

DOD Skillbridge Program

Step-by-Step Guide

Updated: 2024-03-04



Thank you for having interest in our DOD Skillbridge program where you can integrate your current skills with new learning to be optimally prepared for non-military work. Allegiant is an authorized program under the DOD with a formal memorandum of understanding (MOU). Our devotion is centered on facilitating a smooth transition for U.S. military service members into civilian careers. By offering robust training and mentorship, we empower them to steer their future confidently. Our community thrives on the principles of lifelong learning, wellness, diligence, and financial independence.

We have developed this guide to help you better understand the end-to-end process for our program implementation. We want to ensure that your valuable time is converted into a successful program. Always feel free to reach out during [office hours](#) for any assistance you might need. Otherwise, please carefully review the following information.

Step #1 - Learn:

Welcome to AllegiantVets' DOD Skillbridge Program! Before diving into the program, it's essential to gather information and prepare for a successful transition. Follow these steps:

a] **Navigate to our Website:**

- Visit our website: [AllegiantVets](#).
- Click on the Skillbridge link to learn more about the program.

b] **View our DOD MOU:**

- Review the Department of Defense Memorandum of Understanding (DOD MOU): [DOD MOU](#).

c] **Watch the Introduction Video:**

- Check out our short video providing an overview of the program: [Program Video](#).

d] **Plan Your Transition:**

- Access our Transition RoadMap Workbook to plan your journey: [Transition RoadMap Workbook](#).

e] **Review the Course Catalog:**

- Explore the variety of courses offered in our Course Catalog: [Course Catalog](#).

f] **Virtual Office Hours:**

- Attend our Virtual Office Hours (Mon, Wed, Thu, Fri from 09:00 - 16:00 PT) for any questions: [Virtual Office Hours](#).

g] **Connect via Discord and More:**

- Reach out to us through Discord and other contact methods on our Contact page: [Contact](#).

h] **Acceptance Letter Information:**

- Keep an eye on your Acceptance Letter; it contains the magic link for any necessary tweaks or changes.

i] **Program Participation Guidelines:**

- Ensure you can actively participate in the program by communicating with your chain of command your intention to enroll into the AllegiantVets Skillbridge program.
- Download and review our [Policies and Procedures](#) [Community Participation](#) document.
- Upload the signed Acknowledgement memo to your profile.

Remember, your engagement and adherence to guidelines are crucial for a successful program experience. If you have any questions, feel free to reach out during Virtual Office Hours or through our contact channels. Get ready for an exciting learning journey with AllegiantVets!

Step #2 - Profile:

Now that you've explored the program details, it's time to create your AllegiantVets.org profile. Follow these steps to get started:

a) AllegiantVets.org Profile Creation:

- If you haven't already created a profile on AllegiantVets.org.

b) Navigate to Skillbridge Page:

- Visit our website: [AllegiantVets](https://AllegiantVets.org).
- Click on the Skillbridge link to access the Skillbridge program details.

c) Sign Up Today:

- Once you're ready, click on the "Sign Up Today" link located on our Skillbridge page.

d) Provide Profile Details:

- Fill in the requested details to complete the initial part of your profile.
- Submit the form to officially start your AllegiantVets.org profile.

e) Welcome Page and Instructions:

- After submission, you'll be redirected to a welcome page with further information and detailed instructions.

f) Email Configuration:

- To ensure you receive important communications, add the "@AllegiantVets.org" domain to your email system.
- This step is crucial to prevent messages from being marked as SPAM.

Now you've successfully created your profile and are ready to move forward in the AllegiantVets.org Skillbridge Program. Keep an eye on your email for updates and important information. If you have any questions, don't hesitate to reach out to us through our contact channels or during Virtual Office Hours. Get ready to embark on a rewarding journey with AllegiantVets!

Step #3 - Apply:

Congratulations on reaching Step #3! It's time to submit your application for the AllegiantVets DOD Skillbridge Program. Follow these steps to ensure a smooth application process:

a) Complete Relevant Information:

- Navigate to your AllegiantVets.org profile.
- Ensure all relevant information, including military service details and your goals, is accurately provided.

b) DOD Skillbridge Section:

- In the "DOD Skillbridge" section, carefully select your preferred Track, Track Months, and Track Start & End dates.

c) Start Date Flexibility:

- If you're uncertain about your exact Start date, feel free to provide your best estimate. You can update this information later as needed.

d) Save Your Profile:

- After completing the necessary sections, save your profile to ensure all information is securely stored.

e) Review and Submission:

- Upon saving, a task will be automatically generated in our internal system for an Allegiant team member to review your submission.

