

## How to SkillBridge as of 10 Dec 2024

What is required of you?

- Review NAVMC 1700.2. “MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM” and MarAdmin 280/24.
- Leave and transitional PTAD (if applicable) will be used (up to your available balance) in conjunction with S-PTAD, not to exceed the limits outlined in the Leave and Liberty Manual, NAVMC 1700.2 and MarAdmin 280/24. Annual leave and Parental PTAD cannot be combined with S-PTAD, but terminal leave can.
- Upload your approved SkillBridge package (option 2 only) into your Separations/Retirements Interview (OBI) as an attachment.
- The OBI now supports the ability for a Marine to include SkillBridge (S-PTAD) days.
- For Option 2 Skillbridge: DD214s and Separation Orders will not be provided until your checkout is completed. If you have questions on what is required, do not hesitate to contact the Separations/Retirements Section.
- OBIs, with a SkillBridge package attached, must be submitted at least 60 days prior to the start of your Skillbridge.

### S-PTAD

- If choosing Option 1 Skillbridge: Ensure you input those dates into the Leave and Liberty Module for Unit approval. When inputting the SkillBridge PTAD in the leave and liberty Module, ensure you select “Skillbridge (return to PDS)” and not “Transitional”. Do not input Skillbridge into your OBI.
- If choosing Option 2 Skillbridge: You are able to input those days into your OBI.

### Options and Entitlements:

- Option (1)

What are you electing? Electing this option, you are electing to depart your Permanent Duty Station (PDS) on S-PTAD and return to your PDS upon completion of SkillBridge to execute the separation process and receipt of DD-214. RPAC Separations/Retirements will not adjust any entitlements under this option. Refer to NAVMC 1700.2 Enclosure (2) para 9.a for further details. SkillBridge PTAD for Option 1 is managed through the Leave and Liberty Module within MOL.

Basic Allowance for Housing (BAH): Your BAH entitlement will remain the same (refer to NAVMC 1700.2 Enclosure (2) para 9.a(1)) for further details.

Conus Cost of Living Allowance (COLA): Your COLA entitlement will remain the same (refer to NAVMC 1700.2 Enclosure (2) para 9.a(2)) for further details.

Discount Meal Rate (DMR): Your DMR is credited during S-PTAD via MOL (Leave and Liberty Module). Refer to NAVMC 1700.2 Enclosure (2) para 9.a(4) for further details.

- Option (2)

What are you electing? Electing this option, you are electing to permanently depart and detach from your PDS in receipt of separation/retirement orders, DD-214, associated entitlements, and not return to your PDS for separation. The OBI will update your pay and entitlements automatically. Refer to NAVMC 1700.2 Enclosure (2) para 9.b for further details. Skillbridge PTAD for Option 2 is managed through the OBI.

This option requires your Skillbridge to either end on your EAS or you have enough leave and/or transitional PTAD (if applicable) available to start terminal leave at the end of your Skillbridge to carry you to your EAS. Upload your entire Skillbridge approval package into the OBI indicate SkillBridge in the OBI. If your OBI is already being worked by Admin (RPAC), please call the separations/retirement section (as applicable) and let us know you are departing earlier than what your OBI indicates. Ensure you are selecting Skillbridge within the OBI for Option 2 only.

Do not depart on Option 2 Skillbridge without your DD-214 and separation orders. You must turn in all required separations documents to Separations/Retirements. Failure to do this could result in no changes to your entitlements and an automatic reversion to Option 1.

BAH: If in current receipt of BAH-P, the OBI will update your BAH to reflect BAH own right for your PDS (Lejeune, CherPt, New River, Albany, Beaufort) beginning the first day of S-PTAD. You do not rate BAH for your Skillbridge location. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(1) for further details.

COLA: The OBI will stop your COLA on the first day of S-PTAD. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(2) for further details.

DMR: If you are in receipt of DMR and occupying single type government quarters, the OBI will stop your DMR deduction on the first day of S-PTAD. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(4) for further details.

Special Duty Assignment Pay (SDAP)/Assignment Incentive Pay (AIP)/Aviation Career Incentive Pay (AVIP): If in receipt of SDAP/AIP/AVIP, the OBI will stop your entitlement the day prior S-PTAD commences. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(6) for further details.

Family Separation Allowance: If in receipt of FSA, the OBI will stop your FSA the day prior to your Skillbridge start date.

- DMO

Appropriation Data: (Non-Retirees) Your Separations/Retirements interview will be available 365 days prior to your EAS. (Retirees) Your OBI will be available as soon as your retirement request is approved by HQMC.

- Option 2 notes: If you do not depart on/before your SkillBridge start date, you must resubmit your entire SkillBridge package to your installation SkillBridge coordinator. Departing after the SkillBridge start date voids Option 2 and automatically reverts back to Option 1, which means you must come back to your PDS to complete the check-out process. If you depart your PDS before you are given your DD-214 and separations orders, you automatically revert back to Option 1 and RPAC will not make any pay adjustments.

\*\*\*Marines will not be given their orders and DD Form 214s until the day they are scheduled to detach (including travel days) . Any incomplete checkout requirements will cause a delay in your departure or a potential reversion from Option 2 to Option 1. \*\*\*

Marines are welcome to call the Separations/Retirements Branch regarding any questions or concerns they have at any point during their process.

RPAC Separations: OIC: 910-451-5615

SNCOIC: 910-451-2081

Clerk: 910-451-2016

RPAC Retirements: OIC: 910-451-4220

SNCOIC: 910-451-2206

Clerk: 910-451-2268