

COMMAND LETTERHEAD

EXAMPLE OF A REQUIRED SKILLBRIDGE AUTHORIZATION LETTER

SSIC
CODE
Date

From: Commanding Officer, Command

To: Marine Corps Air Station Cherry Point PPDP Education SkillBridge Coordinator Subj:
REQUEST FOR NAME OF SKILLBRIDGE PROGRAM/TRAINING VOLUNTARY
EMPLOYMENT SKILLS TRAINING PROGRAM CASE OF RANK, FULL NAME, USMC,
DOD ID NUMBER, MOS

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist
(2) NAVMC 1320/2: USMC SkillBridge Participant Screening
(3) NAVMC 1320/3: USMC SkillBridge Individual Program Request (if applicable)
(4) SkillBridge Program Provider Acceptance Letter

1. (Rank, Full name) is authorized to complete the (Name of Training Program) SkillBridge program in (location). Marine will be attached to (current unit or command name) for the duration of selected program.

2. Contingent upon approval, command will support (Rank, Full name) in completing the (selected program) during (dates of class.) Lodging has been secured at (location).

3. Upon completion of the program, the Marine will complete the check-out process at (location).

4. I have verified (rank & last name) has satisfied all requirements for the SkillBridge opportunity as per enclosures (1), (2), and (3) and has gained acceptance to the opportunity per enclosure (4).

5. Point of contact at this command is (rank, name, phone number, and email; The POC must be Staff NCO or higher and may not be the Marine applying)

AUTHORIZED SIGNATURE

Note: Per MARADMIN 350/18
The first Commanding Officer
(CO) with court martial
convening authority maintains
final approval.

