

## SKILLS DEVELOPMENT PROGRAM Application Packet

Thank you for inquiring about our skills courses.

The Skills Development Program (SDP) is directed by MARADMIN 350/18.

The SDP offers courses that are geared toward learning high-demand industry-specific skills with the high probability of securing employment prior to exiting the military. All courses offer a job interview, placement, or certification to enhance entry into the civilian workforce.

All of the skills courses are available to eligible enlisted first term service members and careerists. A few courses are open to spouses. Service members must have enough time to complete the program while on active duty.

Please follow the application instructions on page 2. This packet includes the following information to support your application process:

- 1) Program Eligibility
- 2) Application Process & Forms, including:
  - a. Command Screening Checklist
  - b. Command Authorization Letter
  - c. Verification of V.A. Education Benefits
  - d. Acknowledgement of Responsibilities

To view a list of the most current skills courses, please visit [www.mccscp.com/transition](http://www.mccscp.com/transition).

For more information, please contact the Skills Development Program office at (760) 725-6517 or [CPSDP@usmc.mil](mailto:CPSDP@usmc.mil). The SDP office is located in building 13150, room 311.

v20190418 #6VSR

## **1) Program Eligibility:**

To participate in any skills course you must meet all seven eligibility requirements listed below:

1. Any Service Member who is expected to be released from active duty within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions.
2. Must have enough time to complete the program while on active duty. Securing an extension to your existing End of Active Service (EAS) in order to participate is not authorized.
3. Have completed Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, and Success).
4. Have attended an ethics brief or completed a DOD-approved ethics training (MarineNet Training: PD18A02 Developing Ethical Conduct) within the last 12 months (or equivalent if non-Marine Corps participant).

## **2) Application Process**

1. **Gain Course Awareness:** Inquire directly to the course representative as each course has different requirements. The course representative will schedule an individual meeting or a group information session. At this meeting:
  - a. You will learn the requirements, action items, due dates, and selection process of the course.
  - b. You will complete an “Applicant Intake Sheet” and secure the “MCCS application packet”.
2. **Complete MCCS Application Packet:** Secure proper signatures on the necessary four (4) documents.
  - 1) Command Screening Checklist: (Battalion CO)
  - 2) Command Authorization Letter: (Battalion CO)
  - 3) Verification of V.A. Education Benefits: (VA Benefits Advisor)
  - 4) Acknowledgement of Responsibilities: (Self)

Remember: The approval authority to participate in any skills course is the first field grade commander with court martial convening authority.

3. **Qualify for the Course:** Please deliver the completed signed 4 documents to the SDP, building 13150, room 311, (760) 725-6517 prior to the course due date. The SDP staff will review the paperwork in your presence and verify that all the documents are complete. If everything is in order, then you will be considered “a qualified applicant”. If stationed off Camp Pendleton, you may scan and email your documents to the SDP office and you will receive a call to review your application packet.

*Special note: It is critical that you submit your signed application packet by the DUE DATE!*

4. **Follow Selection Process:** Each course has its specific requirements, admissions procedure, and selection process. Please understand and adhere to the detailed requirements and due dates. **The course provider will select participants. Both you and your command will be notified of your application status.**

APPLYING TO A COURSE DOES NOT GUARANTEE YOU A SEAT INTO THE COURSE. Due to limited seats, ALL COURSES ARE COMPETITIVE AND HAVE A SELECTION PROCESS, either an interview, an exam, a scoring system, or a résumé review. Some are first-come, first-serve. It is best to apply early!

## SKILLS DEVELOPMENT PROGRAM COMMAND SCREENING CHECKLIST

- Purpose:** To ensure that the Service Member applying to attend the Skills Development Program (SDP) course is fully qualified and fully prepared to attend.
- Information:** In order to allow Service Members the best opportunity to participate in their selected course, it is necessary that the parent commands ensure that their Service Members satisfy the prerequisites. Failure to comply with the prerequisites can prohibit Service Members from attending SDP courses. The use of appropriated funds to support SDP courses, including travel costs associated with participation, is not authorized.
- Action:** Please complete and return signed 4 documents to the SDP, including: 1) Command Screening Checklist; 2) Command Authorization Letter; 3) Verification of Post-9/11 GI Bill and 4) Acknowledgement of Responsibilities.

