



D o D S K I L L B R I D G E

PROVIDER'S HANDBOOK

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Welcome

“SkillBridge partners with private industries to help veterans find jobs but also for companies to find the workforce that they need for their industries”

Matthew P. Donovan

Under Secretary of Defense for Personnel and Readiness



“At ABF Freight, we have benefited from the SkillBridge Program because of its great resources in recruiting, training and hiring service members in transition. ABF has been involved in the Teamsters Military Assistance Program since its inception in 2015, and we are proud to partner to help soldiers transition from their military service to a civilian career. As an Army veteran, I understand the needs of transitioning soldiers, and I’m very proud to be part of a company that supports veterans and the military. SkillBridge is a great opportunity for service members to take their strong skillset and become part of the freight and trucking industry.”

Tim Thorne

President, ABF Freight



An **ArcBest** Company

“One of the most important resources the Teamsters can offer to transitioning service members is a good paying job with healthcare and benefits. The Department of Defense's SkillBridge program provides the critical tools needed to assist those skilled and disciplined service members who have honorably served their country. The Teamsters Military Assistance Program is a proud partner with DOD SkillBridge.”

James P. Hoffa

General President,
International Brotherhood of Teamsters



Introduction

What is SkillBridge?

The DoD SkillBridge (also called “Career Skills”) program is an opportunity for Service members and Military Spouses to gain valuable civilian work experience through specific industry training, apprenticeships, or internships. Military members can participate in SkillBridge during the last 180 days of service, and Spouses may take part while their partner serves on Active Duty.

What are SkillBridge’s benefits?

Each year approximately 200,000 members of the U.S. Armed Forces, stationed in over 140 military installations in the U.S. and overseas, will separate from active duty. History tells us that too many of these transitioning Service Members will struggle to find employment after leaving the Military.

For the Service Member...

- DoD’s SkillBridge programs assists retiring and transitioning Service members by allowing them to participate in industry training programs while transitioning out of their Military careers.

For the SkillBridge Providers...

- The DoD covers the Service Member’s pay and benefits, and Industry partners gain early access to the extensive experience, skills, and unmatched work ethos Service members bring to the workforce.



Provider application Overview & Process

Step 1: Identify if your opportunity could serve as a successful SkillBridge program

SkillBridge programs come in all shapes and sizes, however most partners share these characteristics:

- Have clearly defined job training and career development programs designed to enhance opportunities for separating Service members.
- Can demonstrate a high probability of a job placement for Service members at program's end
- Support "in demand" industries or occupations with opportunities for professional advancement beyond initial employment.

Step 2: Learn about/prepare for the application process

Navigating the SkillBridge application process takes time, but most Providers recognize the benefits are worth the effort. Preparation is key to demonstrate your program's potential

Is this the first time you/your organization has ever attempted an in-house training/apprenticeship program? Are you unfamiliar with working/correspondence with a Government office? Unsure where to begin?

- Start with the "[Get Started Toolkit](#)." This site provides you with all the information and resources you need to navigate the Provider application process.

Already have a formal training/apprenticeship program? Have some experience dealing with local, State, and/or Federal government entities but not the Department of Defense, or Military Services?

- You/your organization may have most of the information needed to apply, and should begin by reviewing the "[Questionnaire Preview](#)."

Does your organization run a nationally recognized/industry leading training program? Do you already have a SkillBridge Provider Memorandum of Understanding or Agreement (MOU/A) with an individual Service or the DoD?

- The SkillBridge program office may already have your information, however you'll need to verify this by contacting us via the "[How to Participate](#)" tab

Step 3: Self-nominate your organization as SkillBridge or "Career Skills" Program

Once you're prepared to submit your application, you'll need to self-nominate via the "[How to Participate](#)" tab on the [SkillBridge Industry Partners/Employers](#) page.

SkillBridge Program participation can be entered into broadly, across the entire DoD, or tailored to a specific Service or location. For more information on Service specific SkillBridge program application/information see [Appendix B](#).

