

Texas A&M University SkillBridge Program



WHERE PREPERATION MEETS EXCELLANCE

Texas A&M's DoD SkillBridge Program Overview:

The DoD SkillBridge program is self-initiated by military members who research their training opportunities through the program. Here is an overview of the process:

1. Initial Counseling and Eligibility:

- Members work with their Education & Training Center (E&TC) or Transition Center to receive initial SkillBridge counseling.
- Members are then made SkillBridge "eligible" and may need to submit their training plan on specific websites.

2. Internship Research Phase:

- Members contact the University Point of Contact (POC) to inquire about training availability <https://u.tamu.edu/TAMUSkillbridge>.
- The University POC contacts the relevant department to establish a communication chain, allowing the member and the department to discuss training opportunities.
- If departments would like to reach out for potential interns, email the Texas A&M SkillBridge Team at SkillBridge@tamu.edu.

3. Agreement and Documentation:

- Once the member and the department agree on a training program and timelines, a non-binding department participation agreement is required. This agreement outlines the training details and is saved by all parties.
- A training plan identifying training objectives and required timelines is also created.

4. Application Submission:

- After compiling all documentation, the member submits the application through their chain of command for approval or disapproval. Each branch has different steps for this process, which may be online or in writing.

5. Approval Notification:

- Upon approval, the University POC receives a notification.
- Members also receive a notification to provide the University POC and Department POC with a copy of the approved application, the participant and the department will sign multiple forms: a Memorandum of Record (MoR), and an Internship Volunteer Waiver of liability. Training cannot begin without receiving the MoR and Waiver signed by both parties.
- These 3 documents: MoR, Waiver and approved application with Chain of Command signatures.

6. Planning and Timelines:

- Members can start planning over a year before their projected retirement or separation dates, with applications submitted up to a year in advance. However, training cannot begin until 180 days prior to their separation date in most cases.

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- Applications should be submitted at least 30 days before the training start date to allow time for review and approval by the E&TC or Transition Center, supervisor, and commanders.

7. **Training Plan and Job Description:**

- Departments must provide a training plan and job description during the approval process. The training plan can be adjusted based on the required knowledge, skills, and abilities needed.
- The goal is to minimize training time and create a clear path to employment. The DoD recommends training programs last no more than 120 days (exceptions are allowed), with the all-inclusive 180 days for out-processing, relocations, and terminal leave.

8. **Terminal Leave and Employment:**

- Service members are permitted to be paid and hired once they enter their terminal leave status, which is noted on their MoR, Waiver and approved application from the branch of service. This date can be months before their separation date.
- It is recommended training programs last no more 120 days to allow members to complete all training, final out-processing, and leave within the 180-day timeline.

9. **Quality Training and Employment:**

- The DoD requires quality training with a high probability of civilian employment after completion. The DoD sends an automated email to the university two weeks before training completion to remind members to complete their SkillBridge Exit Surveys.
- The DoD's goal is an 85% hiring rate.

10. **Military Benefits:**

- Participants retain all their military benefits, including insurance and medical coverage, through their separation date and, in some instances, beyond.

Please note that some of these items are subject to change or be modified by the military member's chain of command or the DoD at any time.