Note: Your Track Acceptance date will remain empty until your submission is verified and accepted by our team. Keep an eye on your profile for updates, and rest assured that our team will review your submission promptly. If you have any questions or need assistance, feel free to reach out through our contact channels or join us during Virtual Office Hours.

Step #4 - Acceptance:

Congratulations on submitting your application! Now, let's go through the next steps after applying to the AllegiantVets DOD Skillbridge Program:

a] **Submission Review:**

- The internal Allegiant team will thoroughly review your submission within three business days.

b] **Accepted Date Update:**

- Unless you are contacted by an Allegiant team member, the Accepted date on your profile should be updated by the end of the third business day.

c] **Follow-Up After Three Business Days or less:**

- If your profile's Accepted date isn't updated, or you haven't received contact from an Allegiant team member within three business days, please reach out to us for assistance.

d] **Connect and Ask Questions:**

- Feel free to engage with us, ask questions, or simply chat about anything during our Virtual Office Hours or on Discord.
 - [Virtual Office Hours Link](#)
 - [Discord](#)

By following these steps, you'll stay informed about the status of your application. Remember, we're here to help and provide support throughout the process. We look forward to welcoming you to the AllegiantVets DOD Skillbridge Program!

Step #5 - Approval:

You're progressing through the AllegiantVets DOD Skillbridge Program! Here's what to do after your acceptance:

a] **Download Important Documents:**

- Download the appropriate [Training Plan](#) for your review and for submission to your command.
- Download your [Acceptance Letter](#).

b] **Submit Documents to Your Command:**

- Once acceptance is noted in your profile, send the completed Acceptance Letter, Training Plan, and any other required documents to your command for approval.

c] **Wait for Command Approval:**

- Your command will review and approve the program. This might take some time, so be patient.

d] **Upload Command Approval Documents:**

- Once you've received command approval, access your profile.
- Upload your command approval document and your signed Policies and Procedures_ Community Participation Acknowledgement memo.
- Ensure to upload single PDF files with all relevant details.

f] **Track Approval Status:**

- Upon upload, your profile will reflect a Track Approval date as of the upload date. This indicates pending approval, not the actual program approval until you see a progress status of "Verified."

g] **Review by Allegiant Team:**

- A task will be created in our internal system for an Allegiant team member to review your submission within three business days.

h] **Confirmation and Progress to "Verified":**

- A team member will reach out if needed. Otherwise, once approved, your Progress status will be set to "Verified."

By following these steps, you're aligning your application with the necessary approvals, ensuring a smooth transition into the AllegiantVets DOD Skillbridge Program. If you have any questions or need further assistance, don't hesitate to reach out during Virtual Office Hours or on Discord.

Step #6 - Prepare:

You're almost there! As you await your start date in the AllegiantVets DOD Skillbridge Program, here are the next steps to ensure a smooth transition:

a] Await Your Start Date:

- At this point, we're in the waiting phase for your designated start date.

b] Coursera Enrollment:

- You'll receive an enrollment invitation directly from Coursera on the Friday before your start date.
- If you don't receive registration details by the 3rd day of your program start, please visit us in office hours.
- Once received, accept the invite from Coursera by clicking the supplied link to create your profile.
- Use the links provided in your training plan to access your courses on Coursera, following the timeline outlined in your training plan, not Coursera's.

c] Prepare to Provide Contact Information:

- Gather the contact information for your CSP/Skillbridge or Education Office POCs (Name and Email).
- Collect contact information from your Chain of Command.

d] Connect and Ask Questions:

- As always, feel free to ask questions, learn more, or chat with us about anything during our Virtual Office Hours or on Discord.
 - [Virtual Office Hours Link](#)
 - [Discord](#)

h] Upload Further Documents or Provide Details:

- If you need to upload additional documents or provide more details, please use the following emails based on your last name:
 - A - F: Skillbridge.2@allegiantgiving.org
 - G - L: Skillbridge.3@allegiantgiving.org
 - M - R: Skillbridge.4@allegiantgiving.org
 - S - Z: Skillbridge.5@allegiantgiving.org
 -

By following these steps, you'll be well-prepared for the start of your program. If you encounter any issues or have questions, we're here to assist.