Step 4: Keep in touch

SkillBridge Providers run the gambit from local “main-street” retailers to Fortune 500 companies, and programs can support a single Service Member/Spouse or dozens of participants across the nation. Reviewing applications can take up to 45 days and may require potential Providers to answer questions from the DoD and/or Service representatives.

Step 5: (If approved) Remain engaged

Approval as a SkillBridge Provider is an important first step in securing Service Member participation. However, interested Service Members and Spouses will still need to obtain Command/Service approval before joining your organization. Also, approved SkillBridge Programs are required to provide regular updates and metrics on their programs/participants. Active engagement and communication with the DoD/Services is a key condition of SkillBridge program participation. Failure to abide by the terms of the agreement(s) can result in the termination of your program, and loss of SkillBridge personnel.

SkillBridge Testimonials

MSSA is groundbreaking in that it really helps Service members recognize those skills that they bring to the table. They're dedicated, they're focused, they're driven, they never take no for an answer—these are the kinds of people you want in your company.

Anthony S.

U.S. Marine Corps Veteran, Software Engineer at Microsoft

In the Army, I had that sense of pride and mission every day, that I'm doing something that is making a difference. That part hasn't changed. I know that I'm going to work in a very inclusive environment; I love my team and everyone has each other's back, and I'm doing the kind of work that is impacting a lot of people's lives.

Chetana A.

U.S. Army Veteran, Software Engineer at Microsoft

During the fellowship I had a great leadership team and a very supportive mentor who taught me how to map out our value streams and look at our operations from a business perspective. My career aside, those lessons alone were worth participating in the fellowship at Amazon. Amazon was an incredibly natural transition...

Anthony K.

Operations Manager Engineer Officer - US Army

Appendix A. Get Started Toolkit

Use the information and links below to learn what to prepare for as your organization readies for the DoD SkillBridge Program. Go through the information before submitting an Inquiry Form—being familiar with this information will make the rest of the process smoother. When you're ready, submit an Inquiry Form (click the “How to Participate” tab above) to receive the information for completing the questionnaire.

- [Education/Training Plan](#)

This Education/Training Plan Matrix helps your organization create a plan and schedule for your SkillBridge program educational activities such as classroom training, online training, guest lecturers, and assessments.

- [Competency Matrix](#)

This Competency Matrix Template helps your organization catalog and define the competencies that are important for your program, participants, and employers. These competencies align to the job role requirements and expectations for which you are training your participants so they can graduate and gain employment. Your program will better meet your employment goals if you align the defined competencies to the learning objectives from each educational asset during its delivery or execution.

- [Job Description Template](#)

This Job Description Template helps you create a job description and profile for the jobs Service members can pursue when they complete your SkillBridge program. Use this template in alignment with the Competency Matrix and the Education/Training Plan to help ensure the success of your DoD SkillBridge program.

- [OARPi - Stakeholder Table](#)

This OARPi Tool helps your organization and other key parties identify, document and provide contact information for all personnel who are important for your DoD SkillBridge Program development, management and reporting. We recommend that at the start of your program, your critical stakeholders ask each other how often they would like to be notified of program status.

- [Questionnaire Preview](#)

This questionnaire document contains all the questions that will be asked about your SkillBridge program so you can prepare.

- [How to Participate](#)

To participate in the DoD SkillBridge Program, complete the Inquiry Form located under the How to Participate section.

Appendix B. Service Specific SkillBridge POCs

Army

- Website: [Army Career Skills Program](#)
- Email: usarmy.jbsa.imcom-hq.mbx.g1-aces@mail.mil

Navy

- Website: main SkillBridge site ([SkillBridge Industry Partners/Employers](#))
- Email: Select “Navy” via [How to Participate](#) tab

Air Force

- Website: [Air Force SkillBridge](#)
- Email: AFPC.DP3SA.SkillbridgeWorkflow@us.af.mil

Marine Corps

- Website: main SkillBridge site ([SkillBridge Industry Partners/Employers](#))
- Email: Select “Marine Corps” via [How to Participate](#) tab