

TRANSITION OF SERVICE MEMBERS  
WITH JOB TRAINING  
OPPORTUNITIES AND EMPLOYMENT  
SKILLS UNDER THE DEPARTMENT  
OF DEFENSE (DOD) SKILLBRIDGE  
VOLUNTARY EMPLOYMENT SKILLS  
TRAINING PROGRAM



**COMDTINST 1040.7**  
**February 2022**

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## COMMANDANT INSTRUCTION 1040.7

Subj: TRANSITION OF SERVICE MEMBERS WITH JOB TRAINING OPPORTUNITIES  
AND EMPLOYMENT SKILLS UNDER THE DEPARTMENT OF DEFENSE (DOD)  
SKILLBRIDGE VOLUNTARY EMPLOYMENT SKILLS TRAINING PROGRAM

Ref: (a) Employment Assistance, 10 U.S.C. § 1143  
(b) Military Separations, COMDTINST M1000.4 (series)  
(c) Job Training, Employment Skills Training, Apprenticeships, and Internships  
(JTEST-AI) for Eligible Service Members, DoD Instruction 1322.29  
(d) Coast Guard Military Assignments and Authorized Absences, COMDTINST  
M1000.8 (series)

1. PURPOSE. In accordance with Reference (a) and (b) this Instruction establishes policy, assigns responsibilities and prescribes procedures for eligible active duty Coast Guard members to participate in the DoD SkillBridge employment skills training program established by Reference (c).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy and assistant commandants and chiefs of headquarters staff elements must comply with provisions of this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. DISCUSSION. Reference (a) provides authority for the Coast Guard to participate in this employment skills training and transition assistance program. The DoD SkillBridge initiative connects separating and retiring Service members to civilian businesses and companies with available training or internship opportunities that offer a high probability of employment, facilitating job access in the civilian sector upon transition from military service. Those who meet the qualifications and receive command approval may participate in civilian job and employment skills training, including apprenticeships and internships, up to six months (180 days) prior to separation. Commands must effectively balance unit needs, Coast Guard operations, and the member's transition intentions. Coast Guard personnel on active duty are in 24-hour duty status, and their military duties must at all times take precedence on their time, talents, and attention. As with personnel who accept off-duty employment as defined by Reference (b), other outside activities similarly require that they are subject to recall and duty at any time. Units must carefully evaluate the below eligibility criteria and overall impact to the unit before approving members serving in the Coast Guard to participate in pre-separation employment opportunities designed to provide transitional experience, training, apprenticeships, or internships.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

7. IMPACT ASSESSMENT. This Directive will impact commands' workforces. Commands are responsible for determining the operation impact of permitting Service members to participate in the program.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).
  - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of the Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <http://www.dcms.uscg.mil/directives/> and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: <https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.
10. PROCEDURE.
- a. Overview.
    - (1) SkillBridge participation is designed to facilitate the transition of eligible active duty Service members into civilian sector occupations and careers with a reasonable expectation and high probability of post-service employment, with a comparable living wage to that received while in the service. The approving official is encouraged to exercise the full range of available authority to permit the Service member's participation, while accounting for mission requirements and Service member conduct. Non-compliance with this instruction, the evolving needs of the Coast Guard, or both may prevent Service members from participating in this program after promulgation of this instruction.
    - (2) SkillBridge is an employment program and requires that a position be available upon completion of the program. DoD vets companies for this program. Service members may find a list of DoD-vetted companies on the SkillBridge web portal located at <https://skillbridge.osd.mil>.
    - (3) Companies should be prepared to provide the Service member's command with a point of contact, phone number, and updates on a Service member's employment status, as requested.
    - (4) Service members must meet all facility access requirements for SkillBridge training opportunities conducted on a DoD or government operated facility.

