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 CO

 09 Apr 18

From: Commanding Officer, Unit

To: Shift Military Fellows Program

Subj: REQUEST TO ATTEND SHIFT MILITARY FELLOWS PROGRAM

Ref: (a) DoDI 1322.29

 (b) DoDI 4000.19

 (c) MCO 1700.31

 (d) MARADMIN 550/13

Encl: (1) Basic Individual Record

 (2) Basic Training Record

 (3) Record of Service

1. Per reference (a), request Rank Marine be approved to attend the Shift Military Fellows Program under DoD SkillBridge.

2. Per reference (c), reference (d), enclosure (1), enclosure (2), and enclosure (3) the following information are provided in support of this request:

 a. PFT/CFT Score: 000 Date: 00 Mon 0000

 b. Expiration of active service: 01 Month 2018. No extensions to EAS authorized to complete training.

 c. Pros/Cos(if applicable): 4.x/4.x(Must be at least 4.0)

 d. Completed Transition Readiness Seminar

 e. Completed at least 180 Active Duty and is expected to be discharged from Active Duty with an Honorable Discharge.

 f. Have completed an Ethics brief or DoD approved Ethics training.

 g. Has not previously completed, currently participated, or had participation terminated from an employment skills training program

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3. Rank Marine meets all the prerequisites and requirements for DoD SkillBridge.

4. Shift meets the cost, training, employment, and career requirements under the SkillBridge program.

5. The point of contact is the undersigned at (000) 000-0000.

 I. M. COMMANDER