**SDPO COURSE:** \_\_\_\_\_

**COURSE DATES:** \_\_\_\_\_

Applicants Name: _____ Grade: _____			
DoD ID Number: _____ Unit: _____			
Prerequisites	Yes / No	Remarks	
1 Enlisted First Term Service Member or Careerist expected to be released from active duty within 180 days of starting the course with an honorable discharge, including general discharge under honorable conditions.			
2 Completed Transition Readiness Seminar (TRS) or Transition GPS (Goals, Planning, Success). Date: _____			
3 Has sufficient time remaining under their contract to complete the course prior to their established separation date. Extensions to existing EAS are not authorized. End of Active Service (EAS) Date: _____			
4 Has attended an ethics brief or completed a Department of Defense (DOD) approved ethics training (Marine.Net Training: PD18A02 Developing Ethical Conduct) within the last 12 months or equivalent if non-Marine Corps participant. Date _____			

**Commanders Recommendation:** Confirming all of the above is satisfactory.

The approval authority to participate in skills courses is the first field grade commander with Uniform Code of Military Justice (UCMJ) authority in the Service Member's chain of command.

Permissive Temporary Duty (PTAD) status required only if participation is away from and outside the vicinity of their Permanent Duty Station. If participation in a SDPO course is at or within the vicinity of their PDS, participation is considered official duties.

*Reporting Procedures: In accordance with paragraph seven (7) of MARADMIN 350/18, administrative offices with unit diary reporting capabilities will report the below entries on members that participate in the Voluntary Employment Skill Training Program (VESTP). 083 000 STRT SCOL entry will be reported with the effective date of the starting of the course. 097 000 SCOL\_COMPL GRADE\_ entry will be reported when a member completes the program. The effective date is the date of completion. 097 002 SCOL\_INCOMPL\_ entry will only be reported when a member drops out of the program due to reenlistment or termination by approval authority. School completion codes include: 1) VCT: VESTP Career and Technical Program; 2) VEP: VESTP Apprenticeship Program.*

<b>Print Name and Rank of:</b> First Sergeant / SNCOIC	Date	Signature	Phone
<b>Print Name and Rank of:</b> Company Commander / OIC	Date	Signature	Phone
<b>Print Name and Rank of:</b> Battalion / Squadron Sergeant Major	Date	Signature	Phone
<b>Print Name and Rank of:</b> Battalion / Squadron Commanding Officer	Date	Signature	Phone

*COMMAND LETTERHEAD*

**Example of a Required Authorization Letter**

SSIC  
UNIT CODE  
XX XXX XX

From: Commanding Officer, **Command**  
To: Transition Readiness Program Manager, Personal & Professional Development Marine & Family Programs Division, Marine Corps Community Services, Marine Corps Installations West-Marine Corps Base, Camp Pendleton

Subj: REQUEST FOR **NAME OF TRAINING**  
VOLUNTARY EMPLOYMENT SKILLS TRAINING PROGRAM CASE OF **RANK**  
**FULL NAME, USMC**

Encl: (1) COMMAND SCREENING CHECKSHEET

1. **Rank Full Name** is authorized to enroll in the **NAME OF TRAINING**, Employment Skills Training Program.
2. Contingent upon approval, I support **Rank Last name** to attend the **Cohort #X X-WEEK NAME OF TRAINING**. It is understood that seats are limited and that there is a selection process. If selected, the course will begin on **DATE** and end on **DATE**. Class will take place Monday through Friday, time (such as 0800 - 1630) at the location (such as Marine & Family Programs Headquarters, Building 13150, Camp Pendleton).
3. I have verified **Rank Last Name** has satisfied all requirements for the program as per enclosure (1).
4. Point of contact at this command is **Rank Name and Phone Number and Email** (The POC must be Staff NCO or higher and may not be the Service Member applying)