- (5) The Coast Guard will not approve requests for extensions to complete any SkillBridge internship or training program past the Service member's approved separation.
- b. Eligibility. To participate in the DoD SkillBridge employment training program, Coast Guard active duty Service members must:
- (1) Complete at least 180 days on active duty and reasonably anticipate being released from active duty with an Honorable or General (under Honorable conditions) characterization, within 180 days of the date of commencement of the SkillBridge program. Only Service members with an approved retirement, separation, or resignation on file with Coast Guard Personnel Support Command (PSC) may request to participate in the SkillBridge program;
  - (2) Complete or confirm enrollment in an eligible Transition Assistance Program (TAP);
  - (3) Have satisfactory evaluations;
    - a) Enlisted members must not have an "unsatisfactory" mark on their most recent evaluation;
    - b) Officers must not have received a derogatory or subsequent to disciplinary action OER within the past 12 months;
  - (4) Complete applicable ethics requirements. This includes satisfactory completion of an ethics brief or an approved ethics training program contained on the Coast Guard's e-learning website ([elearning.uscg.mil](http://elearning.uscg.mil)) within the last 12 months from the start date of the skills training program and receipt of a written ethics opinion from the relevant servicing legal office; and
  - (5) Not have previously completed, be currently participating in, or had participation terminated for cause from, an employment skills training program.
- c. Obligations.
- (1) Participation in such programs is considered official duty. Service members are authorized to participate in such programs during normal working days and hours. Service members participating in such program may not receive compensation of any kind from the company for the work they are doing.
  - (2) Commands will account for Service members participating in the program away from and outside the vicinity of their permanent duty station by placing the Service member in a permissive Temporary Duty (TDY) status. This is in addition to, and can run concurrently with, any other permissive TDY the Service member may be authorized to take in conjunction with separation. Commands may authorize up to 180 days permissive TDY in accordance with Reference (d) Section 1.G.3.b.
  - (3) Service members will be assigned no duties while participating in this program, regardless of whether the program is local or outside the vicinity of their command.
  - (4) Participation will be at no direct financial cost to the Coast Guard. The use of travel funds to participate in this program are not authorized. Additionally, participation outside of the member's reasonable commuting distance will not result in increased allowances.
  - (5) Service members must maintain military grooming standards and remain subject to the Uniform Code of Military Justice while participating in the program.

- (6) Approving officials may terminate Service member participation in the program for reasons of military necessity, unsatisfactory participation or conduct, or any combination thereof. Service members must promptly withdraw from the program and report back to their command upon receiving notification that their participation in the program has been terminated.
  - (7) Service members may voluntarily withdraw from the program at any time. Service members must immediately report back to their command and provide the reasons for their withdrawal to their command approving official via Coast Guard Memorandum.
  - (8) The SkillBridge program may not be used as a temporary separation opportunity. Service members that enroll in and subsequently attend an approved SkillBridge program for greater than 30 days will be required to separate from service. Any request to cancel an approved separation must comply with Reference (b).
    - a) Enlisted members who decide to remain on active duty after starting the SkillBridge program must begin the re-enlistment process within the first 30 days of commencing the program.
    - b) Officers who decide to remain on active duty after starting the SkillBridge program must seek to stop the resignation process within the first 30 days of commencing the program.
  - (9) Service members should expend their full remaining leave balance while participating in the program and prior to separation. Leave carry-over waiver requests will not be approved and Service members will not be allowed to extend beyond their scheduled separation date to take leave. Service members will be unable to sell back unused leave beyond that authorized by law and regulation (which is ordinarily a maximum of 60 days per military career). Participation in SkillBridge is voluntary. The use of leave is but one factor Service members should consider when determining whether to participate in the program.
- d. Application and Approval Process.
- (1) Service members who wish to participate in the SkillBridge program will submit a request via Coast Guard Memorandum to their CO/OIC. This request must include the name of the approved SkillBridge program with which the member will serve and an expected start date. The request must also include the name of company or business, the name of a point of contact for verification, and the point of contact's email and phone number. Service members shall also provide their phone number, email, and address of where they will be residing while enrolled if they are participating in a program outside of the reasonable commuting distance from their home unit.
  - (2) The memorandum request should include a signed Statement of Understanding (see Enclosure (1)), proof of ethics counseling or training such as a copy of the e-Learning transcript, and a copy of written ethics and no-conflicts opinion provided by the servicing legal office.
  - (3) This memorandum must include the approved separation authorization document from OPM/EPM as an attachment. The separation authorization will provide the CO/OIC the prospective participant's approved separation date as well as the anticipated characterization of service for when the Service member executes their final separation. Amending the approved separation date for Service members in the SkillBridge program is not authorized.
  - (4) COs/OICs have the discretion to approve, partially approve, and deny the Service member's request to participate in the SkillBridge program. COs/OICs shall execute prudence and

