

Information Paper

ATCC-JR

5 June 2025

SUBJECT: Overview of the Army Junior Reserve Officers' Training Corps (JROTC) DoD SkillBridge / Career Skills Program (CSP) Internship

1. Purpose

The purpose of this information paper is to provide an overview of the Army Junior ROTC DoD SkillBridge / CSP Program and to assist Brigades in facilitating the transition of retiring or separating U.S. Army Soldiers into potential internship opportunities as instructors within the Army JROTC program.

2. Facts

a. Program Overview

The DoD SkillBridge / CSP internship program is designed to help transitioning service members bridge the gap between leaving the service and entering the civilian workforce. The program provides opportunities for service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during their final days of active-duty service.

The DoD SkillBridge / CSP program internship is an opportunity for active-duty service members seeking careers as Junior Reserve Officers' Training Corps (JROTC) instructors. These participants/interns will serve alongside current Army Instructors (AIs) and Senior Army Instructors (SAIs) in various secondary schools throughout the Army JROTC Area of Operations. This program is an excellent opportunity for officers and NCOs preparing to separate from active duty and enter the rewarding world of high school JROTC.

b. Internship Eligibility

Service members must have retirement orders or have had a minimum of 10 years cumulative honorable service, an honorable discharge and have completed or be attending Army Transition Assistance Program (TAP) courses. The program is also available to those transferring to the National Guard or Reserves.

The program must begin within 90 or 60 days of their transition date (see Figure 1).

Eligible ranks:

Noncommissioned Officers (NCOs): Must have separated or retired within the past 5 years, with a minimum of 10 years cumulative honorable service in the grades of E-6 through E-9.

Officers: Must have separated or retired within the past 5 years, with a minimum of 10 years cumulative honorable service in the grades of W-1 through W-5 or O-3 through O-6.

c. Application Process

Service members must complete the application through the installation's transition center.

Approving authority:

Rank Group	Max Participation	Approval Required
E6-E7, WO1-CW3, O1-O3	Up to 90 days	First O6 Commander
E8 and above, CW4 and above, O4 and above	Up to 60 days	First General Officer

Figure 1

d. Coordination

Service members will provide contact information to the respective brigade's JROTC Chief for tracking and future employment opportunities.

Service members coordinate with the school for acceptance.

Once acceptance, interns report to the school for the duration of the internship.

e. Brigade Reporting

The Brigade notifies JROTC HQs when the intern starts at the school.

Report is sent to: Mr. Nicholas M. Rumery and Ms. Cristina Williams (JROTC HQs).

f. Processing for Interns

Interns with retirement orders or a DD Form 214 may begin processing their JROTC Instructor application.

Interns may initiate CNACI clearance processing during their internship.

g. Program Funding

In accordance with Army Regulation 930-4 (dated 5 May 2020, effective 2 December 2022):

Soldiers stationed at CONUS locations may receive grants:

Up to \$500 for a local CONUS CSP near their duty station.

Up to \$1,000 when approved for administrative absence (PTDY) to travel and participate in a CSP at a location away from their current duty station.

Soldiers stationed OCONUS may receive grants up to \$1,500 to participate in a CONUS CSP.

Exceptions: Additional assistance beyond these caps may be requested with a Level III decision after CSP Coordinator and Level II recommendations.

h. Recall & Termination

Unit commanders retain authority to recall service members from the internship based on mission needs or the best interests of the soldier and employer.

i. Brigade Support

Brigades may assist service members with the DoD SkillBridge / CSP application process.

While installation transitioning offices remain the primary source of information, Brigades are authorized to help with school approval, vacancy listings, location contacts, and other school-related details.

The approval process for the CSP application falls with the separating soldiers' commanders and the high school administration at the location the Soldier chooses. USACC personnel are not in the approval process, they are only tracking participation and assisting the Soldier in finding locations with vacancies that could lead to future employment. USACC personnel will be the transitioning Soldier's point of contact in the hiring process following the internship.

j. Clearance & Dress Code

DoD SkillBridge / CSP interns do not need CNACI clearance verification during the internship.

Interns are not classified as U.S. Army personnel but as SkillBridge interns through the CSP program.

Participants in the program will not wear the Army uniform or teach JROTC curriculum unsupervised; only certified instructors are allowed to teach the curriculum unsupervised.

3. Points of Contact

For further inquiries, contact:

Mr. Nicholas M. Rumery or Ms. Cristina Williams, Army JROTC Training & Operations

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Army Career Skill Program

Army JROTC Internship Process

