

# Navy Approval Process

1. Inform chain of command of intent to participate in the Shift Military Fellows Program and has commander sign the pre-approval form.
2. Upload pre-approval form to Shift profile. Begin interview preparation.
3. Interview and accept fellowship with one of Shift's partners.
4. Complete and route authorization packet through chain of command to the Commanding Officer (first O5 with UCMJ Authority per NAVADMIN 222/15).  
The authorization packet consists of:
  - Orders and regulations pertaining to DoD Skillbridge program
    - DoDI 1322.29
    - NAVADMIN 222/15
  - PRIMS - (All Cycles)
  - Leave and Earnings Statement
  - Evaluation (Displaying promotion recommendation)
  - Ethics Training (can be completed through JKO)
  - DD Form 2648 (Proof of T-GPS & CAPSTONE)
  - Shift Military Fellows Overview
  - Participation Authorization Memo
  - PTAD request with company location and start/end dates
5. Once Commander approves memo and PTAD orders, email signed documents to [applicants@shift.org](mailto:applicants@shift.org).

