DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SKILLBRIDGE PROGRAM GUIDELINES

The United States Department of Defense (DoD) SkillBridge program offers a unique opportunity to both state executive branch departments and service members who will be exiting active military service.

The SkillBridge program allows exiting active service members to engage in valuable civilian work experience through industry partners who offer training, apprenticeships, or internships during their last 90 to 180 days of service.   Service members participating in this program will continue to receive their military compensation and benefits, while the industry partner provides them with the training and work experience.

With the Department of Human Resources Development (DHRD) approved as an industry partner, departments in the state executive branch may participate in the DoD SkillBridge program at no cost to payroll. The participating department (host-agency) must identify a position which may offer a high probability for state employment for the service member upon separation of their military service. They must commit to providing formal and/or on-the-job training and hands-on work experience to the service member Participant during their placement in their agency.

Identifying a position vacancy for this program does not guarantee employment to the exiting service member upon completion of their term with the Host Agency. Service members will be expected to apply for the civil service recruitment and will be given equal consideration as any other eligible vying for the position vacancy.

The following outlines the overall process for the department (host-agency), the mentoring site supervisor, DHRD's SkillBridge program coordinator (referred to as program coordinator hereafter in these guidelines), and the service member.

Request to Participate in the DoD SkillBridge Program:

Departments interested in participating in the program must:

1. Identify a position vacancy that will offer a high probability for state employment to the service member upon their separation from military service.

2. Complete the SkillBridge Request to Participate Form.

3. Identify any special requirements for the position, including but not limited to selective certification requirements, desirable qualifications, and/or special background check requirements.

4. Designate a Mentoring Site Supervisor for the participant. This individual will also serve as the primary point of contact between the department and the Program Coordinator.

5. Submit the Request to Participate Form along with the following documents to DHRD/ESD, Attention: SkillBridge Program Coordinator:

   - A copy of the official position description for the identified position; and

   - A copy of the training plan for the identified position.

The Mentoring Site Supervisor must create a segment of the training plan that will provide the participant with formal and/or on-the-job training on the agency's program, processes, and duties and responsibilities. The segment will be incorporated into the master training plan which includes training provided or organized by the DHRD training staff.

Review of Request to Participate:

1. Upon receipt of the Request to Participate, the Program Coordinator will review the request to ensure all documentation (Request to Participate form, official position description and training plan) has been submitted.

   Incomplete requests may be returned without action if the Program Coordinator is unable to obtain the required documentation.

2. Questions regarding the position vacancy and/or training plan must be addressed by the host agency before DHRD's approval to participate is granted. The Mentoring Site Supervisor will communicate directly with the Program Coordinator to resolve any concerns and/or refine the training plan.

3. Upon approval of the Request to Participate, the Program Coordinator will notify the host-agency, via the Mentoring Site Supervisor, of DHRD's approval.

Posting the Position Opportunity:

Once a Request to Participate has been approved, the Program Coordinator will:

1. Post the position opportunity on the DoD SkillBridge website to seek interested active service members at: **https://skillbridge.osd.mil/locations.htm**

2. Work with the various DoD branches of service to answer any questions regarding the position and/or the host agency.

3. Manage all State Executive Branch postings on the DoD website, including making amendments to, and closing, the postings.

Application and Screening Process:

1. Service members interested in applying to a State Executive Branch posting on the SkillBridge website must submit a cover letter, their participation approval letter signed by their command and the State's SkillBridge application packet to the State SkillBridge Program Coordinator for review. Documents must be submitted through the service member's command for their field grade commander's approval and their respective SkillBridge Coordinator's review. This review will include, but is not limited to, the screening of the minimum qualification requirements (MQRs), and the field grade commander's approval in the form of a signed letter for participation in the SkillBridge program. (See Enclosure 1 for template)

2. The approved application packet will be forwarded by the service member to the State SkillBridge Program Coordinator; in turn, a review of the individual's education and/or experience will be conducted by DHRD/Employee Staffing Division (ESD) to ensure the service member meets the position's requirements.

3. If additional information is needed to determine the service member's qualifications, the Program Coordinator shall contact the service member to request and obtain the needed information or documentation.

   After rendering a decision on the service member's application, the Program Coordinator shall notify the applicant.

Referral of Qualified Service Member Applicants to the Host Agency:

1. Approved applications shall be immediately referred to the Host Agency for their consideration by the Program Coordinator.

2. The Host Agency shall schedule a "meet and greet" session with the service member to learn about their background and determine if they possess the necessary education, experience, knowledge, skills, and abilities required for the subject position vacancy.

3. The Host Agency shall notify the Program Coordinator of the outcome from the "meet and greet" session. If it is determined that the referral is a good fit, the Host Agency shall notify the Program Coordinator of their decision to pursue the placement.

