above
Category III	E8-E9, CWO4-CWO5, O5 & above	Up to 90 days	General Officer

**Can I take PTAD or leave in conjunction with SkillBridge?** PTAD or leave in conjunction with SkillBridge is authorized. However, the combined period of absence must fall within the applicable three category timeline/duration limits. You are not authorized to take leave on the front end of your authorized PTAD (Transition PTAD, S-PTAD). All authorized PTAD must be executed prior to any authorized leave (Terminal Leave). If you would like to take leave prior to an authorized period of PTAD you will have to take annual leave through your command. When you physically return from annual leave you can complete your checkout process with IPAC Outbound.

**Who can approve SkillBridge?** Commanders in the grade of Lieutenant Colonel and above are designated as the approval authority for Categories I and II. General Officers are designated as the approval authority for Category III, and Category III participation cannot result in a gapped billet. By direction approval is not authorized.

**Who can terminate SkillBridge?** The approval authority may terminate participation for reasons of military necessity and/or unsatisfactory participation. Upon notification that participation is terminated, the Marine must immediately withdraw from the program, notify the installation SkillBridge point of contact (see page #1), and report back to the parent command.

**What documents are in an approved SkillBridge Package?**

- NAVMC 1320/1 USMC SkillBridge Packet Checklist
- NAVMC 1320/2 USMC SkillBridge Participant Screening
- TRS to include Capstone signature (DD form 2648)
- Individual Program Vetting Document (if not DoD Approved)
- SkillBridge Provider Acceptance Letter
- Commander's Participation Letter
- Submission of approval to servicing Installation Personnel Administration Center (IPAC) via the Outbound Interview (OBI) in Marine Online (MOL).

**When should I turn in my Approved SkillBridge package to IPAC?** All approved SkillBridge packages should be turned into the IPAC as soon as they are approved but no later than 10 working days prior to the planned departure date. IPAC Outbound only needs your

SkillBridge package if you are not returning following the completion of your SkillBridge program (SkillBridge in conjunction with Terminal Leave / SkillBridge takes you to your EAS).

**What documents must I have uploaded to my Outbound Interview to checkout with IPAC?**

**Required Documents To Checkout:**

- Approved SkillBridge Package
- Commanding Officer's EAS interview
- Memorandum from the Medical Officer showing the final physical date and final dental examination date.
- STR (DD Form 2963) (If the records are digital, the STR must state that the medical and dental records are digital).
- TRS to include Capstone signature (DD form 2648)
- DD Form 2656 (SBP Form) – Data for payment of retired personnel form (Retirees Only)

**SkillBridge Permissive Temporary Additional Duty (S-PTAD)**

- Marines participating in SkillBridge will be accounted for in a S-PTAD status, the maximum Permissive Temporary Additional Duty (PTAD) limit of 30 days does not apply.
  
- The requirement to return to the parent command after S-PTAD is subject to commander's discretion. The command should consider circumstances such as the location of the SkillBridge program compared to the location of the Marine's parent command to determine if the Marine should return to the parent command.
  
- The use of PTAD as defined by MCO 1050.3J, Regulations for leave, Liberty and Administrative Absence, for SkillBridge participation is inconsistent with the definition and restrictions of PTAD. S-PTAD will be reported via MOL as PTAD in 30-day increments. In the future, a Marine participating in SkillBridge will be accounted for in a S-PTAD status and it will be a separately defined category of absence.
  
- **S-PTAD will only be reported in MOL if the Marine is returning following the completion of their SkillBridge Program. If the Marine is taking SkillBridge in conjunction with Terminal Leave the IPAC will report the S-PTAD and Terminal Leave. The S-1 should NOT create PTAD or Leave requests in MOL if the Marine is taking S-PTAD in conjunction with Terminal Leave.**

### **Marine returns to the command following the completion of SkillBridge**

The Marine departs Camp Pendleton within 90-120 days of EAS on S-PTAD and returns to Camp Pendleton upon completion of their authorized SkillBridge program to later execute the separations process and receive their Orders and DD-214.

Entitlements associated with this option are as follows:

- **Basic Allowance for Housing (BAH)**
  - o Marines already authorized and entitled to BAH at the without dependent rate, or BAH at the with dependent rate, will continue to receive BAH based on the current Permanent Duty Station (PDS) zip code.
  - o If Marines remain assigned to single type, (i.e., unaccompanied/bachelor government quarters) while in an S-PTAD status, the Marine will continue to receive partial BAH.
- **Continental United States Cost of Living Allowance (CONUS COLA)**
  - o Marines assigned to a CONUS PDS previously in receipt of CONUS COLA will continue the allowance uninterrupted.
- **Discount Meal Rate (DMR)**
  - o DMR is credited during S-PTAD via MOL upon completion of each 30-day period for Marines assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence, per MCO 10110.47A.
- **Marine Online (MOL) Guidance**
  - o The command is responsible for reporting the S-PTAD in MOL.
  - o It is important that commands utilize MOL to route PTAD requests in 30-day increments and **not** default to placing a Marine in a TAD Excess status for the duration of the SkillBridge program. When the 30-day increments of PTAD have been approved and executed, MOL will generate an entry to credit the Marine Discounted Meal Rate for the period of executed PTAD. This will be standard practice until systems and references support full reporting of S-PTAD as a separate reporting code in a single increment. \*\*\*

### **Execute SkillBridge to EAS and will not return to the command**

The Marine departs Camp Pendleton within 90-120 days of EAS on S-PTAD and completes the separation process with IPAC Outbound prior to permanently departing from Camp Pendleton. This includes receiving their Orders, DD-214, and **will not** return to Camp Pendleton.

Entitlements associated with this option are as follows:

- **Basic Allowance for Housing (BAH)**
  - Marines entitled to BAH at the without dependent rate, or BAH at the with dependent rate continue to receive BAH based on location of current PDS zip code.
  - Marines permanently departing the PDS and previously assigned to single type government quarters rate BAH at the without dependent rate at the PDS zip code beginning the first day of S-PTAD.
  - Housing allowance for Marines stationed OCONUS (excluding Hawaii and Alaska) is based on the location of the appropriate separating site (e.g., Camp Pendleton, Camp Lejeune), or alternate separation site approved by Headquarters Marine Corps.
- **Continental United States Cost of Living Allowance (CONUS COLA)**
  - CONUS COLA is stopped on the first day of S-PTAD for Marines with a CONUS PDS previously authorized CONUS COLA.
- **Discount Meal Rate (DMR)**
  - DMR is stopped upon commencement of S-PTAD for Marines previously assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence.
- **Special Duty Assignment Pay (SDAP)**
  - Marines in receipt of SDAP participating in the SkillBridge program no longer qualify for SDAP.
- **Marine Online (MOL) Guidance**
  - IPAC Outbound is responsible for reporting the S-PTAD and terminal leave entries.
  - Do not put requests for S-PTAD or leave in MOL, this causes issues in the Outbound Interview when calculating the Marines leave balance.

Marines will not be given their orders or DD-214 until their scheduled detach date. Any incomplete checkout requirements will cause a delay in their departure. Marines are welcome to call the Separations or Retirements section regarding any questions or concerns they have at any point in their process.

## **IPAC Outbound Points of Contact**

- **Retirements Section Points of Contact**
  - Retirements OIC – 760-763-4866
  - Retirements SNCOIC – 760-763-1315
  - Retirements Clerk - 760-763-1315/6133
  
- **Separations Section Points of Contact**
  - Separations OIC – 760-763-7732
  - Separations SNCOIC – 760-763-1066
  - Separations Clerks – 760-763-8220/2129
  - Medical Separations / W9P – 760-763-7568