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SERIAL

DATE

MEMORANDUM FOR THE RECORD

From: Commanding Officer (first O5 or above with NJP auth)

To: Program Manager, DoD SkillBridge, Wingman Recruiting Solutions

Subj: REQUEST TO PARTICIPATE IN THE DEPARTMENT OF DEFENSE

SKILLBRIDGE PROGRAM INTERNSHIP

Ref: (a) DoDI 1322.29

(b) MARADMIN 350/18

(c) NAVADMIN 222/15 (for USN pers assigned to USMC)

1. Recommend approval for (Name/Rank) to participate in a Department of Defense (DoD) Skillbridge Program Internship for up to 179 days between (date range, separations minus 180 to separations date). Permissive TAD will be considered if the company is located more than 50 miles from the installation, and (Name/Rank) will be in a duty-free status while participating in the program regardless of whether it is local or outside the vicinity of their command.

2. Per the references, I verify (Name/Rank) will be within 180 days of separation by the internship start date. (Name/Rank) will have completed a service appropriate transition readiness seminar prior to intern start date and understands that participation in the program may be terminated at any time for unit mission requirements or disciplinary reasons. The Service Member is not eligible to receive wages, training stipends, or any other form of financial compensation for time spent in the program.

3. Approved intern opportunities must meet Cost, Training, Employment, and Career requirements under the DoD Skillbridge Program.

4. Point of contact for this memorandum is (POC).

Unit representative (O5 or above)

Signature