4. The Program Coordinator shall notify the appropriate branch of military's SkillBridge Coordinator of the referral's outcome.

Coordination of Clearances and Placement:
1. Upon the service member's acceptance of the State's offer for placement, the Program Coordinator shall ensure the Host Agency submits the Participant Training Agreement (PTA). This agreement identifies the participants (service member and Host Agency), outlines the terms of the Host Agency's relationship, and duration of the PTA.

2. The Program Coordinator will coordinate the post-offer, pre-placement clearances. This will include a name-based criminal history record check. For positions requiring driving, a review of their driving history will also be conducted.

3. For positions requiring a comprehensive background check as prescribed by state and/or federal laws or regulations, the Program Coordinator shall work with the respective department to ensure the service member completes the necessary paperwork and processes, including the fingerprint-based criminal history record check.

   After receiving the necessary clearances, the Program Coordinator shall secure a placement start date. Notification of the clearance shall be given to both the service member's military branch of service's SkillBridge Coordinator and the service member Participant.

Onboarding Arrangements:
1. The Program Coordinator shall arrange for both the service member participant and the Mentoring Site Supervisor's participation in an orientation briefing session to be held by the Program Coordinator prior to the placement start date. This briefing session may be held in-person or on-line (e.g. Microsoft Teams or Zoom) conference.

   During the briefing session, the Program Coordinator will reiterate the placement start date, the work site address, name of Mentoring Site Supervisor, and work hours. If parking information is provided by the Host Agency, this information shall also be provided to the Participant.

2. Workspace: the Mentoring Site Supervisor shall secure and set up a workspace for the service member Participant.

3. Computer and email accounts: The Host Agency/Mentoring Site Supervisor shall make all necessary arrangements for the Participant's access to a computer and a non-state worker's (.nsw) hawaii.gov email account. A hawaii.gov email account is necessary for the Participant's access to the on-demand training sessions arranged by the DHRD training staff.

   If the position requires access to Microsoft Office Suite 365 or any other departmental website or computer program, the Host Agency/Mentoring Site Supervisor shall make the necessary arrangements as part of the Participant's onboarding process. Costs associated with computer access shall be absorbed by the Host Agency.

4. Badging: the Host Agency/Mentoring Site Supervisor shall make the necessary arrangements for the Participant to receive a Host Agency's identification badge.

First day of Placement:
On the first day of placement, the Mentoring Site Supervisor shall:
1. Welcome and introduce the Participant to the employees in their worksite and give a tour of the worksite/building.

2. Meet with the Participant to cover the following:

   - Participant's work schedule: days and hours;
   - SkillBridge timekeeping requirements, including the logging of their hours worked.
   - Schedule for breaks and lunch periods;
   - Reporting tardiness, request time off and leave of absence; and,
   - Emergency and safety instructions, including any policies or procedures, materials and/or equipment necessary to perform the duties and responsibilities of the placement.
   For more information on the above, please review the State's SkillBridge Program Handbook.

3. Provide the Participants with both state and agency policies and/or codes of conduct the Participant must adhere to.

4. Provide the Participant sufficient time to set-up any onboarding activities, including, but not limited to, reviewing policies and procedures, setting up computers, obtaining badges.

5. Assign a mentoring staff member who the Participant can shadow and/or who will be available to support the Participant in the worksite in the absence of the mentoring site supervisor. If available, it may be beneficial to assign a military veteran within the program's organization to serve as the mentoring staff member.

6. Provide an orientation of the organization's function and an overview of the position duties and responsibilities.

7. Emphasize and promote open communication with the participant to ensure any questions or concerns from the participant and/or mentoring site supervisor are immediately addressed.

Health and Safety:
The health, safety, and welfare of our Participants are our priority. Mentoring Site Supervisors and Participants must exercise caution and reasonable judgement when assigning and completing tasks to prevent accidents and injuries.

1. In the event a Participant is injured while working for the Host Agency, the Mentoring Site Supervisor should work with the Participant and any witnesses and complete the Host Agency's accident report form and process the form as required by the Host Agency. The Mentoring Site Supervisor shall also contact the Program Coordinator to report the injury.

The Mentoring Site Supervisor shall advise the Participant to contact their commanding officer to report the injury and complete any forms required by their military branch of service.

Training, Duties and Responsibilities, and Work Assignments:
1. Within the first few days of the placement, the Mentoring Site Supervisor shall meet with the Participant to review the specific duties and responsibilities that the Participant will be required to perform during their placement.

   An overview of the training curriculum shall be provided by the Mentoring Site Supervisor to the Participant along with their expectations regarding the completion of each training segment.

2. The Mentoring Site Supervisor shall gradually assign specific tasks as outlined on the official position description accompanied by on-the-job training. The goal is for the Participant to have sufficient hands-on training to ensure they can independently complete their assigned tasks.

