

How to SkillBridge

What is required of you?

- Review NAVMC 1700.2. “MARINE CORPS SKILLBRIDGE EMPLOYMENT TRAINING PROGRAM”
- Route SkillBridge request (S-PTAD) through your chain of command for consideration.
- Leave and transitional PTAD will be used up to available balance in conjunction with S-PTAD, not to exceed the limits outlined in the Leave and Liberty Manual or NAVMC 1700.2.
- Upload your approved SkillBridge package into your Outbound Interview (OBI) as an attachment.
- Currently, OBI does not support the ability for a Marine to select option (1) or (2), to participate in the SkillBridge program. Due to both options requiring administrative action; Marines must specify their election within OBI utilizing the comment section. This will provide the necessary catching feature for Outbound to act as required.
- DD214s and Separation orders will not be provided until your checkout is completed. If you have questions on what is required of you do not hesitate to contact the Outbound Branch.

S-PTAD

- If approved, this will be reported by your Unit in 30-day increments via the leave and liberty module in MOL.

Entitlements

- Option (1)
 - What are you electing?
 - Electing this option, you are electing to depart Camp Lejeune on S-PTAD and return to Camp Lejeune upon completion of SkillBridge to execute the separation process and receipt of DD-214. RPAC Outbound will not adjust any entitlements under this option. Refer to NAVMC 1700.2 Enclosure (2) para 9.a for further details.
 - 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 in 30-day increments 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 Camp Lejeune in receipt of separation/retirement orders, DD-214, associated entitlements, and not return to Camp Lejeune for separation. RPAC Outbound is responsible for updating your entitlements as necessary. Refer to NAVMC 1700.2 Enclosure (2) para 9.b for further details.
 - This option requires your Skillbridge to either end on your EAS or you have enough leave available to start terminal leave at the end of your Skillbridge to carry you to your EAS. You must coordinate with RPAC Separations/Retirements so your OBI can be adjusted manually to account for Skillbridge PTAD. Upload your Skillbridge approval package into the OBI and add a comment indicating Skillbridge Option 2 with your departure date. 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 says.
 - 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.

- BAH
 - If in current receipt of BAH-P, Outbound will update your BAH to reflect BAH own right for the PDS zipcode (28542) beginning the first day of S-PTAD. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(1) for further details.
- COLA
 - Outbound 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 Outbound 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)
 - If in receipt of SDAP/AIP, Outbound will stop your entitlement the day prior S-PTAD commences. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(6) for further details.
- DMO
 - Appropriation Data
 - Your outbound interview will be available 180 days prior to your EAS for non-retirements.
 - For retirees your OBI will be available as soon as your retirement request is approved by HQMC.

***Marines will not be given their orders and DD Form 214s until the day they are scheduled to detach. Any incomplete checkout requirements will cause a delay in your departure. ***

Marines are welcome to call the Outbound 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