**(U) References:**

 a. (U) Annex E: US Army Cadet Command JROTC AY 24-25 Annual Training Guidance

**1. (U) Overview:** The DoD SkillBridge / CSP internship program is an opportunity for active duty service members seeking careers as Junior Reserve Officers’ Training Corps (JROTC) instructors. These participants/interns will serve along current AIs and SAIs in various secondary schools throughout the Army JROTC AO. This program is an excellent benefit to senior enlisted and military officers preparing to retire from active duty and enter the rewarding world of High School JROTC.

**2. (U) General:** This Appendix provides a brief explanation of DoD SkillBridge / CSP internship program.

**a.** **(U) Change. DoD SkillBridge / CSP internship** **qualification**. U.S. Army service members who meet the following qualifications: have retirement orders, receive an honorable discharge, completed or attending Army TAP, and are able to begin the program within 120 days of their transition date. Noncommissioned Officers must be in the grades of E-6 through E-9. Officers must be in the grades of W-1 through W-5 or O-3 through O-6.

**b. (U) Change. DoD SkillBridge / CSP internship application process.** Service members will complete the **Agreement for Army Career Skills Program Individual Internship / Approved DoD SkillBridge Program** application through their installation’s transition center. The application can be attained from the installation’s CSP program or at HQ JROTC by contacting the primary point of contact Mr. Nick Rumery at nicholas.m.rumery2.civ@army.mil or (502) 624-1746 or alternate point of contact email address is usarmy.knox.usacc.mbx.hq-jrotc-career-skills-program@army.mil.

 (1) (U) Service member will contact the Brigade Chief of the Brigade that covers the school in which the internship is to take place.

 (2) (U) Brigades will contact the school in which the internship is to take place for approval.

 (3) (U) Once the internship packet is signed and approved by the service member’s O-6 in the chain of command, the packet will be reviewed for approval from the Brigade Chief.

 **c. (U) Brigade reporting.** Brigade Chiefs will notify HQ JROTC when a DoD SkillBridge / CSP intern reports to the respective school for accountability.

 (1) (U)Reports will be sent to Mr. Nick Rumery at nicholas.m.rumery2.civ@army.mil.

**d. (U) Additional processing.** Service members are authorized to conduct addition processing while serving as DoD SkillBridge / CSP interns.

1. **Change.** Service members may start processing their JROTC Instructors Application via JQUIP while they are serving as interns as long as they possess retirement orders or a DD Form 214.
2. **Add.** The potential instructor must pass the pre-qualification process, be given a Pre-Qualification Memorandum, and obtain an intent to hire letter from the school before the background investigation is initiated.