stewardship when determining whether their unit can accept a gap in assignment for a Service member requesting to participate in this program because it is unlikely that backfill requests will be approved. Service members authorized to participate in this program will remain assigned to the command's personnel allowance list (PAL) and as such, commands should not expect that an out-of-assignment-season relief will be provided.

- (5) Diverse backgrounds and experiences contribute to the innovative thought, creative adaptation, and cultural understanding necessary to succeed in today's complex, dynamic work environments. Diversity is a strategic imperative, critical to mission readiness and accomplishment. Therefore, COs/OICs shall ensure that Service members authorized to participate in the SkillBridge program adequately reflect the diverse population of the nation and the Coast Guard.
- (6) Commands shall report SkillBridge participants to the Transition Program Manager (CG-1112) and Health Service and Work-Life (HSWL) Service Center using the online survey tool located at: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Transition-Assistance-Program/TAP-Skillbridge/>.
- (7) Service members remain the responsibility of the parent command for administrative and leave purposes.

11. FORMS/REPORTS. None.

12. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at: [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

13. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-1112); U.S. Coast Guard Stop 7902; 2703 Martin Luther King Jr, Ave; WASHINGTON, DC 20593-7902.

/DANA L. THOMAS/  
Rear Admiral, U. S. Coast Guard  
Director, Health, Safety and Work-Life

Encl: (1) Statement of Understanding for Participation in the SkillBridge Employment Skills Training Program

**STATEMENT OF UNDERSTANDING OF CONDITIONS  
FOR PARTICIPATION IN THE DOD SKILLBRIDGE PROGRAM**

I, \_\_\_\_\_, acknowledge that I am fully aware of the conditions for participation in the SkillBridge program.

1. I certify that I have completed at least 180 days on active duty and will separate with an honorable discharge. My requested start date is \_\_\_\_\_.
2. I certify that I meet the qualifications of Para. 10.b. of COMDTINST 1040.7 (series).
3. I certify I have completed a transition assistance program within the last two years.
4. I certify that I have not previously completed, currently participating in or had my participation terminated from an employment skills training program.
5. I understand in order to participate in this program, I must have an approved separation letter on file. I currently have a letter on file with a separation date of \_\_\_\_\_.
6. I understand that I can start this program no earlier than 180 days prior to my last day of active duty.
7. I understand that under no circumstances are extensions of obligated service authorized to complete this training program. I understand should this program extend past my enlistment or after the resignation of my commission and is being conducted off-base, the period for which the program continues after enlistment will be considered to be at my own expense and time.
8. I understand that all leave authorized by policy must be used in conjunction with the DoD SkillBridge program and cannot be used to extend the 180 day authorization or the expiration of enlistment.
9. I understand if I participate in the SkillBridge internship program, I must provide a point of contact, business name, phone and email for the business to which applying.
10. I understand that all leave sold will not exceed the maximum amount of leave sold authorized by policy.
11. I understand that any permissive duty authorized by retirement will not be permitted while participating in the program.
12. I understand that while participating in the program I will remain the responsibility of my parent unit, \_\_\_\_\_, and subject to all pertinent UCMJ articles associated with being on active duty. Should I withdraw from this program, it is my responsibility to report back to my parent command immediately.



13. I understand it is my responsibility to complete the necessary paperwork associated with retirement or separation prior to my last day of active duty.
14. I understand the use of travel funds to participate in this program is not authorized.
15. I understand the approval authority may terminate this program at any time for reasons of military necessity and/or unsatisfactory participation. It is my responsibility, if removed from this program, to report back to my parent command immediately.
16. I have consulted with my servicing legal office and have a written legal opinion regarding any potential conflicts of interest should I participate in this program.

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Member's Signature

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Date