

# SkillBridge Application Quick Guide: Marine/Commander

## Before applying, a Marine MUST:

- Attend the SkillBridge Orientation –
  - Register @ T&E Bldg, Rm 213, Email: [CherryPoint.SkillBridge@usmc-mccs.org](mailto:CherryPoint.SkillBridge@usmc-mccs.org), or Call 252-466-4201
- Meet with the SkillBridge POC located at the **Career & Resource Services Office** (T&E Bldg)
- Read the Current NAVMC and complete the Online Application (See instructions below)
- Apply to a SkillBridge Provider and receive an Acceptance Letter

## Online Application Instructions

STEP 1: Visit [MCCS Cherry Point – SkillBridge](#) website and review and download the required materials.

STEP 2: Log on to the Navy My Education Portal: <https://myeducation.netc.navy.mil>

STEP 3: Click on new application and “Create New Application” button and select “I Accept” when prompted.

STEP 4: On the Profile section you will enter **MCAS Cherry Point** as the installation providing SkillBridge counseling (current installation)

STEP 5: Under the Application section, you will enter the SkillBridge provider (Organization) first and then select the appropriate SkillBridge Program Location from the generated list of choices. Fill in all remaining SkillBridge Provider/Program information fields.

STEP 6: Add Authorizing Authority – Authorizing Authority must be the **Commanding Officer (CO) or Officer in Charge (OIC) with non-judicial punishment authority ranked O5 or above** of your Command. Official email required. Any attempt to send to an unauthorized approver is subject to UCMJ. Signing authorities for CO and Senior Enlisted Advisor must match signing Authorities on your NAVMC 1320/1. (Reference MARADMIN 280/24)

STEP 8: Fill in all remaining blank fields. Including the following required fields: Location (on/off base) and Program Start/End date. **\*\*Please note travel days must be included in the total reported for Start to End\*\***

STEP 9: Review Application for accurate inputs. Once complete, select “Save” and then “Submit” button at the bottom right of the form. Confirm submission when prompted.

STEP 10: Email [CherryPoint.SkillBridge@usmc-mccs.org](mailto:CherryPoint.SkillBridge@usmc-mccs.org) to request a SkillBridge counseling session. The email must include your EDIPI, Contact Number, and the following forms:

### Required Forms:

1. Completed DD2648
2. Completed and signed NAVMC 1302\_1
3. Completed and signed NAVMC 1320\_2
4. Provider Acceptance Letter
5. Signed Command Endorsement Letter
6. Ethics completion Certificate/Marinet **MFRSBMAR01: SkillBridge Ethics for Marines**

At your appointment, the representative will review all documents PRIOR to forwarding your application to your Command. Counselors review and upload submissions for all required information and assess eligibility based on USMC defined prerequisites per current NAVMC.

NCMIS routes counselor-approved 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 SKILLBRIDGE submission is NOT complete until the Commanding Officer places final approval/denial on the submission in the portal.**

- **Once the CO has authorized your Electronic Application, the system will generate a voucher that you will need to provide as part of your Overall SkillBridge Paperwork to your IPAC/Admin to make sure you are OFFICIALLY on SkillBridge**