3. The duties and responsibilities assigned by the Mentoring Site Supervisor should not deviate from those outlined on the official position description. If the Host Agency or Mentoring Site Supervisor finds it is necessary to change job duties or tasks that are not identified on the official position description, the Mentoring Site Supervisor must discuss the changes with the Program Coordinator. A determination will then be made on whether the changes are appropriate and warranted and in line with the training plan.

Performance Evaluations:
1. With expectations defined and formal and on-the-job training provided, the Mentoring Site Supervisor shall set up a schedule to regularly meet with the Participant to review their progress and performance. At a minimum, the meeting should be held once a month.

2. If at any time the Host Agency has any concerns with the Participant's performance or conduct, the Mentoring Site Supervisor shall contact the Program Coordinator for assistance. If necessary, the Program Coordinator shall contact the branch of military's SkillBridge Coordinator to collectively determine the best course of action to address the Host Agency's concerns and/or assist the Participant to succeed in the placement.

3. A formal written evaluation will be completed by the Mentoring Site Supervisor mid-way through the placement and at the end of the assignment. The Participant will be allowed to provide feedback on the work, training, and discuss any concerns during the evaluation reviews.

4. If the mid-way evaluation results in an unfavorable rating, the Mentoring Site Supervisor shall submit a copy of the evaluation to the Program Coordinator. If it is determined the Participant requires additional training, the Mentoring Site Supervisor shall make the necessary arrangements to provide the required training and oversight.

5. A copy of the Participant's final evaluation shall be submitted to the Program Coordinator before the conclusion of the Participant's placement.

Guidance in Seeking Civil Service Employment:

1. The Program Coordinator, Host Agency, and Mentoring Site Supervisor shall encourage the Participant early on to become familiar with the State's employment opportunities and the recruitment and application processes. This includes but is not limited to filling out the job interest card and creating a user account and profile in our computerized application system.

   The Participant and Mentoring Site Supervisor should contact the Program Coordinator with any recruitment or application questions or concerns.

2. Career opportunities and recruitment announcements as it relates to the identified position vacancy and/or class of work shall be brought to the attention of the Participant.

3. The Participant shall be responsible for ensuring they properly complete and submit their application in response to any recruitment announcement they are interested in applying to.

4. Towards the end of the placement, the Program Coordinator will contact the Participant and Mentoring Site Supervisor to determine if the Participant's plans are to pursue state employment and will be available to answer any questions either party may have.

Surveys:

1. The Program Coordinator shall issue exiting surveys to the Participant and Mentoring Site Supervisor as the Participant nears the end of their placement.

2. Both the Participant and Mentoring Site Supervisor must complete the survey providing honest, constructive feedback.

3. Information gathered from the survey will be incorporated in the report back to the DoD and will also facilitate improvements to our program.

Maintenance of SkillBridge Program Records:

1. The Host Agency/Mentoring Site Supervisor shall maintain all SkillBridge Participant records for two years from the date of their departure.

2. The Program Coordinator shall maintain all SkillBridge records including Requests to Participate, position opportunity postings, and incoming applications for two years. All participant placement documentation and participant records shall be maintained for two years from the date of their departure.

Enclosure 1: USMC Example of Letter of Approval

COMMAND LETTERHEAD

EXAMPLE OF A REQUIRED SKILLBRIDGE AUTHORIZATION LETTER

SSIC
CODE
Date

From: Commanding Officer, Command
To: Marine Corps Base Hawaii Transition Readiness SkillBridge Coordinator
Subj: REQUEST FOR NAME OF SKILLBRIDGE PROGRAM/TRAINING VOLUNTARY EMPLOYMENT SKILLS TRAINING PROGRAM CASE OF RANK, FULL NAME, USMC, DOD ID NUMBER, MOS

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist
         (2) NAVMC 1320/2: USMC SkillBridge Participant Screening
         (3) SkillBridge Program Provider Acceptance Letter
         (4) MCBH Completed SkillBridge Checklist
         (5) Final DD2648

1. (Rank, Full name) is authorized to complete the (Name of Training Program) SkillBridge program in (location). Marine will be attached to (current unit or command name) for the duration of selected program.

2. Contingent upon approval, command will support (Rank, Full name) in completing the (selected program) during (dates of class.) Lodging has been secured at (location).

3. Upon completion of the program, the Marine will complete the check-out process at (location).

4. I have verified (rank & last name) has satisfied all requirements for the SkillBridge opportunity as per enclosures (1), (2), and (3) and has gained acceptance to the opportunity per enclosure (4).

5. Point of contact at this command is (rank, name, phone number, and email; The POC must be Staff NCO or higher and may not be the Marine applying)

AUTHORIZED SIGNATURE

Note: Per NAVMC 1700.2 The first Commanding Officer (CO) with court martial convening authority maintains final approval. By Dir must be stated on signature line