

SkillBridge Application Quick Guide: Marine/Commander

Application Instructions

STEP 1: Complete Skillbridge Counseling (Every Monday from 10-11am at the T/E building).

STEP 2: Research Authorized Skillbridge Provider and Gain Acceptance/ Letter for Program.

STEP 3: Complete Skillbridge Application and route through appropriate Chain of Command:

1. Completed and signed NAVMC 1320_1
2. Completed and signed NAVMC 1320_2
3. Provider's Acceptance Letter
4. CO/ CG's Endorsement Letter

STEP 4: Bring Completed Application to Education Office/ Skillbridge Representative for Review, Signature, and Upload.

STEP 5: Create Online Application in NCMIS (myeducation.netc.navy.mil).

1. Click Skillbridge ICON
2. Create New Application
3. Update Profile Information
4. Add Approver Information (requires approver authority's email address)
5. Click Magnifying Glass to Select SkillBridge Organization/Provider
6. Click Magnifying Glass to Select SkillBridge Program Location
7. Input Program Start/ End Dates and Location (On or Off Base)
8. Save and Submit Application

STEP 6: Skillbridge Representative will Forward Application to Commander for Final Approval.*

* You will receive a congratulatory email from Skillbridge Representative.

** You will receive an email from sfly_ncmis_mgmt_ofc@navy.mil upon commander's approval.