



CAREER SKILLS PROGRAM INFORMATION REQUEST FORM

APPRENTICE • INTERN • JOB SHADOW • ON-THE-JOB-TRAINING • SKILLS ENHANCEMENT • CERTIFICATION

The JBSA Career Skills Program (CSP) provides transitioning service members from all military branches an opportunity to help turn their military skills into post-service careers by connecting them with apprenticeships, internships, and certification and skills enhancement training during their final 180 days of Active Duty. Upon approval from their first Field Grade Officer with UCMJ authority, training becomes their place of duty. For more information, call the Transition Assistance Program/Soldiers for Life at (210) 221-1672.

CURRENT OPPORTUNITIES



Holt CAT

Apprenticeship

Program Duration: Varies

Cost: Free

Offers:

- Technician Program (Mechanical)
- Parts Program (Logistics/supplies)

Placement in 1 of 50 TX shop



OPTUM

Healthcare Internship

Program Duration: Varies

Cost: Free

Offers:

- Clinical, 12-20 wks
- Finance, 12-20 wks
- Customer Service, 8-12 wks
- Business Operations, 12-20 wks
- IT, 10-20 wks



Accenture

Internship

Program Duration: Minimum 90 days

Cost: Free

Offers:

Boot camp + Internship in:

- Java
- Oracle
- SAP
- Testing Automation

**IT background not required.*

Placement Assistance



Microsoft

Microsoft Software Systems Academy

2018 Schedule: March-July

Program Duration: 18 weeks

Cost: G.I. Bill or other funding

Offers:

- Technical Training & Mentorship
- Cyber Security (SSCP)

Must complete Microsoft Technical Associate by class date or currently have CompTIA Security + or Network+

Placement Assistance



Law Enforcement Academy

Skills Enhancement & Certification

2018 Schedule: 2/5-7/24 and 6/19-12/6

Cost: G.I. Bill or other funding

Offers:

- Basic Peace Officer, 24 wks
- Basic Correction Officer, 3 wks
- Basic Telecommunications Certification, 1 wk

For Licensed LE Professionals: Proficiency advancement to Intermediate, Advanced, & Master

Placement Assistance



Onward to Opportunity

Skills Enhancement & Certifications

2018 Schedule: 2/6-9, 2/12-13, 4/3-6, 4/10-11, 6/5-8, 6/12-13, 8/7-10, 8/14-15, 10/1-2, and 10/9-12

Program Duration: 2 or 4 day in-class orientation, 8-12 wks online course

Cost: Free

Offers:

30 Certifications in these career tracks:

- Customer Excellence
- Information Technology
- Business Management

Guaranteed job interview

** Open to spouses*



Hiring Our Heroes

Corporate Fellowship

2018 Schedule: May-July and Aug-Nov

Cost: Free

Offers:

Management Internship plus

1 of 200+ Certifications:

- PMP
- Lean Six Sigma
- HR
- IT

Must have: Bachelor's Degree + 3 yrs leadership or Associate's Degree + 5 yrs leadership

Placement into 1 of 50 companies.

May interview for open host company positions.



CPS Energy

Internship

Program Duration: Varies

Cost: Free

Offers:

Training based on CPS Energy vision & mission:

- Operational Leadership
- Human Resources
- Training and Development
- Program/Project Management
- Business Analytics

Placement into CPS Energy

See back for application details.



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CSP Application Process

Participation is self-initiated by the service member based on their program of interest. Submit this form to the CSP Coordinator to receive partner specific letter of participation, which requires approval from the first Field Grade Officer with UCMJ authority for approval. Service members are encouraged to begin the application process at least 8-10 months prior to separation date. CSP begins within 180 days prior to separation.

CSP Eligibility

- Focused on 18-24 year old, but open to all transitioning military members.
- Must have 180 days of continuous Active Duty service.
- Anticipated release from active duty within 180 calendar days of the CSP start date.
- Anticipated honorable or under honorable discharge.
- Approval authority of first field grade commander with UCMJ authority in the service members chain of command.
- Guidance: DoDI 1322.29, AFI 36-2649, AR 600-81, NAVADMIN 222/15, MARADMIN 550/13, and JBSA Instruction 36-3001

Additional Parameters

- Approval subject to mission requirements.
 - Must remain within standards according to service specific guidance; other rules may apply depending on the branch of service.
 - May research and attend custom internship or training.
 - Permissive TDY authorized for out-of-local area programs.
 - Will not receive compensation, wages, pay, stipends, or any other compensation from CSP providers.
 - US Air Force Service Members are not authorized Permissive TDY to attend CSP outside their assigned duty station.
- The Career Skills Program, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI), and Employment Skills Training are part of the DoD Skill Bridge initiative to promote civilian job training for transitioning military members.

Name: _____ **Email:** _____

Branch of Service : _____ **Unit:** _____

Rank: _____ **AFCS/MOS/Rating:** _____ **Time in Service:** _____

Last day on Active Duty: _____

Interests: (Check all that apply.)

- | | | | |
|---------------------------------------|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Broadcasting | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Education | <input type="checkbox"/> Energy | <input type="checkbox"/> Finance | <input type="checkbox"/> Government |
| <input type="checkbox"/> Health | <input type="checkbox"/> HVAC | <input type="checkbox"/> I.T. | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Machinery | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Welding | | |
| <input type="checkbox"/> Other: _____ | | | |

*Information and career educational opportunities are subject to change. Contact the JBSA-Transition Assistance Program, Career Skills Program Coordinator at (210) 221-1672 or email usaf.jbsa.502-abw.mbx.career-skills-program@mail.mil to confirm availability. This information is accurate as of February 2018.