Step #7 - Enrollment:

Congratulations on reaching the enrollment phase of the AllegiantVets DOD Skillbridge Program! Here's what to do next:

a] Participate in Your Course:

- Actively engage in your enrolled course on Coursera, following the curriculum outlined in your training plan.

b] Check-in on Start Date:

- On your start date, participate in AV's Community Day 1 Check-in/Registration Meeting.
- **Time:** 10:00 AM - 11:00 AM PST
- **Check-in Meeting Link:** [Community Day 1 Check-in/Registration Meeting](#)
- *Note: If your start date falls on a Saturday or Sunday, your registration is on the Friday before. If it's on a Tuesday, your registration day is on the Monday prior. For Monday holidays, start dates will be the following Wednesday.*
- After attendance, you will receive your welcome package and applicable roles in Discord.

d] Continue Learning:

- Once you've completed the check-in and received your welcome package, continue your learning journey until your designated end date.

Note: Full program enrollment is contingent upon receiving command approval before your start date, submitting the signed acknowledgment form, and attending Day 1 Check-in/Registration.

If you have any questions or need further guidance, feel free to reach out during Virtual Office Hours or on Discord.

Step #8 - Community:

Welcome to the AllegiantVets community! Here's what you need to do as you become an integral part of our program:

a] Participate in Weekly Sessions:

- Join Allegiant's weekly sessions as required by the program.
- [Weekly Session Link](#)
- After each meeting, record your attendance in your AllegiantVets.org profile under "Meetings."

b] Attend Newcomer's Brief with CEO Marcus Haney:

- Attend Allegiant's Newcomer's Brief with CEO Marcus Haney.
- [Newcomer's Brief Link](#)

c] Engage in Empowerment Week:

- Participate in Allegiant's Empowerment Week scheduled for the month after your start date.
- Check [Discord](#) for details.

d] Attend Offboarding Brief with CEO Marcus Haney:

- Join us for Allegiant's Offboarding Brief with CEO Marcus Haney.
- [Offboarding Brief Link](#)

c] Networking Opportunities:

- Optionally, network with others through Discord Track Channels and LinkedIn.

g] Continue Learning:

- Stay engaged and continue your learning journey until your designated end date.

By actively participating in community events, you'll maximize your experience within the AllegiantVets DOD Skillbridge Program. If you have any questions, need assistance, or want to connect with the community, feel free to reach out during Virtual Office Hours or on Discord.

Step #9 - Graduate:

Congratulations on reaching the final step of the AllegiantVets DOD Skillbridge Program! Here's what to expect upon completing your track:

a] Completion of Track:

- Upon reaching your end date and successfully completing your track, assuming all other requisites are met, you will officially graduate from the program.

b] Profile Progress Update:

- The progress field in your AllegiantVets.org profile will transition from "Enrolled" to "Graduated."

c] Post-Program Communication:

- We will connect with you via survey to discuss your program success, out-processing details, and gather any insights you may have gained during your journey.

d] Experience Survey:

- We ask all participants to complete the following experience survey to provide valuable feedback on your program experience: [Experience Survey](#)

e] Feedback and Improvement:

- We may reach out to you periodically for your insights on how we can expand and improve our service offerings to veterans like you. Your feedback is crucial, and we appreciate the time you take to assist us by answering short surveys.

By completing these steps, you contribute to the continuous improvement of our program and help shape the experiences of future participants. If you have any questions or need further support, feel free to

reach out through our contact channels or during Virtual Office Hours. Thank you for your dedication and congratulations on successfully graduating from the AllegiantVets DOD Skillbridge Program!

“Always By Your Side”

After graduation, we invite you to continue being a part of our community:

- Stay connected and feel free to reach out for help or consideration for other programs that can support your ongoing journey.
- Consider joining our social channels listed on the AllegiantVets.org Contact page to stay updated on community news and opportunities.

We value your ongoing connection and look forward to supporting you in the next steps of your journey!

A few good Links:

www.AllegiantVets.org

<https://socialimpact.linkedin.com/programs/veterans/premiumform>

<https://www.linkedin.com/company/allegiantgvets/mycompany/>

<https://www.youtube.com/watch?v=rnYGrq95ezA>

<https://www.acp-usa.org/>

<https://atracker.pro/home.html>

<https://www.portraitsforpatriots.org/>

<https://www.militarybenefit.org/get-educated/tamp->

[tricare/#:~:text=Military%20retirees%20can%20continue%20TRICARE,civilian%20health%20care%20actually%20costs](https://www.militarybenefit.org/get-educated/tamp-tricare/#:~:text=Military%20retirees%20can%20continue%20TRICARE,civilian%20health%20care%20actually%20costs)

<https://www.ratemyskb.com/>

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