

USMC 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 routes authorization packet through chain of command to the Commanding Officer (first O5 with UCMJ Authority per MARADMIN 350/18).
The authorization packet consists of:

- Orders and regulations pertaining to DoD Skillbridge program
 - DoDI 1322.29
 - MCO 1700.1
- MARADMIN 350/18
- Basic Individual Record
- Basic Training Record
- Leave and Earnings Statement
- Record of Service/Pros & Cons (E-4 and below)
- FITREP/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.