**AUTHORITY SIGNATURE**

## SKILLS DEVELOPMENT PROGRAM Verification of V.A. Education Benefits

**IF APPLYING TO A COURSE THAT UTILIZES YOUR V.A. EDUCATIONAL BENEFITS, YOU ARE REQUIRED TO COMPLETE ONE (1) OF THE FOLLOWING:**

- Attend the 2-day Career Technical Training Track. This track will verify your training institution choice and confirm that you are on the correct career path, as well as ensure the proper usage of your VA Educational Benefits. To enroll, go to [www.mccscp.com/transition](http://www.mccscp.com/transition), select the green tab entitled “TRS 2-Day Tracks”, and scroll down to locate the “Career Technical Training” track.

OR

- Schedule an individual appointment with a VA Benefits Advisor, 760-725-4360.
- Not applicable. If the course does not use your GI Bill, please check here and sign below.

I have fulfilled the above requirement.

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Service Member Print Name

Signature

Date

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V.A. Benefits Advisor Print Name

Signature

Date

**SKILLS DEVELOPMENT PROGRAM**  
**STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

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Last Name

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First Name

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Rank

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Personal Phone #

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Company/Battalion

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Personal Email Address

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Please initial the following statements indicating your full understanding of the policies and procedures to attend this course.

1.  I have inquired directly to the course point of contact and secured current course information as well as the additional requirements to apply. I acknowledge that I fully understand the prerequisites, funding, and selection process to apply for this course.
2.  I understand that any omission or inaccurate statement provided in this form shall be grounds for course rejection or withdrawal.
3.  I am fully aware that there are limited seats in the course, and acceptance into the course may be competitive. If I am selected to participate, my command and I will be notified, via e-mail, within 3 to 5 business days prior to the beginning of the course or sooner.
4.  I understand that if I am attending from outside the vicinity of my Permanent Duty Station, I must submit Permissive Temporary Additional Duty (PTAD) orders upon acceptance into the course and prior to attending.
5.  I fully understand the financial requirements to participate in this course, and I voluntarily assume any additional costs that may occur including travel, meals, parking, books, equipment, uniform, testing, and/or housing associated with course participation, and attest that this will not cause any financial hardship for me or my family.
6.  I ensure that I shall return any items utilized throughout the course in good working order. If any item breaks or has problems I shall bring it to the instructor's attention.
7.  If course utilizes my GI Bill, I verify that I have met with a VA Benefits Advisor to ensure that I fully understand the utilization of my education benefits. Marine Corps Base, Camp Pendleton VA Benefits Advisors are located at the Transition Readiness Seminar Training Facility, Building 1339 and 1101. Call to schedule an appointment, (760) 725-4360.
8.  I understand that I must maintain satisfactory attendance, progress, and safety regulations throughout my enrollment, as per course guidelines, and uphold all military standards and accountability requirements. I understand that the classroom will be my appointed place of duty, and failure to attend class may result in a charge of Unauthorized Absence.
9.  I agree to adhere to military travel policy and any unauthorized travel will be grounds for dismissal. Course approved travel for interviews or to fulfill course duties may be required.
10.  I understand that self-withdrawal from the course for unit mission requirements and/or disciplinary reasons, and report back to my unit assignment.
11.  I understand that withdrawal from the program can be justified only by emergency and that I must submit a written explanation endorsed by my authorizing Commanding Officer within 24 hours to the Skills Development Program Office.
12.  I understand that I am responsible for sponsoring base access for any guest attending the course graduation, typically held on the last day of the course.
13.  I acknowledge that I am able and aim to start working within 90 days from completing the course, and that I understand there is no guarantee of employment.
14.  I authorize the Course Provider to share my application information, course performance, and resume package with other employers and/or service partners for the purpose of helping me secure meaningful employment with the acquired skills.
15.  I understand and allow the Course Provider and Skills Development Program Office to contact me after my transition to gain information on my employment status for course evaluation and continuance. I authorize the use of both the application and employment information for program statistical purposes.