USNA INSTRUCTION 1320.1

From: Superintendent, U.S. Naval Academy

Subj: DEPARTMENT OF DEFENSE SKILLBRIDGE PROGRAM FOR NAVY PERSONNEL

Ref: (a) DoD Instruction 1322.29 of 24 Jan 2014
     (b) NAVADMIN 222/15
     (c) NAVADMIN 160/22
     (d) NAVADMIN 064/23

Encl: (1) USNA SkillBridge Checklist

1. Purpose. To establish policy, guidance, and responsibilities for the Department of Defense (DoD) SkillBridge program and to ensure Navy Service members applying to attend a SkillBridge Program are fully qualified and prepared to attend.

2. General

   a. The DoD SkillBridge program is an opportunity for Service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships prior to their separation from military service. SkillBridge connects Service members with industry partners for real-world job experiences.

   b. Service members participating in SkillBridge receive their military compensation and benefits while gaining training and work experience through industry partners.

   c. SkillBridge is an excellent benefit for members nearing military separation designed to bridge the gap between the end of military service and the beginning of civilian careers.

   d. Separating Service members may be granted permissive temporary duty based on operational commitments to focus solely on training full-time with written authorization.

3. Eligibility

   a. Naval service members, of any rank, enlisted or officer, that have completed at least 180 days on active duty and are expected to separate from active duty with an Honorable discharge, or General discharge (under honorable conditions), may participate.
b. Have successfully passed their most recent physical fitness assessment (PFA).

c. Be recommended for advancement or promotion and retention on most recent evaluation or fitness report.

d. Have completed their Transition Assistance Program requirements.

e. Completed the required portions of their separation/retirement package no later than sixty (60) days before execution of SkillBridge.

f. Have attended an ethics brief or completed a DoD approved ethics training presentation within the last 12-months from the start date of the skills training program.

g. Have not previously completed, are currently participating in, or had participation terminated from an employment skills training program.

h. SkillBridge must occur prior to any terminal leave or permissive temporary duty associated with separation, fleet reserve, or retirement.

i. Per reference (d), the following limits indicate the maximum amount of time prior to the actual separation, fleet reserve, or retirement date that SkillBridge participation can commence.

(1) Tier one (enlisted E5 and below) – 180 days or less.

(2) Tier two (enlisted E6-E9) – 120 days or less.

(3) Tier three (officers O4 and below) – 120 days or less.

(4) Tier four (officers O5 and above) - 90 days or less.

j. SkillBridge applications for tier four personnel will not be approved if participation would result in a gapped billet. Additionally, tier four applicants require positive endorsement from the Director, Military Personnel Plans and Policy (OPNAV N13) before they can begin SkillBridge.

4. Routing of Requests

a. Interested personnel will thoroughly review references (a) through (d) and follow enclosure (1) prior to submitting a request.

b. Applicants will complete their portion of SkillBridge package and complete/obtain documentation per SkillBridge Checklist (enclosure (1)). Once complete, they will schedule a meeting with USNA’s Command Career Counselor (CCC).

c. Once the applicant’s package is verified by the CCC, the applicant will route the completed package through their Cost Center Head to the Military Personnel Officer, obtaining recommendation signatures on the NAVPERS 1336/3.
d. Officer personnel will review the applicant’s package, verify/generate no-cost permissive temporary duty (PTDY) orders for the SkillBridge period, and then direct the applicant to register for the program under the My Education Portal.

e. Once registered and submitted, the applicant’s request will be reviewed by the OPNAV Skill Bridge Registrar. If all requirements are met, the request will be forwarded electronically to the Naval Academy’s Chief of Staff for final approval.

f. If approved, the applicant is required to provide documentation showing program approval from the My Education Portal, to be included in their final package maintained on file by the CCC.

5. Approval Authority and Accountability

a. The Chief of Staff is the final approval authority via the Military Personnel Officer. Participation in this program is at the Cost Center Head’s discretion, dependent on impact to mission and operational circumstances. The Cost Center Head and Chief of Staff must authorize participation prior to the applying member entering into any agreement with interested industry employment partners.

b. The Chief of Staff may terminate the participation of a Service member in a program for reasons of military necessity and/or other good cause shown. Upon notification that their participation is terminated, the Service member must immediately withdraw from the program and report back to the command.

c. Interested personnel will thoroughly review references (a) through (d) and follow enclosure (1) prior to submitting a request. Approval will be on a case-by-case basis and based on merit and eligibility.

d. The chain of command will recertify screening no later than ten (10) days prior to the execution of SkillBridge utilizing enclosure (1).

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.
6. **Review and Effective Date.** Per OPNAVINST 5215.17A, the Command Career Counselor will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

   ![Signature]

   J. S. BATES
   Chief of Staff

**Releasability and distribution:**
This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, https://www.usna.edu/AdminSupport/Inst/.
USNA SKILLBRIDGE CHECKLIST

** All SkillBridge applicants are required to read NAVADMINs 160/22 and 064/23 in their entirety prior to completing the below checklist.

Before Routing Request Chit

☐ 1. Register via the application portal https://www.myeducation.netc.navy.mil/ up to 365 days before expected date of separation. In accordance with NAVADMIN 064/23 (e.g. internship, skills training, or apprenticeship), request location and desired dates of the program.

Applicant Required Documents to be routed through chain of command to the Military Personnel Officer (via CMC for Enlisted members)

☐ 1. NAVPERS 1336/3.
☐ 2. Acceptance letter of internship provided by Industry Partner (include dates, location and proof of authorization by the Office of the Deputy Assistant Secretary of Defense).
☐ 3. NSIPS Member Data Summary or FLTMPS admin data page.
☐ 4. PFA Results (last cycle from PRIMS with raw scores from each event).
☐ 5. Redacted Fitrep/Evaluation – front and back (last observed).

Required verification by Cost Center before execution of SkillBridge (10 Days Prior to Execution).

☐ 1. Verify with Officer Personnel (OPERS)/Enlisted Personnel (EPERS) member has completed Transition Assistance Program Requirements.
☐ 2. Verify with OPERS/EPERS member has completed Retirement/Separation Requirements.

Required by Member While on SkillBridge.

☐ 1. Phone/email muster once weekly with Cost Center for accountability.


Note: Per Personnel Support Detachment (PSD)/Transaction Service Center (TSC) and Command Pay and Personnel Administrator (CPPA) Handbook, Retirement/Separation packages must be completed and submitted to PSD/TSC via command CPPA a minimum of 60 days before the execution of SkillBridge, PTDY, or terminal leave.